

Livestream

*Consent Agenda Items

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

*	1.	Approval of Revised Board Policy 705, Safety, Second Reading
*	2.	Approval to Commit/Assign Fund Balances and to Complete Transfers from the General Fund to Other Funds
*	3.	Approval of Change Orders – Renovations and Additions East Goshen Elementary School
*	4.	Approval of Change Orders – Construction of Greystone Elementary School
*	5.	Approval of 2019-20 Budget Transfers
	6.	Approval of 2020-21 Building Budget Allocations

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 September 1, 2020 to September 30, 2020
*	2.	Approval of the September 30, 2020 Financial Report
*	3.	Approval of Revisions to Phased School Reopening Health and Safety Plan for SY 2020-21

XI. Comments from Residents (submitted via google form)

XII. Adjournment

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\*Consent Agenda Items

## WEST CHESTER AREA SCHOOL BOARD—**Meeting of Tuesday, September 29, 2020**

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

### **I. Call to Order**

The West Chester Area School Board met at 782 Springdale Drive Exton PA. Due to the pandemic, the public viewed the meeting on the WCASD YouTube Channel. Mr. McCune, Board President, called the meeting to order at 7:04 pm and Johnna Marshall and Alexis Moore of Exton Elementary School led the public in the Pledge of Allegiance.

### **II. Roll Call**

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

**Members Absent:**

### **III. Approval of Minutes of the August 24, 2020 Monthly School Board Meeting**

**BOARD ACTION:** It was moved by Dr. Shaw and seconded by Mr. Bevilacqua to approve the minutes of the August 24, 2020 monthly School Board Meeting.

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

*Mr. McCune announced that the Board met in Executive Session on Tuesday, September 15 regarding school safety and a legal matter.*

### **IV. Approval of the September 29, 2020 School Board Meeting Agenda**

**BOARD ACTION:** It was moved by Mr. Bevilacqua and seconded by Mr. Durnell to approve the September 29, 2020 meeting agenda.

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

## VI. Public Comments on Agenda Items

Public comments on agenda items were solicited via google doc and received via email until 12 noon on Tuesday, September 29, 2020. All comments were sent to school board members prior to the board meeting. Dr. Sokolowski, Assistant Superintendent read the comments during the meeting in their entirety. Comments will be attached to the official meeting minutes.

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

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

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

## VIII. Approval of Consent Agenda

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

### 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 Agreement

#### Personnel

#### Property & Finance

1. Approval of 2020-21 Transportation Schedules
  - On the Go Kids (Contract 1):
    - 51 bus routes both a.m. and p.m. for Special Education Services
    - 13 mi-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
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**

#### 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

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                                                 | 119,747.51           |
| <br>                                                                 |                      |
| CAPITAL PROJECTS FUND                                                | 1,519,414.31         |
| <br>                                                                 |                      |
| SPECIAL REVENUE - Athletics                                          | 2,483.40             |
| <br>                                                                 |                      |
| TRUST FUNDS                                                          | 0.00                 |
| <br>                                                                 |                      |
| CAFETERIA                                                            | 704.57               |
| <br>                                                                 |                      |
| STUDENT ACTIVITY FUND DISBURSEMENTS                                  | 8,102.00             |
| <br>                                                                 |                      |
| TRUST AND AGENCY FUND DISBURSEMENTS                                  | <u>11,613.66</u>     |
| <br>                                                                 |                      |
| TOTAL DISBURSEMENTS                                                  | <u>64,972,922.81</u> |

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

2. Approval of the August 31, 2020 Financial Report

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

## **IX. School Board Reports**

***Education Committee—Mrs. Tiernan***

### **A1. Approval of the Election of Daniel O’Keefe, PSBA Vice President**

**BOARD ACTION:** It was moved by Mrs. Tiernan and seconded by Mr. Bevilacqua to approve the election of Daniel O’Keefe, PSBA Vice President.

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

*Personnel Committee—Dr. Herrmann*

**C1. Approval of Revised Policy 323, Smoking, Tobacco, and Vaping Products – Employees (formerly known as Tobacco/Nicotine), First Reading**

**BOARD ACTION:** It was moved by Dr. Herrmann and seconded by Mr. Spackman to approve the Revised Policy 323, Smoking, Tobacco, and Vaping Products – Employees (formerly known as Tobacco/Nicotine), First Reading

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

**C-2. Approval of 2020-21 Board Goals**

**BOARD ACTION:** It was moved by Dr. Herrmann and seconded by Ms. Chester to approve 2020-21 Board Goals

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

**C-3. Approval of Technology Department Reorganization**

**BOARD ACTION:** It was moved by Dr. Herrmann and seconded by Mr. Bevilacqua to approve the Technology Department Reorganization

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

**C-4. Approval of New Director of Equity and Assessment Position and Job Description**

**BOARD ACTION:** It was moved by Dr. Herrmann and seconded by Mr. Gallen to approve the New Director of Equity and Assessment Position and Job Description

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

**X. Other Business**

**X-3. APPROVAL OF REVISIONS TO THE PHASED SCHOOL REOPENING HEALTH AND SAFETY PLAN FOR SY 2020-21**

**BOARD ACTION:** It was moved by Mr. Bevilacqua and seconded by Mr. Durnell to approve the revisions to the phased school reopening health and safety plan for school year 2020-21.

**On roll call vote, six members present voted “aye” with Ms. Chester, Mr. Gallen, and Dr. Shaw voting “nay”. Motion carried 6-3.**

## **XI. Comments from Residents**

There were no comments from residents.

*Mr. McCune read the following quote, “The greatest glory in living lies not in never falling, but in rising every time we fall.” ~Nelson Mandela*

## **XII. Adjournment**

**BOARD ACTION:** On motion by Mr. Spackman, seconded by Ms. Chester, the Board, on voice vote, agreed to adjourn at 10:30 p.m.

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Board Secretary

## I. Removal from Payroll

|    |                                                                                                                                                                                    |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. | Resignations                                                                                                                                                                       |
| 1. | Joseph Dell’Arciprete, 1.0 Science Teacher at Stetson MS effective TBD.                                                                                                            |
| b. | Retirements                                                                                                                                                                        |
| 1. | Valerie Cooper, 1.0 Paraprofessional, Henderson High School, effective 10/23/20 with 14 years of service.                                                                          |
| 2. | Michele Macpherson, 1.0 Office Assistant/Library Aide, East Goshen Elementary School, effective 10/19/20 with 12 years of service.                                                 |
| c. | Deceased                                                                                                                                                                           |
| 1. | Ronald Pernsley, Custodian at Henderson High School, passed away on 10/2/20. He served 40 years in the District. Mr. Pernsley’s dedication to the District will be greatly missed. |

## II. Additions to Payroll

|    |                              |                                                                                                                                                      |
|----|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. | Professional Staff: Contract |                                                                                                                                                      |
| 1. | Alicia Culleton              |                                                                                                                                                      |
|    | Placement                    | 1.0 Music Teacher at East Bradford ES, Temporary Professional Employee (Non-Tenured), effective 10/26/2020, Level 3, Step 4, \$53,200.               |
|    | Education                    | Immaculata University 2010-2013, Education K-12; University of Maine 2008-2010, BS in Music                                                          |
|    | Experience                   | Collegium Charter School Music Teacher 2018-2020, WCASD .4 Music Teacher 2015-2018.                                                                  |
|    | Certification                | Instructional I Music PK-12                                                                                                                          |
| 2. | Jaqueline Jilek              |                                                                                                                                                      |
|    | Placement                    | 1.0 1 <sup>st</sup> Grade Teacher at East Bradford ES, Temporary Professional Employee (Non-Tenured), effective 8/31/2020, Level 1, Step 1, \$46,000 |
|    | Education                    | West Chester University 2016-2017, BS in Education, PreK-4, Delaware County Community College, 2013-2015, Associates Degree in General Studies       |
|    | Experience                   | Long Term Substitute, East Bradford ES April-June 2019, WCASD Building Substitute, East Bradford ES 2018-present.                                    |
|    | Certification                | Instructional I Grades K-4                                                                                                                           |
| 3. | Mary Vinciguerra             |                                                                                                                                                      |
|    | Placement                    | 1.0 Spanish Teacher at Henderson HS, Temporary Professional Employee (Non-Tenured), effective TBD, Level 1, Step 4, \$51,200.                        |
|    | Education                    | East Carolina University 2019-2020, Penn State University 2013-2017, Bachelor of Arts in Anthropology and Spanish                                    |
|    | Experience                   | Spanish Elementary Teacher (k-5), Root ES, 2018-2020, Substitute Teacher, 2017-2018                                                                  |
|    | Certification                | Instructional 1 Spanish K-12                                                                                                                         |

Recommendations

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|                                             |                                                                                                                                                                                                                                                                                                    |  |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| b. Professional Staff: Long Term Substitute |                                                                                                                                                                                                                                                                                                    |  |
| 1. Tara Czerwinski                          |                                                                                                                                                                                                                                                                                                    |  |
| Placement                                   | 1.0 English Teacher at Peirce MS, Temporary Professional Employee (Non-Tenured), effective TBD, Level 1, Step 1, \$46,000. During Ms. Bailey's leave of absence.                                                                                                                                   |  |
| Education                                   | Wilmington University, 2006-2007, Masters of Education in Secondary School Counseling; Hofstra University, 1997-1998, Masters in Secondary English Education; Lafayette College 1991-1994, BA in English.                                                                                          |  |
| Experience                                  | Substitute Teacher Kelly Educational Services, 2017-2020, English Language Arts Teacher, Baltimore and Cecil County School Districts, MD 2004-2007, English Language Arts Teacher, East Meadow Union Free School District, Jericho Public Schools and Locust Valley School District, NY 1997-2004. |  |
| Certification                               | Instructional I English 7-12, Instructional I Secondary School Counseling 7-12.                                                                                                                                                                                                                    |  |
|                                             |                                                                                                                                                                                                                                                                                                    |  |
| 2. Viviana Diaz-Perez                       |                                                                                                                                                                                                                                                                                                    |  |
| Placement                                   | 1.0 ELD Teacher at Henderson HS, Temporary Professional Employee (Non-Tenured), effective 10/23/20, Level 1, Step 1, \$46,000. During Ms. Salazar's leave of absence.                                                                                                                              |  |
| Education                                   | Brigham Young University-Idaho, Bachelor of Arts, 2015-2019                                                                                                                                                                                                                                        |  |
| Experience                                  | CCRES Special Education Paraprofessional 2019-2020                                                                                                                                                                                                                                                 |  |
| Certification                               | Instructional I Art K-12; Type 01 Emergency Certification Program Specialist (Pending)                                                                                                                                                                                                             |  |
|                                             |                                                                                                                                                                                                                                                                                                    |  |
| 3. Kevin Duell                              |                                                                                                                                                                                                                                                                                                    |  |
| Placement                                   | 1.0 Reading Teacher at Fugett Middle MS, Temporary Professional Employee (Non-Tenured), effective 8/31/20, Level 1, Step 1, \$46,000. During Ms. Slack's leave of absence.                                                                                                                         |  |
| Education                                   | University of Kentucky, Bachelor of Business Administration, 1990-1992, Masters of Arts and Teaching 1998-2005                                                                                                                                                                                     |  |
| Experience                                  | WCASD Building Substitute 2016-present, West Clermont Local School District Fifth Grade Teacher 2015-2016, Loveland City Schools Substitute Teacher 2013-2015, Lakota Local Schools First Grade, Fourth Grade, Sixth Grade, Second Grade 2001-2013.                                                |  |
| Certification                               | Instructional I Grades 4-8, All Subjects 4-6, Social Studies 7-8                                                                                                                                                                                                                                   |  |
|                                             |                                                                                                                                                                                                                                                                                                    |  |
| 4. Jessica Lefner Tigie                     |                                                                                                                                                                                                                                                                                                    |  |
| Placement                                   | .8 Art Teacher: .6 Glen Acres ES/.2 Cyber Program, Temporary Professional Employee (Non-Tenured), effective TBD, Level 1, Step 1, \$36,800. During Ms. Mittman's leave of absence.                                                                                                                 |  |
| Education                                   | West Chester University 2003-2006, Bachelor of Fine Arts                                                                                                                                                                                                                                           |  |
| Experience                                  | Lead Teacher, International Montessori School, 2018-2020; Art Teacher, Thomas Edison Charter School, 2011-2017                                                                                                                                                                                     |  |
| Certification                               | Instructional I Art K-12                                                                                                                                                                                                                                                                           |  |
|                                             |                                                                                                                                                                                                                                                                                                    |  |
|                                             |                                                                                                                                                                                                                                                                                                    |  |

|    |                                                                                                                                                                                         |                                                                                                                                                                                         |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. | Gennaro NiCastro                                                                                                                                                                        |                                                                                                                                                                                         |
|    | Placement                                                                                                                                                                               | 1.0 Math Teacher at Rustin High School, Temporary Professional Employee (Non-Tenured), effective TBD, Level 1, Step 1, \$46,000. During Ms. D'Agostino's leave of absence.              |
|    | Education                                                                                                                                                                               | Cabrini University, 2006, Masters in Secondary Education, 2003, BS in Mathematics                                                                                                       |
|    | Experience                                                                                                                                                                              | Special Education Teacher, Pathway School 2019-2020; Secondary Math Educator, School of Future, 2013-2019; Secondary Math Teacher, University City HS, 2008-2013                        |
|    | Certification                                                                                                                                                                           | Instructional I Math                                                                                                                                                                    |
| 6. | Alyssa Rothemich                                                                                                                                                                        |                                                                                                                                                                                         |
|    | Placement                                                                                                                                                                               | 1.0 2 <sup>nd</sup> Grade Teacher at Cyber Program, Temporary Professional Employee (Non-Tenured), effective 9/24/2020, Level 1, Step 1, \$46,000. During Ms. Hoban's leave of absence. |
|    | Education                                                                                                                                                                               | West Chester University 2015-2019, BS in Education, PreK-4, Special Education (PreK-8)                                                                                                  |
|    | Experience                                                                                                                                                                              | Long Term Substitute Teacher, First Grade Springfield Literacy Center, Springfield SD, August-November 2019 and December 2019-April 2020                                                |
|    | Certification                                                                                                                                                                           | Instructional I Grades PK-4, Instructional I Special Education PK-8                                                                                                                     |
| c. | Administrative Staff: Temporary Administrator                                                                                                                                           |                                                                                                                                                                                         |
| 1. | Approval of independent contractor agreement with Barry Desko to serve as temporary administrator at Peirce MS at a rate of \$550/day, effective on or about 11/16/20 through 12/20/20. |                                                                                                                                                                                         |
| d. | Support Staff: Non Bargaining-None                                                                                                                                                      |                                                                                                                                                                                         |
| e. | Support Staff: Contract - None                                                                                                                                                          |                                                                                                                                                                                         |
| f. | Support Staff: Substitute-None                                                                                                                                                          |                                                                                                                                                                                         |

### III. Personnel Events

#### a. Status Change

|    | Name                 | Type            | From                              | To                                  | Effective Date | Salary                        |
|----|----------------------|-----------------|-----------------------------------|-------------------------------------|----------------|-------------------------------|
| 1. | Donna Benyo          | Support         | 1.0 Database Specialist           | 1.0 Application Service Specialist  | 10/13/2020     | Group 10, Step 7, \$31.22/hr. |
| 2. | Allen (Gary) Butcher | Service Support | .5 Custodian at Starkweather ES   | 1.0 Custodian at Spellman           | 10/26/2020     | Group 4, Step 1, \$18.07/hr.  |
| 3. | Dr. Shawn Cruice     | Administrative  | 1.0 Assistant Principal Peirce MS | 1.0 Principal Westtown-Thornbury ES | 11/16/2020     | \$134,998                     |

Recommendations  
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|     | <b>Name</b>      | <b>Type</b>     | <b>From</b>                   | <b>To</b>                          | <b>Effective Date</b> | <b>Salary</b>                  |
|-----|------------------|-----------------|-------------------------------|------------------------------------|-----------------------|--------------------------------|
| 4.  | Hubert Lamptey   | Service Support | .5 Custodian at Glen Acres ES | 1.0 Custodian at Spellman          | 10/14/2020            | Group 4, Step1, \$18.07/hr.    |
| 5.  | Patrick Lesniak  | Support         | 1.0 Database Specialist       | 1.0 Application Service Specialist | 10/13/2020            | Group 10, Step 8: \$32.16/hr.  |
| 6.  | Mary Printz      | Support         | 1.0 Database Specialist       | 1.0 Application Service Specialist | 10/13/2020            | Group 10, Step 10: \$35.50/hr. |
| 7.  | Patrick Seningen | Support         | 1.0 Network Specialist        | 1.0 Network Engineer               | 10/13/2020            | Group 11, Step 10 \$41/hr.     |
| 8.  | Michael Stoffa   | Support         | 1.0 Network Specialist        | 1.0 Network Engineer               | 10/13/2020            | Group 11, Step 10 \$41/hr.     |
| 9.  | Heather Thomas   | Support         | 1.0 Network Specialist        | 1.0 Network Engineer               | 10/13/2020            | Group 11, Step 10 \$41/hr.     |
| 10. | Tashara Wesley   | Service Support | .5 Custodian at Exton ES      | 1.0 Custodian at Spellman          | 10/20/2020            | Group 4, Step 1, \$18.07/hr.   |

b. Involuntary Transfer

|    | <b>Name</b>       | <b>Type</b>  | <b>From</b>                                                                                                      | <b>To</b>                                                                   | <b>Effective Date</b> |
|----|-------------------|--------------|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------------|
| 1. | Inez Amen         | Professional | 1.0 ELD at Fern Hill ES                                                                                          | 1.0 ELD at Starkweather ES                                                  | 10/19/2020            |
| 2. | Melinda Benson    | Professional | 0.4 Speech/Language at East Goshen ES/ 0.4 Speech/Language at Fern Hill ES/ 0.2 Speech/Language at Cyber Program | 0.8 Speech / Language at Fern Hill ES/ 0.2 Speech/Language at Cyber Program | 10/19/2020            |
| 3. | Kathleen Corcoran | Professional | 1.0 ELD at Peirce MS                                                                                             | .6 ELD at Peirce MS/.4 ELD at Starkweather ES                               | 10/19/2020            |
| 4. | Laura Ebert       | Professional | 1.0 Autistic Support at East Goshen ES                                                                           | 1.0 Autistic Support at Exton ES                                            | 10/19/2020            |



Recommendations  
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|     | <b>Name</b>            | <b>Type</b>  | <b>From</b>                                                                                                  | <b>To</b>                                                             | <b>Effective Date</b> |
|-----|------------------------|--------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------------|
| 5.  | Alexander Fad          | Professional | .8 FCS at Stetson MS                                                                                         | .7 FCS at Stetson MS/.1 FCS Cyber Program (Q3 & Q4)                   | 10/20/2020            |
| 6.  | Kristen Gaudiello      | Professional | 0.1 ELD at Penn Wood ES/ 0.4 ELD Peirce MS (All Remote)                                                      | .5 ELD at Penn Wood ES                                                | 10/19/2020            |
| 7.  | Erin Hadfield          | Professional | 1.0 Autistic Support at East Goshen ES                                                                       | 1.0 Autistic Support at Fern Hill ES                                  | 10/19/2020            |
| 8.  | Ashlyn Kahlenberg      | Professional | 1.0 ELD at Fern Hill ES                                                                                      | 1.0 ELD at Westtown-Thornbury ES                                      | 10/19/2020            |
| 9.  | Robin King             | Professional | 1.0 ELD at Starkweather ES                                                                                   | 1.0 ELD at Hillsdale ES                                               | 10/19/2020            |
| 10. | Kathryn LaRosa         | Professional | 0.4 Speech/Language at East Goshen ES/ 0.4 Speech/Language at Exton ES/ 0.2 Speech Language at Cyber Program | 0.8 Speech/Language at Exton ES/ 0.2 Speech/Language at Cyber Program | 10/19/2020            |
| 11. | Mackenzie Lindenberger | Professional | 1.0 Autistic Support at East Goshen ES                                                                       | 1.0 Autistic Support at Fern Hill ES                                  | 10/19/2020            |
| 12. | Jillian Lisowski       | Professional | 1.0 Autistic Support at East Goshen ES                                                                       | 1.0 Autistic Support at Exton ES                                      | 10/19/2020            |
| 13. | Erika Litofsky         | Professional | 0.8 ELD at Hillsdale ES/ 0.2 ELD 5th grade at Cyber Program                                                  | 1.0 ELD at Hillsdale ES                                               | 10/19/2020            |
| 14. | Christine Miller       | Professional | 0.8 ELD at Fern Hill ES/ 0.2 ELD 4th Grade at Cyber Program                                                  | 1.0 ELD at Fern Hill ES                                               | 10/19/2020            |
| 15. | Laura Raws             | Professional | 0.6 ELD at East Bradford ES/ 0.4 ELD Cyber Program                                                           | 1.0 ELD at East Bradford ES                                           | 10/19/2020            |
| 16. | Nicole Verbos          | Professional | 1.0 Autistic Support at East Goshen ES                                                                       | 1.0 Autistic Support at Exton ES                                      | 10/19/2020            |

|     | <b>Name</b>   | <b>Type</b>  | <b>From</b>                                         | <b>To</b>                                                 | <b>Effective Date</b> |
|-----|---------------|--------------|-----------------------------------------------------|-----------------------------------------------------------|-----------------------|
| 17. | Ryan Walter   | Professional | 1.0 Learning Support/Life Skills at Starkweather ES | 1.0 Learning Support/Life Skills at Westtown-Thornbury ES | 10/19/2020            |
| 18. | Michelle West | Professional | 1.0 ELD at Fern Hill ES                             | 1.0 ELD at Peirce MS                                      | 10/19/2020            |

c. Voluntary Transfer-None

#### IV. Personnel Leave

a. Sabbatical Leave

|    | <b>Name</b>          | <b>Position</b>                                    | <b>Effective Date</b> | <b>Ending Date</b>                            |
|----|----------------------|----------------------------------------------------|-----------------------|-----------------------------------------------|
| 1. | Elena Castilla       | 1.0 Gifted Resource Teacher at Henderson HS        | 11/30/2020            | 6/17/2021                                     |
| 2. | Carla Madiro         | 1.0 Spanish Teacher at Peirce MS                   | 8/23/2021             | Last day for teachers June 2022.              |
| 3. | Joy Mittman          | .8 Art Teacher (.6 Glen Acres ES/.2 Cyber Academy) | 1/4/2021              | 6/17/2021                                     |
| 4. | Megan Schell         | 1.0 Special Education Teacher at Peirce MS         | 1/26/2021             | End of the 2 <sup>nd</sup> market period 2022 |
| 5. | Jennifer Virtue-Baer | 1.0 3 <sup>rd</sup> Grade Teacher at Glen Acres ES | 1/26/2021             | 6/17/2021                                     |

b. Unpaid Leave

|    | <b>Name</b>     | <b>Position</b>                       | <b>Effective Date</b> | <b>Ending Date</b> |
|----|-----------------|---------------------------------------|-----------------------|--------------------|
| 1. | Margaret Friese | 1.0 Paraprofessional at Glen Acres ES | 10/22/2020            | 5/3/2021           |

#### V. Additional Information

|    |                                                                                                                                                                                                                                                                                                                                                           |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Dr. Kristen Barnello will receive a \$5,000 stipend (\$2,500 per month for September and October 2020) for her work in the WC Cyber Program.                                                                                                                                                                                                              |
| 2. | Kyle Burns, Day Custodian at Exton Elementary School, has moved to Grounds Mechanic III at Warehouse on a temporary basis from 9/14/2020 to 10/30/2020. He is moving from Group 5, Step 4 (\$23.84/hr.) to Group 3, Step 4 (\$25.68/hr.)                                                                                                                  |
| 3. | Dr. Rebecca Eberly will receive a \$5,000 stipend (\$2,500 per month for September and October 2020) for her work in the WC Cyber Program.                                                                                                                                                                                                                |
| 4. | Sandi DiNardo's start date was 10/8/2020.                                                                                                                                                                                                                                                                                                                 |
| 5. | Erin Kraynie's last day was 10/23/2020.                                                                                                                                                                                                                                                                                                                   |
| 6. | Donna Subers' start date was 10/15/20.                                                                                                                                                                                                                                                                                                                    |
| 7. | The following support staff in Group 1 were/are temporarily reassigned to Group 1B for their work in the Brick and Mortar ELD/Special Education programs at Fern Hill Elementary School and Henderson High School:<br>-Vivian Borocharner, Elementary, 2 days/wk., September 17 until October 16<br>-Sharon Duffy, Elementary, August 31 until October 16 |

# Recommendations

Supplement to the Agenda – October 26, 2020 - p.7

|    |                                                                                                                                                                                                                                                                                                                                                                                                               |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <ul style="list-style-type: none"> <li>-Donna Gosik, Elementary, August 31 until October 16</li> <li>-Donna Marino, Elementary, August 31 until October 16</li> <li>-Mary Endrey, Secondary, August 31 until November 4</li> <li>-Hester Davenport, Secondary, August 31 until November 4</li> <li>-Barbara Bell, Secondary, August 31 until November 4</li> </ul>                                            |
| 8. | In accordance with the PA State Auditors recommendation, the following list of drivers, employed by our transportation contractors Krapf's and On the Go Kids, require School Board approval. The credentials and security clearances for each of these drivers has been verified to be in compliance with our transportation carrier contracts and have been vetted through the WCASD Transportation Office: |

| First Name | Last Name       | Drivers/Aides |
|------------|-----------------|---------------|
| Terre      | Baker           | Driver        |
| Steve      | Batcher         | Driver        |
| Bert       | Bellano         | Driver        |
| Courtney   | Beyer           | Driver        |
| Becky      | Cagle           | Driver        |
| Kerri      | Caranza         | Driver        |
| Karen      | Cassidy         | Driver        |
| Katie      | Chatman-Royce   | Driver        |
| Janice     | Cirwithian-Barr | Driver        |
| James      | Coll            | Driver        |
| Janet      | Conlon          | Driver        |
| Kelle      | Corporal        | Driver        |
| Joanne     | Cowan           | Driver        |
| Michelle   | Dipretore       | Driver        |
| Lisa       | Downing         | Driver        |
| Michele    | Esworthy        | Driver        |
| Lisa       | Festa           | Driver        |
| Janet      | Gincley         | Driver        |
| Julie      | Girafalco       | Driver        |
| Kelli      | Gustatis        | Driver        |
| Valorie    | Guthrie         | Driver        |
| Marissa    | Johnson         | Driver        |
| Fritz      | Johnson         | Driver        |
| Akira      | Kitchener       | Driver        |
| Jessica    | Kolodziejek     | Driver        |
| Olive      | Kosasih         | Driver        |
| Jean       | Lewis           | Driver        |
| Sandy      | Liss            | Driver        |
| Rodney     | Lomax           | Driver        |
| Tony       | Marrongelli     | Driver        |
| Terry      | Massamini       | Driver        |
| Terri      | McFalls         | Driver        |

| First Name | Last Name      | Drivers/Aides |
|------------|----------------|---------------|
| Shawn      | McGlinchey     | Driver        |
| Lynn       | McGlynn        | Driver        |
| Falishia   | Medley         | Driver        |
| Anna       | Mooney         | Driver        |
| Richard    | Moran          | Driver        |
| Ashley     | Murphy         | Driver        |
| Lynzie     | Orlando        | Driver        |
| Lorpu      | Piliporlor     | Driver        |
| Stacy      | Pollard        | Driver        |
| Teyse      | Pollard        | Driver        |
| Stephanie  | Reid           | Driver        |
| Corrine    | Reyes-Peazzoni | Driver        |
| Tammy      | Rutledge       | Driver        |
| Cheryl     | Sabb           | Driver        |
| Stacey     | Savard         | Driver        |
| Harold     | Savidge        | Driver        |
| Alison     | Sload          | Driver        |
| Debra      | Smith          | Driver        |
| Bonnie     | Smith          | Driver        |
| Terri      | Snow           | Driver        |
| Rana       | Soliman        | Driver        |
| Jackie     | Thornton       | Driver        |
| Peter      | Tidball        | Driver        |
| Debra      | Tinsman        | Driver        |
| Yan Ming   | Wong           | Driver        |

## VI. Supplemental Contracts

| Last Name                 | First Name | Location | Season | Step | % of Contract | Total Contract | Position Title               |
|---------------------------|------------|----------|--------|------|---------------|----------------|------------------------------|
| <b>'20-'21 Additions:</b> |            |          |        |      |               |                |                              |
| Agudelo                   | Christian  | FMS      | Winter | 1    | 100.00%       | \$3,080.00     | Head Wrestling Coach         |
| Agudelo                   | Christian  | FMS      | Winter | 1    | 100.00%       | \$924.00       | 6th Grade Wrestling Coach    |
| Ascareggi                 | James      | SMS      | Fall   | 1    | 100.00%       | \$2,464.00     | Head Volleyball Coach        |
| Brown                     | Alyssa     | EHS      | Winter | 1    | 100.00%       | \$4,312.00     | Asst. Girls Basketball Coach |
| Culleton                  | Alicia     | EBE      | Annual | 1    | 80.00%        | \$492.80       | School Chorus & Musical      |
| Egleston                  | Amanda     | SMS      | Fall   | 2    | 100.00%       | \$2,205.00     | Asst. Girls Soccer Coach     |

Recommendations  
Supplement to the Agenda – October 26, 2020 - p.9

| Last Name           | First Name | Location | Season | Step | % of Contract | Total Contract | Position Title                 |
|---------------------|------------|----------|--------|------|---------------|----------------|--------------------------------|
| Krasley             | Kayla      | District | Annual | 2    | 33.00%        | \$935.55       | Honors Chorus - Elementary     |
| Oliver              | Michael    | PWE      | Annual | 1    | 100.00%       | \$924.00       | Safety Patrol Coordinator      |
| Mangold             | Linda      | District | Annual | 6    | 33.00%        | \$1,205.82     | Honors Chorus - Elementary     |
| Monaghan            | John       | RHS      | Winter | 6    | 100.00%       | \$7,714.00     | Head Swimming Coach            |
| Peck                | James      | SMS      | Annual | 1    | 100.00%       | \$1,232.00     | 7th Grade Team Leader          |
| Seagraves           | Annie      | PWE      | Annual | 1    | 50.00%        | \$1,386.00     | Computer Coordinator           |
| Schorn              | James      | FMS      | Fall   | 1    | 100.00%       | \$2,772.00     | Asst. Football Coach           |
| Smith               | David      | RHS      | Fall   | 4    | 100.00%       | \$2,760.00     | Asst. Boys Cross Country Coach |
| Wildermuth          | Timothy    | PMS      | Fall   | 1    | 100.00%       | \$2,156.00     | Asst. Boys Soccer Coach        |
|                     |            |          |        |      |               |                |                                |
| <b>Removals:</b>    |            |          |        |      |               |                |                                |
| DellArciprete       | Joseph     | SMS      | Winter | 3    | 100.00%       | \$3,240.00     | Head Wrestling Coach           |
|                     |            |          |        |      |               |                |                                |
| <b>Adjustments:</b> |            |          |        |      |               |                |                                |
| Bacon               | Anthony    | RHS      | Winter | 2    | 100.00%       | \$4,410.00     | Asst. Girls Basketball Coach   |
| Nicholson           | Kristina   | RHS      | Winter | 4    | 50.00%        | \$2,576.00     | Asst. Girls Basketball Coach   |
| Oliver              | Michael    | PWE      | Annual | 3    | 100.00%       | \$2,916.00     | After School Intramurals       |
| Toole               | Robert     | EHS      | Fall   | 1    | 25.00%        | \$1,001.00     | Color Guard                    |

Supplement to the Agenda –ADDENDUM – 2020.10.26. p.1

- |    |                |                                                                                                                                        |
|----|----------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Yenys Mundell  |                                                                                                                                        |
|    | Placement      | 1.0 2 <sup>nd</sup> Shift Custodian at District, 8 hrs./day, 5 days/week, 260 days/year, effective 11/10/20, Group 5, Step 1, \$18.30. |
| 2. | Manuel Polanco |                                                                                                                                        |
|    | Placement      | 1.0 2 <sup>nd</sup> Shift Custodian at District, 8 hrs./day, 5 days/week, 260 days/year, effective TBD, Group 5, Step 1, \$18.30.      |

- | <u>Last Name</u>         | <u>First Name</u> | <u>Location</u> | <u>Season</u> | <u>Step</u> | <u>% of Contract</u> | <u>Total Contract</u> | <u>Position Title</u>       |
|--------------------------|-------------------|-----------------|---------------|-------------|----------------------|-----------------------|-----------------------------|
| <b>Additions: None</b>   |                   |                 |               |             |                      |                       |                             |
| <b>Removals:</b>         |                   |                 |               |             |                      |                       |                             |
| Chambers                 | Paul              | RHS             | Winter        | 6           | 32%                  | \$1,818.88            | Asst. Boys Basketball Coach |
| Mangold                  | Linda             | PWE             | Annual        | 5           | 50%                  | \$1,714.50            | Computer Coordinator        |
| Wood                     | Tyler             | RHS             | Winter        | 3           | 33.30%               | \$1,510.48            | Asst. Wrestling Coach       |
| <b>Adjustments: None</b> |                   |                 |               |             |                      |                       |                             |

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

Monday, October 26, 2020

7:00 PM

Livestream

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**CONSENT AGENDA**

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I recommend the Board approve the following consent agenda items:

**IX. School Board Reports**

**Education**

1. Approval of Revised Policy 904, Public Attendance at School Events, Second Reading
2. Approval of Revised Policy 907, School Visitors, Second Reading
3. Approval of Revised Policy 203, Immunizations/Communicable Diseases, Second Reading
4. Approval of Revised Policy 209, Health Examinations/Screenings, Second Reading

**Pupil Services**

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

**Personnel**

**Property & Finance**

1. Approval of Revised Board Policy 705, Safety, Second Reading
2. Approval to Commit/Assign Fund Balances and to Complete Transfers from the General Fund to Other Funds
3. Approval of Change Orders – Renovations and Additions to East Goshen Elementary School
4. Approval of Change Orders – Construction of Greystone Elementary School
5. Approval of 2019-20 Budget Transfers

**X. Other Business**

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

**Responsible Staff: Dr. Scanlon**

***Background***

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



# WEST CHESTER AREA SCHOOL DISTRICT

## Education Committee

October 26, 2020

### Action Items

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

Approval is requested of Revised Policy 203 Immunizations/Communicable Diseases, Second Reading.

*I so move.*

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

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

*I so move.*

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

Approval is requested of Revised Policy 904 Public Attendance at School Events, Second Reading.

*I so move.*

#### **Approval of Revised Policy 907 School Visitors, Second Reading**

Approval is requested of Revised Policy 907 School Visitors, Second Reading.

*I so move.*





**WEST CHESTER AREA SCHOOL DISTRICT  
Education Committee**

**Meeting Minutes  
October 12, 2020  
Virtual Meeting  
Start: 6:32 pm Finish: 7:08 pm**

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

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

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

**Items on Agenda-**

- Approval of the September 21, 2020 Education Committee Meeting Minutes
- 2020 Effectiveness Measures Report
- 2020 Advanced Placement Achievement
- 2020 SAT Report

**October Education Committee Agenda Item actions/outcomes to be placed on October 26  
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 – September 21, 2020 | <b>3-0</b>  |

**Policies and Administrative Guidelines for 2<sup>nd</sup> reading approval on the upcoming Board  
Consent Agenda:**

- Approval of Revised Policy 904 Public Attendance at School Events
- Approval of Revised Policy 907 School Visitors
- Approval of Revised Policy 203 Immunizations/Communicable Diseases
- Approval of Revised Policy 209 Health Examinations/Screenings

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



|               |                                         |
|---------------|-----------------------------------------|
| Book          | Policy Manual                           |
| Section       | 200 Pupils                              |
| Title         | Immunizations and Communicable Diseases |
| Code          | 203                                     |
| Status        | Second 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              | Second 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







|               |                                    |
|---------------|------------------------------------|
| Book          | Policy Manual                      |
| Section       | 900 Community                      |
| Title         | Public Attendance at School Events |
| Code          | 904                                |
| Status        | Second 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        | Second 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

WEST CHESTER AREA SCHOOL DISTRICT  
Pupil Services Committee  
October 26, 2020

ACTION ITEMS

**Approval of One Special Education Agreement**

Approval is requested of One Special Education Agreement

*I so move.*



**Pupil Services Meeting Minutes  
October 12, 2020  
Pupil Services Committee Meeting**

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**Ms. Chester opened the meeting at 7:18 pm.**

**Attending Committee Members:** Joyce Chester, Sue Tiernan, Daryl Durnell

**Other Board Members:** Chris McCune, Randell Spackman

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

**Items listed on the agenda:**

- PAYS Presentation

Actions and Outcomes: none

Items to be placed on upcoming Board Agenda: none

Items to be placed on the Consent Agenda: none

Items to be discussed at a later date: None

**The meeting ended at 7:48 pm.**

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**Next Meeting: Monday, November 9, 2020 – 7:00 pm**

WEST CHESTER AREA SCHOOL DISTRICT  
School Board Meeting  
October 26, 2020

**PERSONNEL COMMITTEE**

ACTION ITEMS

**Approval of revised Board Policy 323 Smoking, Tobacco and Vaping  
Products – Employees (formerly known as Tobacco/Nicotine), 2<sup>nd</sup> Reading**

Approval is requested of Approval is requested of revised Policy 323 Smoking, Tobacco and  
Vaping Products – Employees (formerly known as Tobacco/Nicotine), 2<sup>nd</sup> Reading

*I so move.*



|              |                                                                                        |
|--------------|----------------------------------------------------------------------------------------|
| Book         | Policy Manual                                                                          |
| Section      | 300 Employees                                                                          |
| Title        | Smoking, Tobacco, and Vaping Products - Employees (formerly known as Tobacco/Nicotine) |
| Code         | 323                                                                                    |
| Status       | Second 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](#)

WEST CHESTER AREA SCHOOL DISTRICT  
Property & Finance Committee  
October 26, 2020 – ACTION ITEMS

### **Approval of Revised Board Policy 705, Safety, Second Reading**

Approval is requested for Revised Board Policy 705, Safety, Second Reading.  
*I so move.*

### **Approval to Commit/Assign Fund Balances and to Complete Transfers from the General Fund to Other Funds**

Approval is requested to commit fund balances for health care stabilization in the amount of \$4,159,909, alternative education in the amount of \$1,000,000, enrollment growth in the amount of \$3,500,000, and to assign a fund balance for millage stabilization in the amount of \$29,486,832. Approval is also requested for a transfer from the General Fund to the Capital Reserve Fund in the amount of \$5,451,612.  
*I so move.*

### **Approval of Change Orders – Renovations and Additions East Goshen Elementary School**

Approval is requested for the following Change Orders for the East Goshen Elementary School Renovations and Additions:

|                                          |                                                                                                                  |             |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------|
| General Contractor: The Hartford Company |                                                                                                                  |             |
| GC-032S                                  | Deduct costs for EC to re-run wiring to fire alarm strobe.                                                       | -\$931.71   |
| GC-033S                                  | Deduct costs for EC to repair and replace conduits installed in gymnasium hit and damaged by the GC's steel sub. | -\$939.49   |
| GC-034S                                  | Deduct costs for EC to replace and replace electrical circuit crushed by GC masonry work.                        | -\$1,904.24 |
| GC-035S                                  | Credit for part of EC OT to install elevator contacts on weekend.                                                | -\$642.56   |
| GC-036S                                  | Add insulation at top of corridor walls at E-wing.                                                               | \$1,215.31  |
| GC-037S                                  | Provide and install a stainless steel closure plate at Stairwell 1.                                              | \$876.64    |
| GC-038S                                  | Provide and install a stainless steel back splash in kitchen at exhaust hood per CC Health Dept request.         | \$3,096.36  |
| GC-039S                                  | Remove existing soffit at E-wing exit canopy and replace with vinyl soffit.                                      | \$2,923.64  |
| GC-040S                                  | Remove and replace concrete sidewalk in courtyard.                                                               | \$1,811.06  |

|                                         |                                                                                                                                   |              |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------|
| GC-041S                                 | Masonry infills for fire extinguisher cabinets and other wall areas.                                                              | \$993.11     |
| GC-042S                                 | Credit for change in install process at classroom window light wells.                                                             | -\$21,957.60 |
| GC-043S                                 | Credit for reduction of footing depth at new reading lab construction.                                                            | -\$8,400.03  |
| GC-044S                                 | Changes to library walls, add casework due to addition of Maker Space in Library.                                                 | \$9,820.85   |
| GC-045S                                 | Removal and disposal of canopy at front entry.                                                                                    | \$10,853.36  |
| GC-046S                                 | Cut and re-glue classroom wall tack panels.                                                                                       | \$1,986.27   |
| GC-047S                                 | Provide additional steel supports for decking at library roof.                                                                    | \$4,658.60   |
| GC-048S                                 | Install new vinyl soffit at entrance canopy.                                                                                      | \$13,845.89  |
| GC-049S                                 | Add 3" mud bed in kitchen area for floor tile due to unforeseen existing flooring thickness.                                      | \$12,423.35  |
| GC-050S                                 | Revision at Library ceiling height due to existing conditions.                                                                    | \$694.72     |
| GC-051S                                 | Repairs to existing masonry in Phase 3 areas.                                                                                     | \$635.98     |
| GC-052S                                 | Seal concrete floor at Outdoor Storage room 028 in lieu of adding quarry tile.                                                    | \$419.72     |
| GC-053S                                 | Install metal stud and drywall to deck where an existing hidden window was found above-ceiling.                                   | \$1,444.20   |
| GC-054S                                 | Painting of temporary door required for emergency egress by EG Township as WCASD decided to retain as permanent.                  | \$276.29     |
| GC-055S                                 | Provide and install additional gypsum walls and insulation at entry doors. Also included was replacement of soffit at main entry. | \$5,257.18   |
| GC-056S                                 | Install metal stud and drywall to deck where an existing hidden window was found above-ceiling.                                   | \$3,378.81   |
| GC-057S                                 | Change Order includes misc patching, additional demo, replacing ceiling tiles and cutting of tack panels.                         | \$1,338.38   |
| GC-058S                                 | Provide and install additional concrete in courtyard.                                                                             | \$10,329.52  |
| GC-059S                                 | Additional credit for changing soffit drywall to metal panel.                                                                     | -\$420.00    |
| Electrical Contractor: Clinger Electric |                                                                                                                                   |              |
| EC-041                                  | Provide and install additional electrical devices at elevator                                                                     | \$2,013.87   |
| EC-042                                  | Furnish and install emergency power contacts as required by EG Township                                                           | \$8,109.75   |
| EC-043                                  | Additional of electrical outlets on the window walls of the E-section classrooms                                                  | \$3,014.00   |
| EC-044                                  | Furnish and install wiring for two (2) additional WIFI ports, teacher station and additional data line at                         | \$5,683.00   |

|                                          |                                                                                                                          |             |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------|
|                                          | Reading Lab                                                                                                              |             |
| EC-045                                   | Delete one light fixture at soffit at door V003, and add 2 surface mount fixtures at Kitchen canopy area.                | \$748.00    |
| EC-046                                   | Add outlets and ceiling-mounted cord reels and additional 2 runs of data in Library due to adding Maker Space area.      | \$10,842.00 |
| EC-047                                   | Provide and install power circuit to door holders at door C005A.                                                         | \$2,134.00  |
| EC-048                                   | Add Bluetooth compatibility to the sound systems in the Cafeteria and Gymnasium.                                         | \$1,450.00  |
| EC-049                                   | Add wiremold and cabling to room 107 for an interactive whiteboard in room.                                              | \$1,027.70  |
| EC-050                                   | Furnish and install six (6) additional smoke detectors in cafeteria and kitchen ductwork.                                | \$8,757.00  |
| EC-051                                   | Relocate two (2) electrical devices to above countertop as they were installed behind cabinetry in IT Office.            | \$229.56    |
| EC-052                                   | Provide analog connection to the specified intercom system to allow for District-wide communication through technology.  | \$1,398.00  |
| EC-053                                   | Provide control conduit for stage chair lift.                                                                            | \$1,310.75  |
| EC-054                                   | Provide and install conduit and wire for new smoke duct detectors.                                                       | \$2,932.00  |
| EC-055                                   | Site pole lights needed to be removed, cut shorter and re-installed due to new lights didn't meet Township requirements. | \$4,875.68  |
| EC-056                                   | Add an outlet in the kitchen.                                                                                            | \$1,507.80  |
| EC-057                                   | Add an additional breaker, conduit and wire to the convection oven.                                                      | \$4,720.95  |
| EC-058                                   | Add wiremold and data to printer location in library.                                                                    | \$925.81    |
| HVAC Contractor: JBM Mechanical          |                                                                                                                          |             |
| MC-007                                   | Install heat detector and tie in fan controls to kitchen exhaust fan                                                     | \$3,175.49  |
| MC-008                                   | Change in glycol/water percentage in the chilled water system.                                                           | \$1,000.03  |
| Plumbing Contractor: J.R. Reynolds, Inc. |                                                                                                                          |             |
| PC-011                                   | Remove wall hydrant and cap line at existing art room exterior wall.                                                     | \$373.00    |
| PC-012                                   | Replace elevator sump discharge piping removed by GC's elevator installer.                                               | \$1,080.00  |
| PC-013                                   | Install new sink with sideplash in kitchen per CC Health Dept.                                                           | \$428.00    |
| PC-014                                   | Provide sink and UG tie in for new sink in Library Maker Space area                                                      | \$11,961.00 |
| PC-015                                   | Add 2 floor sinks for kitchen serving line to drain.                                                                     | \$9,322.00  |

*I so move.*



## Approval of Change Orders – Construction of Greystone Elementary School

Approval is requested for the following Change Orders for the Construction of Greystone Elementary School.

|                                             |                                                                                                                                        |              |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|--------------|
| General Contractor: Sha-Nic, Inc.           |                                                                                                                                        |              |
| GC-005                                      | Revise framing along Column line C9 between 5 and 7.                                                                                   | \$2,914.00   |
| GC-006                                      | Add address number to exterior of building per Township requirements.                                                                  | \$975.26     |
| GC-007                                      | Add acoustical panels to walls in gym/cafeteria multi-purpose room to reduce sound noise.                                              | \$17,540.00  |
| GC-008                                      | Revisions to steel for HVAC contractor substituted roof equipment.                                                                     | \$6,079.00   |
| GC-009                                      | Provide and Install additional five (5) hopper windows in various 2 <sup>nd</sup> floor locations and relocate others around building. | \$8,846.00   |
| GC-010                                      | Revisions to library roof steel.                                                                                                       | \$5,241.00   |
| GC-011                                      | Change in color of windows and storefront per WCASD request                                                                            | \$8,033.00   |
| GC-012                                      | Changes due to removing chase walls from classroom 210 to increase instructional space and move to upper cafeteria wall.               | \$10,842.00  |
| GC-013                                      | Revisions to whiteboard sizes, additional tack wall panels.                                                                            | \$13,842.00  |
| GC-014                                      | Steel changes at column line 6 and hip roof framing change.                                                                            | \$7,416.00   |
| Electrical Contractor: The Farfield Company |                                                                                                                                        |              |
| EC-002                                      | Additional charge to widen ductbank separation between electrical lines and communication conduits per engineer.                       | \$18,203.00  |
| EC-003                                      | Delete 47 Type M fixtures.                                                                                                             | -\$12,928.00 |
| HVAC Contractor: JBM Mechanical             |                                                                                                                                        |              |
| MC-002                                      | Credit for GC changes due to mechanical equipment change.                                                                              | -\$6,079.00  |
| MC-003                                      | Credit due to change in type of mechanical roof curbs.                                                                                 | -\$21,000.00 |
| MC-004                                      | Credit for change in chiller size                                                                                                      | -\$9,600.00  |
| Plumbing Contractor: Vision Mechanical      |                                                                                                                                        |              |
| PC-002                                      | Changes to kitchen triple bowl sink                                                                                                    | \$4,507.99   |
| Sitework Contractor: Watts Services         |                                                                                                                                        |              |
| SC-002                                      | Connect existing Storm sewer pipe to manhole #8.                                                                                       | \$2,420.00   |
| SC-003                                      | Reimburse contractor for install fee for propane tanks.                                                                                | \$1,295.39   |
| SC-004                                      | Add anti-buoyancy blocks to propane tanks                                                                                              | \$5,284.00   |

|                                       |                                                    |            |
|---------------------------------------|----------------------------------------------------|------------|
| Roofing Contractor: Garland DBS, Inc. |                                                    |            |
| RC-002                                | Provide and install snow guards at entrance canopy | \$1,800.75 |

*I so move.*

### **Approval of 2019-20 Budget Transfers**

Approval is requested for the 2019-20 Budget Transfers

*I so move.*

### **Approval of 2021-22 Building Budget Allocations**

Approval is requested for the per pupil allocation factor of \$134.20 per weighted pupil for the 2021-22 fiscal year. The weighting factors will be 1 for full-time kindergarten and elementary students, 1.06 for middle school students, and 1.43 for high school students. The fixed activity expense budget totals \$612,360 for all 6 secondary schools which includes \$154,350 per high school and \$49,770 per middle school. The total 2021-22 building budget allocation is \$2,455,170.

*I so move.*

Committee Meeting Minutes  
WEST CHESTER AREA SCHOOL DISTRICT  
October 19, 2020 – Property & Finance Committee (via ZOOM)

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

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

Administration: Mr. John Scully, Dr. James Scanlon, Mr. Kevin Campbell, Mr. Justin Matys

Also Present: Members of the public

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Action or outcomes from the meeting: (Unless noted, all votes were 4-0.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                |
| The committee approved the September 29, 2020 Property & Finance Committee Minutes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Mr. Bevilacqua |
| Mr. Scully reviewed the Budget Forecast Model and the changes from the previous model on pages 5-7. 2019-20 changes to expenses include a reduction of \$90,540 in salaries related to custodial staff and the food service operations, an increase of \$143,619 in Professional & Technical Services, and an increase of \$18,506 in supplies. The net of all 2019-20 changes in October result in a decrease of \$71,585 to the ending fund balance designated for future millage increases. Mr. Scully reviewed the changes to the 2020-21 projections which include a decrease in Salaries of \$906,598 due to teacher attrition savings, a decrease in benefits of \$382,222, a decrease in supplies of \$712,162 related to carryover forfeiture by buildings and a decrease in supplies of \$343,669 related to carryover forfeiture by departments, a decrease in supplies of \$35,942 related to an adjustment in PPA, and a decrease of \$150,000 in Debt Service on variable rate debt. Increases in expenses include \$141,583 for 2 FTE administrators, an increase of \$572,931 for 7.75 FTE additional teachers, and an increase of \$301,238 for benefits related to the additional staff. The revenue projection for 2020-21 was decreased by \$40,492 due to a reduction in the State subsidy related to the net staffing changes. The net of all changes in 2020-21 projections resulted in an increase of \$1,474,349 to the ending fund balance designated for future millage increases. Mr. Scully review the changes to the 2021-22 projections. 2021-22 expense salary and benefits projections increased by \$213,000 and \$89,801, respectively, which is due to the additional 2 Admin FTE. The revenue projections for 2021-22 increased by \$707,793 due to an increased real estate revenues related to the higher than estimated certified Act 1 rate. The net of adjustment to 2021-22 projections resulted in a decrease to the budget GAP of \$449,892. The net of all changes in October resulted in a 2021-22 budget gap decrease of \$1,852,656. Mr. Scully reviewed the summary of all funds, page 27, which shows the budget gap after an ACT1 tax increase to be \$14,588,000. This is an informational item and no Board action is required. | Mr. Scully     |
| Mr. Scully reviewed the enrollment projections for 2021-22 and advised the committee that the 2021-22 projection is 11,901 students which represents a decrease of 67 students. Enrollment projections are based on cohort survival calculation method and does not include new student growth. The Hybrid average retention method was used to project future years'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Mr. Scully     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| enrollment. Mr. Scully reminded the committee that these projections will be used to plan for building budgets as well as staffing needs for 2021-22. This is an informational item and no Board action is required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |
| Mr. Scully reviewed the 2021-22 Building Budget Allocation (PPA) and per pupil spending analysis report that was included in the packet. The total allocation is \$2,455,170 which is \$147,801 less than projected in the Forecast Model. Mr. Scully reviewed the process in determining the weighting factors, PPA factor and the fixed activity amounts. The PPA factor for 2021-22 remains unchanged from the 2020-21 factor of \$134.20. Weighting factors were kept consistent for elementary and secondary schools. The recommended 2021-22 fixed activity budgets were also kept consistent for middle and high schools. The committee recommended approval of the 2021-22 Building Budget Allocation. | Mr. Scully   |
| Mr. Campbell provided an update on the sale of 829 Paoli Pike. The Building has held its value and settlement should be around spring 2021.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Mr. Campbell |
| Mr. Campbell provided an update on the construction of Greystone Elementary School. Another updated will be provided in January 2021.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Mr. Campbell |
| Items to be placed on board agenda 10/26/2020: <ul style="list-style-type: none"> <li>• Approval of 2021-22 Building Budget Allocation</li> </ul> MEMO items for board agenda 10/26/2020: <ul style="list-style-type: none"> <li>• Approval of Revised Board Policy 705, Safety, Second Reading</li> <li>• Approval to Commit/Assign Fund Balances and to Complete Transfers from the General Fund to Other Funds</li> <li>• Approval of Change Orders – Renovations and Additions to East Goshen Elementary School</li> <li>• Approval of Change Orders – Construction of Greystone Elementary School</li> <li>• Approval of 2019-20 Budget Transfers</li> </ul>                                              |              |
| Items to discuss at a later date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |

Next Meeting Date: **November 16, 2020**



|              |                   |
|--------------|-------------------|
| Book         | Policy Manual     |
| Section      | 700 Property      |
| Title        | Safety            |
| Code         | 705               |
| Status       | Second 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**

**October 26, 2020 SCHOOL BOARD MEETING**

**CONSENT AGENDA RESOLUTION**

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

The Treasurer's Report includes the schedules of the School District's cash balances for the General Fund, Activity/Trust Funds, and Cafeteria Fund; the investments schedule for the General Fund, Capital Reserve and Capital Project Funds; the schedule of disbursements for all funds, and the debit memos and check register for all funds. The Statement of Disbursements Summary Lists total expenditures by fund for the period.

Approval is requested for the Treasurer's Report and the disbursements listed on the Statement of Disbursements Summary for the period of September 1 to September 30, 2020 totaling \$97,103,042.49. This amount includes transfers in the amount of \$68,000,000 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  
September 30, 2020

CASH BALANCE AUGUST 31, 2020 \$ 40,650,506.01

RECEIPTS SEPTEMBER 1, 2020 - SEPTEMBER 30, 2020

|                                  |                  |
|----------------------------------|------------------|
| GENERAL FUND                     | \$ 77,437,309.64 |
| CAPITAL RESERVE FUND             | \$ 116,245.21    |
| CAPITAL RESERVE FUND- FACILITIES | \$ -             |
| CAPITAL PROJECTS FUND            | \$ 3,000,000.00  |
| SPECIAL REVENUE FUND-ATHLETICS   | \$ 400.00        |
| TRUST FUNDS                      | \$ 31.95         |

TOTAL RECEIPTS SEPTEMBER 1, 2020 - SEPTEMBER 30, 2020 \$ 80,553,986.80

AVAILABLE FUNDS SEPTEMBER 1, 2020 - SEPTEMBER 30, 2020 \$ 121,204,492.81

DISBURSEMENTS SEPTEMBER 1, 2020 - SEPTEMBER 30, 2020

CHECKS & EFT'S APPROVED OCTOBER 26, 2020 ck #40076690-40076761,ck #40076762-40076873,ck #40076874-40076967,ck #40076968-40076969,ck #40076970-40077077,ck #4007078-40077080,ck #4007081-40077185,eft #V1004097-V1004123,eft #V1004124-V1004138,eft #V1004139-V1004158,eft #V1004159-V1004173,eft #V1004174-V1004183

|                                | <u>CHECKS</u>       | <u>EFT'S</u>      | <u>TOTAL</u>        |
|--------------------------------|---------------------|-------------------|---------------------|
| GENERAL FUND                   | 2,218,872.23        | 246,887.79        | 2,465,760.02        |
| CAPITAL RESERVE FUNDS          | 518,257.25          | -                 | 518,257.25          |
| CAPITAL PROJECTS FUND          | 3,160,743.12        | 24,907.58         | 3,185,650.70        |
| SPECIAL REVENUE FUND-ATHLETICS | 3,865.12            | -                 | 3,865.12            |
| TRUST FUNDS                    | 196.00              | -                 | 196.00              |
| TOTAL                          | <u>5,901,933.72</u> | <u>271,795.37</u> | <u>6,173,729.09</u> |

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

|                                | <u>VOIDS</u>          | <u>DEBIT MEMOS</u>   | <u>INVESTMENTS</u>   | <u>TOTAL</u>         |
|--------------------------------|-----------------------|----------------------|----------------------|----------------------|
| GENERAL FUND                   | (116,658.25)          | 23,841,377.10        | 68,000,000.00        | 91,724,718.85        |
| CAPITAL RESERVE FUND           | (223,171.00)          | -                    | -                    | (223,171.00)         |
| CAPITAL PROJECTS FUND          | (766,315.80)          | -                    | -                    | (766,315.80)         |
| SPECIAL REVENUE FUND-ATHLETICS | -                     | -                    | -                    | -                    |
| TRUST FUNDS                    | -                     | -                    | -                    | -                    |
| TOTAL                          | <u>(1,106,145.05)</u> | <u>23,841,377.10</u> | <u>68,000,000.00</u> | <u>90,735,232.05</u> |

TOTAL DISBURSEMENTS SEPTEMBER 1, 2020 - SEPTEMBER 30, 2020

|                                | <u>CHECKS/VOIDS</u> | <u>EFT'S/DEBIT MEMOS</u> | <u>INVESTMENTS</u>   | <u>TOTAL</u>         |
|--------------------------------|---------------------|--------------------------|----------------------|----------------------|
| GENERAL FUND                   | 2,102,213.98        | 24,088,264.89            | 68,000,000.00        | 94,190,478.87        |
| CAPITAL RESERVE FUND           | 295,086.25          | -                        | -                    | 295,086.25           |
| CAPITAL PROJECTS FUND          | 2,394,427.32        | 24,907.58                | -                    | 2,419,334.90         |
| SPECIAL REVENUE FUND-ATHLETICS | 3,865.12            | -                        | -                    | 3,865.12             |
| TRUST FUNDS                    | 196.00              | -                        | -                    | 196.00               |
| TOTAL                          | <u>4,795,788.67</u> | <u>24,113,172.47</u>     | <u>68,000,000.00</u> | <u>96,908,961.14</u> |

CASH BALANCE SEPTEMBER 30, 2020 \$ 24,295,531.67



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

|                                | <u>VOIDS</u>   | <u>DEBIT MEMOS</u> | <u>INVESTMENTS</u> | <u>TOTAL</u>  |
|--------------------------------|----------------|--------------------|--------------------|---------------|
| GENERAL FUND                   | (116,658.25)   | 23,841,377.10      | 68,000,000.00      | 91,724,718.85 |
| CAPITAL RESERVE FUND           | (223,171.00)   | -                  | -                  | (223,171.00)  |
| CAPITAL PROJECTS FUND          | (766,315.80)   | -                  | -                  | (766,315.80)  |
| SPECIAL REVENUE FUND-ATHLETICS | -              | -                  | -                  | -             |
| TRUST FUNDS                    | -              | -                  | -                  | -             |
| TOTAL                          | (1,106,145.05) | 23,841,377.10      | 68,000,000.00      | 90,735,232.05 |

CHECKS & EFT'S APPROVED OCTOBER 26, 2020 ck #40076690-40076761,ck #40076762-40076873,ck #40076874-40076967,ck #40076968-40076969,ck #40076970-40077077,ck #4007078-40077080,ck #4007081-40077185,eft #V1004097-V1004123,eft #V1004124-V1004138,eft #V1004139-V1004158,eft #V1004159-V1004173,eft #V1004174-V1004183

|                                | <u>CHECKS</u> | <u>EFT'S</u> | <u>TOTAL</u> |
|--------------------------------|---------------|--------------|--------------|
| GENERAL FUND                   | 2,218,872.23  | 246,887.79   | 2,465,760.02 |
| CAPITAL RESERVE FUND           | 518,257.25    | -            | 518,257.25   |
| CAPITAL PROJECTS FUND          | 3,160,743.12  | 24,907.58    | 3,185,650.70 |
| SPECIAL REVENUE FUND-ATHLETICS | 3,865.12      | -            | 3,865.12     |
| TRUST FUNDS                    | 196.00        | -            | 196.00       |
| TOTAL                          | 5,901,933.72  | 271,795.37   | 6,173,729.09 |

TOTAL DISBURSEMENTS FOR APPROVAL OCTOBER 26, 2020

|                                | <u>CHECKS/<br/>VOIDS</u> | <u>DEBIT MEMOS/<br/>EFT'S</u> | <u>INVESTMENTS</u> | <u>TOTAL</u>  |
|--------------------------------|--------------------------|-------------------------------|--------------------|---------------|
| GENERAL FUND                   | 2,102,213.98             | 24,088,264.89                 | 68,000,000.00      | 94,190,478.87 |
| CAPITAL RESERVE FUND           | 295,086.25               | -                             | -                  | 295,086.25    |
| CAPITAL PROJECTS FUND          | 2,394,427.32             | 24,907.58                     | -                  | 2,419,334.90  |
| SPECIAL REVENUE FUND-ATHLETICS | 3,865.12                 | -                             | -                  | 3,865.12      |
| TRUST FUNDS                    | 196.00                   | -                             | -                  | 196.00        |
| TOTAL                          | 4,795,788.67             | 24,113,172.47                 | 68,000,000.00      | 96,908,961.14 |

# INVESTMENT BALANCE STATEMENT

Page 3

END-OF-MONTH: September 30, 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%     | 9,209,513.88            | 94.74             | 4,008,975.99          |
| INVEST-Tax Appeals Fund                        | INVEST 4-001          |                  | *           | 0.197%    | 286,060.52              | 53.52             | 286,114.04            |
| CRIMs General Fund                             | Fulton Financial      |                  | *           |           | <u>103,992,319.25</u>   | 33,956.45         | <u>172,026,275.70</u> |
| TOTAL GENERAL FUND AT INTEREST =               |                       |                  |             |           | 113,487,893.65          |                   | 176,321,365.73        |
| <b><u>CAPITAL RESERVE FUND</u></b>             |                       |                  |             |           |                         |                   |                       |
| WT Maint. Escrow 164-46                        | PLGIT/ARM Escr 164-46 | 6/2/10           | *           | 0.07%     | 4,666.22                | 4.59              | 4,670.81              |
| East Bradford Escrow 164-54                    | PLGIT/ARM 164-54      | 7/2/13           | *           | 0.07%     | 4,779.85                | 4.72              | 4,784.57              |
| WWT Maint. Escrow 164-60                       | PLGIT/ARM 164-60      | 4/25/16          | *           | 0.07%     | 54,738.13               | 56.80             | 54,794.93             |
| G.O.B. Series of 2019 164-68                   | PLGIT/ARM 164-68      | 8/27/19          | *           | 0.07%     | 308,583.97              | 1,162.14          | 309,746.11            |
| CRIMs Capital Projects                         | Fulton Financial      |                  | *           |           | <u>19,199,714.09</u>    | 2,564.81          | <u>19,202,278.90</u>  |
| TOTAL CAPITAL RESERVE FUND AT INTEREST =       |                       |                  |             |           | 19,572,482.26           |                   | 19,576,275.32         |
| <b><u>CAPITAL PROJECT FUND INVESTMENTS</u></b> |                       |                  |             |           |                         |                   |                       |
| WT Maint. Escrow 164-46                        | PLGIT/ARM Escr 164-46 | 6/2/10           | *           | 0.07%     | 78,000.00               |                   | 78,000.00             |
| East Bradford Escrow 164-54                    | PLGIT/ARM 164-54      | 7/2/13           | *           | 0.07%     | 80,328.50               |                   | 80,328.50             |
| WWT Maint. Escrow 164-60                       | PLGIT/ARM 164-60      | 4/25/16          | *           | 0.07%     | 968,991.10              |                   | 968,991.10            |
| G.O.B. Series of 2019 164-68                   | PLGIT/ARM 164-68      | 8/27/19          | *           | 0.07%     | <u>23,505,791.86</u>    |                   | <u>20,505,791.86</u>  |
| TOTAL CAPITAL PROJECT FUND AT INTEREST =       |                       |                  |             |           | 24,633,111.46           |                   | 21,633,111.46         |

\*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           | 40076690     | 09/01/2020 | 091740        | TAX REFUNDS                         | \$805.79           |
|              | 40076691     | 09/01/2020 | 1005942       | ACCO BRANDS                         | \$896.60           |
|              | 40076692     | 09/01/2020 | 1008887       | AERC RECYCLING SOLUTIONS            | \$5,451.77         |
|              | 40076693     | 09/01/2020 | 1008943       | AMAZON                              | \$3,274.81         |
|              | 40076694     | 09/01/2020 | 1008780       | ART OF EDUCATION UNIVERSITY LLC     | \$3,839.00         |
|              | 40076695     | 09/01/2020 | 091740        | TAX REFUNDS                         | \$55.84            |
|              | 40076696     | 09/01/2020 | 1009065       | BLEVINS, SHERRY LOUISE              | \$80.00            |
|              | 40076697     | 09/01/2020 | 017340        | BSN SPORTS LLC                      | \$3,831.67         |
|              | 40076698     | 09/01/2020 | 1007181       | BUSINESSOLVER.COM, INC.             | \$1,983.70         |
|              | 40076700     | 09/01/2020 | 027050        | COLONIAL VILLAGE MEAT MARKETS       | \$797.50           |
|              | 40076701     | 09/01/2020 | 1008424       | CRYSTAL SPRINGS                     | \$132.96           |
|              | 40076702     | 09/01/2020 | 091740        | TAX REFUNDS                         | \$542.65           |
|              | 40076704     | 09/01/2020 | 1001584       | DELTA-T GROUP, INC.                 | \$840.00           |
|              | 40076705     | 09/01/2020 | 1007762       | EPASPA                              | \$40.00            |
|              | 40076706     | 09/01/2020 | 1003248       | EASY WAY SAFETY SERVICES, INC.      | \$279.00           |
|              | 40076707     | 09/01/2020 | 1000507       | ENCYCLOPEDIA BRITANNICA INC         | \$4,483.00         |
|              | 40076708     | 09/01/2020 | 1003001       | EPS-SCHOOL SPECIALTY                | \$262.08           |
|              | 40076709     | 09/01/2020 | 040630        | ETA/HAND2MIND                       | \$1,136.49         |
|              | 40076710     | 09/01/2020 | 1003612       | FASTENAL COMPANY                    | \$304.40           |
|              | 40076711     | 09/01/2020 | 042490        | FEDERAL EXPRESS CORP                | \$25.78            |
|              | 40076712     | 09/01/2020 | 042520        | FERGUSON ENT., INC. #501            | \$84.20            |
|              | 40076713     | 09/01/2020 | 045280        | GALE GROUP, THE                     | \$706.38           |
|              | 40076714     | 09/01/2020 | 050075        | GREAT AMERICA FINANCIAL SERVICES    | \$1,589.64         |
|              | 40076717     | 09/01/2020 | 1002954       | HEALTH EDCO                         | \$437.36           |
|              | 40076718     | 09/01/2020 | 091740        | TAX REFUNDS                         | \$455.99           |
|              | 40076719     | 09/01/2020 | 074570        | I. MILLER PRECISION OPTICAL INC.    | \$2,315.00         |
|              | 40076720     | 09/01/2020 | 1007808       | IMPERIAL BAG & PAPER                | \$455.35           |
|              | 40076721     | 09/01/2020 | 1008507       | INTEGRITY WORKFORCE SOLUTIONS INC   | \$492.87           |
|              | 40076722     | 09/01/2020 | 1007714       | INTRADO INTERACTIVE SERVICES CORP   | \$20,400.00        |
|              | 40076724     | 09/01/2020 | 1007738       | JOHN SEROCK CATERING                | \$690.00           |
|              | 40076725     | 09/01/2020 | 1003017       | JSTOR-ITHAKA                        | \$1,170.00         |
|              | 40076726     | 09/01/2020 | 062600        | KEEN COMPRESSED GAS CO              | \$98.49            |
|              | 40076727     | 09/01/2020 | 1008406       | LITERACY RESOURCES LLC              | \$172.78           |
|              | 40076728     | 09/01/2020 | 1004209       | LOWES COMMERCIAL SERVICES           | \$1,317.78         |
|              | 40076729     | 09/01/2020 | 069582        | MACKIN EDUCATIONAL RESOURCES /      | \$1,500.00         |
|              | 40076730     | 09/01/2020 | 1008682       | MCKESSON MEDICAL                    | \$313.27           |
|              | 40076732     | 09/01/2020 | 1006527       | MONTGOMERY COUNTY INTERMEDIATE UNIT | \$4,440.00         |
|              | 40076733     | 09/01/2020 | 091740        | TAX REFUNDS                         | \$751.26           |
|              | 40076734     | 09/01/2020 | 077500        | NASCO                               | \$575.14           |

### West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40076735     | 09/01/2020 | 079394        | NOODLE TOOLS INC.                  | \$1,044.00         |
|              | 40076736     | 09/01/2020 | 079580        | OFFICE BASICS INC                  | \$996.00           |
|              | 40076737     | 09/01/2020 | 080065        | PA PRINCIPALS ASSOCIATION          | \$1,190.00         |
|              | 40076738     | 09/01/2020 | 1008200       | PANERA BREAD                       | \$924.82           |
|              | 40076739     | 09/01/2020 | 081090        | PASA                               | \$2,220.00         |
|              | 40076740     | 09/01/2020 | 052305        | PEARSON/HARCOURT ASSESSMENT        | \$3,849.48         |
|              | 40076741     | 09/01/2020 | 1004467       | PIAA DISTRICT ONE                  | \$50.00            |
|              | 40076742     | 09/01/2020 | 1003082       | PROFORMA                           | \$573.64           |
|              | 40076743     | 09/01/2020 | 1004513       | PURE HEALTH SOLUTIONS INC          | \$54.00            |
|              | 40076744     | 09/01/2020 | 085685        | ROSEN PUBLISHING GROUP &           | \$795.00           |
|              | 40076745     | 09/01/2020 | 086200        | SARGENT WELCH SCIENTIFIC           | \$98.50            |
|              | 40076746     | 09/01/2020 | 1009041       | SAVVAS LEARNING COMPANY            | \$17,035.53        |
|              | 40076747     | 09/01/2020 | 087646        | SHAR PRODUCTS CO.                  | \$215.90           |
|              | 40076748     | 09/01/2020 | 1005955       | SUPERIOR TEXT                      | \$9,143.71         |
|              | 40076749     | 09/01/2020 | 1008380       | TELCO HOLDINGS INC                 | \$3,500.00         |
|              | 40076750     | 09/01/2020 | 1006474       | TRI-STATE ELEVATOR COMPANY, INC.   | \$1,213.75         |
|              | 40076751     | 09/01/2020 | 029320        | TRUSTMARK HEALTH BENEFITS INC      | \$1,620.96         |
|              | 40076752     | 09/01/2020 | 1007699       | US MEDICAL STAFFING, INC.          | \$905.45           |
|              | 40076753     | 09/01/2020 | 1002676       | VERIZON WIRELESS                   | \$1,180.00         |
|              | 40076755     | 09/01/2020 | 049790        | W. W. GRAINGER, INC.               | \$461.14           |
|              | 40076756     | 09/01/2020 | 1001316       | WASHINGTON MUSIC CENTER, INC.      | \$4,164.00         |
|              | 40076757     | 09/01/2020 | 097096        | WEST WHITELAND TOWNSHIP            | \$3,015.00         |
|              | 40076759     | 09/01/2020 | 1003574       | WILLIS TOWERS WATSON NORTHEAST INC | \$75.00            |
|              | 40076760     | 09/01/2020 | 098060        | WILSON LANGUAGE TRAINING CORP      | \$2,652.70         |
|              | 40076761     | 09/01/2020 | 1008502       | YABLA INC                          | \$6,000.00         |
| 01 - Total   |              |            |               |                                    | \$130,007.13       |
| 22           | 40076693     | 09/01/2020 | 1008943       | AMAZON                             | \$855.49           |
|              | 40076699     | 09/01/2020 | 021581        | CDW GOVERNMENT, INC                | \$903.76           |
|              | 40076703     | 09/01/2020 | 032540        | DELL COMPUTER CORPORATION          | \$630.50           |
| 22 - Total   |              |            |               |                                    | \$2,389.75         |
| 27           | 40076716     | 09/01/2020 | 1002267       | HAINES LANDSCAPING & TREE SERVICE  | \$9,950.00         |
|              | 40076758     | 09/01/2020 | 1008068       | WILLIAMS SCOTSMAN, INC             | \$4,911.62         |
| 27 - Total   |              |            |               |                                    | \$14,861.62        |
| 30           | 40076715     | 09/01/2020 | 1007152       | GUY M. COOPER, INC.                | \$8,404.20         |
|              | 40076723     | 09/01/2020 | 1006736       | JBM MECHANICAL, INC.               | \$51,851.25        |
|              | 40076731     | 09/01/2020 | 1009028       | METAL ALLIANCE INC                 | \$766,315.80       |
|              | 40076754     | 09/01/2020 | 1007680       | VISION MECHANICAL, INC.            | \$275,079.60       |

### West Chester Area School District Check Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name               | Transaction Amount |
|-----------------|--------------|------------|---------------|---------------------------|--------------------|
| 30              | 40076758     | 09/01/2020 | 1008068       | WILLIAMS SCOTSMAN, INC    | \$3,746.00         |
| 30              | - Total      |            |               |                           | \$1,105,396.85     |
| 51              | 80039070     | 09/01/2020 | 1001086       | 4 IMPRINT                 | \$1,053.11         |
|                 | 80039071     | 09/01/2020 | 1004513       | PURE HEALTH SOLUTIONS INC | \$44.00            |
| 51              | - Total      |            |               |                           | \$1,097.11         |
| 80              | 50001099     | 09/01/2020 | 1005754       | ARAMARK SERVICES INC.     | \$157,674.79       |
| 80              | - Total      |            |               |                           | \$157,674.79       |
| Overall - Total |              |            |               |                           | \$1,411,427.25     |

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

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                    | Transaction Amount |
|-----------------|--------------|------------|---------------|--------------------------------|--------------------|
| 01              | V1004097     | 09/01/2020 | 014300        | BLICK ART MATERIALS            | \$2,284.28         |
|                 | V1004098     | 09/01/2020 | 020600        | CAPP INC                       | \$741.87           |
|                 | V1004099     | 09/01/2020 | 021100        | CAROLINA BIOLOGICAL            | \$1,021.61         |
|                 | V1004100     | 09/01/2020 | 027000        | COLONIAL FLAG COMPANY          | \$50.00            |
|                 | V1004101     | 09/01/2020 | 032900        | DEMCO , INC.                   | \$211.49           |
|                 | V1004102     | 09/01/2020 | 032952        | DENNEY ELECTRIC SUPPLY         | \$1,216.60         |
|                 | V1004103     | 09/01/2020 | 042300        | FAULKNER PONTIAC BUICK         | \$312.86           |
|                 | V1004104     | 09/01/2020 | 043210        | FISHER & SON COMPANY INC       | \$115.50           |
|                 | V1004105     | 09/01/2020 | 1007609       | FITNESS MACHINE TECHNICIANS    | \$130.00           |
|                 | V1004106     | 09/01/2020 | 043500        | FLINN SCIENTIFIC               | \$63.32            |
|                 | V1004107     | 09/01/2020 | 049450        | GOPHER SPORT                   | \$565.16           |
|                 | V1004108     | 09/01/2020 | 061630        | JUNIOR LIBRARY GUILD           | \$1,503.36         |
|                 | V1004109     | 09/01/2020 | 1000578       | LEARNING A-Z                   | \$25,000.00        |
|                 | V1004110     | 09/01/2020 | 077475        | PARTS SERVICE - FRAZER         | \$402.46           |
|                 | V1004111     | 09/01/2020 | 080980        | PENN OFFICE PRODUCTS           | \$1,763.72         |
|                 | V1004112     | 09/01/2020 | 1006641       | PSX, INC.                      | \$2,979.64         |
|                 | V1004113     | 09/01/2020 | 084465        | REALLY GOOD STUFF              | \$1,470.67         |
|                 | V1004114     | 09/01/2020 | 086700        | SCHOOL HEALTH CORPORATION      | \$563.66           |
|                 | V1004115     | 09/01/2020 | 1000032       | SCHOOL OUTFITTERS, LLC         | \$2,870.98         |
|                 | V1004116     | 09/01/2020 | 086710        | SCHOOL SPECIALTY INC           | \$336.18           |
|                 | V1004117     | 09/01/2020 | 1000679       | SHERWIN WILLIAMS               | \$237.48           |
|                 | V1004118     | 09/01/2020 | 090190        | STAR PRINTING INC.             | \$12,191.46        |
|                 | V1004119     | 09/01/2020 | 092000        | TAYLORS MUSIC STORE            | \$2,889.46         |
|                 | V1004120     | 09/01/2020 | 1007532       | TURNITIN, LLC                  | \$5,400.00         |
|                 | V1004122     | 09/01/2020 | 1006367       | WB MASON COMPANY               | \$28.23            |
|                 | V1004123     | 09/01/2020 | 1004004       | WORKPLACE CENTRAL              | \$119.89           |
| 01              | - Total      |            |               |                                | \$64,468.88        |
| 30              | V1004121     | 09/01/2020 | 1006841       | WAYNE MOVING & STORAGE COMPANY | \$1,823.00         |
| 30              | - Total      |            |               |                                | \$1,823.00         |
| Overall - Total |              |            |               |                                | \$66,292.88        |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40076763     | 09/08/2020 | 1008943       | AMAZON                             | \$6,455.82         |
|              | 40076764     | 09/08/2020 | 1007047       | ANTONINI RADIATOR, INC.            | \$314.25           |
|              | 40076765     | 09/08/2020 | 007150        | APPLE COMPUTER, INC                | \$358.00           |
|              | 40076767     | 09/08/2020 | 007075        | AQUA PA                            | \$15,905.28        |
|              | 40076768     | 09/08/2020 | 007351        | ARAMARK UNIFORM SERVICES           | \$217.34           |
|              | 40076769     | 09/08/2020 | 008510        | ASCD                               | \$89.00            |
|              | 40076770     | 09/08/2020 | 078560        | ASSOC. FOR MIDDLE LEVEL EDUCATION  | \$413.98           |
|              | 40076771     | 09/08/2020 | 1007391       | AUDIOLOGICAL SERVICE A. I.S.       | \$325.00           |
|              | 40076772     | 09/08/2020 | 010830        | BARNES & NOBLE INC.                | \$122.33           |
|              | 40076773     | 09/08/2020 | 091740        | TAX REFUNDS                        | \$1,625.97         |
|              | 40076774     | 09/08/2020 | 1007468       | BENEFIT RESOURCE, INC.             | \$373.50           |
|              | 40076775     | 09/08/2020 | 015300        | BOROUGH OF WEST CHESTER            | \$497.52           |
|              | 40076776     | 09/08/2020 | 1003030       | BRAINPOP                           | \$23,895.00        |
|              | 40076777     | 09/08/2020 | 017340        | BSN SPORTS LLC                     | \$1,328.71         |
|              | 40076778     | 09/08/2020 | 017290        | BUCKS COUNTY IU #22                | \$18,635.94        |
|              | 40076779     | 09/08/2020 | 018675        | BUTLER, ROBERTA                    | \$70.00            |
|              | 40076780     | 09/08/2020 | 1003362       | CARLSON, MARTHA                    | \$469.84           |
|              | 40076781     | 09/08/2020 | 1008895       | CASEY & KIRSCH PUBLISHERS          | \$250.00           |
|              | 40076782     | 09/08/2020 | 1002456       | CERAMIC SHOP, THE                  | \$121.83           |
|              | 40076783     | 09/08/2020 | 022670        | CHAMBER OF COMMERCE OF             | \$250.00           |
|              | 40076784     | 09/08/2020 | 022670        | CHAMBER OF COMMERCE OF             | \$899.00           |
|              | 40076785     | 09/08/2020 | 022670        | CHAMBER OF COMMERCE OF             | \$899.00           |
|              | 40076786     | 09/08/2020 | 1005242       | CITY OF PHILADELPHIA               | \$1,348.18         |
|              | 40076787     | 09/08/2020 | 026710        | COLLEGIUM CHARTER SCHOOL           | \$318,039.86       |
|              | 40076788     | 09/08/2020 | 027220        | COMCAST CABLE                      | \$64.95            |
|              | 40076789     | 09/08/2020 | 028175        | CONCEPT SCHOOL, THE                | \$18,562.50        |
|              | 40076790     | 09/08/2020 | 028880        | CONWAY POWER EQUIPMENT INC         | \$1,493.56         |
|              | 40076791     | 09/08/2020 | 1008731       | CROWN CASTLE                       | \$12,105.28        |
|              | 40076792     | 09/08/2020 | 1006843       | D. ARMSTRONG INSTALLATIONS         | \$4,400.00         |
|              | 40076793     | 09/08/2020 | 1009033       | DANIELS, MARY                      | \$95.12            |
|              | 40076794     | 09/08/2020 | 1007266       | DELAWARE COUNTY COMMUNITY COLLEGE  | \$535.00           |
|              | 40076795     | 09/08/2020 | 033800        | DEVEREUX FOUNDATION                | \$7,827.00         |
|              | 40076797     | 09/08/2020 | 1005210       | DIRECT ENERGY BUSINESS             | \$2.85             |
|              | 40076798     | 09/08/2020 | 1008353       | EI US LLC / LEARN WELL SERVICES    | \$955.50           |
|              | 40076799     | 09/08/2020 | 040630        | ETA/HAND2MIND                      | \$1,425.86         |
|              | 40076800     | 09/08/2020 | 042520        | FERGUSON ENT., INC. #501           | \$15.98            |
|              | 40076801     | 09/08/2020 | 1007608       | FICK EDUCATIONAL SERVICES, LLC     | \$1,040.00         |
|              | 40076802     | 09/08/2020 | 1003798       | GARVEY ROARK, LLC                  | \$4,800.00         |
|              | 40076803     | 09/08/2020 | 1006249       | GENERAL HEALTHCARE RESOURCES, INC. | \$984.00           |

### West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                       | Transaction Amount |
|--------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 01           | 40076804     | 09/08/2020 | 1006409       | GIBBS SMITH EDUCATION             | \$2,956.90         |
|              | 40076805     | 09/08/2020 | 050075        | GREAT AMERICA FINANCIAL SERVICES  | \$2,935.23         |
|              | 40076806     | 09/08/2020 | 091740        | TAX REFUNDS                       | \$575.20           |
|              | 40076807     | 09/08/2020 | 1004977       | HUDL                              | \$2,049.00         |
|              | 40076808     | 09/08/2020 | 1007808       | IMPERIAL BAG & PAPER              | \$2,485.24         |
|              | 40076809     | 09/08/2020 | 1007442       | INSIGHT WORKFORCE SOLUTIONS LLC   | \$15,380.17        |
|              | 40076810     | 09/08/2020 | 1007072       | INSTRUMENTALIST CO., THE          | \$316.00           |
|              | 40076811     | 09/08/2020 | 1009061       | JP EDUCATIONAL SERVICES LLC       | \$10,099.98        |
|              | 40076812     | 09/08/2020 | 1000345       | KADES-MARGOLIS CAPITAL            | \$200.00           |
|              | 40076813     | 09/08/2020 | 1009069       | KAHOOT! AS                        | \$1,296.00         |
|              | 40076815     | 09/08/2020 | 1009073       | KELLY SERVICES INC                | \$2,823.13         |
|              | 40076816     | 09/08/2020 | 065915        | LANGUAGE SERVICES ASSOCIATES      | \$345.25           |
|              | 40076817     | 09/08/2020 | 091740        | TAX REFUNDS                       | \$28,130.00        |
|              | 40076818     | 09/08/2020 | 1000346       | LINCOLN INVESTMENT PLANNING, INC. | \$525.00           |
|              | 40076819     | 09/08/2020 | 1009060       | MAES WEST CHESTER                 | \$500.00           |
|              | 40076820     | 09/08/2020 | 1001483       | MARKET STREET PRINT AND COPY      | \$79.05            |
|              | 40076821     | 09/08/2020 | 1000257       | MARK'S PLUMBING PARTS             | \$41.21            |
|              | 40076822     | 09/08/2020 | 1008103       | MATHSPACE INC.                    | \$27,000.00        |
|              | 40076823     | 09/08/2020 | 073055        | TO THE ESTATE OF WILLARD MCMULLIN | \$2,120.60         |
|              | 40076824     | 09/08/2020 | 1002849       | PMEA                              | \$142.00           |
|              | 40076825     | 09/08/2020 | 1000348       | METROPOLITAN LIFE INSURANCE CO.   | \$138.89           |
|              | 40076826     | 09/08/2020 | 1009076       | MONTGOMERY LAW LLC                | \$5,000.00         |
|              | 40076827     | 09/08/2020 | 1009030       | MR. & MRS. DARYL COOPER           | \$16,583.36        |
|              | 40076829     | 09/08/2020 | 077950        | NATIONAL ASSOCIATION FOR          | \$119.00           |
|              | 40076830     | 09/08/2020 | 079580        | OFFICE BASICS INC                 | \$11,990.00        |
|              | 40076834     | 09/08/2020 | 079550        | OFFICE DEPOT                      | \$7,766.44         |
|              | 40076835     | 09/08/2020 | 080430        | PAFPC                             | \$100.00           |
|              | 40076836     | 09/08/2020 | 1002145       | PA ASSOC. FOR GIFTED EDUCATION    | \$35.00            |
|              | 40076837     | 09/08/2020 | 080195        | PA DEPT OF LABOR & INDUSTRY-E     | \$74.61            |
|              | 40076838     | 09/08/2020 | 1003893       | PA SCHOOL FOR THE DEAF            | \$12,400.00        |
|              | 40076839     | 09/08/2020 | 080031        | PACIFIC LIFE                      | \$22,388.00        |
|              | 40076840     | 09/08/2020 | 1008200       | PANERA BREAD                      | \$1,059.31         |
|              | 40076841     | 09/08/2020 | 052305        | PEARSON/HARCOURT ASSESSMENT       | \$2,274.05         |
|              | 40076842     | 09/08/2020 | 082150        | PECO ENERGY COMPANY               | \$162,503.66       |
|              | 40076843     | 09/08/2020 | 080887        | PEDIATRIC THERAPEUTICS SVC INC    | \$50,128.78        |
|              | 40076844     | 09/08/2020 | 082102        | PHI DELTA KAPPA                   | \$104.95           |
|              | 40076845     | 09/08/2020 | 081155        | PIAA FOUNDATION                   | \$250.00           |
|              | 40076846     | 09/08/2020 | 1007600       | POWERSCHOOL GROUP LLC             | \$38,375.00        |
|              | 40076847     | 09/08/2020 | 1006772       | PRO-ED INC.                       | \$1,873.30         |



### West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40076848     | 09/08/2020 | 1007324       | PROGRAPH, INC                      | \$354.30           |
|              | 40076849     | 09/08/2020 | 1009045       | RESOLUTION INC                     | \$155.85           |
|              | 40076850     | 09/08/2020 | 085750        | ROTHWELL DOCUMENT SOLUTIONS        | \$44.82            |
|              | 40076851     | 09/08/2020 | 1008863       | RYAN, TINA                         | \$756.00           |
|              | 40076852     | 09/08/2020 | 1009041       | SAVVAS LEARNING COMPANY            | \$2,673.26         |
|              | 40076853     | 09/08/2020 | 1003062       | SCHMIDT, KARA S., PHD, LLC         | \$4,600.00         |
|              | 40076854     | 09/08/2020 | 087360        | SEPHSSL                            | \$100.00           |
|              | 40076855     | 09/08/2020 | 088100        | SIEMENS INDUSTRY INC.              | \$4,775.00         |
|              | 40076856     | 09/08/2020 | 1007160       | STARFALL EDUCATION                 | \$270.00           |
|              | 40076857     | 09/08/2020 | 1002621       | SUNDANCE/NEWBRIDGE                 | \$311.69           |
|              | 40076858     | 09/08/2020 | 1005955       | SUPERIOR TEXT                      | \$3,147.17         |
|              | 40076860     | 09/08/2020 | 1007460       | THOMSON REUTERS-WEST PUBLISHING    | \$270.87           |
|              | 40076861     | 09/08/2020 | 093600        | UNITED REFRIGERATION CO            | \$2,815.28         |
|              | 40076862     | 09/08/2020 | 094325        | UNIVERSITY OF OREGON               | \$350.00           |
|              | 40076863     | 09/08/2020 | 094403        | US FOODSERVICE                     | \$1,283.04         |
|              | 40076864     | 09/08/2020 | 049790        | W. W. GRAINGER, INC.               | \$2,133.01         |
|              | 40076865     | 09/08/2020 | 1009071       | WAINSTEIN, JASON MR. & MRS.        | \$6,000.00         |
|              | 40076866     | 09/08/2020 | 028984        | WATERLOGIC EAST LLC                | \$117.00           |
|              | 40076867     | 09/08/2020 | 1000058       | TRUMARK FCU                        | \$1,177.20         |
|              | 40076868     | 09/08/2020 | 1008120       | WHITELAND BUSINESS PARK MANAGEMENT | \$782.57           |
|              | 40076869     | 09/08/2020 | 097960        | WIGGINS SHREDDING                  | \$37.00            |
|              | 40076870     | 09/08/2020 | 1009022       | WILSON FORKLIFT SERVICES LLC       | \$853.52           |
|              | 40076871     | 09/08/2020 | 098060        | WILSON LANGUAGE TRAINING CORP      | \$9,237.02         |
|              | 40076872     | 09/08/2020 | 1008116       | WOLF JR., MR. & MRS. JOHN          | \$10,000.00        |
|              | 40076873     | 09/08/2020 | 1007421       | XTEL COMMUNICATIONS, INC.          | \$1,559.00         |
| 01           | - Total      |            |               |                                    | \$934,180.86       |
| 22           | 40076763     | 09/08/2020 | 1008943       | AMAZON                             | \$22.98            |
| 22           | - Total      |            |               |                                    | \$22.98            |
| 27           | 40076828     | 09/08/2020 | 1008954       | NAGLE ATHLETIC SURFACES INC        | \$223,171.00       |
| 27           | - Total      |            |               |                                    | \$223,171.00       |
| 29           | 40076777     | 09/08/2020 | 017340        | BSN SPORTS LLC                     | \$3,865.12         |
| 29           | - Total      |            |               |                                    | \$3,865.12         |
| 30           | 40076796     | 09/08/2020 | 035100        | DI ROCCO BROS. CO.                 | \$29,328.75        |
|              | 40076814     | 09/08/2020 | 1004476       | KCBA ARCHITECTS                    | \$20,083.90        |
|              | 40076859     | 09/08/2020 | 1000572       | TANNER FURNITURE                   | \$22,757.00        |

### West Chester Area School District Check Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                     | Transaction Amount |
|-----------------|--------------|------------|---------------|---------------------------------|--------------------|
| 30              | - Total      |            |               |                                 | \$72,169.65        |
| 50              | 80039072     | 09/08/2020 | 004560        | ACSL                            | \$100.00           |
|                 | 80039073     | 09/08/2020 | 1007037       | KINGS MILL INC.                 | \$1,000.00         |
| 50              | - Total      |            |               |                                 | \$1,100.00         |
| 51              | 80039074     | 09/08/2020 | 1008943       | AMAZON                          | \$60.72            |
|                 | 80039075     | 09/08/2020 | 1008424       | CRYSTAL SPRINGS                 | \$98.85            |
|                 | 80039076     | 09/08/2020 | 1007168       | MICHAELS STORE # 4806           | \$299.00           |
|                 | 80039077     | 09/08/2020 | 1005662       | SWEETWATER SOUND, INC.          | \$178.00           |
| 51              | - Total      |            |               |                                 | \$636.57           |
| 80              | 50001100     | 09/08/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$425.15           |
| 80              | - Total      |            |               |                                 | \$425.15           |
| Overall - Total |              |            |               |                                 | \$1,235,571.33     |

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

| Fund Charged           | Check Number | Check Date | Vendor Number | Vendor Name                 | Transaction Amount |
|------------------------|--------------|------------|---------------|-----------------------------|--------------------|
| 01                     | V1004124     | 09/08/2020 | 014300        | BLICK ART MATERIALS         | \$1,516.53         |
|                        | V1004125     | 09/08/2020 | 021100        | CAROLINA BIOLOGICAL         | \$9,351.60         |
|                        | V1004126     | 09/08/2020 | 030310        | CRISIS PREVENTION INSTITUTE | \$2,180.00         |
|                        | V1004127     | 09/08/2020 | 049200        | GOODHEART-WILLCOX           | \$8,099.64         |
|                        | V1004128     | 09/08/2020 | 049450        | GOPHER SPORT                | \$518.79           |
|                        | V1004129     | 09/08/2020 | 065400        | KURTZ BROS                  | \$517.10           |
|                        | V1004130     | 09/08/2020 | 1004344       | ROBERT E. LITTLE, INC.      | \$1,307.37         |
|                        | V1004131     | 09/08/2020 | 075220        | MUSIC & ARTS CENTERS        | \$769.00           |
|                        | V1004132     | 09/08/2020 | 080980        | PENN OFFICE PRODUCTS        | \$3,485.71         |
|                        | V1004133     | 09/08/2020 | 084465        | REALLY GOOD STUFF           | \$1,075.58         |
|                        | V1004134     | 09/08/2020 | 086518        | SCHOOL DATEBOOKS            | \$320.92           |
|                        | V1004135     | 09/08/2020 | 086700        | SCHOOL HEALTH CORPORATION   | \$1,882.70         |
|                        | V1004136     | 09/08/2020 | 1000032       | SCHOOL OUTFITTERS, LLC      | \$37.12            |
|                        | V1004137     | 09/08/2020 | 086710        | SCHOOL SPECIALTY INC        | \$195.38           |
| 01 - Total             |              |            |               |                             | \$31,257.44        |
| 30                     | V1004138     | 09/08/2020 | 1001416       | ULINE                       | \$5,572.52         |
| 30 - Total             |              |            |               |                             | \$5,572.52         |
| 51                     | V5000370     | 09/08/2020 | 084465        | REALLY GOOD STUFF           | \$404.13           |
| 51 - Total             |              |            |               |                             | \$404.13           |
| <b>Overall - Total</b> |              |            |               |                             | <b>\$37,234.09</b> |

### West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40076874     | 09/15/2020 | 1002557       | ABC-CLIO                           | \$1,956.00         |
|              | 40076875     | 09/15/2020 | 1005135       | AED SUPERSTORE                     | \$895.00           |
|              | 40076877     | 09/15/2020 | 1008943       | AMAZON                             | \$6,723.74         |
|              | 40076878     | 09/15/2020 | 1008771       | AMERICAN CHORAL DIRECTORS ASSOC    | \$125.00           |
|              | 40076879     | 09/15/2020 | 007075        | AQUA PA                            | \$3,470.57         |
|              | 40076880     | 09/15/2020 | 007351        | ARAMARK UNIFORM SERVICES           | \$68.36            |
|              | 40076881     | 09/15/2020 | 1004484       | BARBACANE THORNTON & COMPANY       | \$875.00           |
|              | 40076883     | 09/15/2020 | 011860        | BENCHMARK SCHOOL                   | \$19,997.50        |
|              | 40076884     | 09/15/2020 | 012700        | BERKHEIMER ASSOC H A               | \$4,085.60         |
|              | 40076886     | 09/15/2020 | 1004955       | BRADLEY, SANDRA                    | \$4,579.71         |
|              | 40076887     | 09/15/2020 | 1004072       | CALIFORNIA NEWSREEL                | \$155.85           |
|              | 40076888     | 09/15/2020 | 1003362       | CARLSON, MARTHA                    | \$253.54           |
|              | 40076890     | 09/15/2020 | 1003719       | CENTRAL POLY BAG CORP              | \$32.97            |
|              | 40076891     | 09/15/2020 | 023755        | CHESTER COUNTY INT UNIT # 24       | \$1,814.10         |
|              | 40076893     | 09/15/2020 | 028880        | CONWAY POWER EQUIPMENT INC         | \$574.18           |
|              | 40076894     | 09/15/2020 | 1006843       | D. ARMSTRONG INSTALLATIONS         | \$4,400.00         |
|              | 40076895     | 09/15/2020 | 1009033       | DANIELS, MARY                      | \$25.94            |
|              | 40076897     | 09/15/2020 | 033800        | DEVEREUX FOUNDATION                | \$15,576.30        |
|              | 40076898     | 09/15/2020 | 1008878       | DR. ROBERT KETTERER CHARTER SCHOOL | \$42.40            |
|              | 40076899     | 09/15/2020 | 1006669       | EAI EDUCATION                      | \$4,851.71         |
|              | 40076901     | 09/15/2020 | 037255        | ECONOMY GLASS SPECIALISTS          | \$594.58           |
|              | 40076902     | 09/15/2020 | 1006646       | EMEDCO                             | \$163.94           |
|              | 40076903     | 09/15/2020 | 1003001       | EPS-SCHOOL SPECIALTY               | \$390.88           |
|              | 40076904     | 09/15/2020 | 040630        | ETA/HAND2MIND                      | \$662.86           |
|              | 40076905     | 09/15/2020 | 1003612       | FASTENAL COMPANY                   | \$288.84           |
|              | 40076906     | 09/15/2020 | 042520        | FERGUSON ENT., INC. #501           | \$173.88           |
|              | 40076907     | 09/15/2020 | 090920        | FERRARO, LARRY & ANTHONY           | \$88.00            |
|              | 40076909     | 09/15/2020 | 1008368       | FLEXIP SOLUTIONS INC               | \$4,800.32         |
|              | 40076910     | 09/15/2020 | 1008607       | G2 PERFORMANCE LLC                 | \$1,730.82         |
|              | 40076911     | 09/15/2020 | 1006409       | GIBBS SMITH EDUCATION              | \$236.56           |
|              | 40076912     | 09/15/2020 | 050075        | GREAT AMERICA FINANCIAL SERVICES   | \$4,823.01         |
|              | 40076913     | 09/15/2020 | 1007230       | HMH DBA GREAT SOURCE ACCESS        | \$3,750.00         |
|              | 40076915     | 09/15/2020 | 054645        | HILLYARD, INC.                     | \$1,746.53         |
|              | 40076916     | 09/15/2020 | 1008825       | HOME DEPOT PRO, THE                | \$1,462.67         |
|              | 40076917     | 09/15/2020 | 1007808       | IMPERIAL BAG & PAPER               | \$56,902.00        |
|              | 40076918     | 09/15/2020 | 1007442       | INSIGHT WORKFORCE SOLUTIONS LLC    | \$6,741.95         |
|              | 40076919     | 09/15/2020 | 1006655       | IRWIN SEATING COMPANY              | \$968.10           |
|              | 40076920     | 09/15/2020 | 1007905       | ISOLVED HCM LLC                    | \$1,462.50         |
|              | 40076921     | 09/15/2020 | 1003017       | JSTOR-ITHAKA                       | \$1,170.00         |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40076922     | 09/15/2020 | 1008994       | KAJEET, INC.                       | \$6,354.97         |
|              | 40076924     | 09/15/2020 | 065200        | KRAPF JR & SON INC GEORGE          | \$57,221.93        |
|              | 40076925     | 09/15/2020 | 069270        | MACGILL & CO, WILLIAM V.           | \$370.31           |
|              | 40076926     | 09/15/2020 | 1001483       | MARKET STREET PRINT AND COPY       | \$73.15            |
|              | 40076927     | 09/15/2020 | 071565        | MATHCOUNTS                         | \$360.00           |
|              | 40076928     | 09/15/2020 | 077500        | NASCO                              | \$351.78           |
|              | 40076929     | 09/15/2020 | 1006651       | NATIONAL GEOGRAPHIC                | \$100.00           |
|              | 40076930     | 09/15/2020 | 079580        | OFFICE BASICS INC                  | \$2,988.00         |
|              | 40076931     | 09/15/2020 | 079853        | ON THE GO KIDS, INC                | \$20,412.66        |
|              | 40076932     | 09/15/2020 | 079853        | ON THE GO KIDS, INC                | \$794.86           |
|              | 40076933     | 09/15/2020 | 1007711       | ONHAND SCHOOLS INC.                | \$48,803.46        |
|              | 40076934     | 09/15/2020 | 080195        | PA DEPT OF LABOR & INDUSTRY-E      | \$214.51           |
|              | 40076935     | 09/15/2020 | 080575        | PASCD                              | \$65.00            |
|              | 40076936     | 09/15/2020 | 080622        | PATHWAY SCHOOL, THE                | \$11,404.94        |
|              | 40076937     | 09/15/2020 | 1007748       | PAYSCHOOLS                         | \$1,175.00         |
|              | 40076938     | 09/15/2020 | 052305        | PEARSON/HARCOURT ASSESSMENT        | \$1,950.00         |
|              | 40076939     | 09/15/2020 | 081610        | PERFECTION LEARNING CORP           | \$2,063.03         |
|              | 40076940     | 09/15/2020 | 1003736       | PETROLEUM TRADERS CORP.            | \$1,131.56         |
|              | 40076941     | 09/15/2020 | 082475        | PLANK ROAD PUBLISHING INC          | \$119.45           |
|              | 40076942     | 09/15/2020 | 082730        | POSITIVE PROMOTIONS                | \$43.65            |
|              | 40076943     | 09/15/2020 | 1007519       | RAINBOW PRINTING AND ULTRA PLASTIC | \$301.00           |
|              | 40076944     | 09/15/2020 | 1005267       | RICOH USA, INC.                    | \$194.48           |
|              | 40076945     | 09/15/2020 | 085720        | ROSENAU CO INC, PHILIP             | \$211.00           |
|              | 40076946     | 09/15/2020 | 085750        | ROTHWELL DOCUMENT SOLUTIONS        | \$3,554.26         |
|              | 40076947     | 09/15/2020 | 1009041       | SAVVAS LEARNING COMPANY            | \$21,511.93        |
|              | 40076948     | 09/15/2020 | 1002114       | SCHOOLWIDE INC                     | \$4,225.00         |
|              | 40076949     | 09/15/2020 | 086590        | SDIC - SCHOOL DISTRICTS            | \$12,407.49        |
|              | 40076951     | 09/15/2020 | 087646        | SHAR PRODUCTS CO.                  | \$225.89           |
|              | 40076952     | 09/15/2020 | 089850        | SQUIBB CO, INC. ALVAH M.           | \$168.40           |
|              | 40076953     | 09/15/2020 | 1009074       | STARTARE, JOSEPH MR. & MRS.        | \$690.00           |
|              | 40076954     | 09/15/2020 | 1008829       | STRIVEN MEDIA LLC                  | \$1,000.00         |
|              | 40076955     | 09/15/2020 | 091390        | SWANSON, INC., ROBERT S            | \$225.00           |
|              | 40076956     | 09/15/2020 | 1008819       | TEACHER INNOVATIONS INC            | \$40.50            |
|              | 40076958     | 09/15/2020 | 092390        | TRISTATE HVAC EQUIPMENT, LLP       | \$142.74           |
|              | 40076959     | 09/15/2020 | 082220        | TURF EQUIPMENT AND SUPPLY COMPANY  | \$731.88           |
|              | 40076960     | 09/15/2020 | 1006892       | U. S. BANK EQUIPMENT FINANCE       | \$4,263.14         |
|              | 40076961     | 09/15/2020 | 093600        | UNITED REFRIGERATION CO            | \$238.12           |
|              | 40076962     | 09/15/2020 | 049790        | W. W. GRAINGER, INC.               | \$792.63           |
|              | 40076963     | 09/15/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT    | \$362.80           |

### West Chester Area School District Check Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                     | Transaction Amount |
|-----------------|--------------|------------|---------------|---------------------------------|--------------------|
| 01              | 40076964     | 09/15/2020 | 097430        | WESTTOWN TOWNSHIP               | \$600.00           |
|                 | 40076965     | 09/15/2020 | 098060        | WILSON LANGUAGE TRAINING CORP   | \$2,975.18         |
|                 | 40076967     | 09/15/2020 | 1006316       | XELLO INC                       | \$745.00           |
| 01 - Total      |              |            |               |                                 | \$370,265.61       |
| 22              | 40076877     | 09/15/2020 | 1008943       | AMAZON                          | \$38.28            |
|                 | 40076889     | 09/15/2020 | 021581        | CDW GOVERNMENT, INC             | \$9,789.54         |
|                 | 40076892     | 09/15/2020 | 1004703       | COMSTAR TECHNOLOGIES            | \$7,531.97         |
|                 | 40076896     | 09/15/2020 | 032540        | DELL COMPUTER CORPORATION       | \$3,669.51         |
|                 | 40076908     | 09/15/2020 | 1008097       | FINTIE LLC                      | \$3,598.00         |
|                 | 40076966     | 09/15/2020 | 098915        | WORTHINGTON DIRECT              | \$3,677.10         |
| 22 - Total      |              |            |               |                                 | \$28,304.40        |
| 30              | 40076882     | 09/15/2020 | 1001461       | BARCO PRODUCTS COMPANY          | \$6,637.84         |
|                 | 40076885     | 09/15/2020 | 015790        | BOYLE'S FLOOR & WINDOW COVERNG  | \$10,754.00        |
|                 | 40076900     | 09/15/2020 | 037020        | EAST GOSHEN TOWNSHIP            | \$114.50           |
|                 | 40076914     | 09/15/2020 | 1008737       | HARTFORD FIRE INSURANCE COMPANY | \$17,221.16        |
|                 | 40076923     | 09/15/2020 | 1009026       | KEYSTONE FIRE PROTECTION CO     | \$934.29           |
|                 | 40076950     | 09/15/2020 | 1007154       | SHA-NIC, INC.                   | \$995,295.06       |
|                 | 40076957     | 09/15/2020 | 1008856       | THE FARFIELD COMPANY            | \$130,147.35       |
| 30 - Total      |              |            |               |                                 | \$1,161,104.20     |
| 50              | 80039078     | 09/15/2020 | 1007037       | KINGS MILL INC.                 | \$1,000.00         |
|                 | 80039079     | 09/15/2020 | 1009064       | LECLERC, SHIRLEY D.             | \$273.00           |
| 50 - Total      |              |            |               |                                 | \$1,273.00         |
| 51              | 80039080     | 09/15/2020 | 1004513       | PURE HEALTH SOLUTIONS INC       | \$826.80           |
|                 | 80039081     | 09/15/2020 | 097420        | WESTTOWN THORNBURY PTO          | \$602.25           |
| 51 - Total      |              |            |               |                                 | \$1,429.05         |
| Overall - Total |              |            |               |                                 | \$1,562,376.26     |

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

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                         | Transaction Amount |
|-----------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01              | V1004139     | 09/15/2020 | 1007696       | AARDVARK PEST CONTROL SERVICES INC. | \$1,135.00         |
|                 | V1004140     | 09/15/2020 | 014300        | BLICK ART MATERIALS                 | \$5,416.48         |
|                 | V1004141     | 09/15/2020 | 021100        | CAROLINA BIOLOGICAL                 | \$21,041.10        |
|                 | V1004142     | 09/15/2020 | 1005433       | COLT PLUMBING                       | \$1,192.51         |
|                 | V1004143     | 09/15/2020 | 030310        | CRISIS PREVENTION INSTITUTE         | \$150.00           |
|                 | V1004144     | 09/15/2020 | 032900        | DEMCO , INC.                        | \$86.02            |
|                 | V1004145     | 09/15/2020 | 042300        | FAULKNER PONTIAC BUICK              | \$17.78            |
|                 | V1004146     | 09/15/2020 | 043500        | FLINN SCIENTIFIC                    | \$14,515.00        |
|                 | V1004147     | 09/15/2020 | 043605        | FOX ROTHSCHILD LLP                  | \$2,858.20         |
|                 | V1004148     | 09/15/2020 | 1002386       | JOHNSON CONTROLS, INC.              | \$18,226.00        |
|                 | V1004149     | 09/15/2020 | 062980        | KELLAM LAWN MOWER                   | \$276.90           |
|                 | V1004150     | 09/15/2020 | 077475        | PARTS SERVICE - FRAZER              | \$426.75           |
|                 | V1004151     | 09/15/2020 | 086700        | SCHOOL HEALTH CORPORATION           | \$126.87           |
|                 | V1004152     | 09/15/2020 | 086710        | SCHOOL SPECIALTY INC                | \$178.04           |
|                 | V1004153     | 09/15/2020 | 1000679       | SHERWIN WILLIAMS                    | \$105.77           |
|                 | V1004154     | 09/15/2020 | 090190        | STAR PRINTING INC.                  | \$1,328.72         |
|                 | V1004155     | 09/15/2020 | 092000        | TAYLORS MUSIC STORE                 | \$1,448.62         |
|                 | V1004156     | 09/15/2020 | 094345        | UNRUH, TURNER, BURKE & FREES        | \$17,009.57        |
|                 | V1004157     | 09/15/2020 | 1006367       | WB MASON COMPANY                    | \$56.46            |
| 01 - Total      |              |            |               |                                     | \$85,595.79        |
| 30              | V1004156     | 09/15/2020 | 094345        | UNRUH, TURNER, BURKE & FREES        | \$15,827.08        |
|                 | V1004158     | 09/15/2020 | 1004004       | WORKPLACE CENTRAL                   | \$1,684.98         |
| 30 - Total      |              |            |               |                                     | \$17,512.06        |
| Overall - Total |              |            |               |                                     | \$103,107.85       |

## West Chester Area School District Check Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name        | Transaction Amount |
|-----------------|--------------|------------|---------------|--------------------|--------------------|
| 01              | 40076968     | 09/16/2020 | 1009081       | KESWICK CYCLE      | \$1,300.00         |
| 01 - Total      |              |            |               |                    | \$1,300.00         |
| 30              | 40076969     | 09/16/2020 | 1009028       | METAL ALLIANCE INC | \$635,365.80       |
| 30 - Total      |              |            |               |                    | \$635,365.80       |
| Overall - Total |              |            |               |                    | \$636,665.80       |



### West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40076970     | 09/22/2020 | 1005135       | AED SUPERSTORE                     | \$71.40            |
|              | 40076971     | 09/22/2020 | 1003432       | AHOLD FINANCIAL SERVICES           | \$32.17            |
|              | 40076973     | 09/22/2020 | 1008943       | AMAZON                             | \$11,143.58        |
|              | 40076974     | 09/22/2020 | 1009082       | APPLEGATE, ANTHONY J.              | \$75.00            |
|              | 40076975     | 09/22/2020 | 009710        | B & H PHOTO                        | \$1,650.60         |
|              | 40076977     | 09/22/2020 | 010830        | BARNES & NOBLE INC.                | \$191.70           |
|              | 40076978     | 09/22/2020 | 011473        | BEARINGS, BELTS & CHAIN, INC       | \$964.52           |
|              | 40076979     | 09/22/2020 | 1003051       | BENCHMARK EDUCATION                | \$152.90           |
|              | 40076980     | 09/22/2020 | 1008129       | BLAST INTERMEDIATE UNIT 17         | \$4,242.00         |
|              | 40076981     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$100.00           |
|              | 40076982     | 09/22/2020 | 017340        | BSN SPORTS LLC                     | \$717.51           |
|              | 40076983     | 09/22/2020 | 021166        | CARROT-TOP INDUSTRIES              | \$742.83           |
|              | 40076984     | 09/22/2020 | 021581        | CDW GOVERNMENT, INC                | \$190.89           |
|              | 40076985     | 09/22/2020 | 023755        | CHESTER COUNTY INT UNIT # 24       | \$1,807.89         |
|              | 40076988     | 09/22/2020 | 028880        | CONWAY POWER EQUIPMENT INC         | \$55.24            |
|              | 40076989     | 09/22/2020 | 1009024       | CROWDSYNC TECHNOLOGY LLC           | \$83,175.00        |
|              | 40076990     | 09/22/2020 | 030660        | CURRICULUM ASSOCIATES INC          | \$617.46           |
|              | 40076992     | 09/22/2020 | 1001584       | DELTA-T GROUP, INC.                | \$899.43           |
|              | 40076993     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$100.00           |
|              | 40076994     | 09/22/2020 | 1005210       | DIRECT ENERGY BUSINESS             | \$4,652.93         |
|              | 40076995     | 09/22/2020 | 1006544       | DRUIDE INFORMATIQUE INC.           | \$2,240.00         |
|              | 40076996     | 09/22/2020 | 037255        | ECONOMY GLASS SPECIALISTS          | \$598.32           |
|              | 40076997     | 09/22/2020 | 1008470       | ESGI LLC                           | \$1,624.00         |
|              | 40076998     | 09/22/2020 | 040630        | ETA/HAND2MIND                      | \$406.54           |
|              | 40076999     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$100.00           |
|              | 40077000     | 09/22/2020 | 042520        | FERGUSON ENT., INC. #501           | \$1,778.99         |
|              | 40077001     | 09/22/2020 | 090920        | FERRARO, LARRY & ANTHONY           | \$1,382.72         |
|              | 40077002     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$100.00           |
|              | 40077003     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$75.00            |
|              | 40077004     | 09/22/2020 | 1006249       | GENERAL HEALTHCARE RESOURCES, INC. | \$5,016.06         |
|              | 40077005     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$100.00           |
|              | 40077006     | 09/22/2020 | 050075        | GREAT AMERICA FINANCIAL SERVICES   | \$1,572.25         |
|              | 40077007     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$100.00           |
|              | 40077008     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$100.00           |
|              | 40077009     | 09/22/2020 | 054645        | HILLYARD, INC.                     | \$1,526.62         |
|              | 40077010     | 09/22/2020 | 055560        | HOME DEPOT CREDIT SERVICES         | \$348.92           |
|              | 40077011     | 09/22/2020 | 1008825       | HOME DEPOT PRO, THE                | \$581.25           |
|              | 40077012     | 09/22/2020 | 1007808       | IMPERIAL BAG & PAPER               | \$1,911.27         |
|              | 40077013     | 09/22/2020 | 058380        | INDCO, INC.                        | \$481.12           |

### West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                       | Transaction Amount |
|--------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 01           | 40077014     | 09/22/2020 | 1009042       | INDOFF INCORPORATED               | \$19,639.95        |
|              | 40077015     | 09/22/2020 | 1008507       | INTEGRITY WORKFORCE SOLUTIONS INC | \$3,875.55         |
|              | 40077018     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT   | \$100.00           |
|              | 40077019     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT   | \$100.00           |
|              | 40077020     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT   | \$100.00           |
|              | 40077021     | 09/22/2020 | 1003017       | JSTOR-ITHAKA                      | \$1,170.00         |
|              | 40077022     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT   | \$100.00           |
|              | 40077023     | 09/22/2020 | 1000345       | KADES-MARGOLIS CAPITAL            | \$200.00           |
|              | 40077024     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT   | \$100.00           |
|              | 40077025     | 09/22/2020 | 1009073       | KELLY SERVICES INC                | \$20,954.22        |
|              | 40077026     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT   | \$100.00           |
|              | 40077027     | 09/22/2020 | 052170        | LEARNING WITHOUT TEARS            | \$1,120.63         |
|              | 40077028     | 09/22/2020 | 1000346       | LINCOLN INVESTMENT PLANNING, INC. | \$625.00           |
|              | 40077029     | 09/22/2020 | 1005143       | MAILROOM SYSTEMS, INC.            | \$176.48           |
|              | 40077030     | 09/22/2020 | 071565        | MATHCOUNTS                        | \$450.00           |
|              | 40077031     | 09/22/2020 | 1008682       | MCKESSON MEDICAL                  | \$5.57             |
|              | 40077032     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT   | \$100.00           |
|              | 40077033     | 09/22/2020 | 1000348       | METROPOLITAN LIFE INSURANCE CO.   | \$138.89           |
|              | 40077034     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT   | \$100.00           |
|              | 40077035     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT   | \$100.00           |
|              | 40077036     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT   | \$800.00           |
|              | 40077037     | 09/22/2020 | 079961        | ORIENTAL TRADING CO., INC         | \$334.22           |
|              | 40077038     | 09/22/2020 | 079989        | OVERBROOK SCHOOL FOR THE BLIND    | \$11,000.00        |
|              | 40077039     | 09/22/2020 | 080065        | PA PRINCIPALS ASSOCIATION         | \$595.00           |
|              | 40077040     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT   | \$100.00           |
|              | 40077041     | 09/22/2020 | 081090        | PASA                              | \$358.00           |
|              | 40077042     | 09/22/2020 | 082150        | PECO ENERGY COMPANY               | \$301.90           |
|              | 40077043     | 09/22/2020 | 1003736       | PETROLEUM TRADERS CORP.           | \$1,500.95         |
|              | 40077044     | 09/22/2020 | 1007600       | POWERSCHOOL GROUP LLC             | \$744.00           |
|              | 40077045     | 09/22/2020 | 1008210       | PTCFast.COM                       | \$100.00           |
|              | 40077046     | 09/22/2020 | 1005844       | RELIANCE STANDARD LIFE            | \$23,651.49        |
|              | 40077047     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT   | \$100.00           |
|              | 40077048     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT   | \$100.00           |
|              | 40077049     | 09/22/2020 | 085720        | ROSENAU CO INC, PHILIP            | \$2,530.00         |
|              | 40077050     | 09/22/2020 | 085750        | ROTHWELL DOCUMENT SOLUTIONS       | \$6.53             |
|              | 40077051     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT   | \$100.00           |
|              | 40077053     | 09/22/2020 | 1002114       | SCHOOLWIDE INC                    | \$2,674.26         |
|              | 40077054     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT   | \$100.00           |
|              | 40077055     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT   | \$100.00           |

### West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                    | Transaction Amount |
|--------------|--------------|------------|---------------|--------------------------------|--------------------|
| 01           | 40077056     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$100.00           |
|              | 40077057     | 09/22/2020 | 1005955       | SUPERIOR TEXT                  | \$31,052.31        |
|              | 40077058     | 09/22/2020 | 091390        | SWANSON, INC., ROBERT S        | \$2,640.00         |
|              | 40077059     | 09/22/2020 | 1008422       | TELESYSTEM                     | \$7,041.72         |
|              | 40077060     | 09/22/2020 | 1002255       | TEXTBOOK WAREHOUSE             | \$284.00           |
|              | 40077061     | 09/22/2020 | 1009067       | THEMES & VARIATIONS INC        | \$149.95           |
|              | 40077062     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$100.00           |
|              | 40077063     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$100.00           |
|              | 40077064     | 09/22/2020 | 1002775       | TRAFFIC SAFETY STORE, THE      | \$315.00           |
|              | 40077065     | 09/22/2020 | 1008073       | TRASH TECH                     | \$516.44           |
|              | 40077066     | 09/22/2020 | 093070        | TREASURER OF CHESTER COUNTY    | \$4,000.00         |
|              | 40077067     | 09/22/2020 | 092390        | TRISTATE HVAC EQUIPMENT, LLP   | \$3,204.27         |
|              | 40077068     | 09/22/2020 | 093600        | UNITED REFRIGERATION CO        | \$1,824.11         |
|              | 40077069     | 09/22/2020 | 1007699       | US MEDICAL STAFFING, INC.      | \$837.22           |
|              | 40077070     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$100.00           |
|              | 40077071     | 09/22/2020 | 049790        | W. W. GRAINGER, INC.           | \$194.60           |
|              | 40077072     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$100.00           |
|              | 40077073     | 09/22/2020 | 095412        | WAREHOUSE BATTERY OUTLET       | \$1,932.00         |
|              | 40077074     | 09/22/2020 | 1000058       | TRUMARK FCU                    | \$1,280.51         |
|              | 40077075     | 09/22/2020 | 097960        | WIGGINS SHREDDING              | \$74.00            |
|              | 40077076     | 09/22/2020 | 098060        | WILSON LANGUAGE TRAINING CORP  | \$11,188.26        |
|              | 40077077     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$100.00           |
| 01 - Total   |              |            |               |                                | \$293,213.14       |
| 22           | 40076973     | 09/22/2020 | 1008943       | AMAZON                         | \$983.47           |
|              | 40076987     | 09/22/2020 | 1004703       | COMSTAR TECHNOLOGIES           | \$6,967.75         |
|              | 40076991     | 09/22/2020 | 032540        | DELL COMPUTER CORPORATION      | \$12,736.10        |
| 22 - Total   |              |            |               |                                | \$20,687.32        |
| 30           | 40076986     | 09/22/2020 | 1006788       | CHESTER VALLEY ENGINEERS       | \$222.00           |
|              | 40077016     | 09/22/2020 | 1005435       | JAY R. REYNOLDS, INC.          | \$2,968.75         |
|              | 40077017     | 09/22/2020 | 1006736       | JBM MECHANICAL, INC.           | \$5,519.90         |
|              | 40077052     | 09/22/2020 | 1006778       | SC STEVENSON CONSULTING INC    | \$5,865.00         |
| 30 - Total   |              |            |               |                                | \$14,575.65        |
| 40           | 40076976     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$196.00           |
| 40 - Total   |              |            |               |                                | \$196.00           |
| 50           | 80039082     | 09/22/2020 | 1007324       | PROGRAPH, INC                  | \$25.00            |

### West Chester Area School District Check Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                     | Transaction Amount |
|-----------------|--------------|------------|---------------|---------------------------------|--------------------|
| 50              | - Total      |            |               |                                 | \$25.00            |
| 51              | 80039083     | 09/22/2020 | 1007234       | BAYARD RUSTIN HIGH SCHOOL PTO   | \$3,822.90         |
| 51              | - Total      |            |               |                                 | \$3,822.90         |
| 80              | 50001101     | 09/22/2020 | 1005754       | ARAMARK SERVICES INC.           | \$6,114.50         |
|                 | 50001102     | 09/22/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$40.30            |
| 80              | - Total      |            |               |                                 | \$6,154.80         |
| Overall - Total |              |            |               |                                 | \$338,674.81       |

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

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                 | Transaction Amount |
|-----------------|--------------|------------|---------------|-----------------------------|--------------------|
| 01              | V1004159     | 09/22/2020 | 014300        | BLICK ART MATERIALS         | \$3,943.21         |
|                 | V1004160     | 09/22/2020 | 1005433       | COLT PLUMBING               | \$655.85           |
|                 | V1004161     | 09/22/2020 | 032900        | DEMCO , INC.                | \$154.64           |
|                 | V1004162     | 09/22/2020 | 042300        | FAULKNER PONTIAC BUICK      | \$254.31           |
|                 | V1004163     | 09/22/2020 | 1002386       | JOHNSON CONTROLS, INC.      | \$4,500.20         |
|                 | V1004164     | 09/22/2020 | 061630        | JUNIOR LIBRARY GUILD        | \$290.41           |
|                 | V1004165     | 09/22/2020 | 065400        | KURTZ BROS                  | \$624.34           |
|                 | V1004166     | 09/22/2020 | 077475        | PARTS SERVICE - FRAZER      | \$10.47            |
|                 | V1004167     | 09/22/2020 | 080980        | PENN OFFICE PRODUCTS        | \$555.67           |
|                 | V1004168     | 09/22/2020 | 1007408       | PROASYS INC.                | \$2,275.00         |
|                 | V1004169     | 09/22/2020 | 1006641       | PSX, INC.                   | \$1,942.00         |
|                 | V1004170     | 09/22/2020 | 086700        | SCHOOL HEALTH CORPORATION   | \$351.19           |
|                 | V1004171     | 09/22/2020 | 086710        | SCHOOL SPECIALTY INC        | \$2,754.27         |
|                 | V1004172     | 09/22/2020 | 092000        | TAYLORS MUSIC STORE         | \$2,102.10         |
|                 | V1004173     | 09/22/2020 | 093609        | U.S. MUNICIPAL SUPPLY, INC. | \$137.57           |
| 01 - Total      |              |            |               |                             | \$20,551.23        |
| Overall - Total |              |            |               |                             | \$20,551.23        |

### West Chester Area School District Check Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                 | Transaction Amount |
|-----------------|--------------|------------|---------------|-----------------------------|--------------------|
| 01              | 40077078     | 09/24/2020 | 1001584       | DELTA-T GROUP, INC.         | \$840.00           |
| 01              | - Total      |            |               |                             | \$840.00           |
| 27              | 40077080     | 09/24/2020 | 1008954       | NAGLE ATHLETIC SURFACES INC | \$223,171.00       |
| 27              | - Total      |            |               |                             | \$223,171.00       |
| 30              | 40077079     | 09/24/2020 | 1009028       | METAL ALLIANCE INC          | \$130,950.00       |
| 30              | - Total      |            |               |                             | \$130,950.00       |
| Overall - Total |              |            |               |                             | \$354,961.00       |

# West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                  | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------|--------------------|
| 01           | 40077081     | 09/29/2020 | 091740        | TAX REFUNDS                  | \$163.92           |
|              | 40077082     | 09/29/2020 | 1005135       | AED SUPERSTORE               | \$102.00           |
|              | 40077083     | 09/29/2020 | 1003432       | AHOLD FINANCIAL SERVICES     | \$176.54           |
|              | 40077084     | 09/29/2020 | 1004912       | ALTA LANGUAGE SERVICES, INC. | \$1,180.25         |
|              | 40077085     | 09/29/2020 | 1008943       | AMAZON                       | \$3,961.49         |
|              | 40077086     | 09/29/2020 | 007150        | APPLE COMPUTER, INC          | \$5,738.00         |
|              | 40077087     | 09/29/2020 | 008510        | ASCD                         | \$89.00            |
|              | 40077088     | 09/29/2020 | 091740        | TAX REFUNDS                  | \$371.71           |
|              | 40077089     | 09/29/2020 | 091740        | TAX REFUNDS                  | \$71.23            |
|              | 40077090     | 09/29/2020 | 010830        | BARNES & NOBLE INC.          | \$2,047.41         |
|              | 40077092     | 09/29/2020 | 091740        | TAX REFUNDS                  | \$835.55           |
|              | 40077093     | 09/29/2020 | 091740        | TAX REFUNDS                  | \$997.10           |
|              | 40077094     | 09/29/2020 | 091740        | TAX REFUNDS                  | \$70.63            |
|              | 40077095     | 09/29/2020 | 091740        | TAX REFUNDS                  | \$126.88           |
|              | 40077096     | 09/29/2020 | 017290        | BUCKS COUNTY IU #22          | \$12,423.96        |
|              | 40077097     | 09/29/2020 | 1007181       | BUSINESSSOLVER.COM, INC.     | \$1,993.35         |
|              | 40077098     | 09/29/2020 | 091740        | TAX REFUNDS                  | \$251.62           |
|              | 40077099     | 09/29/2020 | 091740        | TAX REFUNDS                  | \$138.62           |
|              | 40077100     | 09/29/2020 | 1003362       | CARLSON, MARTHA              | \$210.31           |
|              | 40077101     | 09/29/2020 | 096250        | CHARLES A. MELTON CENTER     | \$35,700.00        |
|              | 40077102     | 09/29/2020 | 023755        | CHESTER COUNTY INT UNIT # 24 | \$29,594.35        |
|              | 40077103     | 09/29/2020 | 091740        | TAX REFUNDS                  | \$330.79           |
|              | 40077104     | 09/29/2020 | 091740        | TAX REFUNDS                  | \$12,915.00        |
|              | 40077105     | 09/29/2020 | 091740        | TAX REFUNDS                  | \$6,952.95         |
|              | 40077107     | 09/29/2020 | 028175        | CONCEPT SCHOOL, THE          | \$6,187.50         |
|              | 40077108     | 09/29/2020 | 1008817       | CORBETT INC                  | \$11,653.95        |
|              | 40077109     | 09/29/2020 | 091740        | TAX REFUNDS                  | \$600.00           |
|              | 40077110     | 09/29/2020 | 091740        | TAX REFUNDS                  | \$233.08           |
|              | 40077111     | 09/29/2020 | 1008424       | CRYSTAL SPRINGS              | \$122.96           |
|              | 40077112     | 09/29/2020 | 1009033       | DANIELS, MARY                | \$475.61           |
|              | 40077113     | 09/29/2020 | 091740        | TAX REFUNDS                  | \$271.33           |
|              | 40077114     | 09/29/2020 | 032540        | DELL COMPUTER CORPORATION    | \$2,526.66         |
|              | 40077115     | 09/29/2020 | 1001584       | DELTA-T GROUP, INC.          | \$2,700.81         |
|              | 40077116     | 09/29/2020 | 033800        | DEVEREUX FOUNDATION          | \$11,178.00        |
|              | 40077117     | 09/29/2020 | 1006669       | EAI EDUCATION                | \$551.21           |
|              | 40077118     | 09/29/2020 | 1001473       | EDUCERE                      | \$11,428.50        |
|              | 40077119     | 09/29/2020 | 091740        | TAX REFUNDS                  | \$2,492.10         |
|              | 40077120     | 09/29/2020 | 091740        | TAX REFUNDS                  | \$766.95           |
|              | 40077121     | 09/29/2020 | 091740        | TAX REFUNDS                  | \$3,713.09         |

### West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40077122     | 09/29/2020 | 1006249       | GENERAL HEALTHCARE RESOURCES, INC. | \$1,165.89         |
|              | 40077123     | 09/29/2020 | 091740        | TAX REFUNDS                        | \$38.77            |
|              | 40077124     | 09/29/2020 | 049690        | GOVCONNECTION, INC                 | \$12,025.00        |
|              | 40077125     | 09/29/2020 | 050075        | GREAT AMERICA FINANCIAL SERVICES   | \$1,516.94         |
|              | 40077126     | 09/29/2020 | 091740        | TAX REFUNDS                        | \$1,108.27         |
|              | 40077127     | 09/29/2020 | 1008859       | HORN PLUMBING                      | \$2,913.00         |
|              | 40077128     | 09/29/2020 | 1008859       | HORN PLUMBING                      | \$2,913.00         |
|              | 40077129     | 09/29/2020 | 091740        | TAX REFUNDS                        | \$266.54           |
|              | 40077130     | 09/29/2020 | 091740        | TAX REFUNDS                        | \$445.54           |
|              | 40077131     | 09/29/2020 | 091740        | TAX REFUNDS                        | \$1,318.42         |
|              | 40077132     | 09/29/2020 | 091740        | TAX REFUNDS                        | \$2,397.63         |
|              | 40077133     | 09/29/2020 | 091740        | TAX REFUNDS                        | \$588.40           |
|              | 40077134     | 09/29/2020 | 091740        | TAX REFUNDS                        | \$57.53            |
|              | 40077135     | 09/29/2020 | 062600        | KEEN COMPRESSED GAS CO             | \$98.49            |
|              | 40077136     | 09/29/2020 | 1009073       | KELLY SERVICES INC                 | \$33,924.09        |
|              | 40077137     | 09/29/2020 | 065915        | LANGUAGE SERVICES ASSOCIATES       | \$2,638.30         |
|              | 40077138     | 09/29/2020 | 1000250       | LINDAMOOD-BELL LEARNING PROCESSES  | \$4,590.00         |
|              | 40077139     | 09/29/2020 | 091740        | TAX REFUNDS                        | \$1,539.52         |
|              | 40077140     | 09/29/2020 | 070305        | MAIN LINE CONCRETE & SUPPLY        | \$127.80           |
|              | 40077141     | 09/29/2020 | 091740        | TAX REFUNDS                        | \$84.92            |
|              | 40077142     | 09/29/2020 | 091740        | TAX REFUNDS                        | \$3,205.18         |
|              | 40077143     | 09/29/2020 | 091740        | TAX REFUNDS                        | \$86.17            |
|              | 40077144     | 09/29/2020 | 091740        | TAX REFUNDS                        | \$676.15           |
|              | 40077145     | 09/29/2020 | 091740        | TAX REFUNDS                        | \$2,286.92         |
|              | 40077146     | 09/29/2020 | 091740        | TAX REFUNDS                        | \$3,997.76         |
|              | 40077147     | 09/29/2020 | 1009085       | NEURODEVELOPMENTAL ASSESSMENT &    | \$3,750.00         |
|              | 40077148     | 09/29/2020 | 079297        | NASSP                              | \$2,300.00         |
|              | 40077149     | 09/29/2020 | 091740        | TAX REFUNDS                        | \$659.69           |
|              | 40077151     | 09/29/2020 | 079550        | OFFICE DEPOT                       | \$3,122.46         |
|              | 40077152     | 09/29/2020 | 079895        | O'ROURKE & SONS INC                | \$150.00           |
|              | 40077153     | 09/29/2020 | 091740        | TAX REFUNDS                        | \$2,420.17         |
|              | 40077154     | 09/29/2020 | 080887        | PEDIATRIC THERAPEUTICS SVC INC     | \$27,883.85        |
|              | 40077155     | 09/29/2020 | 081610        | PERFECTION LEARNING CORP           | \$2,010.96         |
|              | 40077156     | 09/29/2020 | 091740        | TAX REFUNDS                        | \$5,790.43         |
|              | 40077157     | 09/29/2020 | 1003736       | PETROLEUM TRADERS CORP.            | \$925.01           |
|              | 40077159     | 09/29/2020 | 1007600       | POWERSCHOOL GROUP LLC              | \$500.00           |
|              | 40077160     | 09/29/2020 | 091740        | TAX REFUNDS                        | \$5,948.81         |
|              | 40077161     | 09/29/2020 | 1004513       | PURE HEALTH SOLUTIONS INC          | \$98.00            |
|              | 40077162     | 09/29/2020 | 091740        | TAX REFUNDS                        | \$105.46           |



### West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                      | Transaction Amount |
|--------------|--------------|------------|---------------|----------------------------------|--------------------|
| 01           | 40077163     | 09/29/2020 | 1009084       | REID, MR & MRS JASON             | \$57,411.00        |
|              | 40077164     | 09/29/2020 | 085173        | RIFTON EQUIPMENT                 | \$75.00            |
|              | 40077165     | 09/29/2020 | 091740        | TAX REFUNDS                      | \$1,028.12         |
|              | 40077166     | 09/29/2020 | 086650        | SCHOLASTIC INC                   | \$11.39            |
|              | 40077167     | 09/29/2020 | 086500        | SCHOLASTIC NEWS                  | \$659.34           |
|              | 40077168     | 09/29/2020 | 1002114       | SCHOOLWIDE INC                   | \$11,478.46        |
|              | 40077169     | 09/29/2020 | 091740        | TAX REFUNDS                      | \$1,261.20         |
|              | 40077170     | 09/29/2020 | 091740        | TAX REFUNDS                      | \$1,025.32         |
|              | 40077171     | 09/29/2020 | 1005955       | SUPERIOR TEXT                    | \$5,966.60         |
|              | 40077172     | 09/29/2020 | 091360        | SWEET, STEVENS, KATZ, & WILLIAMS | \$11,035.05        |
|              | 40077173     | 09/29/2020 | 1002255       | TEXTBOOK WAREHOUSE               | \$145.00           |
|              | 40077174     | 09/29/2020 | 091740        | TAX REFUNDS                      | \$747.40           |
|              | 40077175     | 09/29/2020 | 091740        | TAX REFUNDS                      | \$556.94           |
|              | 40077176     | 09/29/2020 | 1006474       | TRI-STATE ELEVATOR COMPANY, INC. | \$640.37           |
|              | 40077177     | 09/29/2020 | 093630        | UNITED PARCEL SERVICE            | \$65.34            |
|              | 40077178     | 09/29/2020 | 091740        | TAX REFUNDS                      | \$8,134.51         |
|              | 40077179     | 09/29/2020 | 1007699       | US MEDICAL STAFFING, INC.        | \$1,097.58         |
|              | 40077180     | 09/29/2020 | 1002676       | VERIZON WIRELESS                 | \$1,959.90         |
|              | 40077181     | 09/29/2020 | 1007837       | VOYAGER SOPRIS LEARNING, INC.    | \$241.78           |
|              | 40077182     | 09/29/2020 | 091740        | TAX REFUNDS                      | \$75,453.39        |
|              | 40077183     | 09/29/2020 | 091740        | TAX REFUNDS                      | \$1,230.43         |
|              | 40077184     | 09/29/2020 | 1008068       | WILLIAMS SCOTSMAN, INC           | \$1,468.00         |
|              | 40077185     | 09/29/2020 | 091740        | TAX REFUNDS                      | \$353.89           |
| 01 - Total   |              |            |               |                                  | \$489,065.49       |
| 22           | 40077085     | 09/29/2020 | 1008943       | AMAZON                           | \$152.98           |
|              | 40077106     | 09/29/2020 | 1004703       | COMSTAR TECHNOLOGIES             | \$3,519.98         |
|              | 40077114     | 09/29/2020 | 032540        | DELL COMPUTER CORPORATION        | \$1,126.22         |
| 22 - Total   |              |            |               |                                  | \$4,799.18         |
| 27           | 40077158     | 09/29/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT   | \$850.00           |
| 27 - Total   |              |            |               |                                  | \$850.00           |
| 30           | 40077091     | 09/29/2020 | 1004477       | BLACKNEY HAYES ARCHITECTS        | \$37,434.97        |
|              | 40077184     | 09/29/2020 | 1008068       | WILLIAMS SCOTSMAN, INC           | \$3,746.00         |
| 30 - Total   |              |            |               |                                  | \$41,180.97        |
| 50           | 80039084     | 09/29/2020 | 091840        | BALFOUR PUBLISHING               | \$12,501.84        |
|              | 80039085     | 09/29/2020 | 1009064       | LECLERC, SHIRLEY D.              | \$28.00            |
|              | 80039086     | 09/29/2020 | 079550        | OFFICE DEPOT                     | \$659.34           |

### West Chester Area School District Check Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                  | Transaction Amount |
|-----------------|--------------|------------|---------------|------------------------------|--------------------|
| 50              | - Total      |            |               |                              | \$13,189.18        |
| 51              | 80039087     | 09/29/2020 | 1008424       | CRYSTAL SPRINGS              | \$98.85            |
|                 | 80039088     | 09/29/2020 | 1004513       | PURE HEALTH SOLUTIONS INC    | \$44.00            |
| 51              | - Total      |            |               |                              | \$142.85           |
| 80              | 50001103     | 09/29/2020 | 1001312       | CLARK FOOD SERVICE EQUIPMENT | \$6,706.82         |
| 80              | - Total      |            |               |                              | \$6,706.82         |
| Overall - Total |              |            |               |                              | \$555,934.49       |

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

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name               | Transaction Amount |
|-----------------|--------------|------------|---------------|---------------------------|--------------------|
| 01              | V1004174     | 09/29/2020 | 021100        | CAROLINA BIOLOGICAL       | \$11,689.50        |
|                 | V1004175     | 09/29/2020 | 032900        | DEMCO , INC.              | \$90.50            |
|                 | V1004176     | 09/29/2020 | 032952        | DENNEY ELECTRIC SUPPLY    | \$713.50           |
|                 | V1004177     | 09/29/2020 | 1003700       | EPIC DEVELOPMENT SERVICES | \$31,086.75        |
|                 | V1004178     | 09/29/2020 | 042300        | FAULKNER PONTIAC BUICK    | \$11.55            |
|                 | V1004179     | 09/29/2020 | 043500        | FLINN SCIENTIFIC          | \$80.85            |
|                 | V1004180     | 09/29/2020 | 1007705       | HOFFMAN ACADEMY           | \$520.00           |
|                 | V1004181     | 09/29/2020 | 061630        | JUNIOR LIBRARY GUILD      | \$547.50           |
|                 | V1004182     | 09/29/2020 | 077475        | PARTS SERVICE - FRAZER    | \$89.75            |
|                 | V1004183     | 09/29/2020 | 1001416       | ULINE                     | \$183.55           |
| 01 - Total      |              |            |               |                           | \$45,013.45        |
| Overall - Total |              |            |               |                           | \$45,013.45        |

| Budget Unit | Project | Project Title                | September 30,<br>2020 |
|-------------|---------|------------------------------|-----------------------|
| 50000221    | 005221  | BEST BUDDIES                 | 1,399.75              |
| 50000222    | 005222  | BEST BUDDIES                 | 364.27                |
| 50000223    | 005223  | BEST BUDDIES                 | 2,873.76              |
| 50000326    | 005326  | BEST BUDDIES                 | 1,642.49              |
| 50000327    | 005327  | BEST BUDDIES                 | 474.99                |
| 50000328    | 005328  | BEST BUDDIES                 | 1,107.46              |
| 50000221    | 006221  | BLACK STUDENT UNION          | 4,134.69              |
| 50000222    | 006222  | BLACK STUDENT UNION          | 1,967.75              |
| 50000223    | 006223  | BLACK STUDENT UNION          | 1,443.15              |
| 50000223    | 007223  | BRINGING HOPE HOME CLUB      | 189.00                |
| 50000327    | 008327  | 8 <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                | 2,483.18              |
| 50000222    | 011222  | CLASS OF 2022                | 1,631.96              |
| 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                         | 11,470.77             |
| 50000223    | 018223  | DECA                         | 21,435.17             |
| 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       | 2,132.88              |
| 50000222    | 034222  | NATIONAL HONOR SOCIETY       | 88.30                 |
| 50000223    | 034223  | NATIONAL HONOR SOCIETY       | 1,017.80              |
| 50000221    | 036221  | NEWSPAPER                    | 659.92                |
| 50000221    | 037221  | SPEECH & DEBATE              | 214.22                |

| Budget Unit | Project | Project Title                | September 30,<br>2020 |
|-------------|---------|------------------------------|-----------------------|
| 50000222    | 038222  | FASHION CLUB                 | 525.14                |
| 50000223    | 038223  | FASHION CLUB                 | 409.76                |
| 50000221    | 039221  | HELPING HANDS CLUB           | 78.53                 |
| 50000222    | 039222  | HANDS TO HEARTS              | 22.52                 |
| 50000221    | 040221  | S.A.D.D.                     | 1,701.25              |
| 50000222    | 040222  | S.A.D.D.                     | 964.99                |
| 50000223    | 040223  | S.A.D.D.                     | 1,616.22              |
| 50000221    | 041221  | SCIENCE OLYMPIAD             | 2,064.75              |
| 50000222    | 041222  | SCIENCE OLYMPIAD             | 494.79                |
| 50000223    | 041223  | SCIENCE OLYMPIAD             | 4,494.29              |
| 50000221    | 042221  | SKI CLUB                     | 0.21                  |
| 50000223    | 042223  | SKI CLUB                     | 1,643.65              |
| 50000326    | 042326  | SKI CLUB                     | 9,372.27              |
| 50000221    | 043221  | PHYSICS OLYMPIAD             | 302.74                |
| 50000326    | 045326  | CROSS COUNTRY                | 70.55                 |
| 50000326    | 044326  | SCIENCE OLYMPIAD             | 1,559.24              |
| 50000327    | 045327  | ART CLUB                     | 21.87                 |
| 50000221    | 046221  | NATIONAL ART HONOR SOCIETY   | 650.61                |
| 50000222    | 046222  | NATIONAL ART HONOR SOCIETY   | 1,003.39              |
| 50000222    | 049222  | HOUSE OF HOPE                | 75.22                 |
| 50000221    | 050221  | STUDENT COUNCIL              | 671.55                |
| 50000222    | 050222  | STUDENT COUNCIL              | 17,124.71             |
| 50000223    | 050223  | STUDENT COUNCIL              | 10,685.61             |
| 50000326    | 050326  | STUDENT COUNCIL              | 15,029.70             |
| 50000327    | 050327  | STUDENT COUNCIL              | 4,532.96              |
| 50000328    | 050328  | STUDENT COUNCIL              | 12,777.05             |
| 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         | 445.39                |
| 50000222    | 054222  | HIGH SCHOOL YEARBOOK         | 18,767.65             |
| 50000223    | 054223  | HIGH SCHOOL YEARBOOK         | 4,702.70              |
| 50000327    | 054327  | MIDDLE SCHOOL YEARBOOK       | 208.16                |
| 50000328    | 054328  | MIDDLE SCHOOL YEARBOOK       | 3,572.77              |
| 50000221    | 058221  | ANIME CLUB                   | 23.67                 |
| 50000223    | 060223  | GERMAN CLUB                  | 786.92                |
| 50000221    | 061221  | MU ALPHA THETA HONOR SOCIETY | 328.06                |
| 50000222    | 061222  | MATH CLUB                    | 65.83                 |
| 50000221    | 062221  | ACADEMIC TEAM - HENDERSON    | 3,745.62              |
| 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

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| Budget Unit                   | Project | Project Title             | September 30,<br>2020 |
|-------------------------------|---------|---------------------------|-----------------------|
| 50000326                      | 074326  | CHEER CLUB                | 2,789.17              |
| 50000326                      | 075326  | WRESTLING ACTIVITY        | 242.47                |
| 50000326                      | 076326  | TRACK & FIELD ACTIVITY    | 779.98                |
| 50000221                      | 077221  | TRI-M MUSIC HONOR SOCIETY | 779.06                |
| 50000221                      | 078221  | MUSIC DEPARTMENT FUND     | 2,693.27              |
| 50000222                      | 078222  | CHORAL FUND               | 974.68                |
| 50000223                      | 078223  | CHORAL FUND               | 4,776.80              |
| 50000222                      | 086222  | COMPUTER ACCOUNT          | 778.37                |
| 50000221                      | 087221  | ROBOTICS CLUB             | 2,228.54              |
| 50000221                      | 090221  | DRAMA CLUB                | 5,948.27              |
| 50000326                      | 090326  | DRAMA                     | 19,854.54             |
| 50000327                      | 090327  | DRAMA                     | 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  | 2,096.48              |
| <b>Total Fund 50 Projects</b> |         |                           | <b>393,387.02</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             | 17,005.40             |
| 51000445                      | 164445  | ACTIVITY FUND             | 109.45                |
| 51000447                      | 164447  | ACTIVITY FUND             | 11,183.06             |
| 51000448                      | 164448  | ACTIVITY FUND             | 13,133.23             |
| 51000451                      | 164451  | ACTIVITY FUND             | 10,576.76             |
| 51000452                      | 164452  | ACTIVITY FUND             | 10,088.81             |
| 51000453                      | 164453  | ACTIVITY FUND             | 7,876.76              |
| 51000931                      | 164931  | ACTIVITY FUND             | 23.29                 |
| 51000955                      | 164955  | ACTIVITY FUND             | 620.97                |
| 51000451                      | 179451  | PHYSICAL EDUCATION        | 1,305.15              |
| 51000221                      | 180221  | CLEARING ACCOUNT          | 8,346.15              |
| 51000222                      | 180222  | CLEARING ACCOUNT          | 3,578.36              |
| 51000223                      | 180223  | CLEARING ACCOUNT          | 7,814.88              |
| 51000326                      | 180326  | CLEARING ACCOUNT          | 5,512.56              |
| 51000327                      | 180327  | CLEARING ACCOUNT          | 449.54                |
| 51000328                      | 180328  | CLEARING ACCOUNT          | 12,163.69             |
| 51000955                      | 182955  | COLLEGE SCHOLRSHF FD ADM  | 4,066.62              |
| 51000222                      | 191222  | SCHOOL SIGN EHS           | 3,875.14              |
| 51000452                      | 193452  | LIFE SKILLS SUPPORT       | 22.05                 |

**Student Activity Accounts**

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| Budget Unit | Project | Project Title                     | September 30,<br>2020 |
|-------------|---------|-----------------------------------|-----------------------|
| 51000440    | 194440  | FIELD TRIP ACCT                   | 19,253.85             |
| 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                  | 14,798.16             |
| 51000222    | 202222  | IMPROVEMENT FUND                  | 31,875.85             |
| 51000223    | 202223  | IMPROVEMENT FUND                  | 16,184.21             |
| 51000326    | 202326  | IMPROVEMENT FUND                  | 1,804.09              |
| 51000327    | 202327  | IMPROVEMENT FUND                  | 3,808.37              |
| 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                        | 1,021.19              |
| 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**

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| Budget Unit                                                          | Project | Project Title                          | September 30,<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                 |
| 51000223                                                             | 263223  | CHARLES COGNATO SCHOLARSHIP            | 23,685.00                  |
| 51000221                                                             | 265221  | TUKLOFF MEMORIAL TRUST                 | 975.08                     |
| 51000222                                                             | 268222  | WENKE SCHOLSP FUND                     | 8,697.76                   |
| 51000221                                                             | 269221  | THOMAS WEEKS SCHOLARSHIP               | 367.66                     |
| 51000222                                                             | 275222  | ALICIA CONCHE SCHOLARSHIP              | 1,045.00                   |
| 51000955                                                             | 290955  | UNDISTRIBUTED INCOME                   | (370.21)                   |
| <b>Total Fund 51 Projects</b>                                        |         |                                        | 619,797.37                 |
| <b>Fund 50 / 51 - Combined Project Totals</b>                        |         |                                        | 1,013,184.39               |
| <b>Fund 50 / 51 - Combined Accounts Payable</b>                      |         |                                        | 407.90                     |
| <b>Fund 50 / 51 - Due to / from other funds</b>                      |         |                                        | 9,187.00                   |
| <b>Total Student Activity and Agency Funds</b>                       |         |                                        | <u><u>1,022,779.29</u></u> |
| <b>Fund 50 / 51 - Cash Account Balances as of September 30, 2020</b> |         |                                        |                            |
| <b>Total Cash</b>                                                    |         |                                        | <u><u>1,022,779.29</u></u> |
| <b>Total Student and Agency Activity Funds</b>                       |         |                                        | <u><u>1,022,779.29</u></u> |



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

**OPERATING CASH**

CASH BALANCE AUGUST 31, 2020 \$ 218,305.98

RECEIPTS SEPTEMBER 1, 2020 - SEPTEMBER 30, 2020

|                                   |          |          |
|-----------------------------------|----------|----------|
| DEPOSITS                          | -        |          |
| DEPOSITS ON ACCOUNT               | 1,868.69 |          |
| INTEREST                          | 8.17     |          |
| SALE OF EQUIPMENT                 | -        |          |
| POS FEES RECEIVED                 | -        |          |
| ARAMARK REIMBURSEMENT             | 1,210.29 |          |
| TRANSFER FROM INVESTMENTS ACCOUNT | -        |          |
| TOTAL RECEIPTS                    |          | 3,087.15 |

DISBURSEMENTS SEPTEMBER 1, 2020 - SEPTEMBER 30, 2020

|                              |            |            |
|------------------------------|------------|------------|
| BANK FEES                    | 45.30      |            |
| POS SERVICE CHARGES          | 7.83       |            |
| EQUIPMENT PURCHASES          | 6,706.82   |            |
| ARAMARK PAYMENTS             | 163,789.29 |            |
| STUDENT REFUNDS              | 465.45     |            |
| ARAMARK MAINTENANCE SUPPLIES | -          |            |
| OTHER                        | -          |            |
| TOTAL DISBURSEMENTS          |            | 171,014.69 |

CASH BALANCE SEPTEMBER 30, 2020 \$ 50,378.44

**INVESTMENTS**

INVESTMENT BALANCE AUGUST 31, 2020 \$ 954,193.51

RECEIPTS SEPTEMBER 1, 2020 - SEPTEMBER 30, 2020

|                                  |        |        |
|----------------------------------|--------|--------|
| TRANSFERS FROM CHECKING ACCOUNT: | -      |        |
| STATE SUBSIDY:                   | -      |        |
| INTEREST:                        | 124.94 |        |
| TOTAL ADDITIONS                  |        | 124.94 |

DISBURSEMENTS SEPTEMBER 1, 2020 - SEPTEMBER 30, 2020

|                              |   |      |
|------------------------------|---|------|
| TRANSFER TO CHECKING ACCOUNT | - |      |
| TOTAL DISBURSEMENTS          |   | 0.00 |

INVESTMENT BALANCE SEPTEMBER 30, 2020 \$ 954,318.45

**PREPAID STUDENT ACCOUNTS**

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

|                          |  |   |
|--------------------------|--|---|
| ADD: RECEIVED ON ACCOUNT |  |   |
| TOTAL ADDITIONS          |  | - |

|                       |  |   |
|-----------------------|--|---|
| DEDUCT: PREPAIDS USED |  |   |
| TOTAL DEDUCTIONS      |  | - |

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

WEST CHESTER AREA SCHOOL DISTRICT  
OCTOBER 26, 2020  
STATEMENT OF DISBURSEMENTS SUMMARY  
FOR THE PERIOD SEPTEMBER 1, 2020 - SEPTEMBER 30, 2020

|                                              |                          |
|----------------------------------------------|--------------------------|
| GENERAL FUND DISBURSEMENTS                   | 94,190,478.87            |
| includes Technology,                         |                          |
| Federal Programs and any Special State Funds |                          |
| BILLS PAID                                   | 26,190,478.87            |
| INVESTMENTS                                  | 68,000,000.00            |
| <br>CAPITAL RESERVE FUND                     | <br>295,086.25           |
| <br>CAPITAL PROJECTS FUND                    | <br>2,419,334.90         |
| <br>SPECIAL REVENUE - Athletics              | <br>3,865.12             |
| <br>TRUST FUNDS                              | <br>196.00               |
| <br>CAFETERIA                                | <br>170,961.56           |
| <br>STUDENT ACTIVITY FUND DISBURSEMENTS      | <br>15,587.18            |
| <br>TRUST AND AGENCY FUND DISBURSEMENTS      | <br><u>7,532.61</u>      |
| <br>TOTAL DISBURSEMENTS                      | <br><u>97,103,042.49</u> |

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

# **WEST CHESTER AREA SCHOOL DISTRICT**

## **October 26, 2020 SCHOOL BOARD MEETING**

### **CONSENT AGENDA RESOLUTION**

#### **Approval of the September 30, 2020 Financial Report**

Approval is requested for the West Chester School District Financial Report for the month ending September 30, 2020.

I so move.

#### **2020-2021 General Fund Financial Analysis**

The expenses and revenues as of September 2020 represent 3 months of financial activity for the District. To date we have collected \$163.6 million in real estate taxes, we have \$9.0 million more in taxes to collect to achieve our budget. Our YTD current real estate tax collections are trending slightly ahead of last year as compared to budget.

The second largest local revenue category is Earned Income Tax which is 4.9% 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 \$814,309 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 \$170.1 million or 84.6% of budget. In state revenues we have received \$1.8 million (1/2 of budget) in gaming revenues and other subsidies are trending in line with last year. Federal revenues are also on target with budget.

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

And as you can see on the statement, we have budgeted \$269.8 million in expenses and \$248.5 million in revenues this year and we budgeted to use \$21.3 million of our fund balance to close the gap between the expenses and revenues.

Our fund balance is projected to be \$35.6 million at June 30th 2021, but we are currently anticipating a \$14.6 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 September 30, 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        | 163,558,025.10          | 9,010,127.90         | 2,721,168.70                      | 94.78%                                | 93.58%                                  |
| INTERIM R. E. TAXES        | 824,699.00            | 244,346.81              | 580,352.19           | 80,710.67                         | 29.63%                                | 13.80%                                  |
| PUBLIC UTILITY R. T.       | 180,000.00            | -                       | 180,000.00           | -                                 | 0.00%                                 | 0.00%                                   |
| EARNED INCOME TAXES        | 19,590,251.00         | 4,965,253.74            | 14,624,997.26        | 515,916.48                        | 25.35%                                | 20.44%                                  |
| REAL ESTATE TRANSFER       | 3,735,352.00          | 814,308.88              | 2,921,043.12         | (506,466.49)                      | 21.80%                                | 30.05%                                  |
| DELIQU TAX LEVIED          | 2,858,800.00          | 355,828.09              | 2,502,971.91         | (48,188.05)                       | 12.45%                                | 14.13%                                  |
| EARNINGS-INVESTMENTS       | 500,000.00            | 76,074.08               | 423,925.92           | (431,091.86)                      | 15.21%                                | 50.72%                                  |
| PARKING FEES               | 65,000.00             | -                       | 65,000.00            | (49,395.00)                       | 0.00%                                 | 82.33%                                  |
| RENTALS                    | 245,000.00            | 49,853.25               | 195,146.75           | (63,424.75)                       | 20.35%                                | 31.47%                                  |
| 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             | 40,445.44               | 12,554.56            | 40,445.44                         | 76.31%                                | 0.00%                                   |
| OUTDOOR EDU. TUITION       | 14,510.00             | -                       | 14,510.00            | (7,607.10)                        | 0.00%                                 | 10.85%                                  |
| MISCELLANEOUS REVENU       | 76,000.00             | 19,780.82               | 56,219.18            | 18,396.51                         | 26.03%                                | 1.82%                                   |
| REF PRIOR YR EXPEN.        | 10,000.00             | 947.00                  | 9,053.00             | (238.53)                          | 9.47%                                 | 4.74%                                   |
| ACTIVITY FEE REVENUE       | 294,490.00            | 1,575.00                | 292,915.00           | (234,990.00)                      | 0.53%                                 | 62.17%                                  |
| ADVERTISING REVENUE        | -                     | -                       | -                    | (36.79)                           | 0.00%                                 | 0.00%                                   |
| <b>LOCAL REVENUES</b>      | <b>201,077,255.00</b> | <b>170,145,337.00</b>   | <b>30,931,918.00</b> | <b>2,015,766.17</b>               | <b>84.62%</b>                         | <b>82.26%</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          | 1,572,796.00            | 4,326,293.00         | 1,146.00                          | 26.66%                                | 25.34%                                  |
| 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          | 32,512.19               | 1,060,721.81         | (2,564.01)                        | 2.97%                                 | 3.16%                                   |
| 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         | 4,477,030.20            | 13,218,176.80        | 4,477,030.20                      | 25.30%                                | 0.00%                                   |
| <b>STATE REVENUES</b>      | <b>43,867,934.00</b>  | <b>10,236,270.70</b>    | <b>33,631,663.30</b> | <b>5,013,544.50</b>               | <b>23.33%</b>                         | <b>11.58%</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            | 197,304.48              | 401,491.52           | 117,465.02                        | 32.95%                                | 11.33%                                  |
| TITLE II                   | 236,948.00            | 160,500.19              | 76,447.81            | 95,723.17                         | 67.74%                                | 24.89%                                  |
| TITLE III LEP/IMMIGRAN     | 91,336.00             | 25,989.48               | 65,346.52            | 10,083.27                         | 28.45%                                | 14.60%                                  |
| TITLE IV                   | 52,725.00             | 12,597.41               | 40,127.59            | 1,569.75                          | 23.89%                                | 18.39%                                  |
| CARES ACT                  | -                     | 77,655.48               | (77,655.48)          | 77,655.48                         | 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>569,911.93</b>       | <b>2,841,429.07</b>  | <b>378,442.91</b>                 | <b>16.71%</b>                         | <b>6.45%</b>                            |
| <b>TOTAL REVENUES</b>      | <b>248,356,530.00</b> | <b>180,951,519.63</b>   | <b>67,405,010.37</b> | <b>7,407,753.58</b>               | <b>72.86%</b>                         | <b>68.74%</b>                           |

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| 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  | 1,011,313.94           | .00                         | 2,607,190.02        | 6,630,103.98         | 28.22       |
| 121     | REG SALARIES PROF        | 72,910,522.00 | 9,989,379.82           | .00                         | 13,377,296.30       | 59,533,225.70        | 18.35       |
| 123     | EXTRA ASSIGN PROF        | 1,008,952.00  | 258,684.68             | .00                         | 895,457.08          | 113,494.92           | 88.75       |
| 124     | SABBATICL LV PROF        | 300,000.00    | 30,231.81              | .00                         | 40,809.08           | 259,190.92           | 13.60       |
| 125     | SUBJ CHRPRS PROF         | 421,496.00    | 48,593.91              | .00                         | 64,774.43           | 356,721.57           | 15.37       |
| 127     | RETIREMT SEV PROF        | 392,000.00    | .00                    | .00                         | .00                 | 392,000.00           | .00         |
| 128     | HOMEBD INSTR PROF        | .00           | 52.50                  | .00                         | 52.50               | -52.50               | .00         |
| 135     | SUPPLEMTL CONTR PROF     | 2,167,000.00  | 429,548.14             | .00                         | 567,771.92          | 1,599,228.08         | 26.20       |
| 141     | REG SALARIES TECHNCL     | 4,054,914.00  | 369,384.96             | .00                         | 938,755.56          | 3,116,158.44         | 23.15       |
| 143     | EXTRA ASSIGN TECHNCL     | 2,000.00      | .00                    | .00                         | 5,933.73            | -3,933.73            | 296.69      |
| 151     | REG SALARIES OFFICE      | 2,911,088.00  | 319,767.72             | .00                         | 635,520.22          | 2,275,567.78         | 21.83       |
| 153     | O/T SALARIES OFFICE      | 52,433.00     | 19,159.83              | .00                         | 27,583.44           | 24,849.56            | 52.61       |
| 154     | SALARIES AIDES           | 503,231.00    | 32,623.65              | .00                         | 32,805.58           | 470,425.42           | 6.52        |
| 158     | TECH AIDES               | 434,855.00    | 49,203.18              | .00                         | 78,829.00           | 356,026.00           | 18.13       |
| 161     | REG SALARIES O & M       | 5,266,503.00  | 510,372.85             | .00                         | 1,027,499.84        | 4,239,003.16         | 19.51       |
| 162     | TEMP SALARIES O & M      | 75,000.00     | .00                    | .00                         | .00                 | 75,000.00            | .00         |
| 163     | O/T SALARIES O & M       | 180,000.00    | 581.39                 | .00                         | 1,243.11            | 178,756.89           | .69         |
| 167     | CUSTODIAL SEVERANCE      | 40,000.00     | .00                    | .00                         | .00                 | 40,000.00            | .00         |
| 168     | TECH TRADE/CRAFTS        | 680,689.00    | 65,215.42              | .00                         | 130,064.44          | 550,624.56           | 19.11       |
| 171     | NEW HIRES                | .00           | .00                    | .00                         | 2,101.56            | -2,101.56            | .00         |
| 191     | REG SALARIES INSTRL AIDE | 2,341,711.00  | 175,136.01             | .00                         | 175,313.57          | 2,166,397.43         | 7.49        |
| 193     | O/T INSTRUCTIONAL AIDES  | 59,450.00     | 607.84                 | .00                         | 42,028.63           | 17,421.37            | 70.70       |
| 211     | MEDICAL INSURANCE        | 13,308,207.00 | 2,137,243.83           | .00                         | 3,177,732.90        | 10,130,474.10        | 23.88       |
| 212     | DENTAL INSURANCE         | 1,335,429.00  | 149,092.27             | .00                         | 222,103.63          | 1,113,325.37         | 16.63       |
| 213     | LIFE INSURANCE           | 181,946.00    | 12,713.07              | .00                         | 27,590.65           | 154,355.35           | 15.16       |
| 214     | INC. PROT. INS.          | 241,185.00    | 18,216.37              | .00                         | 28,483.68           | 212,701.32           | 11.81       |
| 215     | EYE CARE INS             | 198,319.00    | 24,016.85              | .00                         | 36,241.87           | 162,077.13           | 18.27       |
| 216     | PRESCRIPTION INS         | 4,089,799.00  | 435,917.19             | .00                         | 617,637.03          | 3,472,161.97         | 15.10       |
| 220     | SOCIAL SECURITY CONT     | 7,849,447.00  | 953,737.76             | .00                         | 1,481,482.91        | 6,367,964.09         | 18.87       |
| 230     | RETIREMENT CONTRIBS      | 35,390,415.00 | 4,519,871.18           | .00                         | 6,931,366.11        | 28,459,048.89        | 19.59       |
| 231     | RETIREMENT CONTR - DC    | .00           | 11,181.36              | .00                         | 15,829.43           | -15,829.43           | .00         |
| 240     | TUITION REIMBURSE        | 600,000.00    | 58,695.26              | .00                         | 108,517.27          | 491,482.73           | 18.09       |
| 250     | UNEMPLOYMENT COMP        | 374,472.00    | .00                    | .00                         | 80,097.93           | 294,374.07           | 21.39       |
| 260     | WORKMEN'S COMPENS        | 896,245.00    | 12,407.49              | .00                         | 131,804.34          | 764,440.66           | 14.71       |
| 290     | OTHER EMPLOYEE BEN       | .00           | .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  | 58,592.32              | .00                         | 69,441.06           | 2,865,283.94         | 2.37        |
| 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    | 43,628.27              | .00                         | 124,413.82          | 515,524.18           | 19.44       |
| 315     | PURCH PROF TEACHER SUBS  | 2,195,625.00  | 61,911.74              | 575.00                      | 62,262.86           | 2,132,787.14         | 2.86        |
| 316     | PURCH PROF AIDES SUBS    | 300,000.00    | 113.40                 | .00                         | 113.40              | 299,886.60           | .04         |
| 317     | PURCH PROF ADM SUPPRT SU | 100,000.00    | 13,598.18              | .00                         | 19,270.48           | 80,729.52            | 19.27       |
| 320     | PROF EDUCATIONAL SVCS    | 1,500.00      | .00                    | .00                         | .00                 | 1,500.00             | .00         |
| 322     | PROF ED SVCS IU'S        | 5,627,772.00  | 1,146.83               | .00                         | 2,093.87            | 5,625,678.13         | .04         |
| 323     | PROF ED SVCS OTHER       | 2,451,709.00  | 164,051.27             | .00                         | 341,006.42          | 2,110,702.58         | 13.91       |

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| 324     | PROF ED SRVS EMPL TRAIN. | 87,000.00     | 460.00                 | 7,847.50                    | 12,952.27           | 66,200.23            | 23.91       |
| 329     | PROF. EDUC. SVCS- OTHER  | 447,600.00    | 3,678.51               | .00                         | 18,438.76           | 429,161.24           | 4.12        |
| 330     | OTHER PROF SERVICES      | 2,406,150.00  | 145,100.62             | 40,311.80                   | 372,915.59          | 1,992,922.61         | 17.17       |
| 340     | TECHNICAL SERVICES       | 24,640.00     | .00                    | .00                         | .00                 | 24,640.00            | .00         |
| 348     | PROF SVCS - TECHN LGY    | 58,828.00     | 1,695.96               | 5,490.76                    | 40,273.21           | 13,064.03            | 77.79       |
| 350     | SECURITY/SAFETY SVCS     | 511,000.00    | .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    | 9,225.87               | 48.00                       | 9,297.37            | 226,351.63           | 3.96        |
| 422     | ELECTRICITY              | 1,739,000.00  | 153,972.04             | .00                         | 307,837.32          | 1,431,162.68         | 17.70       |
| 424     | WATER/SEWAGE             | 621,900.00    | 20,973.77              | 1,627.97                    | 45,686.13           | 574,585.90           | 7.61        |
| 430     | REPAIRS & MAINT SVCS     | 1,017,445.00  | 54,677.81              | 380,707.33                  | 107,632.37          | 529,105.30           | 48.00       |
| 432     | REPAIRS & MAINT- SVC EQU | 7,600.00      | .00                    | 7,091.25                    | .00                 | 508.75               | 93.31       |
| 438     | REPAIRS & MAINT- TECH    | 280,991.00    | .00                    | .00                         | 3,500.00            | 277,491.00           | 1.25        |
| 441     | RENTAL - LAND & BLDGS    | 283,800.00    | 819.21                 | 10,596.00                   | 4,404.00            | 268,800.00           | 5.29        |
| 442     | EQUIPMENT RENTAL         | 205,921.00    | 14,341.30              | 150,057.56                  | 42,357.13           | 13,506.31            | 93.44       |
| 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 | 78,429.45              | .00                         | 80,588.40           | 14,818,823.60        | .54         |
| 516     | FROM THE I.U.            | 12,000.00     | .00                    | .00                         | .00                 | 12,000.00            | .00         |
| 521     | FIRE INSURANCE           | 193,500.00    | .00                    | .00                         | 175,606.00          | 17,894.00            | 90.75       |
| 522     | AUTO LIABLTY INS         | 51,000.00     | .00                    | .00                         | 47,323.00           | 3,677.00             | 92.79       |
| 523     | GNRL PROP & LIAB INS     | 233,400.00    | .00                    | .00                         | 221,217.00          | 12,183.00            | 94.78       |
| 525     | BONDING INSURANCE        | 7,762.00      | .00                    | .00                         | 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    | 21,232.41              | 13,044.21                   | 69,725.39           | 239,258.40           | 25.70       |
| 538     | COMMUNICATIONS-TECH      | 134,100.00    | 1,636.86               | 41,845.21                   | 14,802.79           | 77,452.00            | 42.24       |
| 540     | ADVERTISING              | 19,300.00     | .00                    | 3,282.00                    | 1,317.00            | 14,701.00            | 23.83       |
| 550     | PRINTING AND BINDING     | 68,008.00     | 3,677.23               | .00                         | 19,303.95           | 48,704.05            | 28.38       |
| 560     | TUITION                  | 900,000.00    | .00                    | .00                         | .00                 | 900,000.00           | .00         |
| 561     | TUIT TO LEA WITHIN       | 233,000.00    | 997.90                 | .00                         | 997.90              | 232,002.10           | .43         |
| 562     | TUITION - CHARTER SCHOOL | 7,725,571.00  | 563,634.19             | .00                         | 1,452,256.57        | 6,273,314.43         | 18.80       |
| 563     | TUIT TO PRIV SCHOOLS     | 1,118,900.00  | 54,747.50              | .00                         | 273,800.50          | 845,099.50           | 24.47       |
| 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  | 78,739.36              | .00                         | 380,239.36          | 1,266,129.64         | 23.10       |
| 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    | 4,186.22               | .00                         | 5,042.80            | 185,464.20           | 2.65        |
| 581     | TRAVEL-PROF. DEVELOPMENT | 192,183.00    | -10.00                 | .00                         | 1,680.08            | 190,502.92           | .87         |
| 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  | 308,831.71             | 821,198.60                  | 864,037.43          | 1,625,372.97         | 50.90       |
| 618     | SUPPLIES-TECHNOLOGY      | 5,175.00      | .00                    | .00                         | 2,000.00            | 3,175.00             | 38.65       |
| 621     | NATURAL GAS              | 735,000.00    | 13,489.30              | .00                         | 26,346.25           | 708,653.75           | 3.58        |
| 626     | GASOLINE & DIESEL        | 63,000.00     | 5,052.25               | 45,494.16                   | 9,505.84            | 8,000.00             | 87.30       |
| 627     | DIESEL FUEL              | 12,000.00     | 1,276.10               | 7,727.54                    | 2,272.46            | 2,000.00             | 83.33       |
| 635     | FOOD MEALS & REFRESHMENT | 75,450.00     | 2,328.84               | 619.29                      | 6,038.01            | 68,792.70            | 8.82        |

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|--------------|--------------------------|----------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 640          | BOOKS & PERIODICALS      | 804,738.00     | 102,342.77             | 84,845.04                   | 432,869.21          | 287,023.75           | 64.33       |
| 648          | BOOKS -TECHNOLOGY        | 12,650.00      | .00                    | .00                         | .00                 | 12,650.00            | .00         |
| 650          | SUPPLIES & FEES- TECH RE | 1,313,653.00   | 108,832.62             | 142,940.46                  | 1,530,730.39        | -360,017.85          | 127.41      |
| 750          | EQUIP - ORIG & ADDT'L    | 3,000.00       | .00                    | .00                         | .00                 | 3,000.00             | .00         |
| 752          | CAP EQUIP- ORIG. OR ADD  | 125,000.00     | .00                    | .00                         | .00                 | 125,000.00           | .00         |
| 756          | CAP TECH HARDWARE ORIGIN | .00            | .00                    | .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     | 474,047.75             | .00                         | 474,047.75          | -146,547.75          | 144.75      |
| 768          | EQUIP REPLACE-TECHNOLOGY | 3,750.00       | .00                    | .00                         | 679.00              | 3,071.00             | 18.11       |
| 810          | DUES AND FEES            | 221,282.00     | 16,626.51              | 31,026.70                   | 40,861.19           | 149,394.11           | 32.49       |
| 811          | MEMBERSHIPS              | 151,088.00     | 9,649.83               | 537.00                      | 45,894.80           | 104,656.20           | 30.73       |
| 832          | INT SERIAL BONDS         | 10,240,206.00  | 7,497.82               | .00                         | 649,166.37          | 9,591,039.63         | 6.34        |
| 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 | 24,248,184.00          | 1,796,913.38                | 44,883,350.62       | 223,003,903.00       | 17.31       |

DATE: 10/12/2020  
TIME: 14:04:29

WEST CHESTER AREA SCHOOL DISTRICT  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTA11

SELECTION CRITERIA: orgn.fund='22'  
ACCOUNTING PERIOD: 3/21

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 |
|------------------------------------|--------------|--------------------|-------------|--------------------------|----------------------|-------------|
| ACCOUNT-R6500 EARNINGS-INVESTMENTS |              |                    |             |                          |                      |             |
| R6500 EARNINGS-INVESTMENTS         | 75,000.00    | 3,793.06           | .00         | 21,728.27                | 53,271.73            | 28.97       |
| 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          | .00                | .00         | 1,048.02                 | -1,048.02            | .00         |
| TOTAL REPORT                       | 4,146,983.00 | 3,793.06           | .00         | 22,776.29                | 4,124,206.71         | .55         |



DATE: 10/12/2020  
TIME: 14:06:35

WEST CHESTER AREA SCHOOL DISTRICT  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA11

SELECTION CRITERIA: orgn.fund='22'  
ACCOUNTING PERIOD: 3/21

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| 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    | -200.00                | .00                         | -200.00             | 34,700.00            | - .58       |
| 757          | NON CAP TECH EQUIP-ORIG  | 280,700.00   | 3,598.00               | .00                         | 14,779.75           | 265,920.25           | 5.27        |
| 760          | EQUIPMENT - REPLACEMENT  | 60,000.00    | 3,677.10               | 2,320.38                    | 3,677.10            | 54,002.52            | 10.00       |
| 766          | CAP TECH HARDWARE REPLAC | 725,000.00   | .00                    | .00                         | .00                 | 725,000.00           | .00         |
| 767          | NON CAP TECH EQUIP-REPLA | 3,147,336.00 | 1,250,591.78           | 472,266.19                  | 1,394,292.96        | 1,280,776.85         | 59.31       |
| 810          | DUES AND FEES            | 10,000.00    | .00                    | .00                         | .00                 | 10,000.00            | .00         |
| TOTAL REPORT |                          | 4,257,536.00 | 1,257,666.88           | 554,351.25                  | 1,458,834.24        | 2,244,350.51         | 47.29       |

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TIME: 14:04:51

WEST CHESTER AREA SCHOOL DISTRICT  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTA11

SELECTION CRITERIA: orgn.fund='27'  
ACCOUNTING PERIOD: 3/21

SORTED BY: ACCOUNT  
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PAGE BREAKS ON:

| ACCOUNT - - - - - TITLE - - - - -                              | BUDGET       | PERIOD<br>RECEIPTS | RECEIVABLES | YEAR TO DATE<br>RECEIPTS | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|----------------------------------------------------------------|--------------|--------------------|-------------|--------------------------|----------------------|-------------|
| ACCOUNT-R9310 GENRL FND TRANSFERS<br>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      |

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WEST CHESTER AREA SCHOOL DISTRICT  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA11

SELECTION CRITERIA: orgn.fund='27'  
ACCOUNTING PERIOD: 3/21

SORTED BY: ACCOUNT  
TOTALLED ON:  
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| 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          | 226,838.74             | 67,063.80                   | 226,838.74          | -293,902.54          | .00         |
| 390          | OTHER PURCH. SVCS       | .00          | .00                    | 240,703.77                  | 16,954.06           | -257,657.83          | .00         |
| 430          | REPAIRS & MAINT SVCS    | .00          | .00                    | 2,883.00                    | 9,950.00            | -12,833.00           | .00         |
| 610          | GENERAL SUPPLIES        | .00          | .00                    | 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 | .00                    | 30,127.00                   | 3,940.95            | 1,660,740.05         | 2.01        |
| TOTAL REPORT |                         | 1,694,808.00 | 226,838.74             | 351,042.35                  | 257,997.82          | 1,085,767.83         | 35.94       |

DATE: 10/12/2020  
TIME: 14:10:23

WEST CHESTER AREA SCHOOL DISTRICT  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTA11

SELECTION CRITERIA: orgn.fund='29'  
ACCOUNTING PERIOD: 3/21

SORTED BY: ACCOUNT  
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| 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: 10/12/2020  
TIME: 14:07:17

WEST CHESTER AREA SCHOOL DISTRICT  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA11

SELECTION CRITERIA: orgn.fund='29'  
ACCOUNTING PERIOD: 3/21

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  | 3,465.12               | 15.00                       | 9,539.28            | 26,135.72            | 26.77       |
| 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 | 3,465.12               | 15.00                       | 9,645.78            | 121,839.22           | 7.35        |

**WEST CHESTER AREA SCHOOL DISTRICT**  
**CAPITAL PROJECTS FUND**  
**Month Ending September 30, 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                                | 222.00                                  | 10,153,725.90  | 106,274.10     |
| C033                    | Exton Renovations/Additions                   | 18,100,000.00  | 17,642,681.27                                | 147,112.17                              | 17,789,793.44  | 310,206.56     |
| C034                    | East Goshen Design and Construction           | 17,750,000.00  | 15,779,973.36                                | 623,906.62                              | 16,403,879.98  | 1,346,120.02   |
| C035                    | Mary C Howse Design and Construction          | 11,900,000.00  | 53,376.67                                    | 0.00                                    | 53,376.67      | 11,846,623.33  |
| C036                    | Glen Acres Design and Construction            | 17,700,000.00  | 355,180.78                                   | 51,402.83                               | 406,583.61     | 17,293,416.39  |
| 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                                 | 2,220,999.35                            | 9,363,816.97   | 18,136,183.03  |
| C059                    | Westtown-Thornbury Addition                   | 2,500,000.00   | 57,734.27                                    | 24,985.31                               | 82,719.58      | 2,417,280.42   |
| 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                                    | 970,300.80                              | 998,800.80     | (14,295.19)    |
| C067                    | RHS Replacement Chiller                       | 300,000.00     | 271,900.00                                   | 0.00                                    | 271,900.00     | 28,100.00      |
| C999                    | 2012-2023 Labor                               | 4,915,221.54   | 3,466,531.50                                 | 116,593.44                              | 3,583,124.94   | 1,332,096.60   |
| Total Current Projects  |                                               | 149,245,103.20 | 81,350,914.36                                | 4,155,522.52                            | 85,506,436.88  | 63,738,666.32  |

WEST CHESTER AREA SCHOOL DISTRICT  
FOOD SERVICES FUND  
SEPTEMBER 30, 2020

|                           | 2020-21<br>CONTRACT<br>BUDGET | ACTUAL<br>SEPTEMBER<br>2020 | YTD<br>2020-21 |
|---------------------------|-------------------------------|-----------------------------|----------------|
| <u>REVENUE</u>            |                               |                             |                |
| CAFETERIA SALES           | 2,725,673                     | -                           | -              |
| GOVERNMENT REIMBURSEMENTS | 769,873                       | 65,868                      | 107,461        |
| TOTAL REVENUE             | 3,495,545                     | 65,868                      | 107,461        |
| <u>EXPENDITURES</u>       |                               |                             |                |
| COST OF FOOD              | 1,205,102                     | 43,668                      | 36,042         |
| <i>COMMODITY USAGE</i>    | (101,150)                     | (11,174)                    | (11,174)       |
| LABOR                     | 1,568,170                     | 70,590                      | 120,609        |
| ADMINISTRATIVE EXPENSE    | 66,495                        | 6,650                       | 6,650          |
| MANAGEMENT FEE            | 61,380                        | 6,138                       | 6,138          |
| OTHER DIRECT EXPENSES     | 413,684                       | 20,775                      | 34,511         |
| TOTAL EXPENDITURES        | 3,213,680                     | 147,820                     | 203,950        |
| PROFIT/LOSS               | 281,865                       | (81,952)                    | (96,489)       |

WEST CHESTER AREA SCHOOL DISTRICT  
September 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                     | 51        | 51        | 73        | 80        | 86        | 74           | 74         | 73        | 72        | 71        | 705                 |             |             |             |               |             |              |                    |       | 705    | Kindergarten                     |
| Special Education - Kinder       | 10        | 7         | 13        | 12        | 8         | 3            | 9          | 9         | 17        | 15        | 103                 |             |             |             |               |             |              |                    |       | 103    | Special Education - Kinder       |
| Grade 1                          | 49        | 70        | 99        | 72        | 98        | 80           | 85         | 76        | 82        | 84        | 795                 |             |             |             |               |             |              |                    |       | 795    | Grade 1                          |
| Special Education - Grade 1      | 5         | 8         | 18        | 15        | 10        | 10           | 7          | 8         | 13        | 7         | 101                 |             |             |             |               |             |              |                    |       | 101    | Special Education - Grade 1      |
| Grade 2                          | 54        | 59        | 70        | 103       | 81        | 90           | 112        | 61        | 93        | 87        | 810                 |             |             |             |               |             |              |                    |       | 810    | Grade 2                          |
| Special Education - Grade 2      | 5         | 7         | 9         | 3         | 13        | 6            | 15         | 8         | 13        | 11        | 90                  |             |             |             |               |             |              |                    |       | 90     | Special Education - Grade 2      |
| Grade 3                          | 64        | 69        | 85        | 91        | 84        | 80           | 83         | 77        | 74        | 88        | 795                 |             |             |             |               |             |              |                    |       | 795    | Grade 3                          |
| Special Education - Grade 3      | 12        | 12        | 20        | 5         | 9         | 6            | 8          | 8         | 11        | 13        | 104                 |             |             |             |               |             |              |                    |       | 104    | Special Education - Grade 3      |
| Grade 4                          | 58        | 59        | 76        | 75        | 65        | 86           | 106        | 69        | 79        | 74        | 747                 |             |             |             |               |             |              |                    |       | 747    | Grade 4                          |
| Special Education - Grade 4      | 8         | 17        | 17        | 12        | 19        | 8            | 13         | 11        | 9         | 14        | 128                 |             |             |             |               |             |              |                    |       | 128    | Special Education - Grade 4      |
| Grade 5                          | 49        | 65        | 56        | 82        | 68        | 82           | 77         | 67        | 87        | 65        | 698                 |             |             |             |               |             |              |                    |       | 698    | Grade 5                          |
| Special Education - Grade 5      | 12        | 9         | 22        | 16        | 14        | 10           | 16         | 19        | 17        | 14        | 149                 |             |             |             |               |             |              |                    |       | 149    | Special Education - Grade 5      |
| Grade 6                          |           |           |           |           |           |              |            |           |           |           |                     | 262         | 309         | 228         |               |             |              |                    |       | 799    | Grade 6                          |
| Special Education - Grade 6      |           |           |           |           |           |              |            |           |           |           |                     | 43          | 55          | 58          |               |             |              |                    |       | 156    | Special Education - Grade 6      |
| Grade 7                          |           |           |           |           |           |              |            |           |           |           |                     | 245         | 303         | 246         |               |             |              |                    |       | 794    | Grade 7                          |
| Special Education - Grade 7      |           |           |           |           |           |              |            |           |           |           |                     | 47          | 64          | 54          |               |             |              |                    |       | 165    | Special Education - Grade 7      |
| Grade 8                          |           |           |           |           |           |              |            |           |           |           |                     | 228         | 333         | 234         |               |             |              |                    |       | 795    | Grade 8                          |
| Special Education - Grade 8      |           |           |           |           |           |              |            |           |           |           |                     | 49          | 43          | 42          |               |             |              |                    |       | 134    | Special Education - Grade 8      |
| Grade 9                          |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 253           | 256         | 293          |                    |       | 802    | Grade 9                          |
| Special Education - Grade 9      |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 42            | 47          | 51           |                    |       | 140    | Special Education - Grade 9      |
| Grade 10                         |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 262           | 267         | 306          |                    |       | 835    | Grade 10                         |
| Special Education - Grade 10     |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 62            | 40          | 39           |                    |       | 141    | Special Education - Grade 10     |
| Grade 11                         |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 277           | 258         | 316          |                    |       | 851    | Grade 11                         |
| Special Education - Grade 11     |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 41            | 43          | 47           |                    |       | 131    | Special Education - Grade 11     |
| Grade 12                         |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 295           | 287         | 276          |                    |       | 858    | Grade 12                         |
| Special Education - Grade 12     |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 48            | 40          | 53           |                    |       | 141    | Special Education - Grade 12     |
| Regular Education                | 325       | 373       | 459       | 503       | 482       | 492          | 537        | 423       | 487       | 469       | 4,550               | 735         | 945         | 708         | 1,087         | 1,068       | 1,191        | 5,734              |       | 10,284 | Regular Education                |
| Special Education                | 52        | 60        | 99        | 63        | 73        | 43           | 68         | 63        | 80        | 74        | 675                 | 139         | 162         | 154         | 193           | 170         | 190          | 1,008              |       | 1,683  | Special Education                |
| In - District Total              | 377       | 433       | 558       | 566       | 555       | 535          | 605        | 486       | 567       | 543       | 5,225               | 874         | 1,107       | 862         | 1,280         | 1,238       | 1,381        | 6,742              |       | 11,967 | In - District Total              |
| Out of District Totals           |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       |        |                                  |
| Alternative Ed. Reg. Ed.         |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 6     | 6      | Alternative Ed. Reg. Ed.         |
| Alternative Ed. Special Ed.      |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 145   | 145    | Alternative Ed. Special Ed.      |
| Charter Schools                  |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       |        | Charter Schools                  |
| Achievement Cyber                |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 3     | 3      | Achievement Cyber                |
| Agora Cyber                      |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 8     | 8      | 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                        |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 252   | 252    | Collegium                        |
| Commonwealth Connections - Cyber |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 24    | 24     | Commonwealth Connections - Cyber |
| Insight                          |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 5     | 5      | Insight                          |
| PA Distance                      |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | -     | -      | PA Distance                      |
| Pa Leadership - Cyber            |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 120   | 120    | Pa Leadership - Cyber            |
| Pennsylvania Cyber               |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 1     | 1      | Pennsylvania Cyber               |
| Pa Virtual - Cyber               |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 9     | 9      | 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                      | 377       | 433       | 558       | 566       | 555       | 535          | 605        | 486       | 567       | 543       | 5,225               | 874         | 1,107       | 862         | 1,280         | 1,238       | 1,381        | 6,742              | 614   | 12,581 |                                  |



WEST CHESTER AREA SCHOOL DISTRICT  
Enrollment Monthly Overview 2020-21

| In District Total | EB  | EG  | EX  | FH  | GA  | HILLS | MCH | PW  | SS  | WT  | Total<br>Elementary | F.M. | P.M.  | S.M. | RUSTIN | EAST  | HEND. | Total<br>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    | 377 | 433 | 558 | 566 | 555 | 535   | 605 | 486 | 567 | 543 | 5,225               | 874  | 1,107 | 862  | 1,280  | 1,238 | 1,381 | 6,742              | 11,967 |
| October 2020      |     |     |     |     |     |       |     |     |     |     | -                   |      |       |      |        |       |       | -                  | -      |
| November 2020     |     |     |     |     |     |       |     |     |     |     | -                   |      |       |      |        |       |       | -                  | -      |
| December 2020     |     |     |     |     |     |       |     |     |     |     | -                   |      |       |      |        |       |       | -                  | -      |
| January 2021      |     |     |     |     |     |       |     |     |     |     | -                   |      |       |      |        |       |       | -                  | -      |
| February 2021     |     |     |     |     |     |       |     |     |     |     | -                   |      |       |      |        |       |       | -                  | -      |
| March 2021        |     |     |     |     |     |       |     |     |     |     | -                   |      |       |      |        |       |       | -                  | -      |
| April 2021        |     |     |     |     |     |       |     |     |     |     | -                   |      |       |      |        |       |       | -                  | -      |
| May 2021          |     |     |     |     |     |       |     |     |     |     | -                   |      |       |      |        |       |       | -                  | -      |
| June 2021         |     |     |     |     |     |       |     |     |     |     | -                   |      |       |      |        |       |       | -                  | -      |

**WEST CHESTER AREA SCHOOL DISTRICT**

**October 26, 2020**

**OTHER BUSINESS**

**ACTION ITEMS**

**Approval of Revisions to Phased School Reopening Health and Safety Plan for SY 2020-21**

Approval is requested of Revisions to 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

Revisions Board approved - September 29, 2020

***Board Action on Updates– October 26, 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 (CCHD), and PA Department of Health. The writing of this plan has taken into consideration 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~~ optimal ways to open schools during a pandemic. The goal is to safely continue school instruction. We also recognize that the ~~G~~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. Gatherings of people will follow CCHD and/or mandates from the governor’s office.~~ 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 **children** 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 a compromised immune system 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 coverings** while on the bus. Seating will be limited to two children per seat. Drivers will wear **masks face coverings** 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.
  - **Unable to cannot wear a face covering** 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 **G**overnor).
  - mask breaks are scheduled.

- **Unable to ~~cannot~~ wear a face covering** due to a medical condition including those with respiratory issues that impede breathing, mental health condition, or disability.

▪ **Allowable Face Coverings are defined as:**

- MASKS-surgical; KN95; N95 masks
- CLOTH MASKS-2 ply that cover the mouth and nose completely
- FACE SHIELDS-cover the nose and mouth completely

Non-allowable face coverings include masks with valves, gaiter masks, bandannas, scarves or any other covering not listed above.

- **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 once 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 Learning | Group A:<br>Remote Learning |
| Group B:<br>Remote Learning | Group B:<br>Remote 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 remotely.

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~~ begins 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~~ hybrid 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            |
| <b>Week of 11.9</b>  | <b>Student Group</b> | A      | A            | Remote       | B            | B            |
| <b>Week of 11.16</b> | <b>Student Group</b> | A      | A            | Remote       | B            | B            |
| <b>Week of 11.23</b> | <b>Student Group</b> | A      | B            | X            | X            | X            |
| <b>Week of 11.30</b> | <b>Student Group</b> | A      | A            | Remote       | B            | B            |
| <b>Week of 12.7</b>  | <b>Student Group</b> | A      | A            | Remote       | B            | B            |
| <b>Week of 12.14</b> | <b>Student Group</b> | A      | A            | Remote       | B            | B            |
| <b>Week of 12.21</b> | <b>Student Group</b> | A      | B            | Remote ½ Day | X            | X            |

**Effective November 5th, Middle Level Hybrid Schedule  
will be as follows:**

|                      |                      | <b>Monday</b>        | <b>Tuesday</b> | <b>Wednesday</b>     | <b>Thursday</b>      | <b>Friday</b>        |
|----------------------|----------------------|----------------------|----------------|----------------------|----------------------|----------------------|
| <b>Week of 10.12</b> | <b>Student Group</b> | X                    | Remote         | Remote               | Remote               | Remote               |
| <b>Week of 10.19</b> | <b>Student Group</b> | Interim Remote       | Interim Remote | Interim Remote       | Interim Remote       | Interim Remote       |
| <b>Week of 10.26</b> | <b>Student Group</b> | Interim Remote       | Interim Remote | Interim Remote       | Interim Remote ½ Day | Interim Remote ½ Day |
| <b>Week of 11.2</b>  | <b>Student Group</b> | Interim Remote ½ Day | X              | Interim Remote ½ Day | B                    | B                    |
| <b>Week of 11.9</b>  | <b>Student Group</b> | A                    | A              | Remote               | B                    | B                    |
| <b>Week of 11.16</b> | <b>Student Group</b> | A                    | A              | Remote               | B                    | B                    |
| <b>Week of 11.23</b> | <b>Student Group</b> | A                    | B              | X                    | X                    | X                    |
| <b>Week of 11.30</b> | <b>Student Group</b> | A                    | A              | Remote               | B                    | B                    |
| <b>Week of 12.7</b>  | <b>Student Group</b> | A                    | A              | Remote               | B                    | B                    |
| <b>Week of 12.14</b> | <b>Student Group</b> | A                    | A              | Remote               | B                    | B                    |
| <b>Week of 12.21</b> | <b>Student Group</b> | A                    | B              | Remote ½ Day         | X                    | X                    |

## Effective November 5th, High School 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                    |
| 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              | Remote               | 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 face covering requirements. **Gatherings of people will follow CCHD and/or mandates from the governor's office.**
- Inside events will be limited to 25 people with social distancing and face covering requirements. **Gatherings of people will follow CCHD and/or mandates from the governor's office.**
- 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. 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><b>Send survey to K-5 parents to choose cyber.</b><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><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><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                          | <b>All Staff training on hybrid</b> <ul style="list-style-type: none"> <li>• Review schedule changes with secondary teachers</li> </ul> <b>NO SCHOOL FOR STUDENTS</b> |

| Date                                                                                                      | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tuesday,<br>October 13 -<br>Friday<br>October 16<br><i>(four half-days<br/>for K-5)</i>                   | <b>K-5 (all staff required to work in building)</b> <ul style="list-style-type: none"> <li>• AM: synchronous instruction</li> <li>• PM: PD and planning</li> <li>• All Special education and EL students are remote these days</li> </ul> <b>6-12 – Full Days</b><br><b>Secondary (teachers may work in buildings)</b> <ul style="list-style-type: none"> <li>• Students remains remote (all day)</li> <li>• Low incidence special education and EL students continue in brick and mortar.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                   |
| Monday,<br>October 19                                                                                     | <b>First day of Remote/In-person teaching for K-5</b><br><b>K-5 Hybrid Model begins (Cohort A-in person)</b><br><b>Student Schedules by school:</b> <ul style="list-style-type: none"> <li>• 7:45 a.m. to 1:45 p.m. (HHS, EHS, RHS, FMS)</li> <li>• 8:15 a.m. – 2:15 p.m. (SMS, PMS)</li> <li>• 8:40 a.m. to 2:40 p.m. (EBE, EGE, EXE, GAE,)</li> <li>• 9:10 a.m. to 3:10 p.m. (PWE, WTE, HDE, SWE, MCH, FHE )</li> </ul> <b>Transportation: running buses for Hybrid K-5 to all stops</b><br><br><b>Additional planning time begins for all teachers (30 min. at end of day)</b><br><br><b>Additional K-5 Special Ed (<i>with the exception of related service IEP student</i>)s /EL face-to-face instruction</b><br><br><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>Monday-<br/>October 26</b>                                                                             | <b><del>First day of Remote/In-person teaching for K-5</del></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Thursday,<br>October 29 –<br>Friday,<br>October 30-<br>Monday,<br>November 2,<br>Wednesday,<br>November 4 | <u><b>Secondary (6-12)</b></u> <ul style="list-style-type: none"> <li>• Staff returns to building</li> <li>• AM only: remote for students</li> <li>• PM: Professional Development and planning for staff.</li> <li>• Remote synchronous instruction in AM</li> <li>• All special education and EL students are remote</li> </ul> <u><b>Elementary (K-5)</b></u> <ul style="list-style-type: none"> <li>• Full day hybrid</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Tuesday,<br>November 3<br><i>(schools<br/>closed/teacher<br/>in-service)</i>                              | <b>K-12 Staff training – hybrid</b><br><br><b>NO SCHOOL FOR STUDENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Thurs.<br>November 5                                                                                      | <ul style="list-style-type: none"> <li>• Full Hybrid K-12</li> <li>• Additional Special Ed/EL Face-to-Face instruction</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 provides 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 the cyber 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, and 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 (~~where~~ ~~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 medical documentation. These students will be provided with plastic shields around their work area. Students will remain in the same cohort all day as much 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-face covering~~ on the bus. Bus drivers will ~~mask-face covering~~.

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 ~~mask-face covering~~ 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-face covering~~ 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-face covering~~ 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 ~~Z~~zoom and be recorded for anyone who is unable to attend at the scheduled time.

- Desks will face the same direction and will be spaced six feet apart ~~when-reasonable~~ ~~where~~ feasible.
- There will be a limit ~~to~~ of 12 students and 12 adults in a classroom; PDE guidelines recommend no more than 25 students in a classroom ~~when~~ ~~where~~ 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 or face coverings and are 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~~ **face covering at all times** ~~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 face coverings** 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. 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 coverings. Staff are required to wear masks or face coverings 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 ~~mask~~ **face coverings**. During instruction and while eating lunch, 6 feet distance will be maintained at all times. If students do not have masks, ~~one~~ **masks** will be provided and students will be taught how to wear the masks (how to put **it mask** on, take **it mask** off and maintain **it mask**). 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  | <span style="color: orange;">Live Morning Meeting Check-in. Review Daily Learning Plan.</span>                                           |
| 9:15-10:15  | Review recorded Reading Lesson. Complete follow-up learning activities.                                                                  |
| 10:15-11:00 | <span style="color: orange;">Teacher-led live small groups (approx. 2-4/week).</span> Complete Word Study, Grammar, or Writing Activity. |
| 11:00-12:00 | Lunch/Recess                                                                                                                             |
| 12:00-1:00  | <span style="color: orange;">Live Math lesson.</span> Complete Freckle review and workbook pages.                                        |
| 1:00-1:45   | Specials – <span style="color: orange;">Live</span> 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 have 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 (K-5), November 5, 2020 (6-12).
- ☐ 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-October 16, 2020 (K-5) and August 24 to November 4, 2020: (6-12)

### 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 <del>and Secondary Education</del> | 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                                                     |
| Dr. Tammi Florio      | Director of Teaching and Learning                           | Both                                                     |

| Individual(s)      | Stakeholder Group Represented   | Pandemic Team Roles and Responsibilities (Options Above) |
|--------------------|---------------------------------|----------------------------------------------------------|
| 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) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------|
| * <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> | See areas identified below      | See areas identified below     | Mr. Kevin Campbell – Director of Facilities & Operations | Disinfectant Sprayers<br><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) |
|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------------|-------------------|
| <b>Ventilation practices</b>                                                                                        | <p>All ventilation systems will be in operation 24 hours a day on all days.</p> <p>Filters on units will be changed every four weeks instead of 4 months.</p> <p>Interior doors should remain closed to allow for most air circulation internal to classroom.</p> <p>Ceiling fan use should be suspended.</p> <p>In non-air conditioned spaces window fans blowing out of a operable window can be used.</p> <p>Exterior windows should be opened to increase circulation of indoor air.</p> | Same as Yellow.                                                                                                                                              |                              |                                              |                   |
| <b>Administrative Suites, Guidance and other areas as needed</b>                                                    | Area will be cleaned and all touch surfaces will be disinfected daily.                                                                                                                                                                                                                                                                                                                                                                                                                       | Same as Yellow.                                                                                                                                              |                              |                                              |                   |
| <b>Bathrooms</b>                                                                                                    | 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.             |                              |                                              |                   |
| <b>Hallways, common areas, frequently touched surfaces (water fountains, handrails, doorknobs, entrances, etc.)</b> | 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) |
|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------------|-------------------|
| <b>Large group areas, gymnasiums, locker rooms, etc.</b>                                                                       | Weekly cleaning. If used as educational space cleaning will match classrooms spaces.         | Cleaned and disinfected daily.                                                                                                     |                              |                                              |                   |
| <b>Cafeterias</b>                                                                                                              | Not used. Weekly cleaning.                                                                   | Daily clean and disinfect all touch surfaces, floors, and tables. Assist Aramark with disinfecting and cleaning tables, if needed. |                              |                                              |                   |
| <b>Classroom and touch surfaces (pencil sharpeners, sinks, door handles, countertops, student cubbies, cabinet doors, etc.</b> | Cleaned and disinfected daily.                                                               | Same as Yellow                                                                                                                     |                              |                                              |                   |
| <b>Desks and chairs</b>                                                                                                        | Cleaned and disinfected daily.                                                               | Cleaned and disinfected daily at secondary schools and every other day in elementary schools                                       |                              |                                              |                   |
| <b>Floors</b>                                                                                                                  | 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 (~~where~~ ~~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 ~~of~~ 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-mask~~ on, take ~~it-mask~~ off, and maintain ~~it-mask~~). 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 face covering at all times 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 face covering~~ 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 ~~Z~~zoom and be recorded for anyone who is unable to attend at the scheduled time.

- Desks will face the same direction and will be spaced six feet apart where feasible.
- There will be a limit ~~to~~ of 12 students and 12 adults in a classroom; PDE guidelines recommend no more than 25 students in a classroom ~~when~~ ~~where~~ 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 ~~or face coverings~~ and ~~are~~ 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. (summer pilot only)
- Bus drivers will wear a ~~mask when students board and disembark from the bus.~~ face covering at all times.

## 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 **mask face coverings** 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. 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 **mask face coverings**. **Six 6** feet of 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 mask** on, take **it mask** off and maintain **it mask**). 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 under Yellow Phase                                                                                     | Action Steps under Green Phase                                                                                      | Lead Individual and Position                           | Materials, Resources, and or Supports Needed | PD Required (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-Superintendent of 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-Assistant Superintendent of Schools |                                              |                   |
|                                                                                                                                                               | 6-12 students and staff will wear <b>masks-face coverings</b> at all times.                                         | 6-12 students and staff will wear <b>masks-face coverings</b> at all times.                                         | Dr. Sara Missett-Director of Elementary                |                                              |                   |

| 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)                                                                                          |
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|                                                                                                                               | <p>K-12 classroom desks will be in rows facing the same direction.</p> <p>K-12 school assemblies will not be permitted.</p> <p>K-5 students will be required to wear <del>masks</del> face coverings.</p> <p>K-5 teachers will be required to wear <del>masks</del> face coverings.</p> <p>K-5 Students will remain in their classroom for the full school day to minimize transitions.</p> | <p>K-12 classroom desks will be in rows facing the same direction.</p> <p>6-12 lunches will be served in multiple locations to ensure social distancing.</p> <p>K-12 school assemblies will not be permitted.</p> <p>K-5 students will be required to wear <del>masks</del> face coverings.</p> <p>K-5 teachers will be required to wear <del>masks</del> face coverings</p> | Education                                                                                                               |                                                                                                                                                                                                                  |                                                                                                            |
| * Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms | <p>Students will be encouraged to use hand sanitizer, provided at stations within the cafeterias, prior to consuming food or beverages.</p> <p>Parents /guardians will be encouraged to deposit funds using the on-line payment portal, avoiding the handling of cash and checks in the cafeterias.</p> <p>Meal condiments will be</p>                                                      | <p>Students will be encouraged to use hand sanitizer, provided at stations within the cafeterias, prior to consuming food or beverages.</p> <p>Parents /guardians will be encouraged to deposit funds using the on-line payment portal, avoiding the handling of cash and checks in the cafeterias.</p> <p>Meal condiments will be</p>                                       | <p>Mr. John Scully- Director of Business Affairs</p> <p>Mr. Kevin Campbell- Director of Facilities &amp; Operations</p> | <p>K-5 Classroom teacher will need to gather student name, student meal request and student pin number in the morning.</p> <p>K-5 May need building additional support staff to deliver meals to classrooms.</p> | <p>Aramark to provide PD in support of CDC and PDE guidelines as well as WCASD health and safety plan.</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)                                                                   |
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|                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                         | <p>auxiliary gym (or other areas designated by the Principal).</p> <ul style="list-style-type: none"> <li>Approx. 2/3 of the class will eat in the cafeteria and 1/3 will eat in the auxiliary space.</li> </ul> <p>Full service menu will be available in the cafeteria.</p> <p>Limited menu grab and go type meals will be offered in the auxiliary gym and or Principal designated area.</p> |                                                                                                                                                                                                     |                                              |                                                                                     |
| <p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> | <p>Universal precautions signage will be repeatedly communicated to students, parents and staff.</p> <p>Hand sanitizer will be available in all classrooms that do not 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</p> | Same as Yellow                                                                                                                                                                                                                                                                                                                                                                                  | <p>Dr. Leigh Ann Ranieri- Director of Pupil Services</p> <p>Dr. Bob Sokolowski- Assistant Superintendent of Schools</p> <p>Dr. Sara Missett- Director of Elementary Education</p> <p>Principals</p> | Hand sanitizer                               | Hygiene practices will be part of a professional development that will be required. |

| 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) |
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|                                                                                                                                     | take their child's temperature each morning and complete the self-monitoring questions, prior to arriving at school.                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                      |                                              |                   |
| * <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                                                                                                                                                                                                                                                                                                                                                                                      | Dr. Bob Sokolowski - Assistant Superintendent of Schools<br><br>Dr. Sara Missett- Director of Elementary Education<br><br>Principals |                                              |                   |
| * <b>Identifying and restricting non-essential visitors and volunteers</b>                                                          | Student team (IEP,504, GIEP) meetings will be held virtually.<br><br>Visitors must have an appointment and will be required to wear <del>masks-face coverings</del> .<br>Volunteers will not be permitted. | Student team (IEP, 504, GIEP) meetings will be held in person as long as social distancing can be maintained. Otherwise, the meetings will be held virtually. All individuals participating in meetings in person will be required to wear <del>masks-face coverings</del> .<br><br>Non-school district employees will be required to complete a self-monitoring checklist <b>based on the CCHD</b> | Dr. Leigh Ann Ranieri-Director of Pupil Services<br><br>Dr. Jeff Ulmer- Director of Human Resources                                  |                                              |                   |

| 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) |
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|                                                                                                                                  |                                                                                                                                                                 | <p><b>Symptom Monitoring</b>, prior to leaving the office/lobby.</p> <p>Volunteers will be permitted and will be required to wear <del>masks</del> face coverings</p> <p>Non-school district employees will be required to complete a self-monitoring checklist <b>based on the CCHD Symptom Monitoring</b>, prior to leaving the office/lobby.</p> |                                                            |                                              |                   |
| * Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports | CDC Considerations for Youth Sports                                                                                                                             | same as Yellow                                                                                                                                                                                                                                                                                                                                      | Dr. Bob Sokolowski-<br>Assistant Superintendent of Schools |                                              |                   |
| Limiting the sharing of materials among students                                                                                 | <p>Universal precautions signage will include language directing students not to share items.</p> <p>Shared materials will be wiped with disinfectant spray</p> | same as Yellow                                                                                                                                                                                                                                                                                                                                      | Dr. Bob Sokolowski-<br>Assistant Superintendent of Schools |                                              |                   |

| 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) |
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|                                                                                                    | between use.                                                                                                                                                                                                                                               |                                | Dr. Sara Missett-<br>Director of<br>Elementary<br>Education<br><br>Principals                                                                                                                                                                 |                                                                                                                                                                           |                   |
| <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 <del>masks</del> <b>face coverings</b> 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<br/>Elementary<br/>Education</p> <p>Mr. Kevin Campbell- Director<br/>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 17<sup>th</sup>.</li> </ul> <p>Make accommodation for large parent drop off lines.</p>                       | Same as Yellow                 | Mr. John Scully-<br>Director of<br>Business Affairs                                                                                                                                                                                           | <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> </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) |
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|              | <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 <del>mask/shields</del> coverings for drivers are required while students are on the bus.</p> <p>Temperature check for drivers prior to start of day.</p> <p>Face <del>masks</del> coverings 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> <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</p> |                                |                              | <ul style="list-style-type: none"> <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) |
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|                                                                                                                                | <p>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>Principals</p> <p>Dr. Bob Sokolowski-<br/>Assistant Superintendent of Schools</p> <p>Dr. Sara Missett-<br/>Director of Elementary</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) |
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|                                                                                                                                                                                   | PE will focus on lifetime fitness activities rather than team sports.                                                                                                      |                                | Education<br><br>Dr. Tammi Florio - Director of Teaching and Learning                                                                                        |                                              |                   |
| <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 <del>masks</del> -face coverings, 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~~ and 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~~ and 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)                                                                                                                                                                                                              |  |  |  |  |
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| * <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:<br>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? | Same as Yellow                 | Dr. Leigh Ann Ranieri- Director of Pupil Services       | Masks, N95 or KN95, face shields, gloves, gowns for nursing staff.<br>Privacy screen possibly needed for treatments taking place outside the nurses office.<br>Plexiglass desk shield for nurse desks.<br>Floor markings for proper social distancing in nurses' offices.<br>Non Contact thermometers.<br>Nebulizer tubing and nebulizer masks. | Staff must be trained on the symptoms and procedure 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. |  |  |  |  |
|                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                | Dr. Bob Sokolowski- Assistant Superintendent of Schools |                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                |  |  |  |  |
|                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                | Dr. Sara Missett- Director of Elementary Education      |                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                |  |  |  |  |
|                                                                                 | <table><tr><th>Group A<br/>1 or more symptoms</th><th>Group B<br/>2 or more symptoms</th></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</td></tr></table>                                                                                       | Group A<br>1 or more symptoms  | Group B<br>2 or more symptoms                           | 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                                                                                                  |  |  |  |  |
| Group A<br>1 or more symptoms                                                   | Group B<br>2 or more symptoms                                                                                                                                                                                                                                                                                                                                                                                                                |                                |                                                         |                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                |  |  |  |  |
| 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                                                                                                                                                                                                                                                                                                                |                                |                                                         |                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                |  |  |  |  |
|                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                |                                                         |                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                |  |  |  |  |

| 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) |
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|              | <p>Diarrhea</p> <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.<br/>Staff and students must notify the school if an absence is due to COVID-19.</p> <p>CCHD self-monitoring information for staff is displayed for self-evaluation upon entry into building. HCP Screening</p> <p>Staff or students exhibiting elevated temperature, 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.</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) |
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|              | <p>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.</p> <p>Nursing staff and district attending physician worked to develop procedures.</p> <p>Guidelines from the following</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)                                                              |
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|                                                                                                      | <p>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. 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</b> | <p>Nurses to stay in contact with the Chester County Health Department (CCHD) for contact tracing.</p> <p>School nurses are not expected to screen students and staff or diagnose cases of COVID.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | same as Yellow                 | <p>Dr. Leigh Ann Ranieri- Director of Pupil Services</p> <p>Dr. Bob Sokolowski- Assistant Superintendent of Schools</p> <p>Dr. Sara Missett- Director</p> |                                              | <p>Certified School Nurse (CSN)'s are completing the Johns Hopkins Contact</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)                                                                                                          |
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| <b>history of exposure</b>                 | <p>Students and staff with symptoms of COVID are to have clearance to return to school <del>to</del> or work by physician or Certified Registered Nurse Practitioner (CRNP) and/or follow 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 <b>and without</b> 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> |                                | of Elementary Education                          |                                              | <p>Tracing Course to better understand the process.</p> <p>Consultation with school district physician, Dr. Kalkiewicz</p> |
| <b>* Returning isolated or quarantined</b> | Students and staff are allowed to return to school per PDE/CDC/CCHD guidelines                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | same as Yellow                 | Dr. Leigh Ann Ranieri-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) |
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| <b>staff, students, or visitors to school</b>                                                                          | <p><b>CDC return to work/school guidelines.</b></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> |                                | <p>Dr. Bob Sokolowski- Assistant Superintendent of Schools</p> <p>Dr. Sara Missett- Director of Elementary Education</p> |                                              |                   |
| <b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b> | <p>Notification to parents and staff if a positive case is known. Guidance from PDE/Chester County Department of Health will be followed.</p>                                                                                                                             |                                | <p>Dr. Jim Scanlon- Superintendent of Schools</p> <p>Mr. Michael Wagman- Director of Technology</p>                      |                                              |                   |
| <b>Other monitoring and screening practices</b>                                                                        | <p>Any changes in safety protocol will be communicated by the superintendent and posted on the district web page</p>                                                                                                                                                      |                                | <p>Dr. Jim Scanlon - Superintendent</p>                                                                                  |                                              |                   |



## 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, **when** outside, and **when** 6 feet **of** distance is maintained or if student has a documented, approved medical reason excusing the student from wearing a mask. All staff are required to wear a **mask-face covering** unless they are in their classroom/office alone or **they** 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) |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------|
| * <b>Protecting students and staff at higher risk for severe illness</b> | <a href="#">High Risk guidelines CDC</a> <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,</li> </ul> | Same as Yellow                 | Dr. Leigh Ann Ranieri-Director of Pupil Services<br><br>Dr. Jeff Ulmer-Director of Human Resources | 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)                                                                       |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------|
|                                                                     | <p>keyboards, toilets, faucets, and sinks.</p> <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 is not feasible and bodily fluids may be transmitted.</p>                                                                                                                                                                                                                                      |                                |                                                                                                                                                                                |                                              |                                                                                         |
| <b>* Use of face coverings (masks or face shields) by all staff</b> | <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 <del>#</del> a face covering 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</li> </ul> | Same as Yellow                 | <p>Dr. Leigh Ann Ranieri-Director of Pupil Services</p> <p>Dr. Bob Sokolowski-Assistant Superintendent of Schools</p> <p>Dr. Sara Missett-Director of Elementary Education</p> | Purchase masks                               | Train staff and students on the appropriate use of face coverings 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>disability, where the ability to see the mouth is essential for communication.</p> <p>Face covers 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 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</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>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 coverings for</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>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> <li>○ Put <del>it</del> <b>face covering</b> over your nose and mouth and secure it under your chin.</li> <li>○ <del>Try to fit it</del> <b>Fit face covering</b> 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 <u>how to wash cloth face coverings</u>).</li> <li>○ Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.</li> </ul> |                                |                                                                        |                                              |                   |
| * <b>Use of face coverings (masks or face shields) by older students (as</b> | <p>Students will be taught to wear face coverings and required to wear them except:</p> <ul style="list-style-type: none"> <li>○ If <b>a</b> student cannot wear <del>it</del>-<b>a face covering</b> due to a medical condition, including</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Same as yellow                 | <p>Dr. Leigh Ann Ranieri-Director of Pupil Services</p> <p>Dr. Bob</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)                                                            |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|------------------------------------------------------------------------------|
| appropriate)                                                                                   | <p>those with respiratory issues that impede breathing, mental health condition or disability.</p> <ul style="list-style-type: none"> <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, and mouth when removing and wash hands immediately after removing.</p> |                                | <p>Sokolowski-<br/>Assistant<br/>Superintendent of<br/>Schools</p> <p>Dr. Sara Missett-<br/>Director of<br/>Elementary<br/>Education</p> |                                              |                                                                              |
| <b>Unique safety protocols for students with complex needs or other vulnerable individuals</b> | <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<br/>Ranieri-Director of<br/>Pupil Services</p> <p>Special Education<br/>Supervisors</p>                                 | Purchase of face shield, gloves              | Train staff on the use of face shields and updated CPI restraint procedures. |

| 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>Strategic deployment of staff</b> | 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 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------|--------------------------------------------------|----------------------------------------------|---------------|-----------------|
| <b>Pilot training to include: Proper use of masks for staff and students; appropriate hand washing, social distancing procedures; how to work with</b> | 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   |



| Topic                                                                                                                                   | Audience                     | Lead Person and Position | Session Format                                            | Materials, Resources, and or Supports Needed         | Start Date                               | Completion Date |
|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------|-----------------------------------------------------------|------------------------------------------------------|------------------------------------------|-----------------|
| students when social distancing isn't feasible; updated CPI restraint procedures; cleaning surfaces in between daily custodial cleaning |                              |                          |                                                           |                                                      |                                          |                 |
| Train all staff on the proper use of face coverings, hand washing, social distancing and cleaning between daily custodial cleaning      | All employees                |                          | Virtual live <b>Z</b> 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 <b>Z</b> zoom session that will be recorded. |                                                      |                                          |                 |
| Train custodial staff on the cleaning and disinfecting procedures                                                                       | All building custodial staff |                          | Virtual live <b>Z</b> zoom session that will 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 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------|
| <b>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</b> | 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><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 (<del>when</del> <b>where</b> 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, <b>masks face coverings</b> will be worn by staff and encouraged for students. Six feet <b>of</b> 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 <b>it mask</b> on, take <b>it mask</b> off, and maintain <b>it mask</b>). 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</p> |

| Requirement(s) | Strategies, Policies and Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | <p>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 take place in person.</p> <p>Bus drivers will assess their temperature <del>taken</del> prior to the first run and are required to wear a <del>mask face covering</del>. There will be hand sanitizer on the bus and the bus will be disinfected between runs. Students will sit one to a seat <del>(summer program only)</del>. Aides will be required to wear a <del>mask face covering</del> 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 <del>when reasonable</del> <del>where feasible</del>.</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 <del>when</del> <del>where feasible</del>.</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 <del>masks face coverings</del> at all times, except when in a classroom alone.</li> <li>• Students will be taught to wear masks and <del>will be</del> 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 <del>(summer program only)</del>.</li> <li>• Bus drivers will wear a <del>mask face covering at all times</del>. <del>when students</del></li> </ul> |

| Requirement(s) | Strategies, Policies and Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | <p><del>board and disembark from the bus.</del></p> <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 distancing along with <b>mask faces coverings</b> 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 coverings. Staff will be required to wear masks or face coverings at all times in common areas, or when social distancing is not possible.</p> <p>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 or face coverings. Six feet <b>of</b> 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 <b># mask</b> on, take <b># mask</b></p> |

| Requirement(s) | Strategies, Policies and Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | <p>off and maintain <del>it</del> mask). Students will be taught how to wash their hands properly and how to use the hand sanitizer.</p> <p>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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <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 school closures and within-school- year changes in safety protocols</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. <del>If there is an elevated temperature, the individual will be sent to the nurse for further evaluation.</del> 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 <del>is</del> 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.</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> </ul> |



| Requirement(s) | Strategies, Policies and Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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|                | <ul style="list-style-type: none"> <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> <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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <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, when outside and <b>when</b> 6 feet <b>of</b> distance is maintained or if <b>student</b> has a documented approved medical reason excusing the student from wearing a <b>mask-face covering</b>. All staff are required to wear a <b>mask-face covering</b> unless they are in their classroom/office alone or have an approved documented medical reason excusing the staff person from wearing a face</p> |

| Requirement(s) | Strategies, Policies and Procedures |
|----------------|-------------------------------------|
|                | covering.                           |

## 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 on September 29, 2020 **and reaffirmed and updated on October 26, 2020.**

The plan was approved by a vote of:

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

Reaffirmed on: **October 26, 2020**

By:

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*(Signature\* of Board President)*

**Chris McCune**

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*(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.