

Spellman Education Center

*Consent Agenda Items

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| | | -Henderson High School, PIAA Boys & Girls Track Championship – Penn State University State College 02/25/2023 – 02/26/2023 |
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B. Pupil Services..... Director Chester

- | | |
|------|---|
| * 1. | Approval of two (2) Special Education Settlement Agreements |
|------|---|

C. Personnel..... Director Herrmann

D. Property and Finance..... Vice President Bevilacqua

| | |
|------|---|
| * 1. | Approval of Change Orders – Renovations and Additions to Westtown Thornbury Elementary School |
| * 2. | Approval of Change Orders – Renovations and Additions to Glen Acres Elementary School |
| * 3. | Approval to Exonerate 2022-23 Property Taxes, United Way of Chester County |
| * 4. | Approval of 2023-24 Capital Fund Project Awards |
| * 5. | Approval of 2023-24 Capital Reserve Project Awards |

E. Policy Review Committee..... Director Fleming

| | |
|-------|---|
| * 1. | Approval of Revised Policy 200 Enrollment of Students, Second Reading |
| * 2. | Approval of New Policy 202 Eligibility of Nonresident Students, Second Reading |
| * 3. | Approval of New Administrative Guideline 200AG4: Residency Investigation/ Disenrollment Procedures, Second Reading |
| * 4. | Approval of Revised Policy 000 Board Policy/Procedure/ Administrative Regulations-Guidelines, Second Reading |
| * 5. | Approval of Revised Policy 003.1 Board-Superintendent Relations, Second Reading |
| * 6. | Approval of Revised Policy 251: Students Experiencing Homelessness, Foster Care or other Educational Instability, First Reading |
| * 7. | Approval of Revised Policy 830 Electronic Data Storage (formerly known as Breach of Computerized Personal Information), First Reading |
| * 8. | Approval of Revised Policy 003: Functions, First Reading |
| * 9. | Approval of Revised Policy 004: Membership, First Reading |
| * 10. | Approval of Revised Policy 005: Organization, First Reading |
| * 11. | Approval of New Administrative Guideline: 005AG1 Board Organization Guidelines, First Reading |
| * 12. | Approval of Revised Policy 006: Meetings, First Reading |

Other Reports

- A. Intermediate Unit..... Director Durnell
 B. PSBA Report..... Director Herrmann

- C. Legislative Liaison Director Fleming
D. Equity Report Director Durnell

XII. Other Business President Tiernan

| | | |
|---|----|---|
| * | 1. | Approval of School Board Treasurer's Report and Statement of Disbursements Summary Schedule for the Period February 1, 2023 to February 28, 2023 |
| * | 2. | Approval of the February 28, 2023 Financial Report |

XIII. Comments from Residents (Sign-in Required) Ms. Cherashore

XIV. Adjournment President Tiernan

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WEST CHESTER AREA SCHOOL BOARD—Meeting of February 27, 2023

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

I. Call to Order

The West Chester Area School Board met at 7:03 p.m. in the Spellman Education Center, 782 Springdale Dr. Exton, PA. Board President Tiernan called the meeting to order and Gracie and Tommy Haws of Stetson Middle School led the public in the Pledge of Allegiance.

II. Roll Call

Members Present: Vice President Bevilacqua, Director Chester, Director Detre, Director Durnell, Director Herrmann, Director Shaw, President Tiernan, Director Whomsley. Student Representatives: Emily McElreavey, East High School; Shaun Joseph, Henderson High School; C.J. McCune, Rustin High School.

Members Absent: Director Fleming

III. Public Comments on Agenda Items

| Name | Subject of Testimony |
|-----------------|------------------------|
| Simon Ruchti | X5. Director of Equity |
| Sandra Schaal | X5. Director of Equity |
| Melissa Bennett | X5. Director of Equity |
| Judi DiFonzo | E3. Policy 200 |
| Meghan Reikob | X5. Director of Equity |

VIII. Approval of Minutes of the January 23, 2023 Monthly School Board Meeting

BOARD ACTION: It was moved by Director Herrmann and seconded by Director Shaw to approve the minutes of the January 23, 2023 Monthly School Board Meeting.

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

IX. Approval of the February 27, 2023 School Board Meeting Agenda

BOARD ACTION: It was moved by Director Shaw and seconded by Vice President Bevilacqua to approve the February 23, 2023 meeting agenda.

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

President Tiernan announced that the Board met in Executive Session on Monday, February 13; Tuesday, February 21; and tonight, Monday, February 27 regarding personnel.

X. Superintendent’s Report

Substitute Superintendent Reynolds and the High School Student Representatives gave monthly reports.

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

BOARD ACTION: It was moved by Vice President Bevilacqua and seconded by Director Durnell to approve the Personnel Recommendations as presented.

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

VIII. Approval of Consent Agenda

BOARD ACTION: It was moved by Director Chester and seconded by Director Herrmann to approve the following Consent Agenda Items:

| Education | |
|-----------|---|
| 1. | Approval to establish the following Student Activity Account(s): <ul style="list-style-type: none">• Henderson High School – Wake up Warriors• Henderson High School – Special Olympics Unified Track & Field |
| 2. | Approval of the following Study/Excursion trip(s): <ul style="list-style-type: none">• Henderson High School, Choir student 12th – Rochester, NY 04/13/2023 – 04/16/2023• East High School, 9 -12 grade DECA – Hershey, PA 02/22/2023 – 02/24/2023• East High School, Competitive Cheer Team – Orlando, Florida 02/08/2023 – 02/13/2023• Rustin High School, 9 -12 grade DECA – Hershey, PA 02/22/2023 – 02/24/2023• East High School, 9 - 12 DECA – Susquehanna University, Selinsgrove, PA 03/12/2023 – 03/13/2023• Henderson High School, Concert Choir – West Chester, PA 02/16/2023 – 02/18/2023• Henderson High School, HOSA – Valley Forge, PA 03/30/2023 – 04/01/2023 |

| | |
|----|--|
| | <ul style="list-style-type: none"> • East High School, 9-12 Music Department – Washington, DC 05/12/2023 – 05/14/2023 • Rustin High School, Wrestling Team – Indiana University of Pennsylvania, Indiana, PA 01/12/2023 – 01/14/2023 |
| 3. | Approval of School Age Child Care Services Agreement with A Child's Place |

Pupil Services

| | |
|----|--|
| 1. | Approval of four (4) Special Education Settlement Agreements |
|----|--|

Personnel - none

Property & Finance

| | | | | | |
|----|--|--|--|-------------------------------|----------|
| 1. | Approval of 2023-24 E-Rate Bid Awards to Optiv Security: | | | | |
| | Award Amount | | Description | | |
| | \$249,379 | | HPE-Aruba Switchgear | | |
| | \$191,877 | | HPE-Aruba Wireless Access Points and mounting hardware | | |
| | \$441,246 | | Combined Total for Both Bids | | |
| 2. | Approval of 2022-23 Capital Reserve Project Award: | | | | |
| | Project | Project Description | Vendor | 2022/23 Project Budget Amount | Award |
| | G-132 | Install Fiber-optic Cable in Stadium at East | Excel Communications | \$85,000 | \$14,460 |
| 3. | Approval of Additional 2022-23 Capital Reserve Projects: | | | | |
| | Project Description | | | 2022/23 Project Budget Amount | |
| | Install Fiber-optic Cable in Stadium at Rustin | | | \$34,000 | |
| | Install Fiber-optic Cable in Stadium at Henderson | | | \$36,540 | |
| 4. | Approval of 2023-24 Capital Reserve Project Awards: | | | | |
| | Project | Project Description | Vendor | 2023/24 Project Budget Amount | Award |
| | G-145 | District-wide Fencing; Fern Hill | Fence-Sense | \$75,000 | \$8,500 |
| | G-157 | Upgrade PA/ Intercom; Stetson | Intellicom Systems Inc. | \$55,000 | 37,850 |
| | G-158 | Upgrade PA/ Intercom; Peirce | Intellicom Systems Inc. | \$55,000 | 37,850 |

Policy Review Committee

1. Approval of Revisions to Policy 251 Students Experiencing Homelessness, Foster Care and Other Educational Instability (formerly known as Homeless Students), Second Reading
2. Approval of Revisions to Policy 217 Graduation Requirements, Second Reading
3. Approval of Revised Policy 200 Enrollment of Students, First Reading
4. Approval of New Policy 202 Eligibility of Nonresident Students, First Reading
5. Approval of New Administrative Guideline 200AG4: Residency Investigation/ Disenrollment Procedures, First Reading
6. Approval of Revised Policy 000 Board Policy/Procedure/ Administrative Regulations Guidelines, First Reading
7. Approval of Revised Policy 003.1 Board-Superintendent Relations, First Reading
- X. Other Business

| | | | | |
|----|---|---------------|--|---------------|
| 1. | Approval of School Board Treasurer's Report and Statement of Disbursements Summary Schedule for the Period of January 1, 2023 to January 31, 2023 | | | |
| | WEST CHESTER AREA SCHOOL DISTRICT | | | |
| | FEBRUARY 27, 2023 | | | |
| | STATEMENT OF DISBURSEMENTS SUMMARY | | | |
| | FOR THE PERIOD JANUARY 1, 2023 - JANUARY 31, 2023 | | | |
| | | | | |
| | GENERAL FUND DISBURSEMENTS | | | 18,458,146.15 |
| | includes Technology, | | | |
| | Federal Programs and any Special State Funds | | | |
| | BILLS PAID | 18,458,146.15 | | |
| | INVESTMENTS | 0.00 | | |
| | | | | |
| | | | | |
| | CAPITAL RESERVE FUND | | | 41,344.38 |
| | | | | |
| | CAPITAL PROJECTS FUND | | | 906,348.49 |
| | | | | |
| | SPECIAL REVENUE - Athletics | | | 15,011.50 |
| | | | | |
| | TRUST FUNDS | | | 7,488.87 |
| | | | | |
| | CAFETERIA | | | 551,016.70 |
| | | | | |
| | STUDENT ACTIVITY FUND DISBURSEMENTS | | | 112,442.03 |
| | | | | |
| | TRUST AND AGENCY FUND DISBURSEMENTS | | | 87,476.03 |
| | | | | |

| | | | | | |
|----|--|--|--|---------------------|---------------|
| | | | | | |
| | | | | TOTAL DISBURSEMENTS | 20,179,274.15 |
| | | | | | |
| | NOTE: A copy of the details of the above disbursements is available for review from the Board Secretary. | | | | |
| 2. | Approval of the January 31, 2023 Financial Report | | | | |

On roll call vote to approve the above Consent Agenda Items, all members present voted “aye.” Motion carried 8-0.

IX. School Board Reports

Education Committee— Director **Shaw**

Pupil Services Committee— Director **Chester**

Personnel Committee— Director **Herrmann**

Property and Finance Committee— Vice President **Bevilacqua**

Policy Review Committee - Director **Detre**

D5. Approval of the 2023-24 Technology Equipment Budget

BOARD ACTION: It was moved by Vice President Bevilacqua and seconded by Director Herrmann to approve the 2023-24 Technology Equipment Budget in the amount of \$4,557,591.

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

Other Reports

Intermediate Unit - Director Durnell

PSBA Report - Director Herrmann

Legislative Liaison - Director Shaw

Equity Report - Director Durnell

X. Other Business

X-3. Approval of Final Payment to William H. Clinger Corporation in Accordance with Terms Reached During January 31, 2023 Mediation Session

BOARD ACTION: It was moved by Vice President Bevilacqua and seconded by Director Whomsley to approve the Final Payment in the amount of \$500,000 to William H. Clinger Corporation in accordance with terms reached during the January 31, 2023 Mediation Session.

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

X-4. Approval of the Independent Engagement Agreement with R. L. Copeland Associates, LLC

BOARD ACTION: It was moved by Director Herrmann and seconded by Director Chester to approve the Independent Engagement Agreement with R. L. Copeland Associates, LLC to provide mentoring services to the Substitute Superintendent at a rate of \$175 per hour.

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

X-5. Approval of Independent Contractor Agreement with Dr. Una Martin Consulting LLC.

BOARD ACTION: It was moved by Director Herrmann and seconded by Director Chester to approve the Independent Contractor Agreement with Dr. Una Martin Consulting LLC to provide services as Acting Director of Equity at a daily rate of \$700, effective February 2, 2023 until June 30, 2024.

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

XI. Comments from Residents

| Name | Subject of Testimony |
|----------------|-----------------------|
| Mike Winterode | Gender Education |
| Mark Deese | Superintendent Search |

President Tiernan announced that Director Shaw is resigning as a Director of the School Board effective February 28, 2023.

XII. Adjournment

BOARD ACTION: On motion by Director Chester seconded by Director Herrmann, the Board, on voice vote, agreed to adjourn at 8:50 p.m.

Board Secretary

WEST CHESTER AREA SCHOOL BOARD—**Special Meeting—Monday, March 20, 2023**

I. Call to Order

A Special Meeting of the West Chester Area School Board was held at 7:06 pm in the Spellman Education Center, 782 Springdale Dr. Exton, PA. PA. Board President Tiernan, called the meeting to order and led the public in the Pledge of Allegiance.

II. Roll Call

Members Present: Vice President Bevilacqua, Director Chester, Director Detre, Director Durnell, Director Fleming, Director Herrmann, President Tiernan, Director Whomsley

Members Absent:

III. Public Comments on Agenda Items

| Name | Subject of Testimony |
|-------------------|---|
| Beth Ann Rosica | V. Appointing Candidate to fill Board Vacancy |
| Mike Winterode | V. Appointing Candidate to fill Board Vacancy |
| Daniel Gillin | V. Appointing Candidate to fill Board Vacancy |
| Rachel Langan | V. Appointing Candidate to fill Board Vacancy |
| Amanda Greenberg | V. Appointing Candidate to fill Board Vacancy |
| Alissa McGrory | V. Appointing Candidate to fill Board Vacancy |
| Christopher Manos | V. Appointing Candidate to fill Board Vacancy |

IV. Acknowledgement of resignation of Dr. Kate Shaw as West Chester Area School District School Board Director effective February 28, 2023

V. Consideration of and action to appoint one of the candidates listed below to fill the vacancy created by the resignation of Dr. Kate Shaw in Region 1 to serve until the first Monday of December 2023.

Patricia Bove
Bob Burkholder
Alex Christy
Kim Mecca
Bob Rafetto
David Rivell
Beth Ann Rosica
Simon Ruchti
Nick Spangler
James Wilson

BOARD ACTION: It was moved by Director Whomsley and seconded by Vice President Bevilacqua to nominate James Wilson to fill Dr. Shaw's seat.

On roll call vote, Director Whomsley voted "aye" with seven members voting "nay." Motion failed.

BOARD ACTION: It was moved by Director Herrmann and seconded by Director Detre to nominate Alex Christy to fill Dr. Shaw's seat.

On roll call vote, seven members present voted "aye" with Director Whomsley voting "nay." Motion carried 7-1.

VI. Administration of Oath of Office

Notary Public, Carol DeLuca administered the oath of office to Alex Christy.

VII. Comments from Residents

There were no Public Comments from residents.

VIII. Adjournment

BOARD ACTION: On motion by Director Chester seconded by Director Detre, the Board, on voice vote, agreed to adjourn at 7:54 p.m.

Board Secretary

I. Removal from Payroll

| | |
|-----|--|
| a. | Resignations |
| 1. | Allison Dougherty, 1.0 Italian Teacher at .8 East HS/.2 Fugett MS, effective the last day of the 2022-2023 school year. |
| 2. | Marya Graham, 1.0 Spanish Teacher at Rustin HS, effective 2/28/23. |
| 3. | Acenett Johnson, 1.0 3 rd Shift Custodian at East HS, effective 3/24/23. |
| 4. | Charles Lowery, 1.0 Special Education Paraprofessional at Hillsdale ES, effective 3/15/23. |
| 5. | Laura Lynch, 1.0 Paraprofessional at Fern Hill ES, effective 2/21/23. |
| 6. | Shawn Ryan, 1.0 Accounting Supervisor at Spellman Education Center, effective 3/24/23. |
| 7. | Robert Weychert, 1.0 Math Teacher at Rustin HS, effective 2/1/23. |
| b. | Retirements |
| 1. | Bethann Carozza, 1.0 Social Studies Teacher at East HS, effective the last day of the 2022-2023 school year. 28.5 years of service. |
| 2. | James Davis, 1.0 Health/Physical Education Teacher at Westtown Thornbury ES, effective the last day of the 2022-2023 school year. 28 years of service. |
| 3. | Cindy Diffendall, 1.0 Social Studies Teacher at Peirce MS, effective the last day of the 2022-2023 school year. 20 years of service. |
| 4. | Beverly Milowicki, 1.0 Grade 3 Teacher at Exton ES, effective the last day of the 2022-2023 school year. 12 years of service. |
| 5. | Charles (Stephen) Mitten, 1.0 Social Studies Teacher at Henderson HS, effective the last day of the 2022-2023 school year. 20 years of service. |
| 6. | John Monaghan, 1.0 Social Studies Teacher at East HS, effective the last day of the 2022-2023 school year. 29 years of service. |
| 7. | Lorraine Nelson, 1.0 Special Education Paraprofessional at Rustin HS, effective the last day of the 2022-2023 school year. 17.5 years of service. |
| 8. | Joseph Niedziejko, 1.0 Art Teacher at Greystone ES, effective 2/29/24. 31 years of service. |
| 9. | Laura Swisher, 1.0 Assistant Custodial Supervisor at Warehouse, effective 4/30/23. 17 years of service. |
| 10. | Ann Vincent, 1.0 Math Teacher at East HS, effective the last day of the 2022-2023 school year. 23 years of service. |

II. Additions to Payroll

| | | |
|----|------------------------------|--|
| a. | Professional Staff: Contract | |
| 1. | Christine Cady | |
| | Placement | 1.0 Speech/Language Therapist at District, Temporary Professional Employee (Non-Tenured), effective 8/21/23, Level 5, Step 5, \$65,502 + \$1,000 stipend. |
| | Education | Bachelor of Science from Shippensburg University 1996-2001, Master of Arts from West Chester University 2013-2017 |
| | Experience | Speech/Language Pathologist at Pediatric Therapeutic Services 2017-present, Substitute Teacher at Shippensburg Area School District 2/2002-5/2002, Speech/Language Pathologist at Allegretto Therapy Services, LLC 5/2021-2/2023 |

Recommendations
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| | | |
|----|--|--|
| | Certification | Educational Specialist I, Speech & Language Impaired, Instructional I, Elementary K-6 |
| 2. | Laura Davis | |
| | Placement | 1.0 Emotional Support Teacher at District, Temporary Professional Employee (Non-Tenured), effective 3/27/23, Level 3, Step 2, \$56,888 + \$1,000 stipend. |
| | Education | Bachelor of Science from Pennsylvania State University 2016-2020 |
| | Experience | Reading Paraprofessional at CCRES 12/2022 – current, K-2 Emotional/Autistic Support Paraprofessional at West Chester Area School District 12/2021-6/2022, Grade 1 Instructional Assistant at Collegium Charter School 8/2021-11/2021 |
| | Certification | Instructional I, Grades Pre-K-4, Special Education N-12 |
| 3. | Sarah Krause | |
| | Placement | 1.0 Math Teacher at Rustin HS, Professional Employee (Tenured), effective TBD, Level 5, Step 5, \$64,018. |
| | Education | Bachelor of Science from West Chester University 2013-2017, Master of Science from Wilkes University 2018-2021 |
| | Experience | Secondary Math Teacher at Marple Newtown School District 5/2017 - current |
| | Certification | Instructional I, Mathematics 7-12 |
| 4. | Kaitlyn Reigle | |
| | Placement | 1.0 Special Education Teacher at .8 East Goshen ES/.2 at Exton ES, Temporary Professional Employee (Non-Tenured), effective 4/11/23, Level 5, Step 5, \$64,018 + \$1,000 stipend. |
| | Education | Bachelor of Science from Temple University 2007-2012, Master of Arts from West Chester University 2015-2018 |
| | Experience | Reading Specialist at Collegium Charter School 10/2016-current, Long Term Substitute with Substitute Teacher Service 8/2012-6/2015 |
| | Certification | Instructional II, Special Education N-12, Elementary K-6, Reading Specialist |
| b. | Professional Staff: Long Term Substitute | |
| 1. | Michele Miller | |
| | Placement | 1.0 Gifted Resource Teacher at Greystone ES, Professional Employee (Tenured), effective 3/21/23, Level 1, Step 1, \$49,087. During Ms. Hogan's leave of absence. |
| | Education | Bachelor of Science from Moravian College 1991-1995, Master of Science from Wilkes University 1999-2000 |
| | Experience | Grade 5 Teacher at Troy City School District, Ohio 8/2017-5/2022, Grade 1 Teacher at Bethlehem School District 1997-2011 |
| | Certification | Instructional II, Elementary K-6 |
| c. | Administrative Staff: Contract - None | |
| d. | Support Staff: Non-Bargaining - None | |

Recommendations
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| | | |
|------------------------------|--------------------|---|
| e. Support Staff: Contract | | |
| 1. | John Barton | |
| | Placement | 1.0 Grounds Mechanic III at Warehouse, 8 hrs./day, 5 days/week, 262 days/year, effective TBD, Group 3, Step 3, \$24.85/hr. |
| 2. | Michael Deliberato | |
| | Placement | 1.0 HVAC/Plumber #2 at Warehouse, 8 hrs./day, 5 days/week, 262 days/year, effective 3/22/23, Group 2, Step 5, \$33.14/hr.. |
| 3. | Susan Parke | |
| | Placement | 1.0 Secretary to the Assistant Directors of Teaching and Learning at Spellman Education Center, 8 hrs./day, 5 days/week, 262 days/year, effective TBD, Group 2, Step 1, \$20.75/hr. |
| f. Support Staff: Substitute | | |
| 1. | Michelle Cooper | Substitute Custodian, effective 3/27/23, \$18.00/hr. |
| 2. | Lillian Rhode | Substitute Custodian, effective TBD, \$18.00/hr. |
| 3. | Devon Westwood | Substitute Custodian, effective TBD, \$18.00/hr. |
| 4. | Brian Zoretic | Substitute Custodian, effective TBD, \$18.00/hr. |

III. Personnel Events

a. Status Change

| | Name | Type | From | To | Effective Date |
|----|------------------|----------------|--|---|---------------------------------------|
| 1. | Steven Fitch | Administrative | 1.0 Social Studies Teacher at Peirce MS | 1.0 Athletic Director at Henderson HS | 7/5/23, \$93,176 |
| 2. | Jill McShea | Support Staff | 1.0 Special Education Paraprofessional at Fern Hill ES | 1.0 Registered Behavior Technician at Fern Hill ES | 2/28/23, Group 1C, Step 1, \$24.00 |
| 3. | Amelia Pumala | Non-Bargaining | 1.0 HR Generalist at Spellman Education Center | 1.0 Lead HR Generalist at Spellman Education Center | 5/19/23, \$76,500 |
| 4. | Christine Savage | Support Staff | 1.0 Secretary to the Assistant Principals at Rustin HS | 1.0 Secretary to the Principal at Starkweather ES | TBD, Group 3, Step 1, \$23.23/hr. |
| 5. | Angel Vasquez | Custodian | 1.0 3 rd Shift Custodian at Rustin HS | 1.0 Facilities Apprentice at Warehouse | 4/17/23, Group 3, Step 5, \$28.85/hr. |

b. Involuntary Transfer

| | Name | Type | From | To | Effective Date |
|----|---------------|---------------|--|--|-----------------------|
| 1. | Michael Stape | Support Staff | 1.0 Special Educational Paraprofessional at Stetson MS | 1.0 Special Education Paraprofessional at Penn Wood ES | 3/6/23 |

c. Voluntary Transfer - None

IV. Personnel Leave

a. Sabbatical Leave

| | Name | Position | Effective Date | Ending Date |
|----|-----------------------|---|--|--|
| 1. | Kelly Bane | 1.0 Special Education Teacher at Stetson MS | First day of the 2023-2024 school year | First day of the 2024-2025 school year |
| 2. | Nicole Istvan | 1.0 Gifted Resource Teacher/Math Specialist at Hillsdale ES | First day of the 2023-2024 school year | First day of the 2024-2025 school year |
| 3. | Malia Salisbury-Jones | 1.0 Instructional Coach at East Bradford ES | First day of the 2023-2024 school year | First day of the 2024-2025 school year |

b. Unpaid Leave - None

V. Additional Information

| | |
|-----|--|
| 1. | Andrew Criscuolo's start date was 3/20/23. |
| 2. | Denise Douglas' start date was 3/20/23. |
| 3. | Jennifer Eynon's start date was 3/13/23. |
| 4. | Christian Fischer's start date was 3/17/23. |
| 5. | The offer of employment of Erik Gasiewski has been rescinded. |
| 6. | Sonia Jacobs' start date was 3/15/23. |
| 7. | Michael Keenan's start date will be 4/28/23. |
| 8. | Spencer Lindsay's start date was 3/20/23. |
| 9. | Jayson Martinez's start date was 3/1/23. |
| 10. | The offer of employment of Imani Stinnett has been rescinded. |
| 11. | In accordance with the PA State Auditor's recommendation, the following list of drivers, employed by our transportation contractors Krapf's and On the Go Kids, require School Board approval. The credentials and security clearances for each of these drivers has been verified to be in compliance with our transportation carrier contracts and have been vetted through the WCASD Transportation Office: |

KRAPF'S

| FIRST NAME | LAST NAME | DRIVER/AIDE |
|-------------------|------------------|--------------------|
| Gabrielle | Griffith | Driver |
| Mia | Hilton | Driver |

ON THE GO KIDS

Recommendations
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| FIRST NAME | LAST NAME | DRIVER/AIDE |
|------------|---------------|-------------|
| Catherine | Boyer | Van Driver |
| Amber | Campbell | Aide |
| Aleah | Eckbold | Driver |
| Joshua | Hileman | Driver |
| Nicolette | Hill | Aide |
| Charles | Micken | Driver |
| Axel | Montes | Driver |
| Veronica | Rivera Mejias | Van Driver |
| Scott | Tutton | Driver |
| Steven | Walsh | Van Driver |
| Linda | Wilson | Aide |

VI. Tutoring

| Last Name | First Name | Location | Position |
|------------------|-------------------|-----------------|--|
| Fleming | Jordan | District | Homebound, 504 or Instruction in the Home Tutoring |
| Adams | Lisa | ES | Tutor |
| Bryer | Jane | ES | Tutor |
| Fanelle | Suzanne | ES | Tutor |
| Figueroa | Victoria | ES | Tutor |
| Howe | Lisa | ES | Tutor |
| Kulesza | Ryan | ES | Tutor/Tutoring Site Manager |
| Parise | Kimberly | ES | Tutor |
| Rice | Sydney | ES | Tutor |

VII. Supplemental Contracts

| Last Name | First Name | Location | Season | Year | % of Contract | Total Contract | Position Title |
|-----------------------------|------------|----------|--------|---------|---------------|----------------|---------------------------|
| '22-'23 Additions: | | | | | | | |
| Chafetz | Marc | RHS | Spring | 1 | 100 | \$3,696.00 | Asst. Boys Tennis Coach |
| Cugini | Charles | RHS | Spring | 2 | 50 | \$1,848.00 | Asst. Boys Lacrosse Coach |
| Dede | Andrew | HHS | Spring | 1 | 100 | \$3,696.00 | Asst. Boys Lacrosse Coach |
| Heller | Kyle | FMS | Spring | 1 | 100 | \$2,156.00 | Asst. Boys Lacrosse Coach |
| Myers | Vincent | RHS | Spring | 1 | 50 | \$1,848.00 | Asst. Boys Lacrosse Coach |
| Pereira-Ogan | Luke | SMS | Spring | 1 | 100 | \$2,156.00 | Asst. Baseball Coach |
| Quinn | Marilyn | HDE | Annual | 2 | 30 | \$277.20 | Grade Level Leader: 2nd |
| Ramagano | John | RHS | Spring | 1 | 100 | \$3,696.00 | Asst. Girls Track Coach |
| St. Clair | Michael | RHS | Spring | 15 Plus | 100 | \$5,520.00 | Asst. Boys Lacrosse Coach |
| | | | | | | | |
| '22-'23 Removals: | | | | | | | |
| Okolosi | Geraldine | HHS | Annual | 1 | 100 | \$2,156.00 | Debate Sponsor |
| St. Clair | Michael | RHS | Spring | 13 | 100 | \$1,293.00 | Intramurals |
| Walters | Brandon | EHS | Spring | 1 | 40 | \$1,478.40 | Asst. Boys Lacrosse Coach |
| | | | | | | | |
| '22-'23 Adjustments: | | | | | | | |

Recommendations

Supplement to the Agenda – March 27, 2023 - p.6

| Last Name | First Name | Location | Season | Year | % of Contract | Total Contract | Position Title |
|-----------|------------|----------|--------|------|---------------|----------------|---------------------------|
| Chambers | Paul | RHS | Spring | 11 | 200 | \$2,436.00 | Intramurals |
| Dolski | Brian | EHS | Spring | 1 | 100 | \$3,696.00 | Asst. Boys Lacrosse Coach |
| Schier | Gabriella | HDE | Annual | 1 | 70 | \$646.80 | Grade Level Leader: 2nd |
| Schier | Gabrielle | HDE | Annual | 1 | 30 | \$831.60 | After School Intramurals |
| Viggiano | Matthew | HDE | Annual | 11 | 70 | \$2,557.80 | After School Intramurals |

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

Monday, March 27, 2023

7:00 PM

Spellman Education Center

CONSENT AGENDA

I recommend the Board approve the following consent agenda items:

IX. School Board Reports

| | |
|-----------|--|
| Education | |
| 1. | Approval to establish the following Student Activity Account(s): Henderson High School – Unified Bocce Rustin High School – Everyday Hope Henderson High School – Key Club |
| 2. | Approval of the following Study/Excursion trip(s): -Henderson High School, PMEA Region 6 Band Festival 9th – 12th grade Pennridge High School 03/23/2023 – 03/24/2023 -Henderson High School, AP Art, Art History and French 5 – England, France and Italy 6/18/2024 – 6/30/2024 -Henderson High School, PIAA Boys & Girls Track Championship – Penn State University State College 02/25/2023 – 02/26/2023 |

Pupil Services

| | |
|----|---|
| 1. | Approval of two (2) Special Education Settlement Agreements |
|----|---|

Personnel - none

Property & Finance

| | | |
|----|---|--|
| 1. | Approval of Change Orders – Renovations and Additions to Westtown Thornbury Elementary School | |
| 2. | Approval of Change Orders – Renovations and Additions to Glen Acres Elementary School | |
| 3. | Approval to Exonerate 2022-23 Property Taxes, United Way of Chester County | |
| 4. | Approval of 2023-24 Capital Fund Project Awards | |
| 5. | Approval of 2023-24 Capital Reserve Project Awards | |

Policy Review Committee

| | |
|----|---|
| 1. | Approval of Revised Policy 200 Enrollment of Students, Second Reading |
| 2. | Approval of New Policy 202 Eligibility of Nonresident Students, Second Reading |
| 3. | Approval of New Administrative Guideline 200AG4: Residency Investigation/ Disenrollment Procedures, Second Reading |
| 4. | Approval of Revised Policy 000 Board Policy/Procedure/ Administrative Regulations Guidelines, Second Reading |
| 5. | Approval of Revised Policy 003.1 Board-Superintendent Relations, Second Reading |
| 6. | Approval of Revised Policy 251: Students Experiencing Homelessness, Foster Care or other Educational Instability, First Reading |
| 7. | Approval of Revised Policy 830 Electronic Data Storage (formerly known as Breach of Computerized Personal Information), First Reading |
| 8. | Approval of Revised Policy 003: Functions, First Reading |

| | |
|-----|---|
| 9. | Approval of Revised Policy 004: Membership, First Reading |
| 10. | Approval of Revised Policy 005: Organization, First Reading |
| 11. | Approval of New Administrative Guideline: 005AG1 Board Organization Guidelines, First Reading |
| 12. | Approval of Revised Policy 006: Meetings, First Reading |

X. Other Business

| | |
|----|---|
| 1. | Approval of School Board Treasurer's Report and Statement of Disbursements Summary Schedule for the Period of February 1, 2023 to February 28, 2023 |
| 2. | Approval of the February 28, 2023 Financial Report |

Responsible Staff: Dr. Reynolds***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

March 27, 2023

Action Items

Approval to establish the following Student Activity Account(s):

- **Henderson High School – Unified Bocce**
- **Rustin High School – Everyday Hope**
- **Henderson High School – Key Club**

Approval is requested establish the following Student Activity Account(s):

- Henderson High School – Unified Bocce
- Rustin High School – Everyday Hope
- Henderson High School – Key Club

I so move.

Approval of the following Study/Excursion trip(s):

- **Henderson High School, PMEA Region 6 Band Festival 9th – 12th grade – Pennridge High School 03/23/2023 – 03/24/2023**
- **Henderson High School, AP Art, Art History and French 5 – England, France and Italy 6/18/2024 – 6/30/2024**
- **Henderson High School, PIAA Boys & Girls Track Championship – Penn State University State College 02/25/2023 – 02/26/2023**
- **Rustin High School, Wrestling Team – Indiana University of Pennsylvania, Indiana, PA – 01/12/2023 – 01/14/2023**

Approval is requested of the following Study/Excursion trip(s):

- Henderson High School, PMEA Region 6 Band Festival 9th – 12th grade – Pennridge High School 03/23/2023 – 03/24/2023
- Henderson High School, AP Art, Art History and French 5 – England, France and Italy 6/18/2024 – 6/30/2024
- Henderson High School, PIAA Boys & Girls Track Championship – Penn State University State College 02/25/2023 – 02/26/2023
- Rustin High School, Wrestling Team – Indiana University of Pennsylvania, Indiana, PA – 01/12/2023 – 01/14/2023

I so move.



WEST CHESTER AREA SCHOOL DISTRICT
Education Committee

March 13, 2023
Spellman Education Center Board Room
Start: 7:00 pm – Finish: 9:06 pm

Attending Committee Members:

☒ Daryl Durnell (Temporary Chair) ☒ Joyce Chester ☒ Laura Detre

Other Board Members:

☐ Gary Bevilacqua ☒ Karen Fleming ☒ Karen Herrmann ☒ Sue Tiernan ☒ Stacey Whomsley

Administration:

☒ Kalia Reynolds ☒ Cheryl Newton-Woods ☒ Wayne Birster ☒ Melissa Kleiman
☒ Sara Missett ☐ John Scully ☐ Jeff Ulmer ☒ R. Eberly ☐ K. Barnello

Also: Kara Bailey

Public Comment:

| Name | Agenda Item |
|---------------|-------------------------|
| Judi Di Fonzo | Artificial Intelligence |

Items on Agenda:

- Approval of February 13, 2023, Education Committee Meeting Minutes
- ChatGPT
- English Language Development (ELD) Overview
- District Survey Results

Education Committee Actions/Outcomes to be placed on February 27, 2023 Board Agenda for Approval:

| Agenda Item | Vote |
|---|--|
| Approval of February 7, 2023, Education Committee Meeting Minutes | No vote – will vote at March 27 School Board Meeting |

Board Consent Agenda Items:

Approval of the following Study/Excursion trip(s):

- Henderson High School, PMEA Region 6 Band Festival 9th – 12th grade – Pennridge High School 03/23/2023 – 03/24/2023
- East High School, PMEA Region 6 Band Festival 9th – 12th grade – Pennridge High School 03/23/2023 – 03/24/2023
- Henderson High School, AP Art, Art History and French 5 – England, France and Italy 6/18/2024 – 6/30/2024
- Henderson High School, PIAA Boys & Girls Track Championship – Penn State University State College 02/25/2023 – 02/26/2023

| |
|---|
| Approval to establish the following Student Activity Account(s): |
| <ul style="list-style-type: none">• Henderson High School – Unified Bocce• Rustin High School – Everyday Hope• Henderson High School – Key Club |

Items to be discussed at a later date: None



WEST CHESTER AREA SCHOOL DISTRICT
APPLICATION TO ESTABLISH ACCOUNT

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

Date: 2/13/23

Check appropriate box:

☒ Student Activity Account (Fund 50)

Building: Henderson

☐ Trust Account (Fund 51)

Name of Account: Unified Bocce

State the purpose for which this account is intended:

Fundraising

List Source(s) of revenue:

Fundraising

List types of expenses to be incurred:

Equipment, travel

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

Alexandra Wright
Student Officer's Signature

Alexandra Wright
Student Officer's Name Printed

Jamie Wagner
Faculty Sponsor's Signature

Jamie Wagner
Faculty Sponsor's Name Printed

[Signature]
Principal's Signature

[Signature]
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was: ☐ APPROVED

☐ DISAPPROVED

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

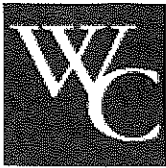
Meeting Date

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

Board Secretary's Signature

Date

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



WEST CHESTER AREA SCHOOL DISTRICT
APPLICATION TO ESTABLISH ACCOUNT

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

Date: 2/10/2023

Check appropriate box:

☒ Student Activity Account (Fund 50)

Building: Bayard Rustin High School

☐ Trust Account (Fund 51)

Name of Account: Everyday Hope

State the purpose for which this account is intended:

This account is for a new club created by two rustin students who want to fundraise and collect local business doantaions to give back to the medical community. Nurses, Doctors, Assistants, etc.

List Source(s) of revenue:

Fundraising event and donations

List types of expenses to be incurred:

Only expenses would be making dontations to organizations on behalf of the club.

How long do you plan to keep this account active: for at least 3 years- possible longer.

Victoria D'Ulisse
Student Officer's Signature

Victoria D'Ulisse
Student Officer's Name Printed

Christina Vecchioli
Faculty Sponsor's Signature

Christina Vecchioli
Faculty Sponsor's Name Printed

Dr. Michael Marano
Principal's Signature

Sheryl Jackson
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was: ☐ APPROVED

☐ DISAPPROVED

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

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

Board Secretary's Signature

Date

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



WEST CHESTER AREA SCHOOL DISTRICT
APPLICATION TO ESTABLISH ACCOUNT

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

Date: 02/17/2023

Check appropriate box:

☒ Student Activity Account (Fund 50)

Building: Henderson High School

☐ Trust Account (Fund 51)

Name of Account: Henderson Key Club

State the purpose for which this account is intended:

The Henderson Key Club is an existing club that would like to open an account to raise funds to attend annual national Key Club conferences beginning in 2024.

List Source(s) of revenue:

Student fundraising & student based activities

List types of expenses to be incurred:

National Key Club conferences beginning with the 2024 conference

How long do you plan to keep this account active:

Life of the club

Naisha Jaiswal
Student Officer's Signature

Naisha Jaiswal

Student Officer's Name Printed

Marion L. Jackson
Faculty Sponsor's Signature

Marion L. Jackson

Faculty Sponsor's Name Printed

[Signature]
Principal's Signature

[Signature]
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was: ☐ APPROVED

☐ DISAPPROVED

by the Board of Education at their meeting held on :

Meeting Date

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

Board Secretary's Signature

Date

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

WEST CHESTER AREA SCHOOL DISTRICT

No. 121AG1

APPROVED: August 1, 2015
REVISED: December 14, 2017

121AG1 Application for Approval of Study, Excursion, and Extracurricular Trips and Approval of Bus Transportation

| Proposal <input checked="" type="checkbox"/> New Trip Request <input type="checkbox"/> Trip Revision Request <input type="checkbox"/> Trip Cancellation Request | | | | | | | | | | | | | | | | | | | |
|--|--|---------------|---------------|------------|-------------------------------------|-----------------------------|-----------------------------|----------|----------|---------------|---------------|--|-------------------------------------|-----------------------|--|-------------|-------------|--|--|
| School: <u>Henderson High School</u> | Grade/Subject/Club: <u>PMEA Region 6 Band Festival</u> | | | | | | | | | | | | | | | | | | |
| Teacher(s) in Charge: <u>Kendra Woywod</u> | | | | | | | | | | | | | | | | | | | |
| Destination: <u>Pennridge High School</u> | | | | | | | | | | | | | | | | | | | |
| Trip Day(s)/Date(s): <u>March 23-24, 2023</u> Competition <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | | | | | | | | | | | | | | | | | |
| ~ Overnight Trip: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> In State <input type="checkbox"/> Out of State <input type="checkbox"/> Out of Country Name Tour Company: _____ | | | | | | | | | | | | | | | | | | | |
| Special Instructions (rain date, etc.): _____ | | | | | | | | | | | | | | | | | | | |
| How is it related to curriculum: <u>Students rehearsing and performing advanced repertoire with local high school musicians</u> | | | | | | | | | | | | | | | | | | | |
| Objectives of the proposed trip: <u>Rehearse and perform region 6 band concert</u> | | | | | | | | | | | | | | | | | | | |
| Number of Pupils: <u>2</u> | Total Passengers: <u>2</u> | | | | | | | | | | | | | | | | | | |
| Adult Chaperone to Student Ratio: <u>1</u> / <u>2</u> | Per Pupil Cost: _____ | | | | | | | | | | | | | | | | | | |
| Names of Teacher/Staff Chaperones: <u>Kendra Woywod</u> | % of Eligible Students Going: <u>100.00%</u> | | | | | | | | | | | | | | | | | | |
| ~ Other Adult Chaperones: _____ | | | | | | | | | | | | | | | | | | | |
| Nurses required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (refer to 121AG6) | | | | | | | | | | | | | | | | | | | |
| Estimated Cost | | | | | | | | | | | | | | | | | | | |
| Substitute(s) Needed: | <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th># Staff</th> <th># Days</th> <th>Cost/Day</th> <th>Total Cost</th> <th>%</th> <th>Budget Code/Account/Project</th> </tr> </thead> <tbody> <tr> <td><u>1</u></td> <td><u>1</u></td> <td><u>159.31</u></td> <td><u>159.31</u></td> <td></td> <td><u>1-1110-000-20-16-966-810-315</u></td> </tr> <tr> <td>Agency Nurses Needed:</td> <td></td> <td><u>0.00</u></td> <td><u>0.00</u></td> <td></td> <td></td> </tr> </tbody> </table> | # Staff | # Days | Cost/Day | Total Cost | % | Budget Code/Account/Project | <u>1</u> | <u>1</u> | <u>159.31</u> | <u>159.31</u> | | <u>1-1110-000-20-16-966-810-315</u> | Agency Nurses Needed: | | <u>0.00</u> | <u>0.00</u> | | |
| # Staff | # Days | Cost/Day | Total Cost | % | Budget Code/Account/Project | | | | | | | | | | | | | | |
| <u>1</u> | <u>1</u> | <u>159.31</u> | <u>159.31</u> | | <u>1-1110-000-20-16-966-810-315</u> | | | | | | | | | | | | | | |
| Agency Nurses Needed: | | <u>0.00</u> | <u>0.00</u> | | | | | | | | | | | | | | | | |
| Name of Staff Member Driving Students: <u>Kendra Woywod</u> | | | | | | | | | | | | | | | | | | | |
| Mileage/Tolls: (if applicable) | | | | | | | | | | | | | | | | | | | |
| Hotel/Food/Airfare: (if applicable) | | | | | | | | | | | | | | | | | | | |
| Registration/Entrance Fee: (if applicable) | <u>284.00</u> <u>1-1110-000-20-16-966-810</u> | | | | | | | | | | | | | | | | | | |
| Other Costs: | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Walking <input checked="" type="checkbox"/> Parent Provided Transportation <input type="checkbox"/> Public Transportation <input type="checkbox"/> Bus <input type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th># Vehicles</th> <th># Days</th> <th>Cost/Vehicle</th> <th>Total Cost</th> <th>%</th> <th>Budget Code/Account/Project</th> </tr> </thead> <tbody> <tr> <td>Buses/Rentals/Coaches</td> <td></td> <td></td> <td><u>0.00</u></td> <td></td> <td></td> </tr> </tbody> </table> | # Vehicles | # Days | Cost/Vehicle | Total Cost | % | Budget Code/Account/Project | Buses/Rentals/Coaches | | | <u>0.00</u> | | | | | | | | | |
| # Vehicles | # Days | Cost/Vehicle | Total Cost | % | Budget Code/Account/Project | | | | | | | | | | | | | | |
| Buses/Rentals/Coaches | | | <u>0.00</u> | | | | | | | | | | | | | | | | |
| ~ Rental Company/Carrier: _____ | | | | | | | | | | | | | | | | | | | |
| Students Leaving From: <u>Henderson</u> | at <u>7:00</u> <input checked="" type="checkbox"/> am <input type="checkbox"/> pm | | | | | | | | | | | | | | | | | | |
| Students Returning To: <u>Henderson</u> | at <u>9:00</u> <input type="checkbox"/> am <input checked="" type="checkbox"/> pm | | | | | | | | | | | | | | | | | | |
| ~ Request Drop off/Pick up (only if using Krapf): <input type="checkbox"/> Yes <input type="checkbox"/> No Drop at: _____ at _____ <input type="checkbox"/> am <input type="checkbox"/> pm | | | | | | | | | | | | | | | | | | | |
| Pick up at: _____ at _____ <input type="checkbox"/> am <input type="checkbox"/> pm | | | | | | | | | | | | | | | | | | | |
| What are the planned activities to assist students who require financial assistance: _____ | | | | | | | | | | | | | | | | | | | |
| Additional Information (bus w/lift, star seat, ski boxes, special instructions) _____ | | | | | | | | | | | | | | | | | | | |
| Total Cost of Trip: \$ <u>443.31</u> Pupil Cost: \$ <u>-</u> Other Funded: \$ <u>-</u> Total Cost to the District: \$ <u>443.31</u> | | | | | | | | | | | | | | | | | | | |
| Requested By: <u>Kendra Woywod</u> | Signature: <u>Kendra Woywod</u> Date: <u>02/15/2023</u> | | | | | | | | | | | | | | | | | | |
| Approval | | | | | | | | | | | | | | | | | | | |
| Principal | Approved: _____ Date: <u>2/18/23</u> | | | | | | | | | | | | | | | | | | |
| Supervisor | Approved: _____ Date: <u>2/17/23</u> | | | | | | | | | | | | | | | | | | |
| Director of: <input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services | Approved: _____ Date: <u>2/22/23</u> | | | | | | | | | | | | | | | | | | |
| Transportation: | Date: _____ | | | | | | | | | | | | | | | | | | |
| Schedule Dates: | Contractor: _____ | | | | | | | | | | | | | | | | | | |
| Krapf Costs: | Additional Costs: _____ | | | | | | | | | | | | | | | | | | |
| Spellman Office Only: Overnight Trip will appear on the _____ Board Consent Agenda. | | | | | | | | | | | | | | | | | | | |

**121AG1 Application for Approval of Study, Excursion, and
Extracurricular Trips and Approval of Bus Transportation**

| Proposal | New Trip Request | Trip Revision Request | Trip Cancellation Request |
|--|--|-------------------------------|-----------------------------|
| School | East High School | | |
| Teacher(s) in Charge: | Christopher Orlando | | |
| Destination: | Pennridge High School | | |
| Trip Day(s)/Date(s): | 03/23/23-03/24/23 | | |
| Overnight Trip: | Yes | No | In State |
| Out of State | Out of Country | | |
| Competition | Yes | | |
| No | | | |
| Name Tour Company | | | |
| Special Instructions (rain date, etc.): | N/A | | |
| How is it related to curriculum: This is an honors group made up of students throughout the SEPA region. Chloe will be performing very advanced band repertoire. | | | |
| Objectives of the proposed trip: Chloe will participate in the auditioning for All-State Band, then rehearsals, then a concert at the end of the festival. | | | |
| Number of Pupils: | 1 | Total Passengers: | 1 |
| Per Pupil Cost: | 0.00 | | |
| Adult Chaperone to Student Ratio: | 1 / 1 | % of Eligible Students Going: | 100.00% |
| Names of Teacher/Staff Chaperones: | Christopher Orlando | | |
| Other Adult Chaperones: | | | |
| Nurses required on this trip: | Yes | No | (refer to 121AG6) |
| Estimated Cost | | | |
| Substitute(s) Needed: | # Staff | # Days | Cost/Day |
| | 1 | 1 | 159.31 |
| | | | 159.31 |
| | | | 100 |
| | | | 1-1110-000-20-16-966-315 |
| Agency Nurses Needed: | 0 | | 0.00 |
| | | | 0.00 |
| | | | |
| Name of Staff Member Driving Students: | N/A student will have transportation provided by family. | | |
| Mileage/Tolls: (if applicable) | | | |
| Hotel/Food/Airfare: (if applicable) | | | |
| Registration/Entrance Fee: (if applicable) | 142.00 | | |
| | 1-1110-000-20-16-966-810 | | |
| Other Costs: | | | |
| Walking | Parent Provided Transportation | | |
| Public Transportation | | | |
| Bus | Van/Car Rental | Coach | |
| | Vehicle | # Days | Cost/Vehicle |
| | | | Total Cost |
| | | | % |
| | | | Budget Code/Account/Project |
| Buses/Rentals/Coaches | | | 0.00 |
| | | | |
| Rental Company/Carrier: | | | |
| Students Leaving From: | Student's Home | at | 7:00 |
| | | | am |
| Students Returning To: | Student's Home on Friday evening | at | 9:00 |
| | | | am |
| Request Drop off/Pick up (only if using Krapf): | Yes | No | Drop at: |
| | | | at |
| | | | am |
| | | | pm |
| Pick up at: | | | at |
| | | | am |
| | | | pm |
| What are the planned activities to assist students who require financial assistance: | | | |
| Additional Information (bus w/lift, star seat, ski boxes, special instructions) | | | |
| Chloe will be staying at the Holiday Inn Express & Suites in Quakertown with other Region Band students and PMEA chaperones. | | | |
| Total Cost of Trip: | \$ 301.31 | Pupil Cost: | \$ - |
| Other Funded: | \$ - | Total Cost to the District: | \$ 301.31 |
| Requested By: | Christopher Orlando | Signature: | <i>Christopher Orlando</i> |
| Date: | 03/09/2023 | | 2/21/23 |
| Approval | | | |
| Principal | Approved | Date: | 8/23/23 |
| Supervisor | Approved | Date: | 2/23/23 |
| Director of: Elementary | Approved | Date: | 3/2/23 |
| Secondary | Approved | Date: | |
| Pupil Services | Approved | Date: | |
| Transportation: | | Date: | |
| Schedule Dates: | Contractor: | | |
| Krapf Costs: | Additional Costs: | | |
| Spellman Office Only: | Overnight Trip will appear on the | Board Consent Agenda. | |

APPROVED: August 1, 2015
REVISED: December 14, 2017

121AG1 Application for Approval of Study, Excursion, and
Extracurricular Trips and Approval of Bus Transportation

| Proposal | New Trip Request | Trip Revision Request | Trip Cancellation Request |
|---|---|-----------------------|-----------------------------|
| School | Henderson High School | Grade/Subject/Club: | AP Art, Art History, French |
| Teacher(s) in Charge: | Nicole Snider, Sylvie Minier | | |
| Destination: | England, France and Italy | | |
| Trip Day(s)/Date(s): | 13 days- 6/18/2024 to 6/30/2024 | Competition | Yes No |
| Overnight Trip: | Yes No | In State Out of State | Out of Country |
| Special Instructions (rain date, etc.): | This is an all-inclusive trip, including travel insurance. Please attached pdf. | | |

How is it related to curriculum: Students will get an immersive experience in the French and Italian languages while gaining a greater understanding of the history, context, and culture of modern-day Europe. Art students will study and draw artwork in-person, learning from the old masters.

Students will view, study, and appreciate artwork that is part of the AP art history image set.

Objectives of the proposed trip: Students will gain an overview of contemporary French, English, and Italian society, while studying artworks from the ancient, Renaissance, and modern worlds. Students will engage in French and Italian languages by practicing their conversational language skills in a real-world experience. Students will explore French architectural evolution from medieval world to the modern era

Students will explore French architectural masterpieces from Versailles to Gothic era works in Paris like Notre Dame. We will see masters works from the Louvre and the Tate Modern in London as well as experience cultural sites. Students will learn what life was like during the time of the ancients when we visit Stonehenge. Students will study, view, and experience the Last Supper in Milan, the work of Michelangelo, Raphael, and various other Baroque and Renaissance French and Italian artists and tour the European museums which will cover much of the works on the AP Art History image set.

Number of Pupils: 35 Total Passengers: 40 Per Pupil Cost: 5,499.00
Adult Chaperone to Student Ratio: 1 / 6 % of Eligible Students Going: 100.00%
Names of Teacher/Staff Chaperones: Nicole Snider (Art), Sylvie Minier (World Language)
Other Adult Chaperones: Donna Zingani (School Nurse) Peter Sok (physical education)
Nurses required on this trip: Yes No (refer to 121AG6)

Estimated Cost

| | # Staff | # Days | Cost/Day | Total Cost | % | Budget Code/Account/Project |
|--|---------|--------|----------|------------|----|-----------------------------|
| Substitute(s) Needed: | 0 | | | 0.00 | 0% | 0 |
| Agency Nurses Needed: | 0 | | 0.00 | 0.00 | | 0 |
| Name of Staff Member Driving Students: | N/A | | | | | |
| Mileage/Tolls: (if applicable) | | | | 0.00 | | 0 |
| Hotel/Food/Airfare: (if applicable) | | | | 0.00 | | 0 |
| Registration/Entrance Fee: (if applicable) | | | | 0.00 | | 0 |
| Other Costs: Everything included - flight, Transportation, food, lodging | | | | 0.00 | | 0 |

| | | | | | | |
|-----------------------|--------------------------------|--------|-----------------------|------------|------|-----------------------------|
| Walking | Parent Provided Transportation | | Public Transportation | | | |
| Bus | Van/Car Rental | Coach | | | | |
| | # Vehicle | # Days | Cost/Vehicle | Total Cost | % | Budget Code/Account/Project |
| Buses/Rentals/Coaches | 1 | 2 | | 2,414.00 | 100% | Partnerships 50-000-221 025 |

Rental Company/Carrier: Krapf Coaches

Students Leaving From: Henderson High School at 2:00 am X pm
Students Returning To: Henderson High School at 3:00 am X pm

Request Drop off/Pick up (only if using Krapf): Yes No Drop at: at am pm
Pick up at: at am pm

What are the planned activities to assist students who require financial assistance:

EF provides a one discount per pupil however we are fundraising - bake sales and pretzel sales during the school year, car washes, art shows and sales (holiday plants and cards)

WEST CHESTER AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE
APPROVED: September 25, 2017
REVISED: August 19, 2019

121AG8 Application for Approval of Overnight PIAA Sanctioned Athletic Trip

| | | | | |
|--|--|--|--|--|
| PROPOSAL | | <input checked="" type="checkbox"/> New Trip Request | <input type="checkbox"/> Trip Revision Request | <input type="checkbox"/> Trip Cancellation |
| School: <u>West Chester Henderson</u> | | Sport: <u>PIAA Boys & Girls PIAA Championship</u> | | |
| Coach(s) in charge: <u>Kevin Kelly, Chas Wilson, Bryan Johnson</u> | | In Season: <input type="checkbox"/> Post Season: <input checked="" type="checkbox"/> | | |
| Destination: <u>Penn State University</u> | | | | |
| Trip Day(s)/Date(s): <u>Saturday Feb 25th and Sunday Feb 26, 2023</u> | | | | |
| Number of Students: <u>13</u> Total Passengers: <u>16</u> % of Eligible Students going: <u>100%</u> | | | | |
| Adult Chaperone to Student ratio: <u>3</u> / <u>4</u> | | | | |
| Names of Coach/Staff Chaperones: <u>Kevin Kelly, Chas Wilson, Brian Johnson</u> | | | | |
| ~ Other Adult Chaperones: _____ | | | | |
| Nurse required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Refer to 121AG6) | | | | |

| | | | | |
|--|--|------------------|--|----------------------|
| ESTIMATED COST | | Number | Cost | Budget/Activity Code |
| Substitute(s) needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No if so, how many: _____ | | | | |
| Name of Staff Member Driving Students: <u>Kevin Kelly, Brian Johnson, Chas Wilson</u> | | | | |
| Mileage/Tolls: (if applicable) | | | \$180.00 | |
| Hotel/Food/Airfare: (if applicable) | | | \$1125.00 | |
| Meal(s): (allowance \$31.50/Adult, \$20.00/Student) | | | \$600.00 | |
| Registration/Entrance Fee: (if applicable) | | | \$150.00 | |
| <input type="checkbox"/> Walking <input type="checkbox"/> Parent Providing Trans. <input type="checkbox"/> Public Transportation <input type="checkbox"/> Bus <input checked="" type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach # of Buses/Rentals/Coaches _____ \$650.00 | | | | |
| ~ Rental Company/Carrier: <u>Enterprise Rent a car</u> | | | | |
| ~ Request Drop and Pick (Krapf Only): <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Drop at: _____ | | at _____ | <input type="checkbox"/> AM <input type="checkbox"/> PM | |
| Pick up: _____ | | at _____ | <input type="checkbox"/> AM <input type="checkbox"/> PM | |
| Students Leaving From: <u>Henderson on 02/25/2023</u> | | at 7:00 | <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM | |
| Students Returning To: <u>Henderson on 02/26/2023</u> | | at 9:00 | <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM | |
| TOTAL Cost of Trip: \$ 2705.00 | | Pupil Cost: \$ 0 | TOTAL Cost to the District: \$ 2705.00 | |
| Requested Travel Advance (Min. \$300): \$ 2055.00 LS | | | | |

| | | |
|----------------------------------|-------------------------------|------------------------|
| Requested by: <u>Kevin Kelly</u> | Signature: <u>Kevin Kelly</u> | Date: <u>2-20-2023</u> |
|----------------------------------|-------------------------------|------------------------|

| | |
|---------------------------------|--|
| APPROVAL | |
| Principal: _____ | Approved: <u>John P. Surfan</u> Date: <u>2-20-2023</u> |
| Athletic Director: _____ | Approved: <u>Ken McP...</u> Date: <u>2-20-23</u> |
| Assistant Superintendent: _____ | Approved: <u>Ch. P...</u> Date: <u>2/21/23</u> |
| Transportation: _____ | Date: _____ |
| Scheduled Date: _____ | Contractor: _____ |
| Krapf Cost: _____ | Additional Cost: _____ |

Spellman Office Only: Overnight Trip will appear on the _____ Board Consent Agenda.

WEST CHESTER AREA SCHOOL DISTRICT
Pupil Services Committee
March 27, 2023

ACTION ITEMS

Approval of Two (2) Special Education Settlement Agreements

Approval is requested of two special education settlement agreements.

I so move.



**WEST CHESTER AREA SCHOOL DISTRICT
Pupil Services Committee**

**March 13, 2023
Spellman Education Center Board Room A
Start: 6:30 pm – Finish: 7:04 pm**

Attending Committee Members:

☒ Joyce Chester ☒ Daryl Durnell ☐ Laura Detre

Other Board Members:

☒ Gary Bevilacqua ☒ Karen Fleming ☒ Karen Herrmann ☒ Sue Tiernan ☒ Stacey Whomsley

Administration:

☒ Kalia Reynolds ☐ Wayne Birster ☒ Melissa Kleiman
☒ Sara Missett ☐ John Scully ☐ Jeff Ulmer

Public Comment: Judi DiFonzo commented on Special Education monitoring.

Items on Agenda:

- Approval of February 13, 2023 Pupil Services Committee Meeting Minutes

Pupil Services Committee Actions/Outcomes to be placed on the March 27, 2023 Board Agenda for approval:

| Agenda Item | Vote |
|--|---------|
| Approval of the February 13, 2023 Pupil Services Committee Meeting Minutes | No vote |

Board Consent Agenda Items: None

Items to be discussed at a later date: None

WEST CHESTER AREA SCHOOL DISTRICT
Property & Finance Committee
 March 27, 2023 – ACTION ITEMS

Approval of Change Orders – Renovations and Additions to Westtown Thornbury Elementary School

Approval is requested for the following Change Orders for the renovations and additions to Westtown Thornbury Elementary School:

| | | |
|-------|---|-------------|
| GC-01 | Time extension for Phase #1-From March 15, 2022 to April 14, 2022 | \$ - |
| GC-02 | Additional spray foam insulation at party wall, per Westtown Township | \$ 6,343.98 |
| GC-03 | Roofing material change | \$17,200.00 |
| GC-04 | Additional stone for construction access road | \$ 6,746.70 |

I so move.

Approval of Change Orders – Renovations and Additions to Glen Acres Elementary School

Approval is requested for the following Change Orders for the renovations and additions to Glen Acres Elementary School:

| | | |
|--------|---|-------------|
| RC-001 | Infill area that has been demolished and decked by others, match existing insulation height with flat and tapered panels, adhere new cover board, cold adhesive install base and cap sheet, and tie into existing roof with Silver Flash and Garmesh. | \$39,020.10 |
| RC-002 | Build up walls to match insulation height, install tapered insulation, cover board, and roofing system at canopy that was demoed. Due to an existing steel beam being attached to the existing window system, a portion of the canopy could not be removed. | \$16,061.00 |

I so move.

-continued on page 2-

Approval to Exonerate 2022-23 Property Taxes, United Way of Chester County

Approval is requested to exonerate the 2022-23 school taxes in the amount of \$10,945.95 from parcel 41-05-1049-000 owned by the United Way of Chester County.

I so move.

Approval of 2023-24 Capital Fund Project Awards

Approval is requested for the following 2023-24 Capital Fund Project Awards:

| <u>Project #</u> | <u>Project Description</u> | <u>Vendor</u> | <u>2023-24 Project Budget</u> | <u>Award Amount</u> |
|------------------|---|---------------------------|-------------------------------|---------------------|
| C-071 | Penn Wood Replace Roof on Gym and Seal Stone Wall | Garvey Roark LLC | \$315,500.00 | \$ 261,114.00 |
| C-073 | Stetson Boiler Replacement | Devine Bros. Inc. | \$280,000.00 | \$ 79,100.00 |
| C-074 | Stetson Replacement of Emergency Generator and Control Wiring | Power Premium Service LLC | \$110,000.00 | \$ 46,671.00 |
| C-077 | Fugett Replacement of Emergency Generator and Control Wiring | Power Premium Service LLC | \$135,000.00 | \$ 59,796.00 |
| C-078 | East Bradford Replacement of Emergency Generator and Control Wiring | Power Premium Service LLC | \$105,000.00 | \$ 36,219.00 |

I so move.

Approval of 2023-24 Capital Reserve Project Awards

Approval is requested for the 2023-24 Capital Reserve Project Awards:

| <u>Project #</u> | <u>Project Description</u> | <u>Vendor</u> | <u>2023-24 Project Budget</u> | <u>Award Amount</u> |
|------------------|---|-------------------------------|-------------------------------|---------------------|
| G-145 | District-wide Fencing Repairs and Replacement | Esch's Fencing LLC | \$ 75,000.00 | \$ 8,979.42 |
| G-145 | District-wide Fencing Repairs and Replacement | Fence-Sense | | \$ 44,250.00 |
| G-146 | District-wide Flooring Replacement | P.C. Curry Floor Covering LLC | \$ 75,000.00 | \$ 63,237.00 |
| G-161 | Penn Wood Music Room Flooring Replacement | P.C. Curry Floor Covering LLC | \$ 34,000.00 | \$ 26,545.00 |
| G-162 | Westtown-Thornbury PA/ Intercom Head End Unit Replacement | Intellicom Systems Inc. | \$ 35,000.00 | \$ 33,975.00 |

I so move.

Committee Meeting Minutes
WEST CHESTER AREA SCHOOL DISTRICT
March 20, 2023 – Property & Finance Committee

Attending Committee Members: Director Bevilacqua-Chair, Director Fleming, Director Herrmann, Director Whomsley

Other Board Members: Director Chester, Director Detre, Director Durnell, Director Tiernan

Administration: Mr. John Scully, Dr. Kalia Reynolds, Mr. Wayne Birster, Mr. Justin Matys, Mr. Michael Wagman, Dr. Sara Missett, Ms. Melissa Kleiman

Also Present: Members of the public

| | | | | |
|---|---|----------------------|--------------------------------------|----------------|
| Action or outcomes from the meeting: (Unless noted, all votes were 4-0.) | | | | |
| Public Comment was made by the following residents on agenda items as indicated: | | | | |
| 1. Rachel Langan – Right to Know | | | | |
| 2. Peggy Schmitt – Budget Reports | | | | |
| The committee approved the February 21, 2023 Property & Finance Committee Minutes. | | | | Mr. Bevilacqua |
| Mr. Scully reviewed the Budget Forecast Model. The 2023-24 changes to expense projections include a reduction in benefit expenses in the amount of \$500,000 and a reduction in Transportation services expense of \$450,986 as a result of better than anticipated fuel bid results. The 2023-24 adjustments result in a \$950,986 reduction in the budget gap and will reduce the 2023-24 millage increase. The reduction in the 2023-24 millage resulted in a zero percent tax increase in Chester County with the tax rate remaining at 22.4364 mills and a 0.1% increase in Delaware County with a tax rate of 9.9424 mills. The Administration will continue to review projections for potential savings that will be used to reduce the millage impact in future years. This is an informational item and no Board action is required. | | | | Mr. Scully |
| Mr. Scully presented the committee with an Application for Naming School District Facilities submitted by Dr. Kevin Fagan for the purpose of naming the Greystone Elementary School Library, The Dr. James R. Scanlon Student Learning Center. The committee recommended approval for the Administration to prepare a cost analysis and report back to the Committee in April. | | | | Mr. Scully |
| Mr. Scully shared an analysis of the right-to-know requests received from July 2022 through February 2023. The report indicated that the District received a total of 92 RTK requests, 10 of which were appealed to the Office of Open Records (OOR) and the District spent \$59,790 in legal fees to various legal firms to satisfy these requests. The committee discussed the report and suggested to summarize topics into general categories. This is an informational item and no Board action is required. | | | | Mr. Scully |
| Mr. Birster reviewed with the committee the 2023-24 capital fund projects to be awarded with the committee's approval: | | | | Mr. Birster |
| <u>Project #</u> | <u>Project Description</u> | <u>Vendor</u> | <u>2023-24 Project Budget</u> | |
| C-071 | Penn Wood Replace Roof on Gym and Seal Stone Wall | Garvey Roark LLC | \$315,500.00 | |
| C-073 | Stetson Boiler Replacement | Devine Bros. Inc. | \$280,000.00 | |

| | | | | |
|-------|---|---------------------------|--------------|--------------|
| C-074 | Stetson Replacement of Emergency Generator and Control Wiring | Power Premium Service LLC | \$110,000.00 | \$ 46,671.00 |
| C-077 | Fugett Replacement of Emergency Generator and Control Wiring | Power Premium Service LLC | \$135,000.00 | \$ 59,796.00 |
| C-078 | East Bradford Replacement of Emergency Generator and Control Wiring | Power Premium Service LLC | \$105,000.00 | \$ 36,219.00 |

The committee recommended approval of the 2023-24 capital fund projects.

Mr. Birster reviewed with the committee the 2023-24 capital reserve projects to be awarded with the committee's approval:

| <u>Project #</u> | <u>Project Description</u> | <u>Vendor</u> | <u>2023-24 Project Budget</u> | <u>Award Amount</u> |
|------------------|---|-------------------------------|-------------------------------|---------------------|
| G-145 | District-wide Fencing Repairs and Replacement | Esch's Fencing LLC | \$ 75,000.00 | \$ 8,979.42 |
| G-145 | District-wide Fencing Repairs and Replacement | Fence-Sense | | \$ 44,250.00 |
| G-146 | District-wide Flooring Replacement | P.C. Curry Floor Covering LLC | \$ 75,000.00 | \$ 63,237.00 |
| G-161 | Penn Wood Music Room Flooring Replacement | P.C. Curry Floor Covering LLC | \$ 34,000.00 | \$ 26,545.00 |
| G-162 | Westtown-Thornbury PA/ Intercom Head End Unit Replacement | Intellicom Systems Inc. | \$ 35,000.00 | \$ 33,975.00 |

Mr. Birster

The committee recommended approval of the 2023-24 capital reserve projects.

Mr. Birster provided the committee with a water quality testing update in accordance with Act 39 of 2018 and advised the committee that testing was completed last year and would continue to be tested on a 2-3 year cycle.

Mr. Birster

Items to be placed on board agenda March 27, 2023:

- Approval of 2023-24 Capital Fund Project Awards
- Approval of 2023-24 Capital Reserve Project Awards

MEMO items for board agenda March 27, 2023:

- Approval of Change Orders – Renovations and Additions to Westtown Thornbury Elementary School
- Approval of Change Orders – Renovations and Additions to Glen Acres Elementary School
- Approval to Exonerate 2022-23 Property Taxes

Items to discuss at a later date: Cost analysis for Library naming, Greystone ES

Next Meeting Date: **April 17, 2023**



WEST CHESTER AREA SCHOOL DISTRICT

Policy Review Committee
March 27, 2023
Action Items

Approval of Revised Policy 200 Enrollment of Students, Second Reading

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

I so move.

Approval of New Policy 202 Eligibility of Nonresident Students, Second Reading

Approval is requested of New Policy 202 Eligibility of Nonresident Students, Second Reading

I so move.

Approval of New Administrative Guideline 200AG4: Residency Investigation/Disenrollment Procedures, Second Reading

Approval is requested of New Administrative Guideline 200AG4: Residency Investigation/Disenrollment Procedures, Second Reading

I so move.

Approval of Revised Policy 000 Board Policy/Procedure/ Administrative Regulations Guidelines, Second Reading

Approval is requested of Revised Policy 000 Board Policy/Procedure/ Administrative Regulations Guidelines, Second Reading

I so move.

Approval of Revised Policy 003.1 Board-Superintendent Relations, Second Reading

Approval is requested of Revised Policy 003.1 Board-Superintendent Relations, Second Reading

I so move.

Approval of Revised Policy 251: Students Experiencing Homelessness, Foster Care or other Educational Instability, First Reading

Approval is requested of Revised Policy 251: Students Experiencing Homelessness, Foster Care or other Educational Instability, First Reading

I so move.

Approval of Revised Policy 830 Electronic Data Storage (formerly known as Breach of Computerized Personal Information), First Reading

Approval is requested of Revised Policy 830 Electronic Data Storage (formerly known as Breach of Computerized Personal Information), First Reading

I so move.

Approval of Revised Approval of Revised Policy 003: Functions, First Reading

Approval is requested of Revised Policy Approval of Revised Policy 003: Functions, First Reading

I so move.

Approval of Revised Policy 004: Membership, First Reading

Approval is requested of Revised Policy 004: Membership, First Reading

I so move.

Approval of Revised Policy 005: Organization, First Reading

Approval is requested of Revised Policy 005: Organization, First Reading

I so move.

Approval of New Administrative Guideline: 005AG1 Board Organization Guidelines, First Reading

Approval is requested of New Administrative Guideline: 005AG1 Board Organization Guidelines, First Reading

I so move.

Approval of Revised Policy 006: Meetings, First Reading

Approval is requested of Revised Policy 006: Meetings, First Reading

I so move.

WEST CHESTER AREA SCHOOL DISTRICT
Policy Review Committee

Policy Review Committee Meeting Minutes

March 20, 2023

Spellman Education Center Board Room

Start: 6:05 pm – Finish: 6:30 pm

Attending Committee Members:

☒ Karen Fleming (chair) ☒ Gary Bevilacqua ☒ Laura Detre ☒ Stacey Whomsley

Other Board Members:

☒ Joyce Chester ☒ Daryl Durnell ☒ Karen Herrmann ☒ Sue Tiernan

Administration:

☒ Kalia Reynolds ☒ Wayne Birster ☒ Melissa Kleiman ☐ Una Martin
☒ Sara Missett ☒ John Scully ☐ Jeff Ulmer ☒ Michael Wagman

Public Comment:

| Name | Agenda Item |
|---------------|-----------------------------------|
| Daniel Gillen | Policy 004-Membership |
| Judi DiFonzo | Policy 200-Enrollment of Students |

Items on Agenda

- Approval of February 21, 2023 Minutes
- Informational item: 200AG7 Home Language Survey to be renumbered 200AG5
- Review and Approval of Revised Policy 251: Students Experiencing Homelessness, Foster Care or other Educational Instability
- Review and Approval of Revised Policy 830 Electronic Data Storage (formerly known as Breach of Computerized Personal Information)
- Informational item: 800AG1: Records Retention Schedule has been revised
- Review and Approval of Policy 003: Functions
- Review and Approval of Revised Policy 004: Membership
- Review and Approval of Revised Policy 005: Organization
- Review and Approval of New Administrative Guideline: 005AG1 Board Organization Guidelines
- Review and Approval of Revised Policy 006: Meetings
- Review and Approval of Revised Policy 006.1: Attendance at Meetings via Electronic Communication
- Review and Approval of Revised Policy 006.2: Rules or Order
- Review and Approval of Revised Policy 006.3: Broadcasting Board Meetings

Policy Review Committee Actions/Outcomes

| Agenda Item | Vote |
|--|------|
| Approval of February 21, 2023 Minutes | 4-0 |
| Approval of revised Policy 251: Student Experiencing Homelessness, Foster Care, or other Educational Instability | 4-0 |
| Approval of revised Policy 830 Electronic Data Storage (formerly known as Breach of Computerized Personal Information) | 4-0 |
| Approval of revised Policy 003: Functions | 4-0 |
| Approval of revised Policy 004: Membership | 4-0 |
| Approval of revised Policy 005: Organization | 4-0 |
| Approval of New Administrative Guideline: 005AG1 Board Organization Guidelines | 4-0 |
| Approval of revised Policy 006: Meetings | 4-0 |

Next Meeting: **Monday, April 17, 2023**

March Board Consent Agenda items:

- Revised Policy 200 Enrollment of Students, 2nd reading
- New Policy 202 Eligibility of Nonresident Students, 2nd reading
- New Administrative Guideline 200AG4: Residency Investigation/ Disenrollment Procedures, 2nd reading
- Revised Policy 000 Board Policy/Procedure/ Administrative ~~Regulations~~ Guidelines, 2nd reading
- Revised Policy 003.1 Board-Superintendent Relations, 2nd reading



| | |
|---------------------|---|
| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Enrollment of Students |
| Code | 200 |
| Status | Second Reading |
| Adopted | August 1, 2015 |
| Last Revised | July 27, 2020 |
| Prior Revised Dates | 12/15/2014, 4/23/2018, 8/2/2017, 9/6/2019 |

Authority

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

Definitions

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

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

Beginners are students entering the lowest grade above kindergarten.

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

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

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

Guidelines

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

The district shall not enroll a student until the parent/guardian has submitted proof of student's age, residence, and immunizations, **and** a completed Parental Registration Statement, as required by law and regulations.

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

The district shall immediately enroll students experiencing homelessness, foster care and other forms of educational instability, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy, law and regulation.

The district shall not inquire about the immigration status of a student as part of the enrollment process.

Enrollment requirements and administrative guidelines shall apply to nonresident students approved to attend district schools in accordance with Board policy.

Students with disabilities shall be entitled to attend district schools in accordance with their Individualized Education Program (IEP) and applicable state and federal laws and regulations.

School Age Requirements

Kindergarten –

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

The district is not required to admit a child to kindergarten whose age is less than the district's established admission age for kindergarten students.

Beginners/First Grade –

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

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

The district may admit as a beginner into the first grade a child who is five (5) years old and demonstrates readiness for entry by the first day of the school term, upon the written request of the parent/guardian, recommendation of the district psychologist, and approval of the Superintendent.[\[7\]](#)

A child moving into the district who is not eligible for admission as a beginner who was already attending first grade may be considered for first grade placement based on the child's previous experience and the program's compatibility with the district's program.

The district is not required to admit as a beginner any child whose age is less than the district's established admission age for beginners. [7]

Early Admission

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

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

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

The Superintendent or designee may make special exceptions for students not meeting the age requirements for admission, who transfer from program in other school districts, and may promulgate administrative guidelines.

Special Education (Note: Moves under next section on enrollment requirements)

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

Enrollment Requirements of Resident Students

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

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

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

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

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

~~2. Immunizations required by law~~

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

3. Proof of residency

Acceptable documentation includes: a deed, a lease, **a multiple occupancy form (200AG3) when the parent/guardian is residing in the home of another district resident**, current utility bill, current credit card bill, property tax bill, vehicle registration, driver's license, or DOT identification card. The district may require that more than one (1) form of residency confirmation be provided. In verifying residency, the district shall require only such information as is deemed reasonable in light of a family's circumstances.

4. Parental Registration Statement

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

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

5. Home Language Survey

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

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

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

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

Homeless Students

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

Emancipated Minor

Emancipated minors, **students under the age of twenty-one (21) who have established a residence apart from parent/guardian may** and ~~unaccompanied homeless students may~~ enroll without any additional assistance from a parent/guardian.

Immigrant Students

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

Custody Agreements

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

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

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

Enrollment and Placement of Twins and Higher Order Multiple Siblings **(covered under policy 206)**

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

Preadoptive and Adoptive Students **(moved to new Policy 202)**

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

Students of Military Personnel **(moved to new Policy 202)**

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

Special Education **(Note: moved here from last section)**

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

Students and Families With Limited English Proficiency

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

Address Confidentiality Program (ACP)

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

Enrollment Requirements of Nonresident Students **Note: The following sections were MOVED TO NEW POLICY 202 Eligibility of Nonresident Students**

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

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

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

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

~~Tuition rates shall be determined in accordance with statute, if applicable.~~[\[25\]](#)[\[26\]](#)[\[27\]](#)

Students Living With Resident Adult Other Than Parent

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

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

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

Students Placed in Resident's Home/Foster Care

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

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

Students as Residents of Institutions

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

Students Incarcerated in Adult Facilities

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

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

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

Future Residents

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

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

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

Former Residents

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

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

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

Delegation of Responsibility

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

The Superintendent or designee shall develop and disseminate administrative guidelines for the enrollment of eligible students in district schools.

Legal

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



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|---------|-------------------------------------|
| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Eligibility of Nonresident Students |
| Code | 202 |
| Status | Second Reading |

Purpose

The Board shall operate district schools for the benefit of students residing in this district who are eligible for attendance.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Authority

The Board may permit the admission of nonresident students in accordance with Board policy.[\[4\]](#)[\[5\]](#)[\[6\]](#)

The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of full residential support be filed with the Superintendent or designee before an eligible nonresident student may be accepted as a student in district schools. The district may require a resident to submit additional, reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the PA Department of Education.[\[7\]](#)[\[8\]](#)

The district reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid.[\[7\]](#)

If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school after notice is given of an opportunity to appeal the student's removal, in accordance with Board policy and administrative guidelines.[\[7\]](#)[\[9\]](#)

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

Tuition rates shall be determined annually in accordance with statute, if applicable. Tuition shall be charged monthly, in advance of attendance.

Guidelines

Nonresident Students may be admitted under the following circumstances:

Nonresident Students Living With Resident Adult Other Than Parent

When a student is living with a district resident, who is supporting the child without personal compensation (gratis), the student may attend the district's schools, provided the resident makes application and supplies required enrollment information.[\[2\]](#)

In addition to the required enrollment documentation, the district resident shall supply one of the following:

1. A sworn statement by the resident consistent with law; or
2. Appropriate legal documentation to show dependency or guardianship.

The district may require other information to be submitted by the resident to substantiate the sworn statement.[\[2\]](#)

Once the documentation is provided, the district will enroll the child and permit the student to begin to attend school without delay, but in no case more than five (5) school days.[\[2\]](#)[\[23\]](#)

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

Nonresident Children Placed in Resident's Home

Any child placed in the home of a district resident by a court or government agency shall be admitted to district schools and shall receive the same benefits and be subject to the same responsibilities as resident students.[\[12\]](#)[\[13\]](#)

Residents of Institutions

A child who is living in or assigned to a facility or institution for the care or training of children that is located within this the district is not a legal resident of the district by such placement; but the student shall be admitted to district schools, and a charge shall be made for tuition in accordance with law.[\[10\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)

Incarcerated Juveniles

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

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

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

Students Experiencing Educational Instability

The district shall immediately admit students experiencing homelessness, foster care and other forms of educational instability, even if the required documents are unavailable, in accordance with Board policy, law and regulation.[\[13\]](#)[\[21\]](#)

Prospective Residents

A nonresident student whose parent/guardian has executed a contract to buy, build or rent a residence in the district for occupancy may be enrolled without payment of tuition at the beginning of the school year, provided that the anticipated date of residency is not later than November 1 of the same school year.

If the student does not become a resident of the district by November 1, the student shall be withdrawn from school or tuition shall be required until residency is established.

Parents/Guardians of students who claim admission on the basis of future residency shall be required to demonstrate proof of the anticipated residency, which make include documentation of property purchase, construction contract or a lease/rental agreement.

Transportation shall be the responsibility of the student until residency is established within the district.

Former Residents

A resident student who cease to live within the boundaries of the district after April 1 shall be allowed to finish the school year without the payment of tuition.

A resident student who cease to live within the boundaries of the district prior to April 1 may be allowed to finish the school year without the payment of tuition, upon approval of the Superintendent or designee.

Transportation shall be the responsibility of the student.

Foreign Exchange Students

Foreign exchange students shall be admitted to district schools in accordance with Board policy and law.

Other Nonresident Students

A nonresident student may be admitted to district schools without payment of tuition where attendance is justified on the grounds that the student lives full-time and not just for the school year with district residents who have assumed legal dependency or guardianship or full residential support of the student. [7]
[8]

Delegation of Responsibility

The Superintendent or designee shall develop administrative guidelines for the enrollment of nonresident students, payment of tuition, verification of claims and disenrollment.

The Superintendent shall report to the Board for its information the enrollment of nonresident students.

NOTES:

Incarcerated Juveniles

Convicted – SC 1306.2, 1318

Charged – SC 1306.2

Legal

- [1. 24 P.S. 501](#)
- [2. 24 P.S. 502](#)
- [3. 24 P.S. 503](#)
- [4. 24 P.S. 1301](#)
- [5. 24 P.S. 1316](#)
6. Pol. 200
- [7. 24 P.S. 1302](#)
- [8. 22 PA Code 11.19](#)
9. Pol. 906
- [10. 24 P.S. 2561](#)
11. Pol. 607
- [12. 24 P.S. 1305](#)
- [13. 24 P.S. 1331.1](#)
- [14. 24 P.S. 1306](#)
- [15. 24 P.S. 1307](#)
- [16. 24 P.S. 1308](#)
- [17. 24 P.S. 1309](#)
- [18. 24 P.S. 1310](#)
- [19. 24 P.S. 2562](#)
- [20. 22 PA Code 11.18](#)
21. Pol. 251
- [24 P.S. 1306.2](#)
- [24 P.S. 2503](#)
- [22 PA Code 11.41](#)
- Pol. 103
- Pol. 103.1



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|---------|--|
| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Residency Investigation/Disenrollment Procedures |
| Code | 200AG4 |
| Status | Second Reading |

Investigations

The district reserves the right to conduct an investigation to determine if an enrolled student and their parents/guardians reside within the boundaries of the school district.

When a validity of residence question arises, the building principal or designee will compile all relevant information and submit the information to a district administrator designated by the Superintendent.

The designated administrator will determine whether or not to conduct further investigation and the nature and scope of the investigation.

The designated administrator may perform an investigation to determine the legitimacy of a claimed residence, which may include, but is not limited to, verification of information with the federal, state, and/or local public and/or private agencies and/or government units, third parties, social agencies, and/or schools, home visits, surveillance, communications with the family and/or use of a private investigator.

Disenrollment procedures

If the designated administrator concludes the student is no longer a resident of the district or is no longer eligible for enrollment in the district, the designated administrator shall notify the parents/guardians, in writing, by certified mail, of disenrollment.

A notice of disenrollment shall include:

1. A brief statement of the evidence considered;
2. The designated administrator's conclusion;
3. Notice that the parents/guardians may appeal the conclusion to the Superintendent or designee by delivery of a written appeal to the Superintendent or designee by a certain date, not less than five (5) school days from the date of mailing of the letter; and
4. Notice that the student will be disenrolled effective on a certain date, not less than five (5) school days from the date of mailing of the letter.

If there is no appeal, the student shall be disenrolled on the date specified in the notice of disenrollment.

In the event an appeal is received by the date specified in the notice of disenrollment, an informal hearing will be scheduled before the Superintendent or designee. At least three (3) days' written notice of the time and place of the informal hearing will be given by certified mail, to the parents/guardians. The hearing notification will include:

1. Notice of the reasons for the disenrollment.
2. The parent/guardian may be represented by legal counsel at their own expense.
3. The parent/guardian may question any witnesses present at the informal hearing.
4. The parent/guardian may speak and present evidence and/or witnesses on their own behalf at the informal hearing.

Following the informal hearing, the Superintendent or designee shall notify the parents/guardians in writing by certified mail of the final determination. If the decision requires disenrollment, it will be effective immediately.

During the pendency of the appeal to the Superintendent or designee, the student may remain enrolled in the district's school.

Parents/guardians who have been determined to have illegally enrolled a student in the district may be billed for tuition costs on a per diem basis from the first day the student was not eligible for enrollment in the district until day that the student is disenrolled from the district. Parents/guardians may also be billed for investigation costs and may be prosecuted for falsifying information.

Other remedies

When a dispute arises regarding enrollment of a student, the individual attempting to enroll the student may utilize the enrollment complaint process provided by the Pennsylvania Department of Education, by contacting the department at the following address:

School Services Unit
Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126
Phone: 717-783-6788



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|---------------|--|
| Book | Policy Manual |
| Section | 000 Local Board Procedures |
| Title | Board Policy/Procedure/Administrative Regulations GUIDELINES |
| Code | 000 |
| Status | Second Reading |
| Adopted | August 1, 2015 |
| Last Reviewed | November 24, 2014 |

Authority

The policies and procedures adopted by the Board establish the general parameters within which the daily operations of the school district are to be governed. Administrative regulations **guidelines** for carrying out and implementing Board policies are developed and implemented by the administration, under the direction of the Superintendent. As applicable, all members of the school community are expected to comply with both Board policy and administrative regulations, **also known as administrative guidelines**, subject to stated limitations and exceptions. However, failure of the Board or the administration to comply with policy or procedure shall not invalidate any lawful action taken.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Contents

Policies of the Board may consist of the following separate documents:

1. Procedures and policies contained in the adopted Policy Manual.
2. Strategic **Comprehensive** Plan.
3. Courses of study in district schools.
4. List of authorized textbooks.
5. Code of Student Conduct/Disciplinary Action Schedule.
6. Job descriptions adopted by the Board.
7. Administrative Compensation Plan.
8. Any other documents the Board determines to be policy.

Administrative regulations **guidelines** are not part of Board policy and may be altered by the administration without Board action. Administrative regulations **guidelines** shall not conflict with Board policy or with applicable law.

Limitations

Board policies and procedures and administrative ~~regulations~~ **guidelines** are not intended and shall not be construed to supersede or preempt any applicable law. All Board policies and administrative ~~regulations~~ **guidelines** shall be interpreted and administered in a lawful manner. The Board shall make the final interpretation of its policies, and the administration shall make the final interpretation of its ~~regulations~~ **guidelines** .

Board policies and procedures and administrative ~~regulations~~ **guidelines** are limited by legal constraints, as are the rights of those to whom Board policies and administrative ~~regulations~~ **guidelines** apply, and are not intended to give an individual a cause of action not independently established in law.

Board policies and procedures and administrative ~~regulations~~ **guidelines** shall not preempt, create, supplant, expand, or restrict the rights or liabilities of students, employees, residents, or others within the school community beyond those established in law.

Rules of Construction

In ascertaining the intent of the Board in adopting a policy or procedure, or of the administration in establishing a ~~regulation~~ **guideline**, the following presumptions, among other legally applicable presumptions, may be used:

1. That neither the Board nor the administration intends a result that is absurd, impossible of execution, or unreasonable.
2. That neither the Board nor the administration intends to violate federal or state Constitutions or any other applicable law.

If any policy or procedure or administrative ~~regulation~~ **guideline** can be given multiple interpretations, the Board and the administration intend that only constitutional and lawful interpretations shall be valid, and that neither an unconstitutional nor an unlawful interpretation was intended.

Legal

[1. 24 P.S. 407](#)

[2. 24 P.S. 510](#)

3. Pol. 009



| | |
|---------------|----------------------------------|
| Book | Policy Manual |
| Section | 000 Local Board Procedures |
| Title | Board - Superintendent Relations |
| Code | 003.1 |
| Status | Second Reading |
| Adopted | August 1, 2015 |
| Last Reviewed | November 24, 2014 |

Purpose

The Board believes that the legislation of policies is the most important function of a School Board and that the implementation of the policies should be the function of the Superintendent.

Authority

The Board shall delegate executive powers to the Superintendent in order to provide freedom for the Superintendent to manage district schools within the policies established by the Board and to free the Board to devote its time to establishing policy.

Delegation of Responsibility

The Board holds the Superintendent responsible for implementing Board policies within established administrative regulations **guidelines** and for keeping the Board informed about district operations. The Superintendent shall be the liaison between the Board and district staff. Board members requesting information shall notify the Superintendent or designee, who shall delegate this request to the appropriate central office administrator. Copies of the request shall be given to the Board President and relevant committee chairperson.

In ~~his/her~~ **an** efforts to keep the Board informed, the Superintendent shall notify Board members promptly of any happenings of an emergency nature occurring in district schools.

The Superintendent shall be the chief school administrator of the district and shall report all significant developments and actions to the Board at the first reasonable opportunity.

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| Legal | Pol. 003 |
|-------|----------|



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|---------------------|---|
| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Students Experiencing Homelessness, Foster Care and Other Educational Instability |
| Code | 251 |
| Status | First Reading |
| Adopted | August 1, 2015 |
| Last Revised | February 27, 2023 |
| Last Reviewed | September 28, 2015 |
| Prior Revised Dates | 4/23/2018 |

Purpose

The Board recognizes the challenges encountered by students experiencing homelessness, foster care, and other educational instability. The Board is committed to facilitating immediate enrollment, addressing barriers to attendance, education, and graduation; and providing supports in compliance with federal and state law, regulations and Board policy, for such students. [\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]\[8\]](#)

Authority

The Board directs the district to collaborate with school staff, other school districts, local agencies and other entities in supporting the needs of students experiencing educational instability.

Students experiencing educational instability shall have equal access to the same educational programs, activities and services provided to other district students. [\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]](#)

The Board authorizes the Superintendent to waive specific requirements in Board policies, procedures, and administrative regulations to the extent that they create barriers for the enrollment and attendance of students experiencing educational instability. Such waivers may include, but are not limited to, requirements regarding: [\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]](#)

1. Dress code.[\[9\]](#)
2. Transportation.[\[10\]](#)
3. School-sponsored or extracurricular activities for which students meet placement and qualification requirements, including, but not limited to, clubs, athletics, performing arts, class trips, social events, career and technical education, internships and specialized classes.[\[11\]\[12\]\[13\]\[14\]\[15\]\[16\]\[17\]](#)
4. Fees related to school-sponsored or extracurricular activity participation fees, and other fees including, but not limited to, school identification (badges, cards, etc.), uniforms, materials, lost or damaged items, athletic physical exams, parking or driving, food services, library, locker or padlock rental or

replacement, summer school or credit recovery, technology and graduation regalia.[9][13][14][15][18][19][20][21][22]

5. Graduation.[19]

6. Registration deadlines.

It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on their status as a student experiencing educational instability.

Definitions

Student Experiencing Educational Instability means a student who has experienced one (1) or more changes in school enrollment during a single school year as a result of any of the following:[4]

1. Homelessness as defined under the law and as determined by the district.[1][3][7]
2. An adjudication of:[23][24]
 - a. Dependency relating to child protective services and juvenile matters;
 - b. Delinquency, if disclosed by the student or the student's parent/guardian; or
 - c. As part of court-ordered services under a voluntary placement or custody agreement.

A student experiencing foster care may also qualify as a student experiencing educational instability as defined above, if such circumstances apply.[25]

Enroll or Enrollment means attending classes and participating fully in school activities.[26]

Additional costs means the difference between what the district spends to transport a resident student to the student's assigned school and the cost to transport a child in foster care to the child's school of origin.

Foster care means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption or whether there is federal matching of any payments that are made.[25]

Homeless children and youth means individuals who lack a fixed, regular and adequate nighttime residence, and includes:[26]

1. Children and youths who are:
 - a. Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
 - b. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
 - c. Living in emergency, transitional or domestic violence shelters; or
 - d. Abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
4. Migratory children who qualify as homeless because they are living in circumstances described above; and,
5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

Unaccompanied youth means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.[\[26\]](#)

School of origin is the school in which the student experiencing educational instability was last enrolled.

- The school of origin for a *homeless child or youth* - the last school in which the homeless child or youth was enrolled when permanently housed or the school in which the homeless child or youth was last enrolled, including preschool.[\[27\]](#)
- The school of origin for a *child in foster care* - the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin is the school the child is attending immediately prior to each change in placement.[\[8\]](#)
- When the homeless child or youth, or child in foster care, completes the final grade level served by the school of origin, the school of origin shall become the designated receiving school at the next grade level for all feeder schools.

Delegation of Responsibility

The Board designates the Superintendent or designee to serve as the district's point of contact for students experiencing educational instability.[\[4\]\[5\]\[27\]](#)

The name and contact information of the district's point of contact shall be included in the student's education records and provided to the student's education decision maker.[\[4\]](#)

The district's point of contact shall ensure outreach and coordination with the following, as appropriate to each individual student's needs: [\[4\]\[5\]\[27\]](#)

1. Local children and youth agency.
2. Other local service agencies and entities that provide services to students experiencing educational instability.
3. Other school districts on issues of prompt identification, transfer of records, transportation and other inter-district activities.
4. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[\[11\]\[28\]](#)
5. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's point of contact, in consultation with the school counselor, school social worker, home and school visitor or school psychologist and the student's Individualized Education Program (IEP) team or Section 504 Team, shall:[\[4\]](#)

1. Facilitate the student's expedited consultation with the school counselor or other mental health professionals, as appropriate.

2. Facilitate the prompt placement of the student in appropriate courses.
3. Connect the student with appropriate educational services.
4. Immediately request the prior school entity, county agency and the student's education decision maker to provide the complete student information and records, including an IEP or Section 504 service agreement, if applicable. Within ten (10) business days, the prior school entity located within Pennsylvania shall provide the requested information and records to ensure proper transfer of course credits, grades and an IEP or Section 504 service agreement, if applicable.
5. Develop and execute a graduation plan in collaboration with the student in grades nine (9) through twelve (12) to support the student in graduating. The graduation plan shall be included in the student's education records.

Additional Responsibilities to Support Homeless Students-

The district's point of contact shall ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents/guardians of homeless children and youths, and unaccompanied youths, including schools, shelters, public libraries and soup kitchens. Such notice shall be provided in a manner and form understandable to the parents/guardians of homeless children and youths, and unaccompanied youths.[\[27\]](#)

The district's point of contact shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.[\[27\]](#)

Training

The district's point of contact shall provide professional development and training to school staff on the education needs of students experiencing educational instability.

Additional Training to Support Homeless Students -

The district's point of contact shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.[\[27\]](#)

The district's point of contact shall arrange professional development programs for school staff.[\[27\]](#)

Guidelines

Students enrolled in this district experiencing educational instability shall be provided support and services, as appropriate to each individual student's needs, in accordance with Board policy.[\[4\]](#)

Minimal documentation shall be required for a student experiencing educational instability to qualify for supports and services. Information used to determine that a student is experiencing educational instability may be confirmed verbally, in writing or by another manner by shelter providers, outreach workers, case managers, juvenile probation officers and others.

Parents/Guardians and students have the authority to determine what information shall be shared with the district.

Information related to the student's educational instability status shall be confidential and disclosed by the point of contact or other administrators only to other school staff who have a legitimate need to know unless authorized by the student or parent/guardian.[\[29\]](#)[\[30\]](#)

Enrollment

Except when an unaccompanied youth or the parents/guardians of a homeless youth request otherwise, it shall be presumed that a student experiencing educational instability shall continue to be enrolled in their school of origin unless it is determined that it is not in the student's best interest to remain in the school of

origin.[5][27]

In accordance with the homeless child's or youth's best interest, the district shall continue to enroll a homeless student in the student's school of origin within the district while the student remains homeless and through the end of the academic year in which the student obtains permanent housing.[27]

An unaccompanied youth or the parents/guardians of a homeless student may request enrollment in the grade-appropriate school with the district where the student is actually living or a school of origin in another district.[27]

The district's point of contact shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where the student will be enrolled.[27]

Best Interest Determination -

The best interest determination shall be made in accordance with federal and state laws and regulations, court orders and established local procedures.

In making a best interest determination, the district shall:[5][27]

1. Presume the school of origin is in the best interest of the homeless youth or unaccompanied youth, unless when the unaccompanied youth or the parents/guardians of a homeless youth request otherwise.
2. Consider student-centered factors related to the child's best interest, such as the impact of mobility on achievement, education, appropriateness of the current educational setting, health and safety, and proximity to living arrangements including foster care placement.

The cost of transportation shall not be used as a factor in the best interest determination.

Timeliness of Enrollment -

When a school receives a student experiencing educational instability, the school shall immediately enroll the student and begin instruction, even if:[4][5][7][29][30][31][32][33][34][35]

1. The student is unable to produce records normally required for enrollment.[27][31]
2. The application or enrollment deadline has passed.[27][31][32]

The district's point of contact shall immediately contact the school last attended by the student to obtain relevant academic or other records.[27]

The district may require a parent/guardian to submit contact information.

Grade Level Assignment -

If the district is unable to determine the student's grade level due to missing or incomplete records, the district may administer tests or utilize appropriate means to determine the student's assignment within the school.[36]

Dispute Resolution

If a dispute involving a student experiencing educational instability arises, the concern shall be addressed and/or resolved in accordance with Board policies, law and regulations, unless otherwise stated below.[37]

Dispute Resolution for Homeless Students -

If the district determines that it is not in the student's best interest to attend the school of origin or the school requested by the unaccompanied youth or parent/guardian, the district shall provide the unaccompanied youth or parent/guardian with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the unaccompanied youth or parent/guardian and shall include information regarding the right to appeal.[27]

If a dispute arises over eligibility, enrollment or school selection: [\[27\]](#)

1. The parent/guardian or unaccompanied youth shall be referred to the district's point of contact, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The district's point of contact shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

Dispute Resolution for Students in Foster Care -

If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in their school of origin, pending resolution of the dispute. [\[2\]](#)[\[38\]](#)

Education Records

Information about a student's educational instability shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information. [\[29\]](#)[\[30\]](#)[\[39\]](#)

Comparable Services

Students experiencing educational instability shall be provided services comparable to those offered to other district students including, but not limited to: [\[3\]](#)[\[27\]](#)[\[40\]](#)

1. Transportation services. [\[10\]](#)
2. School nutrition programs. [\[21\]](#)
3. Career and technical education. [\[12\]](#)
4. Educational programs for which the student meets the eligibility criteria, such as:
 - a. Services provided under Title I or similar state or local programs. [\[41\]](#)
 - b. Programs for English Learners. [\[42\]](#)
 - c. Programs for students with disabilities. [\[11\]](#)
 - d. Programs for gifted and talented students. [\[16\]](#)

Transportation for Homeless Students

The district shall provide transportation for homeless students to their school of origin or the school they attend in the district. [\[3\]](#)[\[10\]](#)[\[27\]](#)

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation. [\[27\]](#)

Transportation for Students in Foster Care -

The district shall ensure that children in foster care needing transportation to their school of origin promptly receive transportation in a cost-effective manner. [\[6\]](#)[\[10\]](#)

To ensure that transportation for children in foster care to their school of origin is provided, arranged, and funded, the district shall collaborate with the local children and youth agency to develop a local transportation plan.[\[6\]](#)

The transportation plan shall address the following:[\[6\]](#)

1. The procedure the district and local children and youth agency will follow to provide transportation for children in foster care in a cost-effective manner and in accordance with applicable law.[\[8\]](#)
2. How transportation costs will be covered if additional costs are incurred.
3. Dispute resolution procedures to ensure that any disagreements regarding the cost of transportation are resolved promptly and fairly, and do not impact a student's ability to remain in the school of origin during the dispute resolution process.

The district shall submit the local transportation plan, including any updates or revisions, to the Pennsylvania Department of Education.

Transportation shall be provided to children in foster care in accordance with the local transportation plan regardless of whether transportation is provided to district students.

Course Credit and Graduation

The district shall collaborate with each student experiencing educational instability in grades nine (9) through twelve (12) to develop and execute a graduation plan to facilitate the student's timely graduation. The district's efforts to ensure that the student experiencing educational instability graduates in a timely manner may include:[\[4\]](#)[\[5\]](#)[\[6\]](#)

1. Waiving a specific course required for graduation if similar coursework has been satisfactorily completed in another school entity or the student has demonstrated competency in that content area. Evidence as to whether coursework has been satisfactorily completed and the amount of full or partial credit assigned, may be determined through any of the following:[\[4\]](#)[\[19\]](#)
 - a. Competency demonstration by the student.
 - b. Performance on an examination.
 - c. Successful completion of a career and technical education course.
 - d. Other evidence or method determined appropriate by the district.
2. If a specific course requirement cannot be waived, the district shall provide an alternative or modified course of study that is currently offered to students and that will assist the student with acquiring the required work or competency requirements by the anticipated graduation date.
3. If, after considering full and partial course credits, waiving courses or providing alternative courses of study, the district determines that the student meets the established graduation requirements, the student shall be allowed to participate in the graduation ceremony and graduate with their peers.

If the student is determined not eligible for graduation, the district may request a high school diploma from the prior school entity. The prior school entity may issue a diploma if the student meets the prior school entity's graduation requirements.

Keystone Diploma –

In any school year for which demonstration of proficiency on a Keystone exam is required for graduation, a student who has successfully satisfied the graduation requirements may obtain a secondary school diploma known as the Keystone Diploma from the PA Department of Education, if both of the following provisions apply:[\[4\]](#)[\[43\]](#)

1. All other graduation options have been exhausted.
2. The student is unable to obtain a diploma from the student's prior or receiving school entity.

The district's point of contact shall assist the student in determining the student's eligibility for a Keystone Diploma and, if eligible, obtaining the Keystone Diploma from the PA Department of Education.[\[4\]](#)[\[43\]](#)

Students with Disabilities –

Students experiencing educational instability who have an IEP shall maintain the right to special education and the right to graduate either through attainment of credits or through the completion of the goals established in their IEP.[\[11\]](#)[\[19\]](#)

Students with an IEP may elect to remain in school until age twenty-one (21) even if the district determines there is an earlier pathway to graduation. Such students may participate in the graduation ceremony with their current graduating class, even if the student elected to remain in school.[\[19\]](#)

Legal

- [1. 22 PA Code 11.18](#)
- [2. 24 P.S. 1305](#)
- [3. 24 P.S. 1306](#)
- [4. 24 P.S. 1331.1](#)
- [5. 20 U.S.C. 6311](#)
- [6. 20 U.S.C. 6312](#)
- [7. 42 U.S.C. 11431 et seq](#)
- [8. 42 U.S.C. 675](#)
9. Pol. 221
10. Pol. 810
11. Pol. 113
12. Pol. 115
13. Pol. 121
14. Pol. 122
15. Pol. 123
16. Pol. 114
17. Pol. 231
18. Pol. 124
19. Pol. 217
20. Pol. 223
21. Pol. 808
22. Pol. 110
- [23. 23 Pa. C.S.A. 6301 et seq](#)
- [24. 42 Pa. C.S.A. 6301 et seq](#)
- [25. 45 CFR 1355.20](#)
- [26. 42 U.S.C. 11434a](#)
- [27. 42 U.S.C. 11432](#)
28. Pol. 103.1
29. Pol. 113.4
30. Pol. 216
31. Pol. 200
32. Pol. 201
33. Pol. 203
34. Pol. 204
35. Pol. 209
36. Pol. 206
37. Pol. 906
38. Pol. 202
- [39. 20 U.S.C. 1232g](#)
40. Pol. 146

41. Pol. 918

42. Pol. 138

[43. 24 P.S. 121](#)

[20 U.S.C. 6301 et seq](#)

[22 PA Code 403.1](#)

[34 CFR Part 99](#)

[67 Fed. Reg. 10698](#)

PA Education for Homeless Children and Youth State Plan

[Basic Education Circular, August 1, 2022: Act 1 of 2022 - Assisting Students Experiencing Education Instability](#)

Ensuring Educational Stability for Foster Care Youth - Transportation Plan Guide



| | |
|---------------|---|
| Book | Policy Manual |
| Section | 800 Operations |
| Title | Electronic Data Storage (formerly known as Breach of Computerized Personal Information) |
| Code | 830 |
| Status | First Reading |
| Adopted | August 1, 2015 |
| Last Reviewed | July 27, 2015 |

Purpose

~~With the increased reliance upon electronic data, and the maintenance of personal information of students and employees in electronic format, the Board is concerned about the risk of a breach in the district's electronic system security and the possible disclosure of personal information. This policy addresses the manner in which the district will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information.~~

Authority

~~The Board directs that district administrators shall provide appropriate notification of any computerized system security breach of district owned or utilized equipment to any state resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons.~~[\[1\]](#)

Definitions

~~**Breach of the system's security** — unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the district as part of the database of personal information regarding multiple individuals and that the district reasonably believes has caused or will cause loss or injury to any state resident. Good faith acquisition of personal information by an employee or agent of the school district for the purpose of the district is not a breach of the security of the system if the personal information is not used for a purpose other than the lawful purpose of the district and is not subject to further unauthorized disclosure.~~[\[2\]](#)

~~**Encryption** — the use of an algorithmic process to transform data into a form in which there is low probability of assigning meaning without use of a confidential process or key.~~[\[2\]](#)

~~**Individual** — means any natural person, not an entity or company.~~

~~**Personal information** — includes an individual's first name or first initial and/or last name in combination with and linked to any one or more of the following, when not encrypted or redacted:~~[\[2\]](#)

1. Social security number.

2. Driver's license number or state identification card number issued instead of a driver's license.

3. Financial account number, credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account.

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state, or local government, or public records.[3]

Records means any material, regardless of its physical form, on which information is recorded or preserved by any means, including written or spoken words, graphically depicted, printed or electromagnetically transmitted. This term does not include publicly available directories containing information that an individual has voluntarily consented to have publicly disseminated or listed, such as name, address, or telephone number.[2]

Redact the term includes, but is not limited to, the alteration or truncation such that no more than the last four (4) digits of a Social Security number, driver's license number, state identification card number, or account number is accessible as part of the data.[2]

Delegation of Responsibility

The Superintendent or his/her designee shall ensure that the district provides notice of any system security breach, following discovery, to any state resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed and acquired by an unauthorized person. Such notice shall be made without a reasonable delay, except when a law enforcement agency determines and advises the district in writing that the notification would impede a criminal or civil investigation, or the district must take necessary measures to determine the scope of the breach and to restore the reasonable integrity of the data system. The district will also provide notice of the breach if the encrypted information is accessed and acquired in an unencrypted form, if the security breach is linked to a breach of security of the encryption, or if the security breach involves a person with access to the encryption key.[4]

Guidelines

The district will provide notice by at least one (1) of the following methods:[2][4]

1. Written notice to last known home address for the individual.
2. Telephone notice if the individual can be reasonably expected to receive the notice and the notice is given in a clear and conspicuous manner; describes the incident in general terms; verifies the personal information but does not require the individual to provide personal information; and provides a telephone number to call or Internet website to visit for further information or assistance.
3. Email notice, if a prior relationship exists and the school district has a valid email address for the individual.
4. Substitute notice if the district determines that the cost of notice exceeds \$100,000, the affected individuals exceed 175,000 people, or the district does not have sufficient contact information. Substitute notice shall consist of an email notice, conspicuous posting of the notice on the district's website, and notification to major statewide media.
5. If the district provides notification to more than 1,000 persons at one (1) time, the district shall also notify all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis of the timing, distribution and number of notices, without unreasonable delay.[5][6]

Purpose

The Board is committed to the secure management of the district's electronic data to ensure the confidentiality, integrity, and the availability of the data for all district users.

Delegation of Responsibility

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

Definitions

Sensitive Electronic Data – electronic data stored by the District that includes student records, employee records, financial records, and any other confidential or sensitive information.

Transitory Electronic Data – temporary electronic data not regularly stored by the District including, but not limited to, website cookie data, social media posts, live chat, deleted messages, and video surveillance that has not been purposefully saved.

Personal Information - An individual's first name or first initial and last name in combination with and linked to any one or more of the following data elements when the data elements are not encrypted or redacted:

- (i) Social Security number.
- (ii) Driver's license number or a State identification card number issued in lieu of a driver's license.
- (iii) Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account.
- (iv) Medical information.
- (v) Health insurance information.
- (vi) A user name or e-mail address, in combination with a password or security question and answer that would permit access to an online account.

Guidelines

Data Security Controls

The Superintendent, or their designee, shall utilize appropriate technical controls including firewalls, virus/malware detection, network access controls, user access controls, intrusion detection systems, encryption, and/or regular software updates to maintain the integrity and security of all of the District's electronic data.

Access Controls

Sensitive electronic data shall be accessible to individual users on a need-to-know basis only. The Superintendent, or their designee, shall ensure that technical controls are utilized to effectively restrict access to sensitive electronic data to individuals with a legitimate educational or operational purpose to access such data.

Backups

The Superintendent, or their designee, shall ensure that the District maintains regular and up-to-date backups of all sensitive electronic data, and that such back-ups are stored either offline or are sent to secure off-site storage.

Vendors

The District may engage vendors who will have access to sensitive electronic data. In such cases, the Superintendent, or their designees, shall ensure that the vendor is required to adhere to the same data security standards as outlined in this policy, and shall ensure the appropriate provisions in the vendor contract to ensure compliance.

Data Storage

Sensitive electronic data may only be stored in secure storage approved by the District. The Director of Technology shall maintain a list of approved storage options for sensitive electronic data and shall disseminate such list at least annually to all staff and administrators.

Retention

Sensitive electronic data shall be retained in accordance with the District's record retention policy and record retention schedule. Transitory electronic data shall only be maintained as delineated in the record retention schedule.

Personal E-mail

Personal e-mail accounts (accounts not issued by the District) shall not be used to transmit the District's sensitive electronic data in any way (including e-mailing files to/from one's own District e-mail account).

Personal Electronic Devices

Employees should exercise caution, and utilize appropriate security measures such as password protection on their personal electronic device, to prevent any unauthorized access to sensitive electronic data. In no case shall employees store sensitive electronic data locally on the hard drive or internal memory of the employee's personal electronic device.

Data Breach

Any actual or suspected data breach (including unauthorized access to sensitive electronic data or exceeding one's authorization to electronic data) must be immediately reported to the Director of Technology.

Any data breach that results in unauthorized access to unredacted and unencrypted personal information shall be immediately reported to the Superintendent. The Superintendent, or their designee shall follow the notification procedures required by the Breach of Personal Information Notification Act.

Risk Assessments

The Director of Technology shall conduct regular vulnerability and risk assessments to monitor compliance with this policy.

Penalties for Violations

Violations of this policy, other Board policies, administrative regulations, and/or state or federal laws, including unauthorized access to sensitive electronic data, will result in discipline, up to and including dismissal. If appropriate, referrals will be made to law enforcement officials.

Development of Administrative Guidelines

The Superintendent or their designee may develop administrative guidelines to implement this policy. The Superintendent shall ensure that all students and employees are made aware of this policy and any administrative guidelines by means of the employee and student handbooks, the school district website, or other reasonable means.

Legal

[1. 73 P.S. 2301 et seq](#)

[2. 73 P.S. 2302](#)

3. Policy 800-Records Management Policy; 800AG1 Record Retention Schedule

3. Pol. 801

[4. 73 P.S. 2303](#)

[5. 15 U.S.C. 1681a](#)

[6. 73 P.S. 2305](#)



| | |
|---------------|----------------------------|
| Book | Policy Manual |
| Section | 000 Local Board Procedures |
| Title | Functions |
| Code | 003 |
| Status | First Reading |
| Adopted | August 1, 2015 |
| Last Revised | April 27, 2020 |
| Last Reviewed | November 24, 2014 |

Legislative

The Board shall exercise leadership through its rule-making power by adopting Board procedures and policies for the organization and operation of the school district. Those procedures and policies which are not dictated by local, state or federal statutes, or regulations of the State Board, or ordered by a court of competent authority may be adopted, amended, or repealed at any meeting of the Board, provided the proposed adoption, amendment or repeal has been proposed at a previous Board meeting and has remained on the agenda of each succeeding Board meeting until approved or rejected.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Changes in a proposed Board procedure or policy, except for minor editorial revisions, at the second reading shall cause that reading to constitute a first reading.[\[2\]](#)

The Board may, upon a majority vote, cause to suspend at any time the operation of a Board procedure or policy, provided the suspension does not conflict with legal requirements. Such suspension shall be effective for the time period specified in the motion suspending the policy.[\[2\]](#)

Temporary adoption or amendment of a Board procedure or policy may be granted by the Board in lieu of formal adoption or amendment to meet emergency conditions or special events which will or will have taken place before formal action can be taken.

Board procedures and policies shall be adopted, amended, or repealed by a majority vote of the Board.[\[7\]](#)

The adoption, modification, repeal, or suspension of a Board procedure or policy shall be recorded in the minutes of the Board meeting. All current procedures and policies shall be maintained in the Board Policy Manual and disseminated appropriately.[\[8\]](#)

Executive

The Board shall exercise its executive power by the appointment of a district Superintendent, who shall enforce the statutes of the Commonwealth, the regulations of the State Board of Education, the policies of the Board, and all other applicable laws and regulations.[\[9\]](#)[\[10\]](#)[\[11\]](#)

The Superintendent shall be responsible for implementing Board policies and establishing administrative ~~regulations~~ **guidelines** for the operation of the school district that are not inconsistent with state and federal statutes or regulations; are dictated by the policies of this Board; are binding on district employees and students when issued; and shall be ~~submitted~~ **available** to the Board for review. ~~The Board reserves the right to alter or rescind any such administrative regulation.~~ [\[3\]](#)[\[5\]](#)[\[12\]](#)

The Board reserves the right to review and to direct revisions of administrative ~~regulations~~ **guidelines** when it considers the ~~regulations~~ **guidelines** to be inconsistent with Board policy or district practices. However, the Board shall not adopt administrative ~~regulations~~ **guidelines** unless required by law or requested by the Superintendent. Such adoption and/or amendment of administrative ~~regulations~~ **guidelines** shall adhere to the policy for adoption and amendment of Board procedures and policies.

The Board delegates authority to the Superintendent to take necessary action in circumstances not provided for in Board policy. The Superintendent shall promptly inform the Board of such action. The Superintendent's decision may be subject to review by the Board.

The Superintendent shall implement a procedure to inform Board members and designated employees of their responsibility under the Ethics Law. [\[14\]](#)

Whenever responsibility is delegated to the Superintendent or other administrator, it is understood that such individual may designate a representative to act on ~~his/her~~ **their** behalf.

Review

The Board may assume jurisdiction over controversies or disputes arising within this school district concerning any matter over which the Board has authority granted by statute or where the Board has retained jurisdiction in contract or policies. [\[3\]](#)

In furtherance of its adjudicatory function, the Board may hold hearings in accordance with law which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter. [\[13\]](#)

Beyond the basic requirements of due process, a hearing may vary in form and content in line with the severity of the consequences that may flow from it, the difficulty of establishing findings of fact from conflicting evidence, the impact of the Board's decision on the school district, and any other reason deemed by the Board to require a change in hearing content, procedure, alike. [\[13\]](#)

Evaluation of Board Procedures and Goals

The Board shall plan an annual evaluation of its functions as a Board. The Board may evaluate Board procedures, relationships, or activities, or focus on a particular area or issue.

The Board, working with the Superintendent, shall develop ~~an annual plan~~ **Board Goals**.

Legal

[1. 24 P.S. 301](#)

[2. 24 P.S. 407](#)

[3. 24 P.S. 510](#)

[4. 24 P.S. 511](#)

5. Pol. 000

6. Pol. 009

7. Pol. 006

8. Pol. 007

[9. 24 P.S. 508](#)

[10. 24 P.S. 1001](#)

[11. 24 P.S. 1081](#)

12. Pol. 003.1

[13. 2 Pa. C.S.A. 551 et seq](#)

[14. 65 Pa. C.S.A. 1101 et seq](#)



| | |
|---------------|----------------------------|
| Book | Policy Manual |
| Section | 000 Local Board Procedures |
| Title | Membership |
| Code | 004 |
| Status | First Reading |
| Adopted | August 1, 2015 |
| Last Reviewed | November 24, 2014 |

Number

The Board shall consist of nine (9) voting members.[\[1\]](#)

The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.[\[2\]](#)

Qualifications

Each member of the Board shall meet the following qualifications:

1. Be of good moral character, be at least eighteen (18) years of age, have been a resident of the district for at least one (1) year prior to the date of his/her **their** election or appointment, and not be a holder of any office or position as specified in Section 322 of the School Code, nor a **member of a** municipal council.[\[3\]](#)
2. Shall not have been removed from any office of trust under federal, state, or local laws for any malfeasance in such office.[\[4\]](#)
3. Shall not be engaged in a business transaction with the school district, be employed by the school district, or receive pay for services from the school district, except as provided by law.[\[5\]](#)[\[6\]](#)
4. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.[\[7\]](#)
5. Shall file a statement of financial interests with the Board Secretary or designee at the following times:[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)
 - a. Before taking the oath of office or entering upon his/her **their** duties, or as soon as practical after an appointment.
 - b. Annually by May 1 while serving on the Board.
 - c. By May 1 of the year after leaving the Board.

Election

Election of members of the Board shall be in accordance with law.[\[13\]](#)

Vacancies

A vacancy shall occur by reason of death, resignation, removal from a district or region, or otherwise. Such vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy. The Board member so appointed shall serve for the remainder of the unexpired term or, if earlier, until the first Monday in December after the first municipal election occurring more than sixty (60) days **after the vacancy occurred** following his/her appointment. When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Chester County.[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

Temporary Vacancy—Active Military Service

A temporary vacancy shall be declared when a school director is ordered to active duty in the military forces of the United States for a period of more than thirty (30) days. The temporary vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the temporary vacancy. The school director so appointed shall serve either until the school director returns from active duty or until expiration of the term for which they were elected, whichever occurs first.

Term

The term of office of each Board member shall be four (4) years and shall expire on the first Monday of December, except for a Board member appointed or elected to fill a vacancy. A Board member appointed to fill a vacancy shall serve for the remainder of the unexpired term or, if earlier, until the first Monday in December after the first municipal election occurring more than sixty (60) days **after the vacancy occurred** following his/her appointment. The term of a Board member elected to an unexpired term shall expire at the termination of that term.[\[1\]](#)[\[14\]](#)

Removal

Whenever a Board member is no longer a resident of West Chester Area School District or the region s/he **they** represents, his/her **their** eligibility to serve on the Board shall cease.[\[14\]](#)[\[20\]](#)

If a Board member shall neglect or refuse to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the district, or if in attendance at any meeting s/he **they** shall neglect or refuse to act in his/her **their** official capacity as a school director, the remaining members of the Board may declare such office vacant on the affirmative vote of a majority of the remaining members of the Board.[\[18\]](#)[\[21\]](#)

If a person elected or appointed as a Board member, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of his/her **their** term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.[\[18\]](#)[\[21\]](#)

Expenses

When attendance has been authorized by the Board, Board members, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for necessary expenses incurred as delegates to any state convention or association of school directors' convention held within the state, or for necessary expenses incurred in attendance authorized by the Board at any other meeting held within the state or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting.[\[22\]](#)

No member shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year without the express approval by the majority of the Board.

Board members shall be entitled to be reimbursed for mileage and all expenses actually and necessarily incurred in attending Board meetings, conventions and other functions held on behalf of the district, provided that the reimbursement for attendance at meeting shall not exceed an average of four (4) per month per year.

Expenses shall be reimbursed only upon presentation of an itemized, verified statement, except that advance payments may be made upon presentation of estimated expenses to be incurred.

Expenses for mileage shall be reimbursed at the IRS rate.

Orientation

The Board believes that the preparation of each Board member for the performance of duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.

Accordingly, the Board shall give to each new Board member, no later than ~~his/her~~ **their** first regular meeting, for use during ~~his/her~~ **their** term on the Board the following items:

1. A copy of the School Code. [\[23\]](#)
 2. A copy of the Board Policy Manual.
 3. The current budget statement, audit report, and related fiscal materials.
 4. The current ~~Strategic~~ **Comprehensive** Plan.
 5. A copy of the Board's adopted Code of Conduct and Standards for Effective School Governance.
- Each new Board member shall be invited to meet with the Board President, Superintendent, and Board Secretary to discuss Board functions, procedures, and policy.

Board Member Education/Training

The Board places a high priority on the importance of a planned and continuing program of inservice education and training for its members. The purpose of the planned program shall be to enhance the quality and effectiveness of the Board's governance and leadership.

Inservice Education

The Board, in conjunction with the Superintendent, shall plan specific inservice education programs and activities designed to assist Board members in their efforts to improve their skills as policy-making leaders; expand their knowledge about issues, programs, and initiatives affecting the district's educational programs and student achievement; and deepen their insights into the nature of leadership, governance, and community engagement.

The school community shall be kept informed about the Board's continuing inservice education and training and the anticipated short and long-term benefits to the district and its schools. [\[24\]](#)

The Board shall annually budget funds to support its planned program of inservice education and training.

The Board establishes the following activities as the basis for its planned program of inservice education and training:

1. Participation in School Board conferences, workshops, and conventions.
2. District-sponsored inservice education and training programs designed to meet Board needs.
3. Subscriptions to publications addressed to Board member concerns.
4. Maintenance of resources and reference materials accessible to Board members.

Required Training Program: Newly Elected or Appointed School Directors [28]

Each newly elected or appointed school director shall complete, during the first year after election or appointment, a training program consisting of at least five (5) hours of instruction, including, at a minimum, information regarding:

1. **Instruction and academic programs, to include, but not be limited to, a minimum of one (1) hour of instruction on best practices related to trauma-informed approaches.**
2. **Personnel.**
3. **Fiscal management.**
4. **Operations.**
5. **Governance.**
6. **Ethics and open meetings, to include accountability requirements.**

Required Training Program: Re-elected or Re-appointed School Directors [28]

Each re-elected or re-appointed school director shall, within one (1) year after such re-election or re-appointment, complete an advanced training program consisting of at least three (3) hours of instruction, including:

1. **Information on relevant changes to federal and state public school law and regulations.**
2. **Fiscal management.**
3. **Trauma-informed approaches.**
4. **Other information deemed appropriate by the PA Department of Education to enable school directors to serve effectively.**

Membership in School Boards Associations –

It shall be the policy of the Board to maintain membership in a school boards association.

The Board shall seek to participate as fully as possible in the activities of these organizations.

Conference Attendance

In keeping with its stated priority on the importance of continuing inservice education and training for its members, the Board encourages the participation of all members at appropriate School Board conferences, workshops, and conventions. In order to control both the investment of time and expenditure of funds necessary to implement this planned program, the Board establishes the following guidelines:[\[22\]](#)[\[25\]](#)

1. The Board shall identify annually the issues, objectives, and cost benefits that can be ascribed to participation by Board members in conferences, workshops, and conventions.
2. The Superintendent shall inform Board members, in a timely manner, of upcoming conferences, workshops, and conventions.
3. The Board shall periodically decide which meetings appear to offer the most direct and indirect benefits to the district.
4. Each Board member shall receive Board approval prior to attending a conference, workshop, or convention at Board expense.
5. Funds for conference attendance shall be budgeted on an annual basis.
6. When a conference, workshop, or convention is not attended by the full Board, those who do participate shall share information, recommendations, and materials acquired at the meeting that will be beneficial to the school district.
7. Reimbursement to Board members for their travel expenses shall be in accordance with Board procedures and policy.[26]
8. The requirements regarding reimbursement for Board members for travel expenses shall be strictly enforced, and no payment shall be made until receipts for reimbursable expenses are submitted to the Business Manager or designee.
9. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members.[2]

Liability Insurance

As permitted by law, the Board shall protect its members with adequate liability insurance in the event suits for damages are entered against them for negligence in performing their official duties.[27]

Student Representation

The Board authorizes student representation at Board meetings in order to facilitate effective communication and to provide an opportunity for students to participate in school governance.

Legal

- [1. 24 P.S. 303](#)
- [2. 24 P.S. 1081](#)
- [3. 24 P.S. 322](#)
- [4. 24 P.S. 323](#)
- [5. 24 P.S. 324](#)
- [6. 65 Pa. C.S.A. 1101 et seq](#)
- [7. 24 P.S. 321](#)
- [8. 65 Pa. C.S.A. 1102](#)
- [9. 65 Pa. C.S.A. 1104](#)
- [10. 65 Pa. C.S.A. 1105](#)
- [11. 51 PA Code 15.2](#)
- [12. 51 PA Code 15.3](#)
- [13. 24 P.S. 301 et seq](#)
- [14. 24 P.S. 315](#)
- [15. 24 P.S. 316](#)
- [16. 24 P.S. 317](#)
- [17. 24 P.S. 318](#)
- [18. 24 P.S. 319](#)
- [19. 65 Pa. C.S.A. 701 et seq](#)
- [20. 65 P.S. 91](#)
21. Pol. 006
- [22. 24 P.S. 516.1](#)
- [23. 24 P.S. 519](#)
24. Pol. 901
- [25. 24 P.S. 516](#)
26. Pol. 004
- [27. 24 P.S. 774](#)
- Pol. 331
- Pol. 813



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|---------------|----------------------------|
| Book | Policy Manual |
| Section | 000 Local Board Procedures |
| Title | Organization |
| Code | 005 |
| Status | First Reading |
| Adopted | August 1, 2015 |
| Last Reviewed | November 24, 2014 |

Organization Meeting

The Board members shall meet and organize annually during the first week of December. Notice of the time and place of the organization meeting shall be given to all Board members by mail at least five (5) days before the meeting by the Board Secretary. The organization meeting shall be a regular meeting.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Order

The organization meeting shall be called to order by the Board Secretary. A temporary President shall be elected from among the hold-over members of the Board. The Board Secretary shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new Board members shall be read, and a list shall be prepared of the legally elected or appointed and qualified Board members.[\[2\]](#)[\[5\]](#)

At the organization meeting, ~~the Magisterial District Judge may~~ **an official having the power to administer the oath or affirmation of office** ~~may administer the oath or affirmation of office~~ to those Board members who have not previously taken and subscribed to the same.[\[6\]](#)[\[7\]](#)

Officers

Election of officers shall be by a majority vote of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two (2) candidates who received the greatest number of votes.

1. The school directors shall annually, during the first week of December, elect from their members a President and Vice-President who shall serve for one (1) year.[\[3\]](#)
2. The school directors shall annually, during the month of May, elect a Treasurer who shall serve for one (1) year beginning the first day of July after such election. The Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth, and shall not be a member of the Board.[\[3\]](#)

The Treasurer shall not enter upon ~~his/her~~ **their** duties until furnishing bond in accordance with law and with Board approval. The Treasurer shall be compensated in the manner and at the rate determined by the Board.[\[8\]](#)[\[9\]](#)[\[10\]](#)

3. The school directors shall, during the month of May in every fourth year, elect a Secretary who shall serve a term of four (4) years beginning the first day of July following such election, and shall not be a member of the Board.[\[3\]](#)

The Secretary shall not enter upon ~~his/her~~ **their** duties until furnishing bond in accordance with law and with Board approval. The Secretary shall be compensated in the manner and at the rate determined by the Board.[\[10\]](#)[\[11\]](#)[\[12\]](#)

Vacancies in any office shall be filled by Board election; such officers shall serve for the remainder of the unexpired term.

The same school director may not hold more than one (1) office of the Board. No commissioned officer or professional employee of the Board shall serve, temporarily or permanently, as an officer of the Board.[\[3\]](#)[\[13\]](#)

Officers of the Board serve at the pleasure of the Board and may be removed from such office by the affirmative vote of a majority of those present and voting.[\[14\]](#)[\[15\]](#)

Appointments

The Board shall have the authority to appoint:

1. A tax collector, where a tax collector is not elected to collect taxes, there is a vacancy, or an elected tax collector refuses to qualify.[\[16\]](#)[\[17\]](#)
2. Solicitor.[\[13\]](#)[\[18\]](#)
3. Assistant Secretary.[\[19\]](#)
4. Independent auditor.[\[20\]](#)
5. Delegates to a state convention or association of school directors.[\[21\]](#)
6. Other appointments the Board deems necessary.

Appointees serve at the pleasure of the Board and may be removed from such appointment in accordance with the provisions of law.[\[14\]](#)[\[15\]](#)

Resolutions

The Board may at the organization meeting, but shall prior to July 1 next following, designate:

1. Depositories for school funds.[\[23\]](#)
2. Newspaper(s) of general circulation as defined in law.[\[24\]](#)
3. Normal day, place, and time for regular meetings.[\[4\]](#)
4. Normal day, place, and time for open committee meetings.

Board Committees

The Board has the authority to approve Board committees. Board committees authorized to take official action or render advice on district business shall operate in accordance with the provisions of the Sunshine Act.[\[15\]](#)[\[25\]](#)

Committees shall not include a majority of the membership of the Board.

Members shall be appointed by the President, who shall serve as an ex-officio member on all committees, and who shall appoint the Superintendent as an ex-officio member of all committees.

A member may request or refuse appointment to a committee.

Each Board committee shall be convened by a chairperson, who shall report for the committee and be appointed by the President.

The President may appoint at the organization meeting, or as soon after the organization meeting as practicable, members of the Board to the following standing committees, where they shall serve a term of one (1) year: Pupil Services; Education; Property and Finance; ~~and Personnel~~, **and Policy Review**.

Ad hoc committees may be created, charged, and assigned a fixed termination date, which may be extended by the President.

Members of committees shall serve until the committee is discharged.

The Board shall develop Board Operation Guidelines that describe the duties and establish procedures for the operation of standing committees.

Consultants

The Board may appoint, employ or retain consultants to provide the district with specialized services not normally required on a continuing basis. Compensation shall be determined and approved by the Board.

The function of a consultant shall be to make studies and present recommendations to the Board. A consultant shall not be charged with the implementation of a report.

A consultant has no administrative authority over any facet of district schools, but shall act solely as advisor to the Board, officers, and employees.

The use of consultants from outside the district who promote a particular commercial product is discouraged.

Legal

- [1. 24 P.S. 401](#)
- [2. 24 P.S. 402](#)
- [3. 24 P.S. 404](#)
- [4. 24 P.S. 421](#)
- [5. 24 P.S. 426](#)
- [6. 42 Pa. C.S.A. 102](#)
- [7. 42 Pa. C.S.A. 327](#)
- [8. 24 P.S. 436](#)
- [9. 24 P.S. 438](#)
10. Pol. 811
- [11. 24 P.S. 431](#)
- [12. 24 P.S. 432](#)
- [13. 24 P.S. 324](#)
- [14. PA Const. Art. VI Sec. 7](#)
15. Pol. 006
- [16. 24 P.S. 508](#)
- [17. 24 P.S. 683](#)
- [18. 24 P.S. 406](#)
- [19. 24 P.S. 434](#)
- [20. 24 P.S. 2401](#)
- [21. 24 P.S. 516](#)
- [23. 24 P.S. 621](#)
- [24. 24 P.S. 106](#)
- [25. 65 Pa. C.S.A. 701 et seq](#)
- [24 P.S. 321](#)
- [24 P.S. 1410](#)



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| Book | Policy Manual |
| Section | 000 Local Board Procedures |
| Title | Board Operation Guidelines |
| Code | 005AG1 |
| Status | First Reading |

The roles and responsibilities of the Board President shall also include, but are not limited to, the following:

1. Working with the Superintendent:
 - a. Sets the agenda for business meetings, special meetings, executive session and retreats.
 - b. Receives input from Board members for agenda items.
 - c. Assist with Board goals being addressed by the appropriate committee.
 - d. Works with the Superintendent and Board Secretary to assure that all Board members are kept informed of matters pertaining to the function of the school district.
2. Serves as the official representative and spokesperson for the Board or delegates such responsibilities.
3. With the Vice-President, presents the Board's annual Superintendent performance review to the Superintendent.

Board Standing Committees

Each standing committee has a chairperson.

The responsibilities of the Board committee chairperson include, but are not limited to, the following:

- a. Sets committee agenda with the Superintendent or administrative liaison.
- b. Facilitates committee meeting.
- c. Reports to the full Board on committee work
- d. Reviews minutes with appropriate liaison.

Board Standing Committee Responsibilities include, but are not limited to, the following:

Education Committee

The Committee typically convenes for a monthly public meeting (except the month of July). The Committee is comprised of four (4) Board members, with one (1) of these members serving as chairperson.

- a. Review, present, and recommend adoption of district instructional materials, course and curriculum proposals, programs, textbooks and other core resources to support curriculum.
- b. Provide a forum for informing the Board and community (through presentations and discussion) about educational programs and practices, assessment reporting, district survey results and **the** comprehensive plan.
- c. Review, present, and recommend other appropriate district business as required.

Pupil Services Committee

The Committee typically convenes for a monthly public meeting (except the month of July). The Committee is comprised of four (4) Board members, with one (1) of these members serving as chairperson.

- a. Review, present and recommend curriculum, learning, and behavior support programs.
- b. Review, present, and recommend PDE required submissions that fall within the pupil services department (counseling, mental health, attendance, special education).
- c. Review, present, and recommend professional development workshops and annual service contracts for agency and individual providers.
- d. Provide a forum for informing the Board and community (through presentations and discussion) about district testing, procedures relating to special education and programs impacting students' mental, physical, emotional and social health factors that determine educational achievement and life success.
- e. Review, present, and recommend other appropriate district business as required.

Property & Finance Committee

The Committee typically convenes for a monthly public meeting (except the month of July). The Committee is comprised of four (4) Board members, with one (1) of these members serving as chairperson.

- a. Review, present, and recommend the annual district operating budget and review actual budget revenue/expenditures.
- b. Review, present, and recommend the annual capital and capital reserve budgets and review actual budget revenue/expenditures.
- c. Review, present, and recommend vendor contracts, budget transfers, annual audit with audit firm, financing options for capital projects, debt service, bond issuance/refinancing, district investments and financial/investment firm(s) to be used by the district.
- d. Review and discuss district facility items of interest or items in process, including but not limited to capital projects, maintenance and repair, construction programs, and litigation.
- e. Review, present, and recommend items related to real estate, student transportation, environment, budget, organization and policy.
- f. Review, present, and recommend for approval facility-related items.
- g. Review, present, and recommend items related to inter- and intra- building communications, building security and technical facilities support hardware and software.

h. Review, present, and recommend other appropriate district business as required.

Personnel Committee

The Board Personnel Committee convenes as needed. Due to the nature of many personnel items, as permitted by the Sunshine Act, these meetings may be held in executive sessions. Any items that are informational or require official action by the committee shall be presented to the public. **The Committee is comprised of four (4) Board members, with one (1) of these members serving as chairperson.**

Personnel items include: review, discuss and recommend, based on recommendations from the administration, items such as: creating new positions or eliminating existing positions; appointments of new staff; compensation plans; resignations, retirements, and terminations; and leaves of absence.

Policy Review Committee

The Committee typically convenes for a monthly public meeting (except the month of July). The Committee is comprised of four (4) Board members, with one (1) of these members serving as chairperson.

The Board Policy Committee convenes to review and revise Board policies and provide recommendations for approval of reviewed or revised policy to the Board.



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|---------------------|----------------------------|
| Book | Policy Manual |
| Section | 000 Local Board Procedures |
| Title | Meetings |
| Code | 006 |
| Status | First Reading |
| Adopted | August 1, 2015 |
| Last Revised | November 22, 2021 |
| Prior Revised Dates | 10/22/2018 |

Rules of Order

All Board meetings shall be conducted in an orderly and business-like manner. ~~and guided by Robert's Rules of Order or other previously agreed upon rules by the Board (Policy 006.2)~~ shall be followed and be **where not in**-consistent with law, state regulations, or Board procedures. [\[1\]](#)[\[2\]](#)[\[3\]](#)

Quorum

A quorum shall consist of a majority of the members of the Board. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time. [\[4\]](#)

Presiding Officer

The President shall preside at all Board meetings. In the absence, disability, or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President pro tempore by a **plurality majority** of those present to preside at that meeting only. **Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.** [\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

Notice

Notice of all public Board meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and posting of such notice at the administrative offices of the Board. [\[9\]](#)[\[10\]](#)

1. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place, and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting. [\[9\]](#)[\[10\]](#)
2. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or

property.[\[9\]](#)[\[10\]](#)

3. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.[\[9\]](#)[\[10\]](#)
4. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of the meeting and sending copies of such notice to interested parties.[\[9\]](#)
5. Notice of all public meetings shall be given to any newspaper(s) circulating in Chester County ~~and~~ **or** any radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, self-addressed envelope for such notification.[\[10\]](#)

Notice of all rescheduled meetings and special meetings shall be given to Board members no later than twenty-four (24) hours prior to the time of the meeting.[\[10\]](#)[\[11\]](#)

Agenda

The agenda, together with all relevant reports, shall be provided to each Board or committee member sufficiently prior to the Board meeting if at all possible, to permit them to give items of business careful consideration.

The district shall publicly post the agenda for all public meetings of the Board or Board committees at which deliberation or official action may take place no later than twenty-four (24) hours prior to the time of the meeting, as follows:[\[10\]](#)

1. On the district's website.
2. At the location of the meeting.
3. At the district's administrative office.

The posted agenda shall list each matter of agency business that will or may be the subject of deliberation or official action at the meeting.[\[10\]](#)

Board Business Meetings -

It shall be the responsibility of the Superintendent, in collaboration with the Board President and Board Committee recommendations, to prepare an agenda of the items of business anticipated to come before the Board at each public Board meeting.

Board Committee Meetings -

It shall be the responsibility of the Superintendent or designee, in collaboration with the Board Committee Chairperson assigned to that particular committee, to prepare an agenda of the items of business anticipated to come before the Board committee at each public Board committee meeting.

~~Board Retreats, Planning Sessions, Orientation Sessions -~~

~~The Board President, in collaboration with all Board members, and with the Superintendent as requested, will set the agendas for Board retreats, planning sessions, and orientation sessions.~~

~~District Task Force Meetings -~~

~~The Superintendent or assigned administrator will set the agendas for district task force meetings.~~

Other Meetings -

Depending on the intent of any other type of meeting not covered in this policy, the agenda will be set by the person designated by the Superintendent and the Board President. If there is any disagreement by other Board members, it will be determined by a vote of the Board majority.

Amendment to the Agenda

The Board may deliberate or take official action on matters not included in a posted agenda only under the following circumstances:[\[12\]](#)

Emergencies – The matter of business relates to a real or potential emergency involving a clear and present danger to life or property.[\[9\]](#)[\[12\]](#)

Business Arising Within Twenty-Four (24) Hours Prior to the Meeting – The matter of business has arisen within twenty-four (24) hours prior to the meeting, is de minimis (minor) in nature, and does not involve the expenditure of funds or entering into a contract or agreement.[\[12\]](#)

Business Raised by Residents or Taxpayers During the Meeting – When a matter of Board business is raised by a resident or taxpayer during a meeting:[\[12\]](#)[\[13\]](#)

1. The Board may take official action to refer the matter to staff, if applicable, to conduct research and include on a future Board meeting agenda; or
2. If the matter is de minimis (minor) in nature and does not involve the expenditure of funds or entering into a contract or agreement, the Board may take official action on the matter.

Majority Vote – During a meeting, the Board may add a matter of business to the posted agenda by a majority vote of the Board present and voting. The reason for adding an item to the posted agenda must be announced at the meeting before conducting the vote. Once announced and approved by majority vote, the Board may take official action on the item of business. The agenda shall be amended to reflect the new item of business and the amended agenda shall be posted to the district's website and at the administrative office no later than the first business day following the meeting at which the agenda was amended.[\[12\]](#)

The unanimous consent procedure may not be used in place of majority vote for this purpose.

The public posting of agenda requirements and rules for adding items to a posted agenda apply to both regular and special open meetings of the Board and to Board committee meetings. These requirements and rules do not apply to:[\[10\]](#)[\[12\]](#)[\[14\]](#)

1. Conference sessions.
2. Executive sessions.

Regular Meetings

Regular Board meetings shall be public and shall be held at specified places at least once every two (2) months.[\[2\]](#)[\[15\]](#)

The order of business for regular meetings shall be as outlined in applicable Board policy.[\[3\]](#)

Special Meetings

Special meetings may be called for special or general purposes and shall be public except when conducted as an executive session for purposes authorized by law.[\[2\]](#)[\[6\]](#)[\[11\]](#)[\[16\]](#)

The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) Board members. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members.[\[6\]](#)

No business shall be transacted at any special meeting except that named in the call sent to members for such special meeting.[\[11\]](#)

Public Participation

An opportunity for public comment will be provided in accordance with law and Board procedures and policy.
[\[2\]](#)[\[13\]](#)

Voting

~~All motions shall require for adoption a majority vote of the Board or as required by state law.~~

All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board member.

1. The following actions require the recorded affirmative votes of all members of the Board remaining in office:

- a. Appoint as Board Secretary a former school director who has resigned, before the expiration of the term for which the member was elected.[\[17\]](#)[\[18\]](#)
- b. Appoint as solicitor a former school director who has resigned, before the expiration of the term for which the director was elected.[\[17\]](#)[\[18\]](#)

2. The following actions require the recorded affirmative votes of two-thirds (2/3) of the full number of Board members ~~{six (6) votes}~~:

- a. Transfer of budgeted funds during the first three (3) months of the fiscal year.[\[18\]](#)[\[19\]](#)[\[20\]](#)
- b. Incur a temporary debt to meet an emergency or catastrophe.[\[18\]](#)[\[20\]](#)
- c. Elect to a teaching position a person who has served as a Board member and who has resigned, before the end of the term for which the director was elected.[\[17\]](#)[\[18\]](#)
- d. Convey land or buildings to the municipality co-terminus with the school district, certain charities or fire or emergency services organizations in accordance with law.[\[18\]](#)[\[21\]](#)
- e. Adopt or change textbooks without the recommendation of the Superintendent.[\[18\]](#)[\[22\]](#)
- f. Dismiss, after a hearing, a tenured professional employee.[\[18\]](#)[\[23\]](#)
- g. Fix the fiscal year to begin on the first day of January.[\[24\]](#)
- h. Incur certain temporary debt (nonemergency).[\[20\]](#)[\[25\]](#)
- i. Borrowing in anticipation of current revenues.[\[18\]](#)[\[26\]](#)

3. The following actions require the recorded affirmative votes of a majority of the full number of Board members ~~{five (5) votes}~~:

- a. Fixing the length of school term.[\[18\]](#)
- b. Adopting textbooks recommended by the Superintendent.[\[18\]](#)[\[27\]](#)
- c. Appointing the district Superintendent and Assistant Superintendent(s).[\[18\]](#)[\[28\]](#)[\[29\]](#)
- d. Appointing teachers and principals.[\[18\]](#)
- e. Adopting the annual budget.[\[18\]](#)[\[30\]](#)
- f. Appointing tax collectors and other appointees.[\[18\]](#)[\[31\]](#)[\[32\]](#)

- g. Levying and assessing taxes.[\[18\]](#)[\[33\]](#)
- h. Purchasing, selling, or condemning land.[\[18\]](#)
- i. Locating new buildings or changing the location of old ones.[\[18\]](#)
- j. Adopting planned instruction.[\[18\]](#)[\[34\]](#)
- k. Establishing additional schools or departments.[\[18\]](#)
- l. Designating depositories for school funds.[\[18\]](#)[\[35\]](#)[\[36\]](#)
- m. Expending district funds.
- n. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.[\[18\]](#)[\[20\]](#)[\[37\]](#)
- o. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to bid requirements).[\[18\]](#)[\[38\]](#)
- p. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.[\[18\]](#)
- q. Combining or reorganizing into a larger school district.[\[39\]](#)
- r. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.[\[18\]](#)
- s. Dismissing, after a hearing, a nontenured employee.[\[18\]](#)[\[40\]](#)[\[41\]](#)
- t. ~~Adopting a corporate seal for the district.~~[\[42\]](#)
- u. Determining the location and amount of any real estate required by the school district for school purposes.[\[18\]](#)[\[43\]](#)
- v. Vacating and abandoning property to which the Board has title.[\[18\]](#)[\[44\]](#)
- w. Determining the holidays, other than those provided by statute, to be observed by special exercises and those on which the schools shall be closed for the whole day.[\[45\]](#)
- x. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.[\[46\]](#)
- y. Adopting, amending, or repealing Board procedures and policy.[\[47\]](#)
- z. Appointing a school director to fill a vacancy on the Board.[\[18\]](#)[\[48\]](#)
- aa. Creating or increasing indebtedness.[\[18\]](#)

4. All other actions require the recorded affirmative votes of a majority of a quorum of Board members present, **or as required by other law, statute or regulation.**

Minutes

The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show: [\[49\]](#)[\[50\]](#).

1. Date, place, and time of the meeting.
2. Names of Board members present.
3. Presiding officer.
4. Substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken.[\[51\]](#)
7. Names of all residents who appeared officially and the subject of their testimony.
8. Any matter added to a posted agenda, including the substance of the matter, the announced reason and the recorded vote, where applicable.[\[10\]](#)[\[12\]](#)

The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting prior to the next regular meeting.[\[1\]](#)

The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.[\[52\]](#)

Notations and any tape or audiovisual recordings shall not be the official record of a public Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with applicable Board policy.[\[1\]](#)[\[3\]](#)[\[53\]](#)[\[54\]](#)

Recess/Reconvene

The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy.[\[9\]](#)[\[10\]](#)[\[55\]](#)

Executive Session

The Board may hold an executive session, which is not an open meeting, before, during, at the conclusion of a public meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the public meeting prior to or after the executive session.[\[14\]](#)[\[16\]](#)[\[56\]](#)

The Board may discuss the following matters in executive session:

1. Employment issues.
2. Labor relations.
3. Purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
5. Matters that must be conducted in private to protect a lawful privilege or confidentiality.
6. School safety and security, of a nature that if conducted in public, would be reasonably likely to impair the effectiveness of school safety measures or create a reasonable likelihood of jeopardizing

the safety or security of an individual or school, including a buildings, public utility, resource, infrastructure, facility or information storage system.[\[16\]](#)
Official actions based on discussions held in executive session shall be taken at a public meeting.

Work Sessions

The Board may meet as a Committee of the Whole in a public meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Board procedures.[\[2\]](#)~~[55]~~

A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so in writing by three (3) by Board members. Public notice of the meeting shall be made in accordance with Board procedures.

The Board Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Board procedures.[\[9\]](#)[\[10\]](#)~~[55]~~

Committee Meetings

Standing committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by at least two (2) members of the committee.[\[9\]](#)[\[10\]](#)~~[55]~~

A standing committee shall consist of four (4) Board members. A standing committee may conduct business when at least three (3) committee members are present.

Committee topics that are being recommended to the full Board for consideration shall follow this protocol:

1. If all four (4) committee members are present and all four (4) members vote in the affirmative, the item may be placed on the consent agenda.
2. If three (3) of the four (4) committee members are present and all three (3) members vote in the affirmative, the item may be placed on the consent agenda.

Any committee member may request an agenda item coming out of committee be placed on the Board agenda as a nonconsent item.

Unless held as an executive session, standing committee meetings shall be open to the public, other Board members, and the Superintendent.[\[2\]](#)

A majority of the committee or the chairperson may invite Board employees, consultants, or other persons who have special knowledge of an area under discussion.

Legal

- [1. 24 P.S. 407](#)
- [2. 65 Pa. C.S.A. 701 et seq](#)
3. Pol. 006.2
- [4. 24 P.S. 422](#)
- [5. 24 P.S. 405](#)
- [6. 24 P.S. 426](#)
- [7. 24 P.S. 427](#)
- [8. 24 P.S. 428](#)
- [9. 65 Pa. C.S.A. 703](#)
- [10. 65 Pa. C.S.A. 709](#)
- [11. 24 P.S. 423](#)
- [12. 65 Pa. C.S.A. 712.1](#)
13. Pol. 903
- [14. 65 Pa. C.S.A. 707](#)
- [15. 24 P.S. 421](#)
- [16. 24 P.S. 425](#)
- [17. 24 P.S. 324](#)
- [18. 24 P.S. 508](#)
- [19. 24 P.S. 609](#)
- [20. 24 P.S. 687](#)
- [21. 24 P.S. 707](#)
- [22. 24 P.S. 803](#)
- [23. 24 P.S. 1129](#)
- [24. 24 P.S. 671](#)
- [25. 24 P.S. 634](#)
- [26. 24 P.S. 640](#)
27. Pol. 108
- [28. 24 P.S. 1071](#)
- [29. 24 P.S. 1076](#)
30. Pol. 604
31. Pol. 005
32. Pol. 606
33. Pol. 605
34. Pol. 107
- [35. 24 P.S. 621](#)
36. Pol. 608
37. Pol. 612
38. Pol. 610
- [39. 24 P.S. 224](#)
- [40. 24 P.S. 514](#)

[41. 24 P.S. 1080](#)

[42. 24 P.S. 212](#)

[43. 24 P.S. 702](#)

[44. 24 P.S. 708](#)

[45. 24 P.S. 1503](#)

46. Pol. 004

47. Pol. 003

[48. 24 P.S. 315](#)

[49. 24 P.S. 518](#)

[50. 65 Pa. C.S.A. 706](#)

[51. 65 Pa. C.S.A. 705](#)

[52. 24 P.S. 433](#)

53. Pol. 800

54. Pol. 801

55. Pol. 006

[56. 65 Pa. C.S.A. 708](#)

[24 P.S. 408](#)

[24 P.S. 1075](#)

[24 P.S. 1077](#)

[24 P.S. 1111](#)

[65 Pa. C.S.A. 1101 et seq](#)

WEST CHESTER AREA SCHOOL DISTRICT

March 27, 2023 SCHOOL BOARD MEETING

CONSENT AGENDA RESOLUTION

**Approval of School Board Treasurer's Report and Statement of Disbursements
Summary Schedule for the Period of February 1, 2023 to February 28, 2023**

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 February 1 to February 28, 2023 totaling \$19,509,297.68.

I so move.

The Treasurer's Report is available in its entirety on the business office webpage and in the Board Meeting packet posted on School Board webpage at www.wcasd.net. Please contact the School Board Secretary for any hard copies of the report.

John T. Scully
School Board Treasurer

WEST CHESTER AREA SCHOOL DISTRICT
CASH BALANCE STATEMENT
FEBRUARY 28, 2023

CASH BALANCE JANUARY 31, 2023 \$ 21,258,287.84

RECEIPTS FEBRUARY 1, 2023 - FEBRUARY 28, 2023

| | |
|----------------------------------|------------------|
| GENERAL FUND | \$ 20,493,457.86 |
| CAPITAL RESERVE FUND | \$ 10,856.75 |
| CAPITAL RESERVE FUND- FACILITIES | \$ - |
| CAPITAL PROJECTS FUND | \$ 2,000,862.50 |
| SPECIAL REVENUE FUND-ATHLETICS | \$ 16,120.00 |
| TRUST FUNDS | \$ 3,885.68 |

TOTAL RECEIPTS FEBRUARY 1, 2023 - FEBRUARY 28, 2023 \$ 22,525,182.79

AVAILABLE FUNDS FEBRUARY 1, 2023 - FEBRUARY 28, 2023 \$ 43,783,470.63

DISBURSEMENTS FEBRUARY 1, 2023 - FEBRUARY 28, 2023

CHECKS & EFT'S APPROVED MARCH 27, 2023 ck #40091740-40091941,ck #40091942-40092090,ck #40092091-40092208,ck #40092209-40092317,eft #V1006324-V1006353,eft #V1006354-V1006369,eft #V1006370-V1006389,eft #V1006390-V1006413

| | <u>CHECKS</u> | <u>EFT'S</u> | <u>TOTAL</u> |
|--------------------------------|---------------|--------------|--------------|
| GENERAL FUND | 3,720,786.74 | 237,158.37 | 3,957,945.11 |
| CAPITAL RESERVE FUNDS | 1,422,629.64 | 6,339.16 | 1,428,968.80 |
| CAPITAL PROJECTS FUND | 951,617.37 | 198,250.29 | 1,149,867.66 |
| SPECIAL REVENUE FUND-ATHLETICS | 11,209.80 | 6,699.07 | 17,908.87 |
| TRUST FUNDS | 8,434.11 | - | 8,434.11 |
| TOTAL | 6,114,677.66 | 448,446.89 | 6,563,124.55 |

VOIDS AND OTHER DISBURSEMENTS FEBRUARY 1, 2023 - FEBRUARY 28, 2023

| | <u>VOIDS</u> | <u>DEBIT MEMOS</u> | <u>INVESTMENTS</u> | <u>TOTAL</u> |
|--------------------------------|--------------|--------------------|--------------------|---------------|
| GENERAL FUND | (5,366.71) | 12,504,058.38 | | 12,498,691.67 |
| CAPITAL RESERVE FUND | - | - | - | - |
| CAPITAL PROJECTS FUND | - | - | - | - |
| SPECIAL REVENUE FUND-ATHLETICS | (210.00) | - | - | (210.00) |
| TRUST FUNDS | - | - | - | - |
| TOTAL | (5,576.71) | 12,504,058.38 | - | 12,498,481.67 |

TOTAL DISBURSEMENTS FEBRUARY 1, 2023 - FEBRUARY 28, 2023

| | <u>CHECKS/VOIDS</u> | <u>EFT'S/DEBIT MEMOS</u> | <u>INVESTMENTS</u> | <u>TOTAL</u> |
|--------------------------------|---------------------|--------------------------|--------------------|---------------|
| GENERAL FUND | 3,715,420.03 | 12,741,216.75 | - | 16,456,636.78 |
| CAPITAL RESERVE FUND | 1,422,629.64 | 6,339.16 | - | 1,428,968.80 |
| CAPITAL PROJECTS FUND | 951,617.37 | 198,250.29 | - | 1,149,867.66 |
| SPECIAL REVENUE FUND-ATHLETICS | 10,999.80 | 6,699.07 | - | 17,698.87 |
| TRUST FUNDS | 8,434.11 | - | - | 8,434.11 |
| TOTAL | 6,109,100.95 | 12,952,505.27 | - | 19,061,606.22 |

CASH BALANCE FEBRUARY 28, 2023 \$ 24,721,864.41

WEST CHESTER AREA SCHOOL DISTRICT
DISBURSEMENT APPROVAL REPORT
FEBRUARY 28, 2023

| | <u>VOIDS</u> | <u>DEBIT MEMOS</u> | <u>INVESTMENTS</u> | <u>TOTAL</u> |
|--------------------------------|--------------|--------------------|--------------------|---------------|
| GENERAL FUND | (5,366.71) | 12,504,058.38 | - | 12,498,691.67 |
| CAPITAL RESERVE FUND | - | - | - | - |
| CAPITAL PROJECTS FUND | - | - | - | - |
| SPECIAL REVENUE FUND-ATHLETICS | (210.00) | - | - | (210.00) |
| TRUST FUNDS | - | - | - | - |
| TOTAL | (5,576.71) | 12,504,058.38 | - | 12,498,481.67 |

CHECKS & EFT'S APPROVED MARCH 27, 2023 ck #40091740-40091941,ck #40091942-40092090,ck #40092091-40092208,ck #40092209-40092317,eft #V1006324-V1006353,eft #V1006354-V1006369,eft #V1006370-V1006389,eft #V1006390-V1006413

| | <u>CHECKS</u> | <u>EFT'S</u> | <u>TOTAL</u> |
|--------------------------------|---------------|--------------|--------------|
| GENERAL FUND | 3,720,786.74 | 237,158.37 | 3,957,945.11 |
| CAPITAL RESERVE FUND | 1,422,629.64 | 6,339.16 | 1,428,968.80 |
| CAPITAL PROJECTS FUND | 951,617.37 | 198,250.29 | 1,149,867.66 |
| SPECIAL REVENUE FUND-ATHLETICS | 11,209.80 | 6,699.07 | 17,908.87 |
| TRUST FUNDS | 8,434.11 | - | 8,434.11 |
| TOTAL | 6,114,677.66 | 448,446.89 | 6,563,124.55 |

TOTAL DISBURSEMENTS FOR APPROVAL MARCH 27, 2023

| | <u>CHECKS/ VOIDS</u> | <u>DEBIT MEMOS/ EFT'S</u> | <u>INVESTMENTS</u> | <u>TOTAL</u> |
|--------------------------------|--------------------------|-------------------------------|--------------------|---------------|
| GENERAL FUND | 3,715,420.03 | 12,741,216.75 | - | 16,456,636.78 |
| CAPITAL RESERVE FUND | 1,422,629.64 | 6,339.16 | - | 1,428,968.80 |
| CAPITAL PROJECTS FUND | 951,617.37 | 198,250.29 | - | 1,149,867.66 |
| SPECIAL REVENUE FUND-ATHLETICS | 10,999.80 | 6,699.07 | - | 17,698.87 |
| TRUST FUNDS | 8,434.11 | - | - | 8,434.11 |
| TOTAL | 6,109,100.95 | 12,952,505.27 | - | 19,061,606.22 |

INVESTMENT BALANCE STATEMENT

Page 3

END-OF-MONTH: February 28, 2023

| INSTRUMENT | INSTITUTION | PURCHASE DATE | DUE DATE | % RATE | PREVIOUS Mo. Balance | INTEREST MONTH | AMOUNT |
|--|------------------|------------------|-------------|-----------|-------------------------|-------------------|-----------------------|
| <u>GENERAL FUND</u> | | | | | | | |
| PSDLAF-General Fund Acct. | PSDMAX-9101063 | | * | 4.391% | 124,791.38 | 420.36 | 125,211.74 |
| INVEST-Tax Appeals Fund | INVEST 4-001 | | * | 4.452% | 291,774.72 | 998.76 | 292,773.48 |
| INVEST-General Fund | INVEST 6-001 | | * | 4.452% | 3,038,426.12 | 23,450.25 | 9,523,451.54 |
| CRIMs General Fund | Fulton Financial | | * | | <u>179,439,037.29</u> | 735,563.41 | <u>161,174,600.70</u> |
| TOTAL GENERAL FUND AT INTEREST = | | | | | 182,894,029.51 | | 171,116,037.46 |
| <u>CAPITAL RESERVE FUND</u> | | | | | | | |
| East Bradford Escrow 164-54 | PLGIT/ARM 164-54 | 7/2/13 | * | 4.47% | 6,430.20 | 297.53 | 6,727.73 |
| WWT Maint. Escrow 164-60 | PLGIT/ARM 164-60 | 4/25/16 | * | 4.47% | 74,589.45 | 3,578.80 | 78,168.25 |
| G.O.B. Series of 2021 | PLGIT/ARM 0077 | 4/30/21 | * | 4.47% | 477,736.80 | 73,661.30 | 551,398.10 |
| CRIMs Capital Projects | Fulton Financial | | * | | <u>19,433,764.07</u> | 83,104.51 | <u>19,516,868.58</u> |
| TOTAL CAPITAL RESERVE FUND AT INTEREST = | | | | | 19,992,565.65 | | 20,153,207.79 |
| <u>CAPITAL PROJECT FUND INVESTMENTS</u> | | | | | | | |
| East Bradford Escrow 164-54 | PLGIT/ARM 164-54 | 7/2/13 | * | 4.47% | 80,328.50 | | 80,328.50 |
| WWT Maint. Escrow 164-60 | PLGIT/ARM 164-60 | 4/25/16 | * | 4.47% | 968,991.10 | | 968,991.10 |
| G.O.B. Series of 2021 | PLGIT/ARM 0077 | 4/30/21 | * | 4.47% | <u>22,508,334.87</u> | | <u>20,508,334.87</u> |
| TOTAL CAPITAL PROJECT FUND AT INTEREST = | | | | | 23,557,609.34 | | 21,557,609.34 |

*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 | 40091740 | 02/07/2023 | 1002557 | ABC-CLIO | \$2,340.00 |
| | 40091741 | 02/07/2023 | 091740 | TAX REFUNDS | \$225.60 |
| | 40091742 | 02/07/2023 | 1003432 | AHOLD FINANCIAL SERVICES | \$480.03 |
| | 40091743 | 02/07/2023 | 1004912 | ALTA LANGUAGE SERVICES, INC. | \$2,841.95 |
| | 40091746 | 02/07/2023 | 1008943 | AMAZON | \$7,981.98 |
| | 40091747 | 02/07/2023 | 1009358 | AMERICAN ROCK SALT COMPANY LLC | \$3,573.55 |
| | 40091748 | 02/07/2023 | 1009248 | ANXIETY & OCD CENTER | \$4,575.00 |
| | 40091749 | 02/07/2023 | 007160 | APPLAUSE LEARNING RESOURCES | \$34.90 |
| | 40091751 | 02/07/2023 | 007075 | AQUA PA | \$24,978.82 |
| | 40091752 | 02/07/2023 | 007351 | ARAMARK UNIFORM SERVICES | \$95.43 |
| | 40091753 | 02/07/2023 | 007660 | ARIANNA'S GOURMET CAFE | \$414.00 |
| | 40091755 | 02/07/2023 | 009710 | B & H PHOTO | \$2,192.62 |
| | 40091756 | 02/07/2023 | 1007468 | BENEFIT RESOURCE INC | \$297.00 |
| | 40091757 | 02/07/2023 | 10988 | BETLEY, RYAN | \$60.00 |
| | 40091758 | 02/07/2023 | 091740 | TAX REFUNDS | \$750.00 |
| | 40091760 | 02/07/2023 | 091740 | TAX REFUNDS | \$825.85 |
| | 40091761 | 02/07/2023 | 014300 | BLICK ART MATERIALS | \$644.69 |
| | 40091762 | 02/07/2023 | 10842 | BOONE, SAM | \$75.00 |
| | 40091763 | 02/07/2023 | 015350 | BOROUGH OF WEST CHESTER | \$18,750.00 |
| | 40091765 | 02/07/2023 | 1008443 | CALICO PACKAGING LLC | \$12,358.20 |
| | 40091766 | 02/07/2023 | 10855 | CARMONA, ANTHONY | \$75.00 |
| | 40091767 | 02/07/2023 | 10915 | CARROLL, AIDEN | \$80.00 |
| | 40091768 | 02/07/2023 | 091740 | TAX REFUNDS | \$1,241.66 |
| | 40091769 | 02/07/2023 | 091740 | TAX REFUNDS | \$36.50 |
| | 40091770 | 02/07/2023 | 023755 | CHESTER COUNTY INT UNIT # 24 | \$184,397.65 |
| | 40091771 | 02/07/2023 | 024770 | CHILDREN'S BOOK WORLD | \$1,032.91 |
| | 40091772 | 02/07/2023 | 1009463 | COMBUSTION SERVICE & EQUIPMENT CO | \$11,344.15 |
| | 40091773 | 02/07/2023 | 027220 | COMCAST CABLE | \$112.09 |
| | 40091774 | 02/07/2023 | 091740 | TAX REFUNDS | \$663.74 |
| | 40091776 | 02/07/2023 | 10303 | COYNE, BRIAN | \$75.00 |
| | 40091777 | 02/07/2023 | 1008284 | CRITICARE HOME HEALTH & NURSING SRV | \$972.00 |
| | 40091778 | 02/07/2023 | 1009622 | CROOK, TODD & CRYSTAL | \$254.60 |
| | 40091779 | 02/07/2023 | 1009750 | DAVIS INSTRUMENTS CORP | \$167.42 |
| | 40091780 | 02/07/2023 | 032540 | DELL COMPUTER CORPORATION | \$2,999.00 |
| | 40091781 | 02/07/2023 | 1001584 | DELTA-T GROUP, INC. | \$3,134.47 |
| | 40091782 | 02/07/2023 | 1009742 | DERBY, RACHEL & E. SCOTT | \$5,801.38 |
| | 40091783 | 02/07/2023 | 091740 | TAX REFUNDS | \$769.89 |
| | 40091784 | 02/07/2023 | 1006157 | DOWNTOWN EAST BOOSTER CLUB | \$300.00 |
| | 40091785 | 02/07/2023 | 1006978 | DUVALL BUS SERVICE, LLC | \$400.00 |

West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|--------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 01 | 40091786 | 02/07/2023 | 9008 | DVORAK, DANIEL P. | \$75.00 |
| | 40091787 | 02/07/2023 | 037010 | EAST BRADFORD TOWNSHIP | \$900.00 |
| | 40091788 | 02/07/2023 | 037255 | ECONOMY GLASS SPECIALISTS | \$4,212.00 |
| | 40091789 | 02/07/2023 | 040028 | ELITE COACH | \$1,443.75 |
| | 40091791 | 02/07/2023 | 1008470 | ESGI LLC | \$224.00 |
| | 40091792 | 02/07/2023 | 042300 | FAULKNER PONTIAC BUICK | \$573.70 |
| | 40091793 | 02/07/2023 | 042490 | FEDERAL EXPRESS CORP | \$35.00 |
| | 40091794 | 02/07/2023 | 042520 | FERGUSON ENT., INC. #501 | \$128.52 |
| | 40091795 | 02/07/2023 | 1007608 | FICK EDUCATIONAL SERVICES, LLC | \$1,818.75 |
| | 40091796 | 02/07/2023 | 043200 | FISHER SCIENTIFIC CO | \$147.66 |
| | 40091797 | 02/07/2023 | 10332 | FISHER, ERIC | \$72.00 |
| | 40091799 | 02/07/2023 | 1006806 | FOUNDATIONS BEHAVIORAL HEALTH | \$1,023.00 |
| | 40091800 | 02/07/2023 | 9269 | FRATONI, JOSEPH | \$144.00 |
| | 40091801 | 02/07/2023 | 011425 | FRED BEANS FORD OF WEST CHESTER | \$71.52 |
| | 40091802 | 02/07/2023 | 1009520 | FRIED BROTHERS INC | \$7,828.40 |
| | 40091803 | 02/07/2023 | 1001934 | GAGE-IT, INC. | \$226.47 |
| | 40091804 | 02/07/2023 | 091740 | TAX REFUNDS | \$1,163.52 |
| | 40091805 | 02/07/2023 | 1006249 | GENERAL HEALTHCARE RESOURCES INC | \$17,982.46 |
| | 40091806 | 02/07/2023 | 049450 | GOPHER SPORT | \$782.18 |
| | 40091807 | 02/07/2023 | 091740 | TAX REFUNDS | \$429.79 |
| | 40091808 | 02/07/2023 | 10096 | GRACE, HARRY | \$72.00 |
| | 40091809 | 02/07/2023 | 9966 | GRACI, PAUL | \$72.00 |
| | 40091810 | 02/07/2023 | 9404 | GUY, DARRELL | \$60.00 |
| | 40091811 | 02/07/2023 | 10854 | HAMMOND, COLIN | \$72.00 |
| | 40091812 | 02/07/2023 | 10981 | HAMMOND, RYAN | \$72.00 |
| | 40091813 | 02/07/2023 | 1009267 | HANDS UP EDUCATION COMMUNITY | \$151.80 |
| | 40091814 | 02/07/2023 | 091740 | TAX REFUNDS | \$638.52 |
| | 40091815 | 02/07/2023 | 091740 | TAX REFUNDS | \$2,537.30 |
| | 40091816 | 02/07/2023 | 1009592 | HCC LIFE INSURANCE COMPANY | \$59,586.40 |
| | 40091817 | 02/07/2023 | 1007133 | HEMPFIELD SCHOOL DISTRICT | \$2,673.49 |
| | 40091818 | 02/07/2023 | 091740 | TAX REFUNDS | \$319.48 |
| | 40091819 | 02/07/2023 | 10718 | HERRON, WILLIAM | \$75.00 |
| | 40091820 | 02/07/2023 | 1000476 | HERSHEY LODGE & CONVENTION CENTER | \$2,100.00 |
| | 40091823 | 02/07/2023 | 1008950 | HOWARD GROUP INC | \$9,500.00 |
| | 40091824 | 02/07/2023 | 9945 | HUANG, NATHAN | \$52.00 |
| | 40091826 | 02/07/2023 | 1007905 | ISOLVED HCM LLC | \$1,635.00 |
| | 40091827 | 02/07/2023 | 10380 | JACKSON, TERESA | \$55.00 |
| | 40091828 | 02/07/2023 | 091740 | TAX REFUNDS | \$1,827.80 |
| | 40091829 | 02/07/2023 | 1002386 | JOHNSON CONTROLS, INC. | \$13,525.00 |

West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|--------------|--------------|------------|---------------|---------------------------------|--------------------|
| 01 | 40091830 | 02/07/2023 | 9266 | JOHNSON, KENNETH | \$93.00 |
| | 40091831 | 02/07/2023 | 1000345 | KADES-MARGOLIS CAPITAL | \$200.00 |
| | 40091832 | 02/07/2023 | 091740 | TAX REFUNDS | \$1,120.25 |
| | 40091833 | 02/07/2023 | 1007627 | KAMOR-BARNES, HEATHER | \$3,175.00 |
| | 40091838 | 02/07/2023 | 1009073 | KELLY SERVICES INC | \$703,833.73 |
| | 40091839 | 02/07/2023 | 1009401 | KENDALL ELECTRIC INC | \$1,016.40 |
| | 40091840 | 02/07/2023 | 091740 | TAX REFUNDS | \$205,764.91 |
| | 40091841 | 02/07/2023 | 065200 | KRAPF JR & SON INC GEORGE | \$3,780.60 |
| | 40091843 | 02/07/2023 | 091740 | TAX REFUNDS | \$76.51 |
| | 40091844 | 02/07/2023 | 1009562 | LACAYO, SELENE | \$309.20 |
| | 40091846 | 02/07/2023 | 9347 | MACMANUS, JOHN | \$72.00 |
| | 40091847 | 02/07/2023 | 10574 | MAGEE, BRENDAN | \$132.00 |
| | 40091848 | 02/07/2023 | 1005143 | MAILROOM SYSTEMS, INC. | \$681.68 |
| | 40091849 | 02/07/2023 | 9521 | MANCINI, ANGELO | \$104.00 |
| | 40091850 | 02/07/2023 | 9122 | MARTIN, DOROTHY | \$110.00 |
| | 40091852 | 02/07/2023 | 9448 | MCKENNA, KEVIN | \$75.00 |
| | 40091853 | 02/07/2023 | 073020 | MCMASTER-CARR SUPPLY CO | \$184.27 |
| | 40091854 | 02/07/2023 | 091740 | TAX REFUNDS | \$572.21 |
| | 40091855 | 02/07/2023 | 091740 | TAX REFUNDS | \$425.68 |
| | 40091857 | 02/07/2023 | 1009304 | MELHART MUSIC CENTER | \$5,727.00 |
| | 40091858 | 02/07/2023 | 9170 | MENTZER, MIKE | \$75.00 |
| | 40091859 | 02/07/2023 | 1000348 | METROPOLITAN LIFE INSURANCE CO. | \$50.00 |
| | 40091860 | 02/07/2023 | 10835 | MIONI, NICK | \$60.00 |
| | 40091861 | 02/07/2023 | 10986 | MONAGHAN, JOHN | \$80.00 |
| | 40091862 | 02/07/2023 | 091740 | TAX REFUNDS | \$313.92 |
| | 40091863 | 02/07/2023 | 091740 | TAX REFUNDS | \$1,489.02 |
| | 40091864 | 02/07/2023 | 077500 | NASCO | \$1,809.15 |
| | 40091865 | 02/07/2023 | 077450 | NASK DOOR, INC | \$2,650.47 |
| | 40091866 | 02/07/2023 | 10717 | NELSON, CASEY | \$144.00 |
| | 40091867 | 02/07/2023 | 10384 | NEWTON, ZAIRE | \$75.00 |
| | 40091868 | 02/07/2023 | 091740 | TAX REFUNDS | \$957.11 |
| | 40091869 | 02/07/2023 | 9156 | O'BRIEN, BILL, SR | \$75.00 |
| | 40091870 | 02/07/2023 | 9573 | O'DOHERTY, SEAN | \$72.00 |
| | 40091871 | 02/07/2023 | 079853 | ON THE GO KIDS, INC | \$1,123.78 |
| | 40091872 | 02/07/2023 | 079961 | ORIENTAL TRADING CO., INC | \$683.13 |
| | 40091873 | 02/07/2023 | 1008200 | PANERA BREAD | \$145.41 |
| | 40091874 | 02/07/2023 | 1006543 | PAPCO, INC. | \$1,659.53 |
| | 40091875 | 02/07/2023 | 077475 | NAPA AUTO PARTS | \$1,341.72 |
| | 40091876 | 02/07/2023 | 080436 | PASLA | \$65.00 |

West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|--------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01 | 40091877 | 02/07/2023 | 080622 | PATHWAY SCHOOL, THE | \$16,077.04 |
| | 40091878 | 02/07/2023 | 1008674 | PENNSYLVANIA PAPER & SUPPLY CO. INC | \$19,148.85 |
| | 40091879 | 02/07/2023 | 081120 | PHSSL | \$75.00 |
| | 40091882 | 02/07/2023 | 035330 | PMEA DISTRICT 12 | \$3,328.00 |
| | 40091883 | 02/07/2023 | 10226 | PORRECA, ANTHONY | \$72.00 |
| | 40091884 | 02/07/2023 | 082870 | POTTSTOWN SCHOOL DISTRICT | \$600.00 |
| | 40091885 | 02/07/2023 | 1007600 | POWERSCHOOL GROUP LLC | \$27,680.00 |
| | 40091886 | 02/07/2023 | 10914 | PRAY, TIM | \$80.00 |
| | 40091887 | 02/07/2023 | 1000303 | PROQUEST | \$662.00 |
| | 40091888 | 02/07/2023 | 083495 | PTFCA | \$50.00 |
| | 40091889 | 02/07/2023 | 084064 | QUILL CORPORATION | \$3,439.20 |
| | 40091890 | 02/07/2023 | 091740 | TAX REFUNDS | \$1,400.19 |
| | 40091892 | 02/07/2023 | 084798 | RENAISSANCE ACADEMY | \$5,845.70 |
| | 40091893 | 02/07/2023 | 9550 | REPETTO, ANDY | \$112.00 |
| | 40091894 | 02/07/2023 | 085325 | ROBERTS OXYGEN COMPANY INC | \$65.98 |
| | 40091895 | 02/07/2023 | 085740 | ROCHESTER 100 INC | \$142.33 |
| | 40091896 | 02/07/2023 | 085685 | ROSEN PUBLISHING GROUP & | \$397.50 |
| | 40091898 | 02/07/2023 | 10843 | SCANDONE, CHARLES | \$72.00 |
| | 40091899 | 02/07/2023 | 10676 | SCHUBERT, JUDITH | \$55.00 |
| | 40091900 | 02/07/2023 | 9953 | SCHWEITZER, BOB | \$110.00 |
| | 40091901 | 02/07/2023 | 091740 | TAX REFUNDS | \$1,120.75 |
| | 40091903 | 02/07/2023 | 9174 | SHAW, JAMES | \$72.00 |
| | 40091904 | 02/07/2023 | 091740 | TAX REFUNDS | \$2,061.84 |
| | 40091905 | 02/07/2023 | 091740 | TAX REFUNDS | \$94.52 |
| | 40091906 | 02/07/2023 | 087815 | SHOP RITE OF W.C. | \$256.46 |
| | 40091907 | 02/07/2023 | 091740 | TAX REFUNDS | \$1,524.77 |
| | 40091908 | 02/07/2023 | 091740 | TAX REFUNDS | \$2,004.62 |
| | 40091909 | 02/07/2023 | 091740 | TAX REFUNDS | \$1,958.66 |
| | 40091911 | 02/07/2023 | 091740 | TAX REFUNDS | \$692.03 |
| | 40091912 | 02/07/2023 | 091740 | TAX REFUNDS | \$494.28 |
| | 40091913 | 02/07/2023 | 091390 | SWANSON, INC., ROBERT S | \$1,100.00 |
| | 40091914 | 02/07/2023 | 091495 | T MOBILE | \$915.00 |
| | 40091915 | 02/07/2023 | 091740 | TAX REFUNDS | \$1,082.74 |
| | 40091916 | 02/07/2023 | 1008380 | TELCO HOLDINGS INC | \$330.37 |
| | 40091917 | 02/07/2023 | 9093 | THOMAS, LUTHER | \$72.00 |
| | 40091919 | 02/07/2023 | 092615 | TIMOTHY SCHOOL CORPORATION | \$4,230.00 |
| | 40091920 | 02/07/2023 | 9303 | TRIPP, DAVID | \$72.00 |
| | 40091921 | 02/07/2023 | 1006474 | TRI-STATE ELEVATOR COMPANY, INC. | \$526.75 |
| | 40091922 | 02/07/2023 | 029320 | TRUSTMARK HEALTH BENEFITS INC | \$1,685.64 |

West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|--------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01 | 40091923 | 02/07/2023 | 091740 | TAX REFUNDS | \$258.96 |
| | 40091924 | 02/07/2023 | 091740 | TAX REFUNDS | \$334.86 |
| | 40091925 | 02/07/2023 | 093500 | UNIONVILLE CHADDS FORD SCHOOL S D | \$100.00 |
| | 40091926 | 02/07/2023 | 093600 | UNITED REFRIGERATION CO | \$29.31 |
| | 40091927 | 02/07/2023 | 1009724 | UPTOWN ENTERTAINMENT ALLIANCE | \$900.00 |
| | 40091928 | 02/07/2023 | 1007699 | US MEDICAL STAFFING LLC | \$7,459.69 |
| | 40091929 | 02/07/2023 | 091740 | TAX REFUNDS | \$305.62 |
| | 40091930 | 02/07/2023 | 1002676 | VERIZON WIRELESS | \$1,321.50 |
| | 40091931 | 02/07/2023 | 091740 | TAX REFUNDS | \$789.58 |
| | 40091932 | 02/07/2023 | 10987 | VIRBITSKY, KYLE | \$60.00 |
| | 40091933 | 02/07/2023 | 049790 | W. W. GRAINGER, INC. | \$575.68 |
| | 40091934 | 02/07/2023 | 095412 | WAREHOUSE BATTERY OUTLET | \$913.50 |
| | 40091935 | 02/07/2023 | 1000059 | WEST CHESTER ED SUPPORT PERSONNEL | \$2,216.62 |
| | 40091936 | 02/07/2023 | 1000058 | TRUMARK FCU | \$1,176.45 |
| | 40091937 | 02/07/2023 | 1004971 | WEST CHESTER UNIVERSITY BB | \$90.00 |
| | 40091938 | 02/07/2023 | 097000 | WEST GOSHEN TOWNSHIP | \$20,365.08 |
| | 40091939 | 02/07/2023 | 1008485 | WHALEN, JAMES & CHERYL | \$988.50 |
| | 40091940 | 02/07/2023 | 1008068 | WILLIAMS SCOTSMAN INC | \$1,835.00 |
| | 40091941 | 02/07/2023 | 9947 | WILLIAMS, DAVE | \$93.00 |
| 01 - Total | | | | | \$1,511,501.84 |
| 22 | 40091746 | 02/07/2023 | 1008943 | AMAZON | \$127.47 |
| 22 - Total | | | | | \$127.47 |
| 27 | 40091764 | 02/07/2023 | 1009756 | BRANDYWINE DIRECTIONAL DRILLING LLC | \$13,382.25 |
| 27 - Total | | | | | \$13,382.25 |
| 29 | 40091754 | 02/07/2023 | 10062 | ASDOURIAN, CHRISTOPHER | \$75.00 |
| | 40091775 | 02/07/2023 | 10729 | COSTELLO, PATRICK | \$60.00 |
| | 40091790 | 02/07/2023 | 10320 | ELLIOTT, REBEKAH | \$55.00 |
| | 40091809 | 02/07/2023 | 9966 | GRACI, PAUL | \$52.00 |
| | 40091821 | 02/07/2023 | 10878 | HETRICK, SAWYER | \$75.00 |
| | 40091822 | 02/07/2023 | 10149 | HOLZER, RALPH | \$75.00 |
| | 40091824 | 02/07/2023 | 9945 | HUANG, NATHAN | \$60.00 |
| | 40091825 | 02/07/2023 | 1004977 | HUDL | \$600.00 |
| | 40091827 | 02/07/2023 | 10380 | JACKSON, TERESA | \$80.00 |
| | 40091834 | 02/07/2023 | 10586 | KANDRAVI, MICHAEL | \$75.00 |
| | 40091842 | 02/07/2023 | 065330 | KRUPANSKY FENCING, VINCE | \$6,499.80 |
| | 40091845 | 02/07/2023 | 10166 | LARKIN, MIKE | \$112.00 |
| | 40091851 | 02/07/2023 | 10382 | MCDUGALL, BILL | \$75.00 |

West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|--------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 29 | 40091856 | 02/07/2023 | 9833 | MCNICHOL, JOHN | \$60.00 |
| | 40091861 | 02/07/2023 | 10986 | MONAGHAN, JOHN | \$55.00 |
| | 40091866 | 02/07/2023 | 10717 | NELSON, CASEY | \$75.00 |
| | 40091867 | 02/07/2023 | 10384 | NEWTON, ZAIRE | \$75.00 |
| | 40091880 | 02/07/2023 | 081155 | PIAA FOUNDATION | \$100.00 |
| | 40091881 | 02/07/2023 | 10584 | PLOHOROS, TONY | \$60.00 |
| | 40091891 | 02/07/2023 | 9592 | REESE, SCOTT | \$75.00 |
| | 40091897 | 02/07/2023 | 9072 | RUMINSKI, DAVID | \$75.00 |
| | 40091918 | 02/07/2023 | 9813 | TIGANI, JEROME | \$60.00 |
| 29 - Total | | | | | \$8,528.30 |
| 30 | 40091759 | 02/07/2023 | 1004477 | BLACKNEY HAYES ARCHITECTS | \$68,708.66 |
| | 40091798 | 02/07/2023 | 043287 | FIVE STAR INC | \$208,485.00 |
| | 40091902 | 02/07/2023 | 1007154 | SHA-NIC, INC. | \$165,652.20 |
| 30 - Total | | | | | \$442,845.86 |
| 40 | 40091910 | 02/07/2023 | 1009583 | STRAWBEES AB | \$1,100.00 |
| 40 - Total | | | | | \$1,100.00 |
| 50 | 80040273 | 02/07/2023 | 1009432 | ENTERTAINMENT NOW INC | \$750.00 |
| | 80040274 | 02/07/2023 | 1000476 | HERSHEY LODGE & CONVENTION CENTER | \$15,543.00 |
| | 80040275 | 02/07/2023 | 055560 | HOME DEPOT CREDIT SERVICES | \$808.14 |
| | 80040276 | 02/07/2023 | 1008652 | JADUKE INC | \$415.00 |
| | 80040277 | 02/07/2023 | 060400 | JAMISON, PHILIP | \$100.00 |
| | 80040278 | 02/07/2023 | 065230 | KRAPF'S COACHES, INC. | \$2,142.00 |
| | 80040279 | 02/07/2023 | 1007213 | PERFECT IMPRESSION, THE | \$431.00 |
| | 80040280 | 02/07/2023 | 085587 | RONALD MCDONALD HOUSE | \$500.00 |
| 50 - Total | | | | | \$20,689.14 |
| 51 | 80040281 | 02/07/2023 | 1007485 | CMF VENDING | \$198.00 |
| | 80040282 | 02/07/2023 | 1006270 | DAVID THOMAS TRANSPORTATION | \$1,000.00 |
| | 80040283 | 02/07/2023 | 065200 | KRAPF JR & SON INC GEORGE | \$848.84 |
| | 80040284 | 02/07/2023 | 1007497 | MELARD COACH LLC | \$1,865.00 |
| | 80040285 | 02/07/2023 | 1000601 | SOFT PRETZEL FACTORY WC | \$50.00 |
| 51 - Total | | | | | \$3,961.84 |
| 80 | 50002135 | 02/07/2023 | 090800 | STUDENT REFUNDS & REIMBURSMENT | \$31.18 |
| | 50002136 | 02/07/2023 | 090800 | STUDENT REFUNDS & REIMBURSMENT | \$62.65 |
| 80 - Total | | | | | \$93.83 |

**West Chester Area School District
Check Register**

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|-----------------|--------------|------------|---------------|-------------|--------------------|
| Overall - Total | | | | | \$2,002,231.03 |

West Chester Area School District Electronic Funds Transfer Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|--------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01 | V1006324 | 02/07/2023 | 1007696 | AARDVARK PEST CONTROL SERVICES INC. | \$1,182.00 |
| | V1006325 | 02/07/2023 | 1002819 | BLUE DOG PRINTING AND DESIGN | \$5,058.60 |
| | V1006326 | 02/07/2023 | 017340 | BSN SPORTS LLC | \$2,691.32 |
| | V1006327 | 02/07/2023 | 021100 | CAROLINA BIOLOGICAL | \$823.41 |
| | V1006328 | 02/07/2023 | 1004703 | COMSTAR TECHNOLOGIES | \$233.80 |
| | V1006329 | 02/07/2023 | 032900 | DEMCO INC | \$445.16 |
| | V1006330 | 02/07/2023 | 032952 | DENNEY ELECTRIC SUPPLY | \$2,451.26 |
| | V1006331 | 02/07/2023 | 043500 | FLINN SCIENTIFIC | \$3,694.29 |
| | V1006332 | 02/07/2023 | 043490 | FOLLETT CONTENT SOLUTIONS LLC | \$1,171.89 |
| | V1006333 | 02/07/2023 | 043605 | FOX ROTHSCHILD LLP | \$11,824.82 |
| | V1006334 | 02/07/2023 | 054645 | HILLYARD, INC. | \$839.03 |
| | V1006335 | 02/07/2023 | 060970 | JOHNSTONE SUPPLY INC | \$1,259.75 |
| | V1006336 | 02/07/2023 | 067222 | LEGO EDUCATION | \$134.95 |
| | V1006337 | 02/07/2023 | 075220 | MUSIC & ARTS CENTERS | \$187.92 |
| | V1006338 | 02/07/2023 | 1008316 | PEAR DECK INC | \$6,352.00 |
| | V1006339 | 02/07/2023 | 1006641 | PSX, INC. | \$4,827.96 |
| | V1006340 | 02/07/2023 | 1007124 | REPUBLIC SERVICES, INC. | \$16,479.41 |
| | V1006341 | 02/07/2023 | 002820 | RIDDELL ALL AMERICAN SPORTS CORP | \$595.26 |
| | V1006342 | 02/07/2023 | 086775 | SCHOOL NURSE SUPPLY | \$604.75 |
| | V1006343 | 02/07/2023 | 1000032 | SCHOOL OUTFITTERS, LLC | \$337.20 |
| | V1006344 | 02/07/2023 | 086710 | SCHOOL SPECIALTY LLC | \$543.12 |
| | V1006345 | 02/07/2023 | 090190 | STAR PRINTING INC. | \$1,798.48 |
| | V1006346 | 02/07/2023 | 092770 | TOLEDO PHYSICAL EDUCATION | \$390.29 |
| | V1006347 | 02/07/2023 | 093337 | TUTTLE MARKETING SVCS INC | \$324.00 |
| | V1006348 | 02/07/2023 | 093609 | U.S. MUNICIPAL SUPPLY, INC. | \$188.99 |
| | V1006349 | 02/07/2023 | 1001416 | ULINE | \$732.90 |
| | V1006350 | 02/07/2023 | 095400 | WARD'S NATURAL SCIENCE | \$150.06 |
| | V1006351 | 02/07/2023 | 095760 | WEINSTEIN SUPPLY CORPORATION | \$78.30 |
| | V1006352 | 02/07/2023 | 1009022 | WILSON FORKLIFT SERVICES LLC | \$377.57 |
| | V1006353 | 02/07/2023 | 1004004 | WORKPLACE CENTRAL | \$70.79 |
| 01 - Total | | | | | \$65,849.28 |
| 27 | V1006330 | 02/07/2023 | 032952 | DENNEY ELECTRIC SUPPLY | \$4,350.51 |
| 27 - Total | | | | | \$4,350.51 |
| 50 | V5000536 | 02/07/2023 | 079297 | NASSP | \$385.00 |
| 50 - Total | | | | | \$385.00 |
| 51 | V5000537 | 02/07/2023 | 032900 | DEMCO INC | \$83.71 |
| | V5000538 | 02/07/2023 | 077165 | MUSIC IN THE PARKS | \$100.00 |

West Chester Area School District Electronic Funds Transfer Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|-----------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 51 | V5000539 | 02/07/2023 | 1007613 | RIVERBEND ENVIRONMENTAL EDUCATION | \$1,062.00 |
| 51 | - Total | | | | \$1,246.71 |
| Overall - Total | | | | | \$71,830.50 |

West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|--------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01 | 40091942 | 02/14/2023 | 001525 | ADI | \$1,449.82 |
| | 40091943 | 02/14/2023 | 1003432 | AHOLD FINANCIAL SERVICES | \$301.32 |
| | 40091944 | 02/14/2023 | 1004912 | ALTA LANGUAGE SERVICES, INC. | \$6,063.34 |
| | 40091945 | 02/14/2023 | 1008943 | AMAZON | \$164.94 |
| | 40091946 | 02/14/2023 | 007150 | APPLE COMPUTER, INC | \$258.00 |
| | 40091948 | 02/14/2023 | 007265 | APPLIED VIDEO TECHNOLOGY INC | \$3,230.00 |
| | 40091949 | 02/14/2023 | 007075 | AQUA PA | \$202.54 |
| | 40091950 | 02/14/2023 | 009210 | ATTAINMENT COMPANY INC. | \$239.40 |
| | 40091951 | 02/14/2023 | 1008681 | AVEANNA HEALTHCARE LLC | \$184,477.17 |
| | 40091952 | 02/14/2023 | 1009533 | BATTING CAGES INC | \$2,164.95 |
| | 40091953 | 02/14/2023 | 012700 | BERKHEIMER ASSOC H A | \$3,745.99 |
| | 40091954 | 02/14/2023 | 014300 | BLICK ART MATERIALS | \$40.92 |
| | 40091956 | 02/14/2023 | 015300 | BOROUGH OF WEST CHESTER | \$1,319.28 |
| | 40091958 | 02/14/2023 | 1008961 | BRANDYWINE DIGITAL CORPORATION | \$228.00 |
| | 40091960 | 02/14/2023 | 020465 | CAMPBILL SPECIAL SCHOOLS, INC. | \$44,020.40 |
| | 40091962 | 02/14/2023 | 022670 | CHAMBER OF COMMERCE OF | \$990.00 |
| | 40091963 | 02/14/2023 | 085830 | R.S.V.P. - TAX CREDIT | \$336.00 |
| | 40091964 | 02/14/2023 | 9418 | COBB, CHRISTOPHER | \$78.00 |
| | 40091965 | 02/14/2023 | 1007287 | CALECO | \$610.00 |
| | 40091966 | 02/14/2023 | 10303 | COYNE, BRIAN | \$75.00 |
| | 40091967 | 02/14/2023 | 1008284 | CRITICARE HOME HEALTH & NURSING SRV | \$1,005.00 |
| | 40091968 | 02/14/2023 | 1008731 | CROWN CASTLE | \$17,368.18 |
| | 40091969 | 02/14/2023 | 1008424 | CRYSTAL SPRINGS | \$178.42 |
| | 40091970 | 02/14/2023 | 1009033 | DANIELS, MARY | \$202.91 |
| | 40091972 | 02/14/2023 | 1001584 | DELTA-T GROUP, INC. | \$1,879.44 |
| | 40091973 | 02/14/2023 | 1009742 | DERBY, RACHEL & E. SCOTT | \$6,454.04 |
| | 40091974 | 02/14/2023 | 1009701 | DERRY AREA SCHOOL DISTRICT | \$3,337.33 |
| | 40091975 | 02/14/2023 | 1005210 | DIRECT ENERGY BUSINESS | \$64,114.89 |
| | 40091976 | 02/14/2023 | 1009474 | DISALVO, LAUREN & DEAN | \$3,779.28 |
| | 40091977 | 02/14/2023 | 1006157 | DOWNINGTOWN EAST BOOSTER CLUB | \$360.00 |
| | 40091978 | 02/14/2023 | 1009665 | EDUPORIUM | \$1,159.20 |
| | 40091979 | 02/14/2023 | 040028 | ELITE COACH | \$3,660.80 |
| | 40091981 | 02/14/2023 | 085830 | R.S.V.P. - TAX CREDIT | \$320.00 |
| | 40091983 | 02/14/2023 | 042300 | FAULKNER PONTIAC BUICK | \$463.47 |
| | 40091985 | 02/14/2023 | 042520 | FERGUSON ENT., INC. #501 | \$112.01 |
| | 40091986 | 02/14/2023 | 10332 | FISHER, ERIC | \$72.00 |
| | 40091991 | 02/14/2023 | 1006249 | GENERAL HEALTHCARE RESOURCES INC | \$11,470.00 |
| | 40091992 | 02/14/2023 | 049450 | GOPHER SPORT | \$222.87 |
| | 40091994 | 02/14/2023 | 050075 | GREAT AMERICA FINANCIAL SERVICES | \$565.95 |

West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|--------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 01 | 40091995 | 02/14/2023 | 1009222 | GREAT MINDS PBC | \$6,384.00 |
| | 40091996 | 02/14/2023 | 085830 | R.S.V.P. - TAX CREDIT | \$560.00 |
| | 40091997 | 02/14/2023 | 9320 | HACKE, MIKE | \$75.00 |
| | 40091998 | 02/14/2023 | 1003588 | HENDERSON TRACK AND FIELD | \$720.00 |
| | 40091999 | 02/14/2023 | 055560 | HOME DEPOT CREDIT SERVICES | \$132.62 |
| | 40092000 | 02/14/2023 | 10157 | HOOVEN, RICHARD | \$72.00 |
| | 40092001 | 02/14/2023 | 056400 | HOUGHTON MIFFLIN HARCOURT CO | \$641.58 |
| | 40092002 | 02/14/2023 | 1007808 | IMPERIAL BAG & PAPER | \$257.00 |
| | 40092003 | 02/14/2023 | 1008953 | INSIGHT PUBLIC SECTOR INC | \$472.11 |
| | 40092004 | 02/14/2023 | 1007905 | ISOLVED HCM LLC | \$1,635.00 |
| | 40092005 | 02/14/2023 | 10380 | JACKSON, TERESA | \$80.00 |
| | 40092006 | 02/14/2023 | 10904 | JENNINGS, BRIAN | \$60.00 |
| | 40092007 | 02/14/2023 | 1007627 | KAMOR-BARNES, HEATHER | \$2,250.00 |
| | 40092008 | 02/14/2023 | 10907 | KANDRAVI, ANDREW | \$60.00 |
| | 40092009 | 02/14/2023 | 061990 | KAPLAN SCHOOL SUPPLY CORP. | \$386.06 |
| | 40092013 | 02/14/2023 | 1009073 | KELLY SERVICES INC | \$283,784.07 |
| | 40092014 | 02/14/2023 | 063024 | KEN-CREST SERVICES | \$1,800.00 |
| | 40092017 | 02/14/2023 | 064330 | KLEIN TRANSPORTATION | \$1,453.62 |
| | 40092019 | 02/14/2023 | 065200 | KRAPF JR & SON INC GEORGE | \$15,694.85 |
| | 40092020 | 02/14/2023 | 085830 | R.S.V.P. - TAX CREDIT | \$24.00 |
| | 40092021 | 02/14/2023 | 1009562 | LACAYO, SELENE | \$318.86 |
| | 40092022 | 02/14/2023 | 1005310 | LIBERTY TOOL | \$209.65 |
| | 40092023 | 02/14/2023 | 1004835 | LINCOLN CENTER FOR FAMILY/YOUTH | \$9,200.00 |
| | 40092024 | 02/14/2023 | 1000250 | LINDAMOOD BELL LEARNING PROCESSES | \$10,512.60 |
| | 40092025 | 02/14/2023 | 085830 | R.S.V.P. - TAX CREDIT | \$320.00 |
| | 40092028 | 02/14/2023 | 10590 | MCDOWELL, DAN | \$72.00 |
| | 40092029 | 02/14/2023 | 9448 | MCKENNA, KEVIN | \$75.00 |
| | 40092030 | 02/14/2023 | 073020 | MCMMASTER-CARR SUPPLY CO | \$208.85 |
| | 40092031 | 02/14/2023 | 9800 | MCMONAGLE, JOE | \$72.00 |
| | 40092034 | 02/14/2023 | 1007723 | N2Y LLC | \$611.77 |
| | 40092035 | 02/14/2023 | 077500 | NASCO | \$2,425.33 |
| | 40092036 | 02/14/2023 | 1001857 | NATIONAL ENERGY CONTROL CORP. | \$5,317.83 |
| | 40092038 | 02/14/2023 | 1000637 | NOVACARE REHABILITATION | \$2,100.00 |
| | 40092039 | 02/14/2023 | 1003581 | OCTORARA AREA SCHOOL DISTRICT | \$30,351.00 |
| | 40092040 | 02/14/2023 | 079961 | ORIENTAL TRADING CO., INC | \$497.81 |
| | 40092041 | 02/14/2023 | 080435 | PASPA | \$50.00 |
| | 40092042 | 02/14/2023 | 082150 | PECO ENERGY COMPANY | \$240,379.07 |
| | 40092043 | 02/14/2023 | 1001159 | PENN STATE INDUSTRIES | \$539.85 |
| | 40092044 | 02/14/2023 | 081550 | PEPPER & SON INC J W | \$29.98 |

West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01 | 40092045 | 02/14/2023 | 1003736 | PETROLEUM TRADERS CORP. | \$39,368.64 |
| | 40092046 | 02/14/2023 | 082200 | PHILADELPHIA NEWSPAPERS INC | \$909.80 |
| | 40092049 | 02/14/2023 | 1003082 | PROFORMA | \$225.27 |
| | 40092050 | 02/14/2023 | 1005115 | PURE WATER TECH OF CENTRAL PA INC | \$709.00 |
| | 40092051 | 02/14/2023 | 1005844 | RELIANCE STANDARD LIFE | \$23,612.74 |
| | 40092052 | 02/14/2023 | 085830 | R.S.V.P. - TAX CREDIT | \$128.00 |
| | 40092053 | 02/14/2023 | 1005267 | RICOH USA, INC. | \$379.85 |
| | 40092055 | 02/14/2023 | 1009471 | RUSTIN BOOSTER CLUB | \$350.00 |
| | 40092056 | 02/14/2023 | 1009163 | SAF-GARD SAFETY SHOE CO. | \$169.99 |
| | 40092057 | 02/14/2023 | 1009761 | SCHOOL DISTRICT HAVERFORD TOWNSHIP | \$250.00 |
| | 40092058 | 02/14/2023 | 1002904 | SCHOOL DISTRICT OF PHILADELPHIA | \$498.00 |
| | 40092059 | 02/14/2023 | 1002114 | SCHOOLWIDE INC | \$1,031.94 |
| | 40092062 | 02/14/2023 | 086590 | SDIC - SCHOOL DISTRICTS | \$10,345.43 |
| | 40092063 | 02/14/2023 | 9144 | SHANK, DAVID | \$72.00 |
| | 40092064 | 02/14/2023 | 1008459 | SHELLER OIL COMPANY | \$64.00 |
| | 40092065 | 02/14/2023 | 087815 | SHOP RITE OF W.C. | \$439.05 |
| | 40092066 | 02/14/2023 | 088100 | SIEMENS INDUSTRY INC. | \$7,074.23 |
| | 40092067 | 02/14/2023 | 1009686 | SIGNAL 88 SECURITY | \$12,262.32 |
| | 40092068 | 02/14/2023 | 10978 | SIMPSON, KYLE | \$72.00 |
| | 40092069 | 02/14/2023 | 088490 | SIR SPEEDY PRINTING #7103 | \$400.00 |
| | 40092070 | 02/14/2023 | 085830 | R.S.V.P. - TAX CREDIT | \$560.00 |
| | 40092071 | 02/14/2023 | 089420 | SOUTHERN CHESTER CO PHARMACY | \$48.88 |
| | 40092072 | 02/14/2023 | 091390 | SWANSON, INC., ROBERT S | \$1,425.00 |
| | 40092073 | 02/14/2023 | 091360 | SWEET, STEVENS, KATZ & WILLIAMS | \$2,100.00 |
| | 40092074 | 02/14/2023 | 1000747 | SWIM SHOP, THE | \$647.50 |
| | 40092075 | 02/14/2023 | 1004984 | TAYLOR & FRANCIS GROUP LLC | \$89.95 |
| | 40092076 | 02/14/2023 | 092615 | TIMOTHY SCHOOL CORPORATION | \$44,750.00 |
| | 40092078 | 02/14/2023 | 093046 | TRANSAMERICAN OFFICE FURNITURE | \$570.49 |
| | 40092079 | 02/14/2023 | 093600 | UNITED REFRIGERATION CO | \$159.80 |
| | 40092080 | 02/14/2023 | 094403 | US FOODSERVICE | \$1,699.83 |
| | 40092081 | 02/14/2023 | 1007699 | US MEDICAL STAFFING LLC | \$16,619.83 |
| | 40092082 | 02/14/2023 | 085830 | R.S.V.P. - TAX CREDIT | \$560.00 |
| | 40092083 | 02/14/2023 | 097096 | WEST WHITELAND TOWNSHIP | \$464.00 |
| | 40092084 | 02/14/2023 | 097380 | WESTTOWN-EAST GOSHEN POLICE | \$18,750.00 |
| | 40092085 | 02/14/2023 | 9561 | WHITE, MATT | \$72.00 |
| | 40092087 | 02/14/2023 | 1007278 | WILMINGTON TRUST | \$520.00 |
| | 40092088 | 02/14/2023 | 1007421 | XTEL COMMUNICATIONS, INC. | \$1,802.00 |
| | 40092089 | 02/14/2023 | 085830 | R.S.V.P. - TAX CREDIT | \$504.00 |
| | 40092090 | 02/14/2023 | 085830 | R.S.V.P. - TAX CREDIT | \$560.00 |

West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|--------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 01 | - Total | | | | \$1,176,819.91 |
| 22 | 40091971 | 02/14/2023 | 032540 | DELL COMPUTER CORPORATION | \$334,538.70 |
| 22 | - Total | | | | \$334,538.70 |
| 27 | 40091984 | 02/14/2023 | 1009567 | FENCE SENSE LLC | \$10,300.00 |
| | 40091990 | 02/14/2023 | 1006895 | GARLAND COMPANY, INC, THE | \$1,391.73 |
| | 40092016 | 02/14/2023 | 1008531 | KEYSTONE SPORTS CONSTRUCTION | \$685,169.60 |
| 27 | - Total | | | | \$696,861.33 |
| 29 | 40091955 | 02/14/2023 | 10465 | BLOOMFIELD, KEVIN | \$75.00 |
| | 40091957 | 02/14/2023 | 10111 | BORTZ, DAVID | \$60.00 |
| | 40091959 | 02/14/2023 | 10553 | BROWN, BRIAN | \$56.00 |
| | 40091961 | 02/14/2023 | 9296 | CANNON, WALTER, III | \$78.00 |
| | 40091980 | 02/14/2023 | 10320 | ELLIOTT, REBEKAH | \$55.00 |
| | 40091982 | 02/14/2023 | 10298 | FALCONE, DAN | \$75.00 |
| | 40091988 | 02/14/2023 | 10460 | FOGEL, KARL | \$60.00 |
| | 40091989 | 02/14/2023 | 10202 | FULLER, NANCY | \$135.00 |
| | 40091993 | 02/14/2023 | 9966 | GRACI, PAUL | \$75.00 |
| | 40092005 | 02/14/2023 | 10380 | JACKSON, TERESA | \$80.00 |
| | 40092015 | 02/14/2023 | 10306 | KENNETT, BRETT | \$78.00 |
| | 40092026 | 02/14/2023 | 10985 | MAKI, JILL | \$80.00 |
| | 40092027 | 02/14/2023 | 9122 | MARTIN, DOROTHY | \$110.00 |
| | 40092032 | 02/14/2023 | 9170 | MENTZER, MIKE | \$75.00 |
| | 40092033 | 02/14/2023 | 10835 | MIONI, NICK | \$60.00 |
| | 40092037 | 02/14/2023 | 10384 | NEWTON, ZAIRE | \$75.00 |
| | 40092047 | 02/14/2023 | 10914 | PRAY, TIM | \$55.00 |
| | 40092048 | 02/14/2023 | 9782 | PROCAK, JOHN | \$60.00 |
| | 40092054 | 02/14/2023 | 10671 | RINALDI, JASON | \$56.00 |
| | 40092060 | 02/14/2023 | 10676 | SCHUBERT, JUDITH | \$80.00 |
| | 40092061 | 02/14/2023 | 9953 | SCHWEITZER, BOB | \$55.00 |
| | 40092077 | 02/14/2023 | 9792 | TOCCI, CHRISTOPHER | \$93.00 |
| | 40092085 | 02/14/2023 | 9561 | WHITE, MATT | \$75.00 |
| | 40092086 | 02/14/2023 | 9947 | WILLIAMS, DAVE | \$186.00 |
| 29 | - Total | | | | \$1,887.00 |
| 30 | 40091947 | 02/14/2023 | 1009552 | APPLIED TESTING & GEOSCIENCES LLC | \$4,550.00 |
| 30 | - Total | | | | \$4,550.00 |
| 40 | 40091987 | 02/14/2023 | 1008467 | FIT AND FUN PLAYSCAPES LLC | \$2,250.00 |

West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|-----------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 40 - Total | | | | | \$2,250.00 |
| 50 | 80040286 | 02/14/2023 | 1007332 | BETTE'S PARTY RENTALS | \$1,302.45 |
| | 80040287 | 02/14/2023 | 090800 | STUDENT REFUNDS & REIMBURSMENT | \$39.50 |
| | 80040288 | 02/14/2023 | 1003167 | GROUP SALES BOX OFFICE | \$5,288.00 |
| | 80040289 | 02/14/2023 | 1000476 | HERSHEY LODGE & CONVENTION CENTER | \$17,709.00 |
| | 80040290 | 02/14/2023 | 1009481 | INTERNATIONAL MODEL U.N. ASSOC, INC | \$4,223.00 |
| | 80040291 | 02/14/2023 | 064330 | KLEIN TRANSPORTATION | \$317.88 |
| | 80040292 | 02/14/2023 | 065200 | KRAPF JR & SON INC GEORGE | \$2,258.82 |
| | 80040293 | 02/14/2023 | 090800 | STUDENT REFUNDS & REIMBURSMENT | \$39.50 |
| | 80040294 | 02/14/2023 | 090800 | STUDENT REFUNDS & REIMBURSMENT | \$407.00 |
| | 80040295 | 02/14/2023 | 081098 | PA DECA | \$5,475.00 |
| 50 - Total | | | | | \$37,060.15 |
| 51 | 80040296 | 02/14/2023 | 1003432 | AHOLD FINANCIAL SERVICES | \$45.56 |
| | 80040297 | 02/14/2023 | 065200 | KRAPF JR & SON INC GEORGE | \$3,365.93 |
| | 80040298 | 02/14/2023 | 1005115 | PURE WATER TECH OF CENTRAL PA INC | \$49.00 |
| 51 - Total | | | | | \$3,460.49 |
| Overall - Total | | | | | \$2,257,427.58 |

West Chester Area School District Electronic Funds Transfer Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|-----------------|--------------|------------|---------------|-------------------------------|--------------------|
| 01 | V1006354 | 02/14/2023 | 1005446 | ASSOCIATED TRUCK PARTS | \$145.14 |
| | V1006355 | 02/14/2023 | 010830 | BARNES & NOBLE INC. | \$153.36 |
| | V1006356 | 02/14/2023 | 017340 | BSN SPORTS LLC | \$10,687.42 |
| | V1006357 | 02/14/2023 | 026352 | COLLINS SPORTS MEDICINE | \$6,624.30 |
| | V1006358 | 02/14/2023 | 032900 | DEMCO INC | \$331.39 |
| | V1006359 | 02/14/2023 | 043490 | FOLLETT CONTENT SOLUTIONS LLC | \$1,356.07 |
| | V1006361 | 02/14/2023 | 051180 | GOSHEN SIGN PRODUCTS | \$153.00 |
| | V1006362 | 02/14/2023 | 054645 | HILLYARD, INC. | \$1,060.60 |
| | V1006363 | 02/14/2023 | 060970 | JOHNSTONE SUPPLY INC | \$531.05 |
| | V1006364 | 02/14/2023 | 075220 | MUSIC & ARTS CENTERS | \$237.87 |
| | V1006365 | 02/14/2023 | 084465 | REALLY GOOD STUFF | \$348.24 |
| | V1006366 | 02/14/2023 | 086710 | SCHOOL SPECIALTY LLC | \$6,642.43 |
| | V1006367 | 02/14/2023 | 1000679 | SHERWIN WILLIAMS | \$30.57 |
| | V1006368 | 02/14/2023 | 092000 | TAYLORS MUSIC STORE | \$257.60 |
| 01 - Total | | | | | \$28,559.04 |
| 27 | V1006369 | 02/14/2023 | 093345 | YALE ELECTRIC SUPPLY CO | \$1,988.65 |
| 27 - Total | | | | | \$1,988.65 |
| 29 | V1006356 | 02/14/2023 | 017340 | BSN SPORTS LLC | \$5,475.87 |
| 29 - Total | | | | | \$5,475.87 |
| 30 | V1006360 | 02/14/2023 | 1008855 | GARLAND DBS INC | \$198,250.29 |
| 30 - Total | | | | | \$198,250.29 |
| 50 | V5000540 | 02/14/2023 | 1002819 | BLUE DOG PRINTING AND DESIGN | \$290.00 |
| 50 - Total | | | | | \$290.00 |
| 51 | V5000541 | 02/14/2023 | 077165 | MUSIC IN THE PARKS | \$300.00 |
| | V5000542 | 02/14/2023 | 093337 | TUTTLE MARKETING SVCS INC | \$312.00 |
| 51 - Total | | | | | \$612.00 |
| Overall - Total | | | | | \$235,175.85 |

West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|--------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01 | 40092092 | 02/22/2023 | 1003432 | AHOLD FINANCIAL SERVICES | \$646.43 |
| | 40092093 | 02/22/2023 | 1009632 | ALL KILN SERVICES LLC | \$8,456.90 |
| | 40092094 | 02/22/2023 | 1004912 | ALTA LANGUAGE SERVICES, INC. | \$5,333.02 |
| | 40092099 | 02/22/2023 | 1008943 | AMAZON | \$15,279.63 |
| | 40092100 | 02/22/2023 | 1006528 | AMERICAN BACKFLOW PRODUCTS COMPANY | \$59.95 |
| | 40092101 | 02/22/2023 | 007351 | ARAMARK UNIFORM SERVICES | \$73.96 |
| | 40092103 | 02/22/2023 | 014300 | BLICK ART MATERIALS | \$982.46 |
| | 40092105 | 02/22/2023 | 1008958 | BULK BOOKSTORE | \$4,521.18 |
| | 40092106 | 02/22/2023 | 021581 | CDW GOVERNMENT, INC | \$5,709.00 |
| | 40092107 | 02/22/2023 | 023755 | CHESTER COUNTY INT UNIT # 24 | \$14,910.24 |
| | 40092108 | 02/22/2023 | 1009249 | CIOCCA CHEVROLET OF WEST CHESTER | \$33,541.05 |
| | 40092109 | 02/22/2023 | 1009668 | CLAYWORKS SUPPLIES INC | \$1,170.00 |
| | 40092110 | 02/22/2023 | 1009740 | COMPUTER DESIGN & INTEGRATION LLC | \$27,390.00 |
| | 40092111 | 02/22/2023 | 1009781 | COPPERHEAD REFINISHING INC | \$977.00 |
| | 40092112 | 02/22/2023 | 1008284 | CRITICARE HOME HEALTH & NURSING SRV | \$1,270.50 |
| | 40092113 | 02/22/2023 | 032540 | DELL COMPUTER CORPORATION | \$4,790.50 |
| | 40092114 | 02/22/2023 | 1001584 | DELTA-T GROUP, INC. | \$2,212.50 |
| | 40092115 | 02/22/2023 | 033800 | DEVEREUX FOUNDATION | \$5,210.00 |
| | 40092116 | 02/22/2023 | 1009474 | DISALVO, LAUREN & DEAN | \$2,543.36 |
| | 40092117 | 02/22/2023 | 042300 | FAULKNER PONTIAC BUICK | \$390.49 |
| | 40092118 | 02/22/2023 | 042490 | FEDERAL EXPRESS CORP | \$70.00 |
| | 40092119 | 02/22/2023 | 042520 | FERGUSON ENT., INC. #501 | \$390.87 |
| | 40092120 | 02/22/2023 | 043200 | FISHER SCIENTIFIC CO | \$34.78 |
| | 40092121 | 02/22/2023 | 1008368 | FLEXIP SOLUTIONS INC | \$4,740.86 |
| | 40092122 | 02/22/2023 | 9269 | FRATONI, JOSEPH | \$72.00 |
| | 40092123 | 02/22/2023 | 046450 | GBC | \$800.96 |
| | 40092124 | 02/22/2023 | 1006249 | GENERAL HEALTHCARE RESOURCES INC | \$11,021.44 |
| | 40092126 | 02/22/2023 | 1006790 | GOPHER PERFORMANCE | \$67.14 |
| | 40092128 | 02/22/2023 | 050075 | GREAT AMERICA FINANCIAL SERVICES | \$7,423.83 |
| | 40092129 | 02/22/2023 | 053520 | HEINEMANN EDUCATIONAL BOOKS | \$148.80 |
| | 40092130 | 02/22/2023 | 055560 | HOME DEPOT CREDIT SERVICES | \$976.22 |
| | 40092131 | 02/22/2023 | 10157 | HOOVEN, RICHARD | \$72.00 |
| | 40092132 | 02/22/2023 | 1007808 | IMPERIAL BAG & PAPER | \$2,084.53 |
| | 40092133 | 02/22/2023 | 1000165 | INGERSOLL RAND CO | \$1,340.83 |
| | 40092134 | 02/22/2023 | 1008953 | INSIGHT PUBLIC SECTOR INC | \$819.34 |
| | 40092135 | 02/22/2023 | 1006655 | IRWIN SEATING COMPANY | \$2,850.00 |
| | 40092136 | 02/22/2023 | 1007905 | ISOLVED HCM LLC | \$1,717.00 |
| | 40092137 | 02/22/2023 | 060400 | JAMISON, PHILIP | \$100.00 |
| | 40092138 | 02/22/2023 | 1000345 | KADES-MARGOLIS CAPITAL | \$200.00 |

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| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|--------------|--------------|------------|---------------|---------------------------------|--------------------|
| 01 | 40092139 | 02/22/2023 | 1008188 | KATHERINE AZAR PHOTOGRAPHY LLC | \$880.00 |
| | 40092140 | 02/22/2023 | 062600 | KEEN COMPRESSED GAS CO | \$101.00 |
| | 40092141 | 02/22/2023 | 1009073 | KELLY SERVICES INC | \$189,066.52 |
| | 40092142 | 02/22/2023 | 065200 | KRAPF JR & SON INC GEORGE | \$3,517.31 |
| | 40092143 | 02/22/2023 | 1009562 | LACAYO, SELENE | \$338.18 |
| | 40092144 | 02/22/2023 | 065790 | LAMB MCERLANE PC | \$1,893.75 |
| | 40092145 | 02/22/2023 | 065850 | LANCASTER-LEBANON INT UNIT #13 | \$75.00 |
| | 40092146 | 02/22/2023 | 1009792 | LOS BOMBEROS DE LA CALLE | \$650.00 |
| | 40092147 | 02/22/2023 | 1004209 | LOWES COMMERCIAL SERVICES | \$878.07 |
| | 40092148 | 02/22/2023 | 069582 | MACKIN EDUCATIONAL RESOURCES / | \$99.49 |
| | 40092149 | 02/22/2023 | 1005143 | MAILROOM SYSTEMS, INC. | \$564.51 |
| | 40092150 | 02/22/2023 | 1009424 | MARCIA BRENNER ASSOCIATES, LLC | \$3,974.40 |
| | 40092151 | 02/22/2023 | 1007760 | MATTHEWS PAOLI FORD | \$156.38 |
| | 40092152 | 02/22/2023 | 1009726 | MCDOWELL, DAN | \$72.00 |
| | 40092153 | 02/22/2023 | 9612 | MCKNETT, CHUCK | \$110.00 |
| | 40092154 | 02/22/2023 | 073020 | MCMASTER-CARR SUPPLY CO | \$458.74 |
| | 40092155 | 02/22/2023 | 1000348 | METROPOLITAN LIFE INSURANCE CO. | \$50.00 |
| | 40092156 | 02/22/2023 | 1008616 | MOVING MINDS | \$417.05 |
| | 40092157 | 02/22/2023 | 10717 | NELSON, CASEY | \$144.00 |
| | 40092158 | 02/22/2023 | 1009483 | NO BOUNDARIES FOR LANGUAGE AND | \$165.00 |
| | 40092159 | 02/22/2023 | 078805 | NSTA | \$20.47 |
| | 40092160 | 02/22/2023 | 079660 | OCCUPATIONAL HEALTH CENTER | \$107.00 |
| | 40092167 | 02/22/2023 | 1009550 | ODP BUSINESS SOLUTIONS | \$14,744.42 |
| | 40092168 | 02/22/2023 | 1006543 | PAPCO, INC. | \$1,352.12 |
| | 40092169 | 02/22/2023 | 1009671 | PARMER, TRACI JENAE | \$9,246.00 |
| | 40092170 | 02/22/2023 | 077475 | NAPA AUTO PARTS | \$194.22 |
| | 40092171 | 02/22/2023 | 1007748 | PAYSCHOOLS | \$82.00 |
| | 40092172 | 02/22/2023 | 052305 | PEARSON/HARCOURT ASSESSMENT | \$1,358.91 |
| | 40092173 | 02/22/2023 | 081550 | PEPPER & SON INC J W | \$321.98 |
| | 40092174 | 02/22/2023 | 1003736 | PETROLEUM TRADERS CORP. | \$39,277.15 |
| | 40092175 | 02/22/2023 | 082424 | PITSCO INC | \$286.00 |
| | 40092176 | 02/22/2023 | 035330 | PMEA DISTRICT 12 | \$2,532.00 |
| | 40092177 | 02/22/2023 | 1009631 | PORT A BOWL RESTROOM CO | \$95.00 |
| | 40092178 | 02/22/2023 | 1007600 | POWERSCHOOL GROUP LLC | \$21,476.64 |
| | 40092179 | 02/22/2023 | 1006772 | PRO-ED INC. | \$118.80 |
| | 40092180 | 02/22/2023 | 1007147 | PRO-TUFF DECALS, INC. | \$495.00 |
| | 40092181 | 02/22/2023 | 1001796 | PTM DOCUMENT SYSTEMS | \$455.52 |
| | 40092182 | 02/22/2023 | 008190 | QUADIENT LEASING USA INC | \$1,109.64 |
| | 40092183 | 02/22/2023 | 1009340 | RHOADS ENERGY | \$4,330.74 |

West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|-------------------|--------------|------------|---------------|------------------------------------|---------------------|
| 01 | 40092184 | 02/22/2023 | 1005267 | RICOH USA, INC. | \$263.65 |
| | 40092185 | 02/22/2023 | 085174 | RIGGTOWN OVEN | \$327.00 |
| | 40092186 | 02/22/2023 | 1009256 | RINICELLA, ROBERT & HONEY | \$8,388.00 |
| | 40092187 | 02/22/2023 | 085750 | ROTHWELL DOCUMENT SOLUTIONS | \$2,547.36 |
| | 40092188 | 02/22/2023 | 087815 | SHOP RITE OF W.C. | \$544.19 |
| | 40092189 | 02/22/2023 | 088490 | SIR SPEEDY PRINTING #7103 | \$195.00 |
| | 40092191 | 02/22/2023 | 091360 | SWEET, STEVENS, KATZ & WILLIAMS | \$11,964.63 |
| | 40092192 | 02/22/2023 | 091582 | TALK INC | \$14,348.83 |
| | 40092193 | 02/22/2023 | 1004984 | TAYLOR & FRANCIS GROUP LLC | \$163.94 |
| | 40092194 | 02/22/2023 | 1000118 | TEACHERS COLLEGE PRESS | \$116.52 |
| | 40092195 | 02/22/2023 | 092110 | TEACHER'S DISCOVERY | \$511.61 |
| | 40092197 | 02/22/2023 | 1009784 | TOTAL TRANSPORTATION SOLUTIONS INC | \$475.00 |
| | 40092198 | 02/22/2023 | 1002048 | TRUSTEES OF THE UNIV. OF PENNA. | \$455.00 |
| | 40092199 | 02/22/2023 | 082220 | TURF EQUIPMENT AND SUPPLY COMPANY | \$518.12 |
| | 40092200 | 02/22/2023 | 093600 | UNITED REFRIGERATION CO | \$139.62 |
| | 40092201 | 02/22/2023 | 049790 | W. W. GRAINGER, INC. | \$111.74 |
| | 40092202 | 02/22/2023 | 9582 | WEBB, JIM | \$110.00 |
| | 40092203 | 02/22/2023 | 1000059 | WEST CHESTER ED SUPPORT PERSONNEL | \$2,232.95 |
| | 40092204 | 02/22/2023 | 1000058 | TRUMARK FCU | \$1,176.45 |
| | 40092205 | 02/22/2023 | 1006399 | WEST CHESTER POLICE DEPARTMENT | \$2,700.00 |
| | 40092206 | 02/22/2023 | 096741 | WEST CHESTER UNIVERSITY | \$500.00 |
| | 40092207 | 02/22/2023 | 9561 | WHITE, MATT | \$144.00 |
| 01 - Total | | | | | \$519,547.39 |
| 22 | 40092113 | 02/22/2023 | 032540 | DELL COMPUTER CORPORATION | \$17,330.26 |
| 22 - Total | | | | | \$17,330.26 |
| 27 | 40092091 | 02/22/2023 | 001525 | ADI | \$20,212.15 |
| | 40092208 | 02/22/2023 | 1008068 | WILLIAMS SCOTSMAN INC | \$3,581.08 |
| 27 - Total | | | | | \$23,793.23 |
| 29 | 40092104 | 02/22/2023 | 10834 | BOYLE, KATHLEEN | \$80.00 |
| | 40092125 | 02/22/2023 | 9815 | GLENN, GREG | \$75.00 |
| | 40092161 | 02/22/2023 | 1009785 | OCTORARA BOYS & GIRLS BASKETBALL | \$200.00 |
| 29 - Total | | | | | \$355.00 |
| 30 | 40092102 | 02/22/2023 | 1004477 | BLACKNEY HAYES ARCHITECTS | \$3,825.00 |
| 30 - Total | | | | | \$3,825.00 |
| 40 | 40092099 | 02/22/2023 | 1008943 | AMAZON | \$1,678.31 |

West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|-----------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 40 | 40092196 | 02/22/2023 | 1009775 | THERMO FISHER SCIENTIFIC (ASHVL)LLC | \$1,641.80 |
| 40 | - Total | | | | \$3,320.11 |
| 50 | 80040299 | 02/22/2023 | 1008943 | AMAZON | \$2,315.23 |
| | 80040300 | 02/22/2023 | 1009799 | DECLAN WEIR PRODUCTIONS INC | \$1,200.00 |
| | 80040301 | 02/22/2023 | 1009429 | PENN HOSA INC | \$1,500.00 |
| | 80040302 | 02/22/2023 | 1009794 | TEENS BBQ & SOUL | \$950.00 |
| 50 | - Total | | | | \$5,965.23 |
| 51 | 80040303 | 02/22/2023 | 1008943 | AMAZON | \$351.81 |
| | 80040304 | 02/22/2023 | 1007485 | CMF VENDING | \$99.00 |
| | 80040305 | 02/22/2023 | 1008215 | EDUCATIONAL TRAVEL CONSULTANTS | \$18,750.00 |
| | 80040306 | 02/22/2023 | 044020 | FRANKLIN INSTITUTE | \$1,495.00 |
| | 80040307 | 02/22/2023 | 065230 | KRAPF'S COACHES, INC. | \$2,740.00 |
| | 80040308 | 02/22/2023 | 1009550 | ODP BUSINESS SOLUTIONS | \$66.81 |
| | 80040309 | 02/22/2023 | 1008200 | PANERA BREAD | \$509.87 |
| 51 | - Total | | | | \$24,012.49 |
| 80 | 50002137 | 02/22/2023 | 1005754 | ARAMARK SERVICES INC. | \$324,681.67 |
| 80 | - Total | | | | \$324,681.67 |
| Overall - Total | | | | | \$922,830.38 |

West Chester Area School District Electronic Funds Transfer Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|-----------------|--------------|------------|---------------|---------------------------------|--------------------|
| 01 | V1006370 | 02/22/2023 | 010830 | BARNES & NOBLE INC. | \$911.31 |
| | V1006371 | 02/22/2023 | 017340 | BSN SPORTS LLC | \$28,676.13 |
| | V1006372 | 02/22/2023 | 026352 | COLLINS SPORTS MEDICINE | \$1,725.29 |
| | V1006373 | 02/22/2023 | 027000 | COLONIAL FLAG COMPANY | \$423.00 |
| | V1006374 | 02/22/2023 | 1005433 | COLT PLUMBING | \$4,196.09 |
| | V1006375 | 02/22/2023 | 032952 | DENNEY ELECTRIC SUPPLY | \$369.78 |
| | V1006376 | 02/22/2023 | 1006669 | EAI EDUCATION | \$74.48 |
| | V1006377 | 02/22/2023 | 043500 | FLINN SCIENTIFIC | \$60.78 |
| | V1006378 | 02/22/2023 | 043490 | FOLLETT CONTENT SOLUTIONS LLC | \$456.27 |
| | V1006379 | 02/22/2023 | 043605 | FOX ROTHSCHILD LLP | \$9,870.00 |
| | V1006380 | 02/22/2023 | 054645 | HILLYARD, INC. | \$18,817.15 |
| | V1006381 | 02/22/2023 | 069270 | MACGILL & CO, WILLIAM V. | \$304.48 |
| | V1006382 | 02/22/2023 | 075220 | MUSIC & ARTS CENTERS | \$158.04 |
| | V1006383 | 02/22/2023 | 1008316 | PEAR DECK INC | \$2,975.00 |
| | V1006384 | 02/22/2023 | 086700 | SCHOOL HEALTH CORPORATION | \$222.37 |
| | V1006385 | 02/22/2023 | 1000679 | SHERWIN WILLIAMS | \$174.69 |
| | V1006386 | 02/22/2023 | 092000 | TAYLORS MUSIC STORE | \$183.25 |
| | V1006387 | 02/22/2023 | 1007460 | THOMSON REUTERS-WEST PUBLISHING | \$331.92 |
| | V1006388 | 02/22/2023 | 093609 | U.S. MUNICIPAL SUPPLY, INC. | \$57.83 |
| | V1006389 | 02/22/2023 | 094345 | UNRUH, TURNER, BURKE & FREES | \$25,389.00 |
| 01 - Total | | | | | \$95,376.86 |
| 29 | V1006371 | 02/22/2023 | 017340 | BSN SPORTS LLC | \$1,223.20 |
| 29 - Total | | | | | \$1,223.20 |
| 50 | V5000543 | 02/22/2023 | 1002819 | BLUE DOG PRINTING AND DESIGN | \$195.00 |
| 50 - Total | | | | | \$195.00 |
| Overall - Total | | | | | \$96,795.06 |

West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|--------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 01 | 40092209 | 02/28/2023 | 1007456 | 21ST CENTURY MEDIA NEWSPAPERS LLC | \$84.03 |
| | 40092211 | 02/28/2023 | 001164 | ACP DIRECT | \$98.75 |
| | 40092212 | 02/28/2023 | 1001574 | AG INDUSTRIAL, INC. | \$470.66 |
| | 40092213 | 02/28/2023 | 1003432 | AHOLD FINANCIAL SERVICES | \$1,217.99 |
| | 40092214 | 02/28/2023 | 1004912 | ALTA LANGUAGE SERVICES INC | \$1,644.55 |
| | 40092216 | 02/28/2023 | 1008943 | AMAZON | \$9,826.28 |
| | 40092217 | 02/28/2023 | 006410 | AMERICAN TIME & SIGNAL COMPANY | \$1,428.90 |
| | 40092218 | 02/28/2023 | 007150 | APPLE COMPUTER, INC | \$1,617.00 |
| | 40092219 | 02/28/2023 | 007075 | AQUA PA | \$5,743.34 |
| | 40092220 | 02/28/2023 | 007351 | ARAMARK UNIFORM SERVICES | \$89.94 |
| | 40092221 | 02/28/2023 | 009710 | B & H PHOTO | \$1,282.57 |
| | 40092223 | 02/28/2023 | 1008309 | BELLA CUCINA | \$2,168.00 |
| | 40092224 | 02/28/2023 | 014300 | BLICK ART MATERIALS | \$352.45 |
| | 40092225 | 02/28/2023 | 1007181 | BUSINESSOLVER.COM, INC. | \$2,331.77 |
| | 40092226 | 02/28/2023 | 021581 | CDW GOVERNMENT, INC | \$512.49 |
| | 40092227 | 02/28/2023 | 092508 | CENGAGE LEARNING | \$203,988.75 |
| | 40092228 | 02/28/2023 | 023200 | CHESCONET | \$13,914.00 |
| | 40092229 | 02/28/2023 | 023755 | CHESTER COUNTY INT UNIT # 24 | \$18,250.00 |
| | 40092230 | 02/28/2023 | 024770 | CHILDREN'S BOOK WORLD | \$18.58 |
| | 40092232 | 02/28/2023 | 1009463 | COMBUSTION SERVICE & EQUIPMENT CO | \$1,006.00 |
| | 40092233 | 02/28/2023 | 1009033 | DANIELS, MARY | \$231.90 |
| | 40092234 | 02/28/2023 | 032540 | DELL COMPUTER CORPORATION | \$923.96 |
| | 40092235 | 02/28/2023 | 1006204 | DOWNINGTOWN WEST TRACK AND FIELD | \$300.00 |
| | 40092236 | 02/28/2023 | 1009651 | DR. UNA MARTIN CONSULTING LLC | \$8,319.38 |
| | 40092238 | 02/28/2023 | 1009665 | EDUPORIUM | \$156.00 |
| | 40092239 | 02/28/2023 | 042490 | FEDERAL EXPRESS CORP | \$117.11 |
| | 40092240 | 02/28/2023 | 042520 | FERGUSON ENT., INC. #501 | \$160.21 |
| | 40092241 | 02/28/2023 | 043200 | FISHER SCIENTIFIC CO | \$33.84 |
| | 40092242 | 02/28/2023 | 046570 | GEMPLER'S, INC | \$1,028.02 |
| | 40092243 | 02/28/2023 | 1001911 | GLOBAL INDUSTRIAL EQUIPMENT | \$316.90 |
| | 40092244 | 02/28/2023 | 049450 | GOPHER SPORT | \$2,346.99 |
| | 40092246 | 02/28/2023 | 050075 | GREAT AMERICA FINANCIAL SERVICES | \$12,679.38 |
| | 40092247 | 02/28/2023 | 1002042 | HEISER LOGISTICS | \$419.14 |
| | 40092248 | 02/28/2023 | 055560 | HOME DEPOT CREDIT SERVICES | \$141.42 |
| | 40092250 | 02/28/2023 | 1006655 | IRWIN SEATING COMPANY | \$2,005.02 |
| | 40092251 | 02/28/2023 | 1000345 | KADES-MARGOLIS CAPITAL | \$200.00 |
| | 40092252 | 02/28/2023 | 062600 | KEEN COMPRESSED GAS CO | \$241.67 |
| | 40092253 | 02/28/2023 | 1009073 | KELLY SERVICES INC | \$15,193.78 |
| | 40092255 | 02/28/2023 | 1009779 | KEVIN SMITH GROUP, INC | \$1,196.70 |

West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|--------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01 | 40092256 | 02/28/2023 | 065200 | KRAPF JR & SON INC GEORGE | \$6,952.07 |
| | 40092257 | 02/28/2023 | 1009562 | LACAYO, SELENE | \$367.17 |
| | 40092258 | 02/28/2023 | 065850 | LANCASTER-LEBANON INT UNIT #13 | \$375.00 |
| | 40092259 | 02/28/2023 | 065915 | LANGUAGE SERVICES ASSOCIATES | \$2,273.75 |
| | 40092261 | 02/28/2023 | 1004209 | LOWES COMMERCIAL SERVICES | \$1,164.17 |
| | 40092262 | 02/28/2023 | 1009504 | MARVIC SUPPLY | \$72.40 |
| | 40092263 | 02/28/2023 | 1008664 | MASTERLIBRARY.COM LLC | \$7,200.00 |
| | 40092264 | 02/28/2023 | 073020 | MCMASTER-CARR SUPPLY CO | \$287.14 |
| | 40092265 | 02/28/2023 | 073290 | MEDCO SUPPLY | \$1,368.89 |
| | 40092266 | 02/28/2023 | 1002849 | PMEA | \$400.00 |
| | 40092267 | 02/28/2023 | 1000348 | METROPOLITAN LIFE INSURANCE CO. | \$50.00 |
| | 40092268 | 02/28/2023 | 1008853 | ON DECK SPORTS | \$1,370.97 |
| | 40092270 | 02/28/2023 | 1009797 | PAINT WORKS | \$1,500.00 |
| | 40092271 | 02/28/2023 | 1006543 | PAPCO, INC. | \$1,409.04 |
| | 40092272 | 02/28/2023 | 077475 | NAPA AUTO PARTS | \$83.78 |
| | 40092273 | 02/28/2023 | 1007807 | PA CORRECTIONAL INDUSTRIES, | \$1,443.00 |
| | 40092274 | 02/28/2023 | 081545 | PEOPLE'S LIGHT & THEATRE CO | \$445.00 |
| | 40092275 | 02/28/2023 | 082467 | PIONEER ATHLETICS | \$3,476.10 |
| | 40092276 | 02/28/2023 | 082424 | PITSCO INC | \$290.40 |
| | 40092277 | 02/28/2023 | 1009484 | PORCHLIGHT BOOK COMPANY | \$536.81 |
| | 40092280 | 02/28/2023 | 1006772 | PRO-ED INC. | \$488.40 |
| | 40092281 | 02/28/2023 | 008190 | QUADIENT LEASING USA INC | \$367.45 |
| | 40092282 | 02/28/2023 | 1009723 | QUENCH USA INC | \$88.42 |
| | 40092283 | 02/28/2023 | 084064 | QUILL CORPORATION | \$13,756.80 |
| | 40092284 | 02/28/2023 | 085750 | ROTHWELL DOCUMENT SOLUTIONS | \$334.95 |
| | 40092285 | 02/28/2023 | 1009471 | RUSTIN BOOSTER CLUB | \$350.00 |
| | 40092286 | 02/28/2023 | 1009163 | SAF-GARD SAFETY SHOE CO. | \$159.99 |
| | 40092287 | 02/28/2023 | 087815 | SHOP RITE OF W.C. | \$709.88 |
| | 40092289 | 02/28/2023 | 1008422 | TELESYSTEM | \$6,195.22 |
| | 40092290 | 02/28/2023 | 1009749 | TEXTHELP INC | \$300.00 |
| | 40092292 | 02/28/2023 | 092750 | TOAD HOLLOW ATHLETICS | \$3,855.20 |
| | 40092294 | 02/28/2023 | 1006474 | TRI-STATE ELEVATOR COMPANY, INC. | \$290.75 |
| | 40092295 | 02/28/2023 | 029320 | TRUSTMARK HEALTH BENEFITS INC | \$1,708.08 |
| | 40092296 | 02/28/2023 | 9961 | TURCO, SUZANNE | \$80.00 |
| | 40092297 | 02/28/2023 | 082220 | TURF EQUIPMENT AND SUPPLY COMPANY | \$1,854.75 |
| | 40092298 | 02/28/2023 | 093600 | UNITED REFRIGERATION CO | \$338.82 |
| | 40092299 | 02/28/2023 | 1005099 | UPPER DARBY TRACK AND FIELD BOOSTER | \$300.00 |
| | 40092300 | 02/28/2023 | 094403 | US FOODSERVICE | \$1,381.26 |
| | 40092301 | 02/28/2023 | 1007699 | US MEDICAL STAFFING LLC | \$9,349.05 |

West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|-------------------|--------------|------------|---------------|------------------------------------|---------------------|
| 01 | 40092302 | 02/28/2023 | 067070 | VISUALZ | \$100.95 |
| | 40092303 | 02/28/2023 | 049790 | W. W. GRAINGER, INC. | \$235.88 |
| | 40092304 | 02/28/2023 | 1006817 | WEBSTER'S FITNESS PRODUCTS, INC. | \$41,235.00 |
| | 40092305 | 02/28/2023 | 1000059 | WEST CHESTER ED SUPPORT PERSONNEL | \$2,216.62 |
| | 40092306 | 02/28/2023 | 1000058 | TRUMARK FCU | \$1,176.45 |
| | 40092307 | 02/28/2023 | 097000 | WEST GOSHEN TOWNSHIP | \$807.54 |
| | 40092308 | 02/28/2023 | 1008049 | WEST HEALTH ADVOCATE SOLUTIONS INC | \$14,300.40 |
| | 40092309 | 02/28/2023 | 097096 | WEST WHITELAND TOWNSHIP | \$5,246.10 |
| | 40092310 | 02/28/2023 | 097430 | WESTTOWN TOWNSHIP | \$1,800.00 |
| | 40092311 | 02/28/2023 | 1008485 | WHALEN, JAMES & CHERYL | \$1,682.60 |
| | 40092313 | 02/28/2023 | 1009121 | WIGGINS AUTO TAGS INC | \$24.00 |
| | 40092314 | 02/28/2023 | 1008068 | WILLIAMS SCOTSMAN INC | \$1,835.00 |
| | 40092315 | 02/28/2023 | 098060 | WILSON LANGUAGE TRAINING CORP | \$2,954.88 |
| | 40092316 | 02/28/2023 | 1005797 | YMCA OF THE BRANDYWINE VALLEY | \$54,214.00 |
| | 40092317 | 02/28/2023 | 085830 | R.S.V.P. - TAX CREDIT | \$56.00 |
| 01 - Total | | | | | \$512,917.60 |
| 22 | 40092269 | 02/28/2023 | 1008130 | OPTIV SECURITY INC | \$157,831.10 |
| 22 - Total | | | | | \$157,831.10 |
| 27 | 40092210 | 02/28/2023 | 001525 | ADI | \$1,815.30 |
| | 40092232 | 02/28/2023 | 1009463 | COMBUSTION SERVICE & EQUIPMENT CO | \$172,000.00 |
| | 40092288 | 02/28/2023 | 1007453 | STANTEC CONSULTING SERVICES, INC. | \$4,950.00 |
| 27 - Total | | | | | \$178,765.30 |
| 29 | 40092237 | 02/28/2023 | 10828 | DRIGGINS, SHAWN | \$75.00 |
| | 40092254 | 02/28/2023 | 10306 | KENNETT, BRETT | \$134.00 |
| | 40092278 | 02/28/2023 | 10226 | PORRECA, ANTHONY | \$75.00 |
| | 40092279 | 02/28/2023 | 10914 | PRAY, TIM | \$80.00 |
| | 40092312 | 02/28/2023 | 9561 | WHITE, MATT | \$75.00 |
| 29 - Total | | | | | \$439.00 |
| 30 | 40092231 | 02/28/2023 | 025930 | CLINGER, CORP., WILLIAM H. | \$500,000.00 |
| | 40092310 | 02/28/2023 | 097430 | WESTTOWN TOWNSHIP | \$396.51 |
| 30 - Total | | | | | \$500,396.51 |
| 40 | 40092222 | 02/28/2023 | 090800 | STUDENT REFUNDS & REIMBURSMENT | \$56.00 |
| | 40092249 | 02/28/2023 | 1007925 | ILL DOOTS LLC | \$1,500.00 |
| | 40092260 | 02/28/2023 | 090800 | STUDENT REFUNDS & REIMBURSMENT | \$96.00 |
| | 40092291 | 02/28/2023 | 090800 | STUDENT REFUNDS & REIMBURSMENT | \$56.00 |

West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------------------------|--------------|------------|---------------|----------------------------------|-----------------------|
| 40 | 40092293 | 02/28/2023 | 090800 | STUDENT REFUNDS & REIMBURSEMENT | \$56.00 |
| 40 - Total | | | | | \$1,764.00 |
| 50 | 80040310 | 02/28/2023 | 1008943 | AMAZON | \$1,937.47 |
| | 80040311 | 02/28/2023 | 1006932 | COSTUMER, INC., THE | \$0.00 |
| | 80040312 | 02/28/2023 | 1009778 | DEAFINITIONS & INTERPRETING LLC | \$910.00 |
| | 80040320 | 02/28/2023 | 1006932 | COSTUMER, INC., THE | \$2,392.05 |
| 50 - Total | | | | | \$5,239.52 |
| 51 | 80040313 | 02/28/2023 | 006640 | AMPRO SPORTS | \$549.00 |
| | 80040314 | 02/28/2023 | 027002 | COLONIAL PENNA PLANTATION | \$2,084.00 |
| | 80040315 | 02/28/2023 | 1004156 | GRAND OPERA HOUSE INC | \$658.00 |
| | 80040316 | 02/28/2023 | 1009497 | LANCASTER SCIENCE FACTORY | \$2,230.00 |
| | 80040317 | 02/28/2023 | 1006707 | PENN MUSEUM OF ARCHAEOLOGY & | \$940.00 |
| | 80040318 | 02/28/2023 | 090238 | STATE MUSEUM OF PENNSYLVANIA | \$444.00 |
| | 80040319 | 02/28/2023 | 1008838 | TRILLS & THRILLS MUSIC FESTIVALS | \$300.00 |
| 51 - Total | | | | | \$7,205.00 |
| 80 | 50002138 | 02/28/2023 | 1009514 | 11400 INC | \$8,139.00 |
| | 50002139 | 02/28/2023 | 090800 | STUDENT REFUNDS & REIMBURSEMENT | \$184.10 |
| 80 - Total | | | | | \$8,323.10 |
| Overall - Total | | | | | \$1,372,881.13 |

West Chester Area School District Electronic Funds Transfer Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------------------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 01 | V1006390 | 02/28/2023 | 009530 | AUTO TRUCK OUTFITTERS | \$629.95 |
| | V1006391 | 02/28/2023 | 010830 | BARNES & NOBLE INC. | \$254.98 |
| | V1006392 | 02/28/2023 | 017340 | BSN SPORTS LLC | \$7,900.00 |
| | V1006393 | 02/28/2023 | 021100 | CAROLINA BIOLOGICAL | \$303.30 |
| | V1006394 | 02/28/2023 | 1002456 | CERAMIC SHOP, THE | \$367.39 |
| | V1006395 | 02/28/2023 | 032952 | DENNEY ELECTRIC SUPPLY | \$1,489.50 |
| | V1006396 | 02/28/2023 | 040630 | ETA/HAND2MIND | \$4,681.53 |
| | V1006397 | 02/28/2023 | 043500 | FLINN SCIENTIFIC | \$3,320.06 |
| | V1006398 | 02/28/2023 | 043490 | FOLLETT CONTENT SOLUTIONS LLC | \$769.74 |
| | V1006399 | 02/28/2023 | 043605 | FOX ROTHSCHILD LLP | \$3,591.00 |
| | V1006400 | 02/28/2023 | 054645 | HILLYARD, INC. | \$436.44 |
| | V1006401 | 02/28/2023 | 1004344 | ROBERT E. LITTLE, INC. | \$49.48 |
| | V1006402 | 02/28/2023 | 075220 | MUSIC & ARTS CENTERS | \$386.60 |
| | V1006403 | 02/28/2023 | 086660 | SCHOLASTIC MAGAZINES | \$152.13 |
| | V1006404 | 02/28/2023 | 086775 | SCHOOL NURSE SUPPLY | \$562.30 |
| | V1006405 | 02/28/2023 | 1007017 | SCHOOLSIN | \$384.69 |
| | V1006406 | 02/28/2023 | 092000 | TAYLORS MUSIC STORE | \$3,978.49 |
| | V1006407 | 02/28/2023 | 1001416 | ULINE | \$481.90 |
| | V1006408 | 02/28/2023 | 094345 | UNRUH, TURNER, BURKE & FREES | \$49.50 |
| | V1006409 | 02/28/2023 | 094620 | VERNIER SOFTWARE & TECHNOLOGY LLC | \$568.48 |
| | V1006410 | 02/28/2023 | 1006367 | WB MASON COMPANY | \$15,596.00 |
| | V1006411 | 02/28/2023 | 095760 | WEINSTEIN SUPPLY CORPORATION | \$1,080.67 |
| | V1006412 | 02/28/2023 | 1004004 | WORKPLACE CENTRAL | \$14.72 |
| | V1006413 | 02/28/2023 | 093345 | YALE ELECTRIC SUPPLY CO | \$324.34 |
| 01 - Total | | | | | \$47,373.19 |
| 50 | V5000544 | 02/28/2023 | 1002819 | BLUE DOG PRINTING AND DESIGN | \$60.00 |
| | V5000545 | 02/28/2023 | 1004184 | CUSTOMINK LLC | \$639.75 |
| 50 - Total | | | | | \$699.75 |
| 51 | V5000546 | 02/28/2023 | 1004184 | CUSTOMINK LLC | \$375.54 |
| | V5000547 | 02/28/2023 | 095915 | WERNER COACH | \$3,196.00 |
| 51 - Total | | | | | \$3,571.54 |
| Overall - Total | | | | | \$51,644.48 |

Student Activity Accounts

| Budget Unit | Project | Project Title | February 28, 2023 |
|-------------|---------|------------------------------|----------------------|
| 50000221 | 005221 | BEST BUDDIES | 1,234.73 |
| 50000222 | 005222 | BEST BUDDIES | 364.27 |
| 50000223 | 005223 | BEST BUDDIES | 5,416.73 |
| 50000326 | 005326 | BEST BUDDIES | 612.51 |
| 50000327 | 005327 | BEST BUDDIES | 181.45 |
| 50000328 | 005328 | BEST BUDDIES | 2,225.34 |
| 50000221 | 006221 | BLACK STUDENT UNION | 8,725.93 |
| 50000222 | 006222 | BLACK STUDENT UNION | 1,836.40 |
| 50000223 | 006223 | BLACK STUDENT UNION | 1,400.72 |
| 50000223 | 007223 | BRINGING HOPE HOME CLUB | 1,220.00 |
| 50000327 | 008327 | 8 th GRADE DANCE | 5.08 |
| 50000222 | 011222 | CLASS OF 2022 | 7,071.72 |
| 50000221 | 012221 | CLASS OF 2023 | 16,613.92 |
| 50000222 | 012222 | CLASS OF 2023 | 16,821.47 |
| 50000223 | 012223 | CLASS OF 2023 | 10,649.26 |
| 50000327 | 012327 | CLASS OF 2023 | 2,313.02 |
| 50000221 | 013221 | CLASS OF 2024 | 687.52 |
| 50000222 | 013222 | CLASS OF 2024 | 4,230.19 |
| 50000223 | 013223 | CLASS OF 2024 | 5,015.97 |
| 50000327 | 013327 | CLASS OF 2024 | 2,049.28 |
| 50000221 | 014221 | CLASS OF 2025 | 4,126.88 |
| 50000222 | 014222 | CLASS OF 2025 | 1,939.80 |
| 50000223 | 014223 | CLASS OF 2025 | 3,194.50 |
| 50000327 | 014327 | CLASS OF 2025 | 1,689.42 |
| 50000222 | 015222 | CLASS OF 2026 | 293.00 |
| 50000223 | 015223 | CLASS OF 2026 | 4,145.46 |
| 50000221 | 016221 | MOCK TRIAL TEAM | 3,574.47 |
| 50000221 | 017221 | MODEL U.N. | 895.39 |
| 50000222 | 017222 | MODEL U.N. | 1,068.76 |
| 50000223 | 017223 | MODEL U.N. | 3,482.73 |
| 50000221 | 018221 | DECA | 600.92 |
| 50000222 | 018222 | DECA | 8,393.01 |
| 50000223 | 018223 | DECA | 28,755.59 |
| 50000223 | 019223 | IDRYO (LITERARY MAGAZINE) | 49.51 |
| 50000222 | 020222 | INTERACT | 2,606.74 |
| 50000221 | 021221 | MULTICULTURAL CLUB | 529.04 |
| 50000222 | 023222 | WVIK CLUB | 368.80 |
| 50000223 | 023223 | PHOTOGRAPHY CLUB | 3,657.75 |
| 50000221 | 025221 | ARTNERSHIPS | 2,163.09 |
| 50000222 | 025222 | RELAY FOR LIFE | 700.09 |
| 50000221 | 032221 | WORLD LANGUAGE HONOR SOCIETY | 650.36 |
| 50000221 | 034221 | NATIONAL HONOR SOCIETY | 1,222.58 |
| 50000222 | 034222 | NATIONAL HONOR SOCIETY | 5,141.87 |
| 50000223 | 034223 | NATIONAL HONOR SOCIETY | 4,787.20 |
| 50000221 | 036221 | NEWSPAPER | 299.92 |

Student Activity Accounts

| Budget Unit | Project | Project Title | February 28, 2023 |
|-------------|---------|------------------------------|----------------------|
| 50000221 | 037221 | SPEECH & DEBATE | 31.22 |
| 50000221 | 038221 | RED CROSS CLUB | 76.01 |
| 50000222 | 038222 | FASHION CLUB | 525.14 |
| 50000223 | 038223 | FASHION CLUB | 94.31 |
| 50000222 | 039222 | HANDS TO HEARTS | 22.52 |
| 50000221 | 040221 | S.A.D.D. | 43.82 |
| 50000222 | 040222 | S.A.D.D. | 964.99 |
| 50000223 | 040223 | S.A.D.D. | 1,616.22 |
| 50000221 | 041221 | SCIENCE OLYMPIAD | 2,176.87 |
| 50000222 | 041222 | SCIENCE OLYMPIAD | 1,303.04 |
| 50000223 | 041223 | SCIENCE OLYMPIAD | 3,265.80 |
| 50000221 | 042221 | SKI CLUB | 0.21 |
| 50000326 | 042326 | SKI CLUB | 5,946.27 |
| 50000221 | 043221 | PHYSICS OLYMPIAD | 473.39 |
| 50000326 | 045326 | CROSS COUNTRY | 70.55 |
| 50000326 | 044326 | SCIENCE OLYMPIAD | 1,809.24 |
| 50000327 | 045327 | ART CLUB | 21.87 |
| 50000221 | 046221 | NATIONAL ART HONOR SOCIETY | 768.00 |
| 50000222 | 046222 | NATIONAL ART HONOR SOCIETY | 49.57 |
| 50000221 | 047221 | DEFYING MENTAL ILLNESS | 345.63 |
| 50000221 | 050221 | STUDENT COUNCIL | 3,085.32 |
| 50000222 | 050222 | STUDENT COUNCIL | 16,518.56 |
| 50000223 | 050223 | STUDENT COUNCIL | 5,762.63 |
| 50000326 | 050326 | STUDENT COUNCIL | 5,076.99 |
| 50000327 | 050327 | STUDENT COUNCIL | 2,511.78 |
| 50000328 | 050328 | STUDENT COUNCIL | 15,763.28 |
| 50000221 | 051221 | GSA | 177.91 |
| 50000222 | 051222 | BREAST CANCER AWARENESS | 615.50 |
| 50000223 | 051223 | RUSTIN GSA | 1,038.09 |
| 50000326 | 051326 | GSA | 452.49 |
| 50000222 | 052222 | OPERATION SMILE | 126.00 |
| 50000221 | 054221 | HIGH SCHOOL YEARBOOK | 793.63 |
| 50000222 | 054222 | HIGH SCHOOL YEARBOOK | 18,657.65 |
| 50000223 | 054223 | HIGH SCHOOL YEARBOOK | 7,157.80 |
| 50000327 | 054327 | MIDDLE SCHOOL YEARBOOK | 598.02 |
| 50000328 | 054328 | MIDDLE SCHOOL YEARBOOK | 1,578.45 |
| 50000221 | 055221 | GLAMOUR GALS | 258.00 |
| 50000222 | 056222 | SCHOOL STORE | 3,915.16 |
| 50000221 | 058221 | ANIME CLUB | 23.67 |
| 50000223 | 060223 | GERMAN CLUB | 714.64 |
| 50000221 | 061221 | MU ALPHA THETA HONOR SOCIETY | 628.06 |
| 50000222 | 061222 | MATH CLUB | 65.83 |
| 50000221 | 062221 | ACADEMIC TEAM - HENDERSON | 6,992.89 |
| 50000222 | 062222 | NORSE CODE NEWSPAPER | 507.00 |
| 50000223 | 062223 | ACADEMIC TEAM - RUSTIN | 145.32 |

Student Activity Accounts

| Budget Unit | Project | Project Title | February 28, 2023 |
|-------------------------------|---------|---------------------------|----------------------|
| 50000221 | 063221 | HHS NEUROSCIENCE | 85.82 |
| 50000221 | 064221 | WARRIORS CRICKET CLUB | 203.00 |
| 50000222 | 064222 | ACADEMIC TEAM | 250.00 |
| 50000223 | 064223 | AMERICAN LATINO PROGRAM | 211.14 |
| 50000221 | 065221 | HOSA | 521.20 |
| 50000221 | 070221 | SCHOOL MUSICAL | 18,616.60 |
| 50000222 | 070222 | BROADWAY SHOW | 9,850.49 |
| 50000223 | 070223 | THEATER FUND | 10,030.88 |
| 50000221 | 072221 | CALLIOPE | 678.08 |
| 50000221 | 073221 | STUDENTS FOR ANIMALS CLU | 300.00 |
| 50000326 | 073326 | FOOTBALL ACTIVITY FUND | 2,008.54 |
| 50000221 | 074221 | LATIN APPRECIATION STUDE | 300.00 |
| 50000326 | 074326 | CHEER CLUB | 1,856.05 |
| 50000326 | 075326 | WRESTLING ACTIVITY | 48.67 |
| 50000326 | 076326 | TRACK & FIELD ACTIVITY | 820.98 |
| 50000221 | 077221 | TRI-M MUSIC HONOR SOCIETY | 1,639.58 |
| 50000221 | 078221 | MUSIC DEPARTMENT FUND | 3,278.12 |
| 50000222 | 078222 | CHORAL FUND | 639.68 |
| 50000223 | 078223 | CHORAL FUND | 8,527.54 |
| 50000221 | 080221 | HHS ESPORTS | 3,305.58 |
| 50000221 | 081221 | OPERATION SMILE | 222.00 |
| 50000221 | 083221 | SOUTH ASIAN STUDENT ASSO | 229.00 |
| 50000222 | 086222 | COMPUTER ACCOUNT | 849.87 |
| 50000221 | 087221 | ROBOTICS CLUB | 2,228.54 |
| 50000221 | 090221 | DRAMA CLUB | 5,776.20 |
| 50000326 | 090326 | DRAMA | 24,176.18 |
| 50000327 | 090327 | DRAMA | 7,414.81 |
| 50000328 | 090328 | DRAMA | 27,133.30 |
| 50000221 | 093221 | STUDENTS HELPING STUDENTS | 1,104.96 |
| 50000222 | 093222 | KARE - EAST | 935.40 |
| 50000326 | 093326 | PEIRCE PROUD KIDS | 1,497.69 |
| 50000223 | 094223 | MEGA CLUB | 733.74 |
| 50000221 | 095221 | FEMPOWERMENT CLUB | 543.39 |
| 50000221 | 096221 | KINDNESS CLUB | 863.38 |
| 50000222 | 098222 | FORGN LANG HONOR SOCIETY | 1,358.48 |
| Total Fund 50 Projects | | | 424,020.62 |
| 51000221 | 130221 | ENVIRONMENTAL CLUB | 265.55 |
| 51000327 | 142327 | SKI CLUB | 1,303.40 |
| 51000330 | 164330 | ACTIVITY FUND | 5,416.36 |
| 51000432 | 164432 | ACTIVITY FUND | 956.85 |
| 51000437 | 164437 | ACTIVITY FUND | 1,321.99 |
| 51000438 | 164438 | ACTIVITY FUND | 3,618.54 |
| 51000440 | 164440 | ACTIVITY FUND | 9,711.23 |
| 51000444 | 164444 | ACTIVITY FUND | 13,241.91 |
| 51000445 | 164445 | ACTIVITY FUND | 1,358.27 |

Student Activity Accounts

| Budget Unit | Project | Project Title | February 28, 2023 |
|-------------|---------|--------------------------|----------------------|
| 51000447 | 164447 | ACTIVITY FUND | 13,733.69 |
| 51000448 | 164448 | ACTIVITY FUND | 2,354.95 |
| 51000451 | 164451 | ACTIVITY FUND | 4,668.49 |
| 51000452 | 164452 | ACTIVITY FUND | 11,760.81 |
| 51000453 | 164453 | ACTIVITY FUND | 2,355.84 |
| 51000454 | 164454 | ACTIVITY FUND | 2,527.84 |
| 51000931 | 164931 | ACTIVITY FUND | 676.29 |
| 51000955 | 164955 | ACTIVITY FUND | 0.97 |
| 51000980 | 164980 | CYBER ACTIVITY FUND | 337.76 |
| 51000451 | 179451 | PHYSICAL EDUCATION | 2,205.15 |
| 51000221 | 180221 | CLEARING ACCOUNT | 15,366.13 |
| 51000222 | 180222 | CLEARING ACCOUNT | 3,183.65 |
| 51000223 | 180223 | CLEARING ACCOUNT | 7,335.27 |
| 51000326 | 180326 | CLEARING ACCOUNT | (623.01) |
| 51000327 | 180327 | CLEARING ACCOUNT | 1,293.91 |
| 51000328 | 180328 | CLEARING ACCOUNT | 5,661.06 |
| 51000955 | 182955 | COLLEGE SCHOLRSHF FD ADM | 4,366.62 |
| 51000326 | 190326 | DRAMA | 105.00 |
| 51000222 | 191222 | SCHOOL SIGN EHS | 3,875.14 |
| 51000452 | 193452 | LIFE SKILLS SUPPORT | 22.05 |
| 51000437 | 194437 | FIELD TRIP FUND | 7,911.77 |
| 51000440 | 194440 | FIELD TRIP ACCT | 12,781.53 |
| 51000454 | 194454 | FIELD TRIP FUND | 2,029.27 |
| 51000221 | 202221 | IMPROVEMENT FUND | 19,962.92 |
| 51000222 | 202222 | IMPROVEMENT FUND | 33,026.31 |
| 51000223 | 202223 | IMPROVEMENT FUND | 10,544.12 |
| 51000326 | 202326 | IMPROVEMENT FUND | 1.31 |
| 51000327 | 202327 | IMPROVEMENT FUND | 5,142.24 |
| 51000328 | 202328 | IMPROVEMENT FUND | 3,254.57 |
| 51000222 | 203222 | HEART MONITOR/PE ACCT | 2,736.35 |
| 51000223 | 203223 | PE HEART MONITORS | 196.55 |
| 51000222 | 209222 | ENGLISH DEPT | 4,858.82 |
| 51000222 | 210222 | LIBRARY FUND | 1,019.96 |
| 51000223 | 210223 | LIBRARY FUND | 344.42 |
| 51000326 | 210326 | LIBRARY FUND | 933.86 |
| 51000327 | 210327 | LIBRARY FUND | 2,903.74 |
| 51000328 | 210328 | LIBRARY FUND | 2,603.82 |
| 51000438 | 210438 | LIBRARY FUND | 4,752.86 |
| 51000440 | 210440 | LIBRARY FUND | 1,938.55 |
| 51000444 | 210444 | LIBRARY FUND | 7,929.57 |
| 51000445 | 210445 | LIBRARY FUND | 525.56 |
| 51000447 | 210447 | LIBRARY FUND | 7,149.76 |
| 51000448 | 210448 | LIBRARY FUND | 3,263.84 |
| 51000451 | 210451 | LIBRARY FUND | 114.23 |
| 51000452 | 210452 | LIBRARY FUND | 7,695.05 |

Student Activity Accounts

| Budget Unit | Project | Project Title | February 28, 2023 |
|---|---------|--|----------------------|
| 51000453 | 210453 | LIBRARY FUND | 3,625.81 |
| 51000454 | 210454 | LIBRARY FUND | 107.35 |
| 51000221 | 211221 | HEALTH FITNESS/HRM | 2,291.54 |
| 51000326 | 214326 | MUSIC FUND | 9,428.24 |
| 51000327 | 214327 | MUSIC FUND | 12,143.71 |
| 51000328 | 214328 | MUSIC FUND | 739.24 |
| 51000448 | 214448 | MUSIC FUND | 11.65 |
| 51000222 | 216222 | PAVE THE WAY | 1,652.62 |
| 51000221 | 234221 | STUDENT ASSISTANCE FUND | 7,744.49 |
| 51000222 | 234222 | STUDENT ASSISTANCE FUND | 16,296.77 |
| 51000223 | 234223 | STUDENT ASSISTANCE FUND | 4,962.43 |
| 51000328 | 234328 | STUDENT ASSISTANCE FUND | 1,396.00 |
| 51000221 | 250221 | BRUNO SCHOLARSHIP | 7,581.15 |
| 51000953 | 250953 | ACTIVITY FEE WAIVER FUND STUDENT | 108.94 |
| 51000221 | 251221 | RICK MAERKER MEMORIAL SCHOLARSHIP | 12,101.58 |
| 51000223 | 251223 | ARSCOTT SOCCER SCHOLARSHIP | 119.29 |
| 51000221 | 252221 | B REED HNDERSON SCHOLARSHIP | 61,099.53 |
| 51000221 | 253221 | VICKY AHLUM MEMORIAL SCHOLARSHIP | 4,231.50 |
| 51000221 | 254221 | PEER BEST BUDDIES SCHOLARSHIP | 10.00 |
| 51000222 | 254222 | CLASS OF 2005 SCHOLARSHIP | 2,262.34 |
| 51000221 | 255221 | BOYS LACROSSE BOOSTERS AWARD | 5,806.32 |
| 51000222 | 255222 | RECYCLING SCHOLARSHIP | 494.04 |
| 51000221 | 256221 | CLASS OF 2002 BOOK SCH | 200.00 |
| 51000221 | 257221 | JEANNE D. SCIUBBA MEMORIAL SCHOLARSHIP | 4.96 |
| 51000221 | 258221 | CLASS OF 1972 SCHOLARSHIP | 6,220.00 |
| 51000223 | 258223 | BIANCA ROBERSON SCHOLARSHIP | 8,863.67 |
| 51000955 | 259955 | MATLACK MEMORIAL TRUST FUND | 5,083.32 |
| 51000221 | 261221 | TRAPNELL SCHOLARSHIP | 114,999.91 |
| 51000223 | 263223 | CHARLES COGNATO SCHOLARSHIP | 18,185.00 |
| 51000221 | 265221 | TUKLOFF MEMORIAL TRUST | 25.08 |
| 51000222 | 268222 | WENKE SCHOLSP FUND | 8,697.76 |
| 51000221 | 269221 | THOMAS WEEKS SCHOLARSHIP | 267.66 |
| 51000221 | 276221 | CLASS OF 2020 SCHOLARSHIP | 4,600.00 |
| 51000955 | 290955 | UNDISTRIBUTED INCOME | 12,151.06 |
| Total Fund 51 Projects | | | 595,535.65 |
| Fund 50 / 51 - Combined Project Totals | | | 1,019,556.27 |
| Fund 50 / 51 - Combined Accounts Payable | | | 1,430.95 |
| Fund 50 / 51 - Due to / from other funds | | | 9,649.54 |
| Total Student Activity and Agency Funds | | | 1,030,636.76 |
| Fund 50 / 51 - Cash Account Balances as of February 28, 2023 | | | Total Cash |
| | | | 1,030,636.76 |
| Total Student and Agency Activity Funds | | | 1,030,636.76 |

WEST CHESTER AREA SCHOOL DISTRICT
FOOD SERVICES CASH BALANCE STATEMENT AND DISBURSEMENT APPROVAL REPORT
FEBRUARY 28, 2023

OPERATING CASH

CASH BALANCE JANUARY 31, 2023 \$ 109,903.79

RECEIPTS FEBRUARY 1, 2023- FEBRUARY 28, 2023

| | | |
|-----------------------------------|------------|------------|
| DEPOSITS | 31,370.45 | |
| DEPOSITS ON ACCOUNT | 232,253.79 | |
| INTEREST | 744.37 | |
| SALE OF EQUIPMENT | - | |
| POS FEES RECEIVED | 1,653.90 | |
| ARAMARK REIMBURSEMENT | 4,459.30 | |
| TRANSFER FROM INVESTMENTS ACCOUNT | 100,000.00 | |
| TOTAL RECEIPTS | | 370,481.81 |

DISBURSEMENTS FEBRUARY 1, 2023 - FEBRUARY 28, 2023

| | | |
|------------------------------|------------|------------|
| BANK FEES | 363.29 | |
| POS SERVICE CHARGES | - | |
| EQUIPMENT PURCHASES | 8,139.00 | |
| ARAMARK PAYMENTS | 324,681.67 | |
| STUDENT REFUNDS | 277.93 | |
| ARAMARK MAINTENANCE SUPPLIES | - | |
| CUSTODIAL SERVICES | - | |
| OTHER | - | |
| TOTAL DISBURSEMENTS | | 333,461.89 |

CASH BALANCE FEBRUARY 28, 2023 \$ 146,923.71

INVESTMENTS

INVESTMENT BALANCE JANUARY 31, 2023 \$ 2,680,319.49

RECEIPTS FEBRUARY 1, 2023- FEBRUARY 28, 2023

| | | |
|---------------------------------|------------|------------|
| TRANSFERS FROM CHECKING ACCOUNT | | |
| STATE SUBSIDY | 125,033.54 | |
| INTEREST | 9,337.04 | |
| TOTAL ADDITIONS | | 134,370.58 |

DISBURSEMENTS FEBRUARY 1, 2023 - FEBRUARY 28, 2023

| | | |
|------------------------------|------------|------------|
| TRANSFER TO CHECKING ACCOUNT | 100,000.00 | |
| TOTAL DISBURSEMENTS | | 100,000.00 |

INVESTMENT BALANCE FEBRUARY 28, 2023 \$ 2,714,690.07

PREPAID STUDENT ACCOUNTS

PREPAID STUDENT ACCOUNTS BALANCE JANUARY 31, 2023 \$ 286,282.47

| | | |
|--------------------------|------------|------------|
| ADD: RECEIVED ON ACCOUNT | 250,430.73 | |
| TOTAL ADDITIONS | | 250,430.73 |

| | | |
|-----------------------|------------|------------|
| DEDUCT: PREPAIDS USED | 257,275.85 | |
| TOTAL DEDUCTIONS | | 257,275.85 |

PREPAID STUDENT ACCOUNTS BALANCE FEBRUARY 28, 2023 \$ 279,437.35

WEST CHESTER AREA SCHOOL DISTRICT
MARCH 27, 2023
STATEMENT OF DISBURSEMENTS SUMMARY
FOR THE PERIOD FEBRUARY 1, 2023 - FEBRUARY 28, 2023

| | |
|--|--------------------------|
| GENERAL FUND DISBURSEMENTS | 16,456,636.78 |
| includes Technology, Federal Programs and any Special State Funds | |
| BILLS PAID | 16,456,636.78 |
| INVESTMENTS | 0.00 |
| CAPITAL RESERVE FUND | 1,428,968.80 |
| CAPITAL PROJECTS FUND | 1,149,867.66 |
| SPECIAL REVENUE - Athletics | 17,698.87 |
| TRUST FUNDS | 8,434.11 |
| CAFETERIA | 333,098.60 |
| STUDENT ACTIVITY FUND DISBURSEMENTS | 70,523.79 |
| TRUST AND AGENCY FUND DISBURSEMENTS | <u>44,069.07</u> |
| TOTAL DISBURSEMENTS | <u>19,509,297.68</u> |

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

WEST CHESTER AREA SCHOOL DISTRICT

March 27, 2023 SCHOOL BOARD MEETING

CONSENT AGENDA RESOLUTION

Approval of the February 28, 2023 Financial Report

Approval is requested for the West Chester School District Financial Report for the month ending February 28, 2023.

I so move.

2022-23 General Fund Financial Analysis

The expenses and revenues as of February 2023 represent 8 months of financial activity for the District. To date we have collected \$186.4 million in real estate taxes which is \$6.9 million over budget. Outstanding taxes not collected by December 31st were submitted to the County on January 15 for a property tax lien and collection efforts in accordance with PA tax collection law. Year-to-date we have collected \$1.3 million in interim taxes which is \$484,000 over budget and is due to the new construction within the District. We will continue to receive interim tax revenues throughout the remainder of the school year.

We have received local revenues totaling \$214.9 million or 101.8% of our budget. This amount is slightly ahead of last year as a % of total budget and is driven by increases in current real estate tax collections, earned income and investment earnings. Based on local revenue trends from the previous year and our current YTD collections, we have increased our revenue projections for earned income tax (EIT) by \$3.1 million, transfer tax by \$863,700 and investment earnings by \$2.2 million. The Governor did approve a PA state budget in June that included increases in state-wide Basic Education (BEF) and Special Education funding (SEF) that resulted in an increase in BEF of \$1.4 million and an increase in SEF of \$131,600. Transportation subsidy is calculated as a reimbursement formula based on the previous year actual costs. We have reduced our projected transportation subsidy by \$137,600 due to decreased costs in the previous year. We have increased our federal revenues related to Medical Access by \$76,000 and Covid related grants by \$300,000.

On the expense side for 2022-23, we have revised our projections for salaries and benefits related to average teacher salary in the amount of \$985,533, adjusted salary projections based on new headcount and attritional savings netting a decrease in salaries by \$29,000, increased teacher extra duty payments in the amount of \$300,000, increased clerical overtime by \$10,000 and legal fees by \$25,000 due to increased RTK requests, reduced professional and technical services for contracted aides by \$200,000, reduced our charter school tuitions by \$2.3 million due to lower than anticipated enrollment and tuition rates, reduced our transportation projections by \$700,000 and reduced our debt service expense in the amount of \$100,000.

And as you can see on the statement, we have budgeted \$296.9 million in expenses and \$263.4 million in revenues this year and we budgeted to use \$33.5 million of our fund balance to close the gap between the expenses and revenues.

Our fund balance is projected to be \$66.1 million at June 30th 2023, but we anticipate using \$31.6 million to reduce the tax increase for the 2023-24 school year.

This concludes the financial report.

John T. Scully, School Board Treasurer

West Chester Area School District

2022-23 General Fund Including Technology and Federal Programs

Revenue for the Month Ending February 28, 2023

| | CURRENT YR BUDGET | YEAR TO DATE REVENUE | AVAILABLE BALANCE | YTD RECEIPTS CURR VS. PRIOR YR | BUDGET RECEIVED CURRENT YR | % OF BUDGET RECEIVED VS. PRIOR YR |
|----------------------------|-----------------------|-------------------------|-----------------------|--------------------------------------|----------------------------------|---|
| CURRENT REAL ESTATE | 179,425,846.00 | 186,362,364.81 | (6,936,518.81) | 5,991,166.36 | 103.87% | 102.69% |
| INTERIM R. E. TAXES | 799,830.00 | 1,283,439.78 | (483,609.78) | (1,915,029.09) | 160.46% | 388.43% |
| PUBLIC UTILITY R. T. | 180,000.00 | 204,098.15 | (24,098.15) | 524.40 | 113.39% | 113.10% |
| EARNED INCOME TAXES | 22,682,367.00 | 16,429,566.29 | 6,252,800.71 | 494,257.08 | 72.43% | 80.14% |
| REAL ESTATE TRANSFER | 3,886,260.00 | 4,253,659.25 | (367,399.25) | (1,810,442.63) | 109.45% | 159.16% |
| DELIQU TAX LEVIED | 2,858,800.00 | 1,072,626.81 | 1,786,173.19 | (68,065.81) | 37.52% | 39.90% |
| EARNINGS-INVESTMENTS | 362,863.00 | 4,324,829.99 | (3,961,966.99) | 4,387,963.56 | 1191.86% | -17.66% |
| PARKING FEES | 65,000.00 | 72,957.29 | (7,957.29) | 6,737.86 | 112.24% | 101.88% |
| RENTALS | 245,000.00 | 352,691.47 | (107,691.47) | 84,769.56 | 143.96% | 109.36% |
| CONTRIBUTIONS | - | (805.99) | 805.99 | (4,619.79) | 0.00% | 0.00% |
| SUMMER SCHL TUITION | 51,000.00 | 38,577.06 | 12,422.94 | (12,396.77) | 75.64% | 99.95% |
| RCPTS OTHER LEA'S PA | 53,000.00 | 94,260.30 | (41,260.30) | 60,533.85 | 177.85% | 63.63% |
| OUTDOOR EDU. TUITION | - | - | - | - | 0.00% | 0.00% |
| MISCELLANEOUS REVENUE | 76,000.00 | 66,228.07 | 9,771.93 | 15,849.92 | 87.14% | 66.29% |
| REF PRIOR YR EXPEN. | 10,000.00 | 7,266.11 | 2,733.89 | 6,036.35 | 72.66% | 12.30% |
| ACTIVITY FEE REVENUE | 294,490.00 | 317,672.15 | (23,182.15) | 63,322.15 | 107.87% | 86.37% |
| ADVERTISING REVENUE | - | - | - | - | 0.00% | 0.00% |
| LOCAL REVENUES | 210,990,456.00 | 214,879,431.54 | (3,888,975.54) | 7,300,607.00 | 101.84% | 101.57% |
| BASIC INSTR. SUBSIDY | 9,575,763.00 | 6,167,350.28 | 3,408,412.72 | 920,698.28 | 64.41% | 62.30% |
| TUITION ORPHANS | 100,000.00 | - | 100,000.00 | - | 0.00% | 0.00% |
| MIGRATORY CHILDREN | - | - | - | - | 0.00% | 0.00% |
| SPECIAL ED FUNDING | 5,843,253.00 | 3,359,635.09 | 2,483,617.91 | 185,722.26 | 57.50% | 53.80% |
| PRRI/APS DIRECT PAYMENTS | - | - | - | - | 0.00% | 0.00% |
| TRANSPORTATION SUB. | 3,087,583.00 | 1,603,281.00 | 1,484,302.00 | (12,635.00) | 51.93% | 52.34% |
| RENT SUBSIDY | 879,499.00 | 49,699.52 | 829,799.48 | (684,201.93) | 5.65% | 68.11% |
| MEDICAL-DENTAL SVCS. | 253,931.00 | - | 253,931.00 | - | 0.00% | 0.00% |
| BASIC ED REIM SUPP | 4,282,501.00 | 4,282,501.14 | (0.14) | 686,307.02 | 100.00% | 100.00% |
| SCHOOL SAFETY AND SECURITY | - | - | - | - | 0.00% | 0.00% |
| READY TO LEARN BLOCK GRANT | 399,095.00 | 399,095.00 | - | - | 100.00% | 100.00% |
| OTHER STATE GRANTS | - | (123.42) | 123.42 | (123.42) | 0.00% | 0.00% |
| SOC SEC/MED SUBSIDY | 4,325,678.00 | 1,827,729.50 | 2,497,948.50 | 89,951.62 | 42.25% | 42.15% |
| RETIREMENT SUBSIDY | 19,922,360.00 | 3,992,284.08 | 15,930,075.92 | 500,065.91 | 20.04% | 18.56% |
| STATE REVENUES | 48,669,663.00 | 21,681,452.19 | 26,988,210.81 | 1,685,784.74 | 44.55% | 43.50% |
| IDEA 619 FUNDS | 7,605.00 | - | 7,605.00 | - | 0.00% | 0.00% |
| IDEA PASS THROUGH | 1,614,144.00 | - | 1,614,144.00 | - | 0.00% | 0.00% |
| TITLE I | 555,223.00 | 292,107.76 | 263,115.24 | (84,091.54) | 52.61% | 65.46% |
| TITLE II | 236,327.00 | 173,190.20 | 63,136.80 | (48,769.54) | 73.28% | 90.07% |
| TITLE III LEP/IMMIGRAN | 101,031.00 | 93,666.00 | 7,365.00 | (50,564.61) | 92.71% | 144.95% |
| TITLE IV | 43,216.00 | 21,225.92 | 21,990.08 | 6,829.27 | 49.12% | 31.70% |
| OTHER FEDERAL GRANTS | - | - | - | - | 0.00% | 0.00% |
| CARES ACT | - | - | - | - | 0.00% | 0.00% |
| GOV'S EMERGENCY ED RELIEF | - | - | - | - | 0.00% | 0.00% |
| ESSERII CRRSA | - | 434,609.26 | (434,609.26) | 86,366.27 | 0.00% | 0.00% |
| ARP ESSER III | 100,976.00 | 831,646.21 | (730,670.21) | 831,646.21 | 823.61% | 0.00% |
| OTHER CARES ACT | - | - | - | (5,895.00) | 0.00% | 0.00% |
| ARP ESSER LLSA | - | 12,025.92 | (12,025.92) | 12,025.92 | 0.00% | 0.00% |
| ARP ESSER SSSA | - | 6,932.16 | (6,932.16) | 6,932.16 | 0.00% | 0.00% |
| ARP ESSER ASSA | - | 6,932.24 | (6,932.24) | 6,932.24 | 0.00% | 0.00% |
| ARP HCY | - | 10,156.01 | (10,156.01) | 10,156.01 | 0.00% | 0.00% |
| MA DIRECT SERVICES | 970,000.00 | 1,060,219.23 | (90,219.23) | 4,040.59 | 109.30% | 108.88% |
| MA ADMIN TIME STUDY | 22,000.00 | 16,022.59 | 5,977.41 | (13,917.71) | 72.83% | 99.80% |
| FEDERAL PROGRAMS | 3,650,522.00 | 2,958,733.50 | 691,788.50 | 761,690.27 | 81.05% | 62.10% |
| TOTAL REVENUES | 263,310,641.00 | 239,519,617.23 | 23,791,023.77 | 9,748,082.01 | 90.96% | 90.51% |

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| ACCOUNT | TITLE | BUDGET | PERIOD EXPENDITURES | ENCUMBRANCES OUTSTANDING | YEAR TO DATE EXP | AVAILABLE BALANCE | YTD/ BUD |
|-------------|---------------------------|---------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 111 | REG SALARIES ADMIN | 10,560,308.00 | 746,846.01 | .00 | 6,884,061.82 | 3,676,246.18 | 65.19 |
| ACCOUNT-121 | REG SALARIES PROF | | | | | | |
| 121 | REG SALARIES PROF | 80,660,347.00 | 7,268,675.00 | .00 | 50,792,077.74 | 29,868,269.26 | 62.97 |
| ACCOUNT-123 | EXTRA ASSIGN PROF | | | | | | |
| 123 | EXTRA ASSIGN PROF | 1,696,747.63 | 98,908.90 | .00 | 1,759,728.48 | -62,980.85 | 103.71 |
| ACCOUNT-124 | SABBATICL LV PROF | | | | | | |
| 124 | SABBATICL LV PROF | 300,000.00 | 32,518.86 | .00 | 164,791.55 | 135,208.45 | 54.93 |
| ACCOUNT-125 | SUBJ CHRPRS N PROF | | | | | | |
| 125 | SUBJ CHRPRS N PROF | 530,792.00 | 60,255.95 | .00 | 440,344.51 | 90,447.49 | 82.96 |
| ACCOUNT-127 | RETIREMT SEV PROF | | | | | | |
| 127 | RETIREMT SEV PROF | 392,000.00 | .00 | .00 | .00 | 392,000.00 | .00 |
| ACCOUNT-128 | HOMEBD INSTR PROF | | | | | | |
| 128 | HOMEBD INSTR PROF | 1,000.00 | 600.00 | .00 | 1,387.50 | -387.50 | 138.75 |
| ACCOUNT-135 | SUPPLEMTL CONTR PROF | | | | | | |
| 135 | SUPPLEMTL CONTR PRO | 2,167,000.00 | 172,186.79 | .00 | 1,501,969.88 | 665,030.12 | 69.31 |
| ACCOUNT-141 | REG SALARIES TECHNCL | | | | | | |
| 141 | REG SALARIES TECHNCL | 4,185,980.00 | 345,571.08 | .00 | 2,750,976.37 | 1,435,003.63 | 65.72 |
| ACCOUNT-143 | EXTRA ASSIGN TECHNCL | | | | | | |
| 143 | EXTRA ASSIGN TECHNCL | 2,700.00 | .00 | .00 | 1,289.31 | 1,410.69 | 47.75 |
| ACCOUNT-151 | REG SALARIES OFFICE | | | | | | |
| 151 | REG SALARIES OFFICE | 3,115,647.00 | 249,528.06 | .00 | 1,874,617.61 | 1,241,029.39 | 60.17 |
| ACCOUNT-152 | TEMP SALARIES OFFICE | | | | | | |
| 152 | TEMP SALARIES OFFIC | 5,000.00 | .00 | .00 | 4,526.19 | 473.81 | 90.52 |
| ACCOUNT-153 | O/T SALARIES OFFICE | | | | | | |
| 153 | O/T SALARIES OFFICE | 64,598.68 | 7,185.10 | .00 | 60,592.00 | 4,006.68 | 93.80 |
| ACCOUNT-154 | SALARIES AIDES | | | | | | |
| 154 | SALARIES AIDES | 588,596.00 | 53,014.10 | .00 | 290,398.61 | 298,197.39 | 49.34 |
| ACCOUNT-158 | TECH AIDES | | | | | | |
| 158 | TECH AIDES | 626,763.00 | 55,143.29 | .00 | 372,558.84 | 254,204.16 | 59.44 |
| ACCOUNT-161 | REG SALARIES O & M | | | | | | |
| 161 | REG SALARIES O & M | 5,382,213.00 | 400,480.86 | .00 | 3,021,946.85 | 2,360,266.15 | 56.15 |
| ACCOUNT-162 | TEMP SALARIES O & M | | | | | | |
| 162 | TEMP SALARIES O & M | 85,000.00 | 5,391.00 | .00 | 59,111.40 | 25,888.60 | 69.54 |
| ACCOUNT-163 | O/T SALARIES O & M | | | | | | |
| 163 | O/T SALARIES O & M | 194,000.00 | 31,628.05 | .00 | 86,081.12 | 107,918.88 | 44.37 |
| ACCOUNT-167 | CUSTODIAL SEVERANCE | | | | | | |
| 167 | CUSTODIAL SEVERANCE | 40,000.00 | .00 | .00 | .00 | 40,000.00 | .00 |
| ACCOUNT-168 | TECH TRADE/CRAFTS | | | | | | |
| 168 | TECH TRADE/CRAFTS | 586,245.00 | 27,975.60 | .00 | 230,665.55 | 355,579.45 | 39.35 |
| ACCOUNT-173 | EXPENSE REPORTS | | | | | | |
| 173 | EXPENSE REPORTS | .00 | -3,216.64 | .00 | 78.42 | -78.42 | .00 |
| ACCOUNT-191 | REG SALARIES INSTRL AIDES | | | | | | |
| 191 | REG SALARIES INSTRL | 2,331,751.00 | 240,825.60 | .00 | 1,228,692.05 | 1,103,058.95 | 52.69 |
| ACCOUNT-193 | O/T INSTRUCTIONAL AIDES | | | | | | |
| 193 | O/T INSTRUCTIONAL A | 57,900.00 | 1,656.52 | .00 | 65,537.20 | -7,637.20 | 113.19 |
| ACCOUNT-211 | MEDICAL INSURANCE | | | | | | |

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|-------------|---------------------------|---------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 211 | MEDICAL INSURANCE | 16,594,933.01 | 1,445,095.18 | .00 | 10,639,448.19 | 5,955,484.82 | 64.11 |
| ACCOUNT-212 | DENTAL INSURANCE | | | | | | |
| 212 | DENTAL INSURANCE | 1,469,115.82 | 108,111.10 | .00 | 762,138.33 | 706,977.49 | 51.88 |
| ACCOUNT-213 | LIFE INSURANCE | | | | | | |
| 213 | LIFE INSURANCE | 225,134.86 | 19,911.91 | .00 | 139,679.12 | 85,455.74 | 62.04 |
| ACCOUNT-214 | INC. PROT. INS. | | | | | | |
| 214 | INC. PROT. INS. | 250,016.94 | 13,275.99 | .00 | 95,966.09 | 154,050.85 | 38.38 |
| ACCOUNT-215 | EYE CARE INS | | | | | | |
| 215 | EYE CARE INS | 214,343.18 | 17,373.35 | .00 | 123,443.72 | 90,899.46 | 57.59 |
| ACCOUNT-216 | PRESCRIPTION INS | | | | | | |
| 216 | PRESCRIPTION INS | 4,499,512.52 | 184,860.90 | .00 | 1,283,556.49 | 3,215,956.03 | 28.53 |
| ACCOUNT-220 | SOCIAL SECURITY CONT | | | | | | |
| 220 | SOCIAL SECURITY CON | 8,652,012.20 | 706,765.22 | .00 | 5,149,549.64 | 3,502,462.56 | 59.52 |
| ACCOUNT-230 | RETIREMENT CONTRIBS | | | | | | |
| 230 | RETIREMENT CONTRIBS | 39,847,613.47 | 3,408,488.52 | .00 | 24,838,725.51 | 15,008,887.96 | 62.33 |
| ACCOUNT-231 | RETIREMENT CONTR - DC | | | | | | |
| 231 | RETIREMENT CONTR - | .00 | 28,422.22 | .00 | 191,301.48 | -191,301.48 | .00 |
| ACCOUNT-240 | TUITION REIMBURSE | | | | | | |
| 240 | TUITION REIMBURSE | 600,000.00 | 9,968.50 | .00 | 357,006.18 | 242,993.82 | 59.50 |
| ACCOUNT-250 | UNEMPLOYMENT COMP | | | | | | |
| 250 | UNEMPLOYMENT COMP | 380,000.00 | .00 | .00 | 2,021.88 | 377,978.12 | .53 |
| ACCOUNT-260 | WORKMEN'S COMPENS | | | | | | |
| 260 | WORKMEN'S COMPENS | 948,761.00 | 10,345.43 | .00 | 757,238.35 | 191,522.65 | 79.81 |
| ACCOUNT-290 | OTHER EMPLOYEE BEN | | | | | | |
| 290 | OTHER EMPLOYEE BEN | .00 | 3,700.00 | .00 | 541,010.58 | -541,010.58 | .00 |
| ACCOUNT-302 | PURCH PROF AIDES | | | | | | |
| 302 | PURCH PROF AIDES | 3,324,371.00 | 102,463.67 | .00 | 669,188.14 | 2,655,182.86 | 20.13 |
| ACCOUNT-303 | PURCH PROF TSS CCIU | | | | | | |
| 303 | PURCH PROF TSS CCIU | 212,007.00 | .00 | .00 | .00 | 212,007.00 | .00 |
| ACCOUNT-304 | PURCH PROF TSS CONTRACTED | | | | | | |
| 304 | PURCH PROF TSS CONT | 1,396,208.00 | 184,477.17 | .00 | 1,034,421.93 | 361,786.07 | 74.09 |
| ACCOUNT-310 | OFFICIAL/ADMIN SVCS | | | | | | |
| 310 | OFFICIAL/ADMIN SVCS | 667,499.00 | 77,211.04 | 813.00 | 526,458.47 | 140,227.53 | 78.99 |
| ACCOUNT-315 | PURCH PROF TEACHER SUBS | | | | | | |
| 315 | PURCH PROF TEACHER | 2,717,257.11 | 430,482.03 | .00 | 1,673,154.72 | 1,044,102.39 | 61.58 |
| ACCOUNT-316 | PURCH PROF AIDES SUBS | | | | | | |
| 316 | PURCH PROF AIDES SU | 150,000.00 | 15,061.27 | .00 | 54,110.57 | 95,889.43 | 36.07 |
| ACCOUNT-317 | PURCH PROF ADM SUPPRT SUB | | | | | | |
| 317 | PURCH PROF ADM SUPP | 100,000.00 | 18,904.86 | 51.87 | 88,029.09 | 11,919.04 | 88.08 |
| ACCOUNT-322 | PROF ED SVCS IU'S | | | | | | |
| 322 | PROF ED SVCS IU'S | 6,887,695.00 | 191,691.02 | .00 | 2,131,156.73 | 4,756,538.27 | 30.94 |
| ACCOUNT-323 | PROF ED SVCS OTHER | | | | | | |
| 323 | PROF ED SVCS OTHER | 1,415,735.00 | 1,550.00 | .00 | 883,584.34 | 532,150.66 | 62.41 |
| ACCOUNT-324 | PROF ED SRVS EMPL TRAIN. | | | | | | |
| 324 | PROF ED SRVS EMPL T | 222,686.34 | 1,021.62 | 885.15 | 65,448.32 | 156,352.87 | 29.79 |
| ACCOUNT-329 | PROF. EDUC. SVCS- OTHER | | | | | | |

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|-------------|---------------------------|---------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 329 | PROF. EDUC. SVCS- O | 440,623.00 | 17,675.50 | .00 | 207,569.00 | 233,054.00 | 47.11 |
| ACCOUNT-330 | OTHER PROF SERVICES | | | | | | |
| 330 | OTHER PROF SERVICES | 2,344,909.80 | 173,238.09 | 51,927.82 | 1,112,430.76 | 1,180,551.22 | 49.65 |
| ACCOUNT-340 | TECHNICAL SERVICES | | | | | | |
| 340 | TECHNICAL SERVICES | 10,010.00 | 3,230.00 | 3,000.00 | 3,230.00 | 3,780.00 | 62.24 |
| ACCOUNT-348 | PROF SVCS - TECHN LGY | | | | | | |
| 348 | PROF SVCS - TECHN LG | 140,297.66 | 51,465.00 | 37,666.25 | 101,889.60 | 741.81 | 99.47 |
| ACCOUNT-350 | SECURITY/SAFETY SVCS | | | | | | |
| 350 | SECURITY/SAFETY SVC | 373,475.00 | 74,098.94 | .00 | 152,747.27 | 220,727.73 | 40.90 |
| ACCOUNT-360 | EMPLOYEE TRAINING AND DEV | | | | | | |
| 360 | EMPLOYEE TRAINING A | 2,000.00 | .00 | .00 | 1,000.00 | 1,000.00 | 50.00 |
| ACCOUNT-390 | OTHER PURCH. SVCS | | | | | | |
| 390 | OTHER PURCH. SVCS | 371,575.33 | 10,241.04 | 323.50 | 83,467.34 | 287,784.49 | 22.55 |
| ACCOUNT-422 | ELECTRICITY | | | | | | |
| 422 | ELECTRICITY | 2,145,938.00 | 157,927.92 | 963.33 | 1,100,014.08 | 1,044,960.59 | 51.31 |
| ACCOUNT-424 | WATER/SEWAGE | | | | | | |
| 424 | WATER/SEWAGE | 661,545.00 | 31,801.58 | 124,223.29 | 352,632.04 | 184,689.67 | 72.08 |
| ACCOUNT-430 | REPAIRS & MAINT SVCS | | | | | | |
| 430 | REPAIRS & MAINT SVC | 1,040,045.66 | 68,605.43 | 226,537.13 | 625,057.99 | 188,450.54 | 81.88 |
| ACCOUNT-432 | REPAIRS & MAINT- SVC EQUI | | | | | | |
| 432 | REPAIRS & MAINT- SV | 12,800.00 | 647.97 | 7,642.86 | 1,863.14 | 3,294.00 | 74.27 |
| ACCOUNT-438 | REPAIRS & MAINT- TECH | | | | | | |
| 438 | REPAIRS & MAINT- TE | 51,742.68 | 233.80 | 1,129.60 | 7,993.60 | 42,619.48 | 17.63 |
| ACCOUNT-441 | RENTAL - LAND & BLDGS | | | | | | |
| 441 | RENTAL - LAND & BLD | 138,130.72 | 58,784.00 | 2,936.00 | 69,794.00 | 65,400.72 | 52.65 |
| ACCOUNT-442 | EQUIPMENT RENTAL | | | | | | |
| 442 | EQUIPMENT RENTAL | 195,187.84 | 20,563.78 | 71,391.22 | 107,044.07 | 16,752.55 | 91.42 |
| ACCOUNT-444 | RENTAL VEHICLES | | | | | | |
| 444 | RENTAL VEHICLES | 3,869.16 | .00 | .00 | 3,145.75 | 723.41 | 81.30 |
| ACCOUNT-449 | OTHER RENTAL | | | | | | |
| 449 | OTHER RENTAL | 10,274.11 | 95.00 | 3,468.70 | 4,474.26 | 2,331.15 | 77.31 |
| ACCOUNT-513 | CONTRACTED CARRIERS | | | | | | |
| 513 | CONTRACTED CARRIERS | 15,597,330.60 | 135,876.40 | 294,428.04 | 5,682,708.35 | 9,620,194.21 | 38.32 |
| ACCOUNT-516 | FROM THE I.U. | | | | | | |
| 516 | FROM THE I.U. | 25,000.00 | .00 | .00 | .00 | 25,000.00 | .00 |
| ACCOUNT-521 | FIRE INSURANCE | | | | | | |
| 521 | FIRE INSURANCE | 235,000.00 | .00 | .00 | 75,202.00 | 159,798.00 | 32.00 |
| ACCOUNT-522 | AUTO LIABLTY INS | | | | | | |
| 522 | AUTO LIABLTY INS | 60,500.00 | .00 | .00 | 58,750.00 | 1,750.00 | 97.11 |
| ACCOUNT-523 | GNRL PROP & LIAB INS | | | | | | |
| 523 | GNRL PROP & LIAB IN | 232,000.00 | .00 | .00 | 360,695.00 | -128,695.00 | 155.47 |
| ACCOUNT-525 | BONDING INSURANCE | | | | | | |
| 525 | BONDING INSURANCE | 7,762.00 | 2,159.00 | .00 | 2,354.00 | 5,408.00 | 30.33 |
| ACCOUNT-529 | OTHER INSURANCE | | | | | | |
| 529 | OTHER INSURANCE | 88,500.00 | .00 | .00 | 91,631.00 | -3,131.00 | 103.54 |
| ACCOUNT-530 | TELEPHONE & POSTAGE | | | | | | |

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|-------------|---------------------------|---------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 530 | TELEPHONE & POSTAGE | 328,443.51 | 17,618.16 | 21,778.30 | 170,984.34 | 135,680.87 | 58.69 |
| ACCOUNT-538 | COMMUNICATIONS-TECH | | | | | | |
| 538 | COMMUNICATIONS-TECH | 187,626.00 | 33,173.84 | 87,276.38 | 192,265.80 | -91,916.18 | 148.99 |
| ACCOUNT-540 | ADVERTISING | | | | | | |
| 540 | ADVERTISING | 16,580.25 | 2,323.34 | 5,780.24 | 7,537.79 | 3,262.22 | 80.32 |
| ACCOUNT-550 | PRINTING AND BINDING | | | | | | |
| 550 | PRINTING AND BINDIN | 65,910.67 | 5,283.87 | -1,671.43 | 28,715.67 | 38,866.43 | 41.03 |
| ACCOUNT-560 | TUITION | | | | | | |
| 560 | TUITION | 630,000.00 | 7,700.51 | .00 | 39,755.71 | 590,244.29 | 6.31 |
| ACCOUNT-561 | TUIT TO LEA WITHIN | | | | | | |
| 561 | TUIT TO LEA WITHIN | 217,700.00 | 26,894.82 | .00 | 92,660.81 | 125,039.19 | 42.56 |
| ACCOUNT-562 | TUITION - CHARTER SCHOOLS | | | | | | |
| 562 | TUITION - CHARTER S | 10,306,060.00 | 215,817.86 | .00 | 4,618,447.10 | 5,687,612.90 | 44.81 |
| ACCOUNT-563 | TUIT TO PRIV SCHOOLS | | | | | | |
| 563 | TUIT TO PRIV SCHOOL | 938,800.00 | 25,884.43 | .00 | 664,678.93 | 274,121.07 | 70.80 |
| ACCOUNT-564 | TUIT TO AREA VO-TECH | | | | | | |
| 564 | TUIT TO AREA VO-TEC | 2,859,354.00 | .00 | .00 | 2,004,766.01 | 854,587.99 | 70.11 |
| ACCOUNT-567 | TUITION TO APP PRIV. SCHL | | | | | | |
| 567 | TUITION TO APP PRIV | 2,210,000.00 | 110,884.00 | .00 | 1,403,334.28 | 806,665.72 | 63.50 |
| ACCOUNT-568 | TUITION PRRI, ALT ED,DTE | | | | | | |
| 568 | TUITION PRRI, ALT E | 10,000.00 | .00 | .00 | .00 | 10,000.00 | .00 |
| ACCOUNT-569 | TUITION OTHER | | | | | | |
| 569 | TUITION OTHER | 50,000.00 | .00 | .00 | 20,880.00 | 29,120.00 | 41.76 |
| ACCOUNT-580 | TRAVEL EXPENSES | | | | | | |
| 580 | TRAVEL EXPENSES | 177,669.72 | 10,859.21 | 1,184.20 | 57,043.27 | 119,442.25 | 32.77 |
| ACCOUNT-581 | TRAVEL-PROF. DEVELOPMENT | | | | | | |
| 581 | TRAVEL-PROF. DEVELO | 186,548.45 | 2,326.69 | 2,465.70 | 37,107.33 | 146,975.42 | 21.21 |
| ACCOUNT-594 | I.U. PAYMNT BY W.H SP CL | | | | | | |
| 594 | I.U. PAYMNT BY W.H | 6,000.00 | .00 | .00 | .00 | 6,000.00 | .00 |
| ACCOUNT-595 | I.U. PAYMNT BY W/H | | | | | | |
| 595 | I.U. PAYMNT BY W/H | 130,194.00 | .00 | .00 | 130,344.27 | -150.27 | 100.12 |
| ACCOUNT-610 | GENERAL SUPPLIES | | | | | | |
| 610 | GENERAL SUPPLIES | 3,609,123.65 | 190,938.04 | 581,657.45 | 1,955,450.55 | 1,072,015.65 | 70.30 |
| ACCOUNT-618 | SUPPLIES-TECHNOLOGY | | | | | | |
| 618 | SUPPLIES-TECHNOLOGY | 7,197.00 | .00 | .00 | 70.00 | 7,127.00 | .97 |
| ACCOUNT-621 | NATURAL GAS | | | | | | |
| 621 | NATURAL GAS | 985,865.00 | 142,205.37 | 48,083.76 | 617,091.68 | 320,689.56 | 67.47 |
| ACCOUNT-624 | OIL | | | | | | |
| 624 | OIL | 23,635.00 | .00 | .00 | 23,634.95 | .05 | 100.00 |
| ACCOUNT-626 | GASOLINE & DIESEL | | | | | | |
| 626 | GASOLINE & DIESEL | 69,362.00 | 2,761.16 | 30,985.36 | 38,356.93 | 19.71 | 99.97 |
| ACCOUNT-627 | DIESEL FUEL | | | | | | |
| 627 | DIESEL FUEL | 12,000.00 | .00 | 8,637.44 | 3,119.56 | 243.00 | 97.98 |
| ACCOUNT-635 | FOOD MEALS & REFRESHMENTS | | | | | | |
| 635 | FOOD MEALS & REFRES | 80,167.58 | 3,786.85 | 394.71 | 33,669.23 | 46,103.64 | 42.49 |
| ACCOUNT-640 | BOOKS & PERIODICALS | | | | | | |

DATE: 03/13/2023
TIME: 08:50:45

WEST CHESTER AREA SCHOOL DISTRICT
EXPENDITURE STATUS REPORT

PAGE NUMBER: 5
EXPSTALL

SELECTION CRITERIA: orgn.fund='01'
ACCOUNTING PERIOD: 8/23

SORTED BY: ACCOUNT
TOTALLED ON:
PAGE BREAKS ON:

| ACCOUNT | TITLE | BUDGET | PERIOD EXPENDITURES | ENCUMBRANCES OUTSTANDING | YEAR TO DATE EXP | AVAILABLE BALANCE | YTD/ BUD |
|--------------|---------------------------|----------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 640 | BOOKS & PERIODICALS | 1,447,500.87 | 222,878.44 | 73,467.23 | 1,092,937.20 | 281,096.44 | 80.58 |
| ACCOUNT-648 | BOOKS -TECHNOLOGY | | | | | | |
| 648 | BOOKS -TECHNOLOGY | 978.00 | .00 | 522.60 | 166.50 | 288.90 | 70.46 |
| ACCOUNT-650 | SUPPLIES & FEES- TECH REL | | | | | | |
| 650 | SUPPLIES & FEES- TE | 2,409,314.37 | 557,606.58 | 202,880.41 | 1,842,070.58 | 364,363.38 | 84.88 |
| ACCOUNT-750 | EQUIP - ORIG & ADDT'L | | | | | | |
| 750 | EQUIP - ORIG & ADDT | 3,000.00 | .00 | 250.00 | 15,863.88 | -13,113.88 | 537.13 |
| ACCOUNT-751 | NON CAP EQUIP-ORIG. OR AD | | | | | | |
| 751 | NON CAP EQUIP-ORIG. | 4,943.81 | -4,943.81 | .00 | .00 | 4,943.81 | .00 |
| ACCOUNT-752 | CAP EQUIP- ORIG. OR ADD | | | | | | |
| 752 | CAP EQUIP- ORIG. OR | 120,403.56 | 6,542.10 | .00 | 50,137.59 | 70,265.97 | 41.64 |
| ACCOUNT-758 | EQUIPMENT-TECHNOLOGY | | | | | | |
| 758 | EQUIPMENT-TECHNOLOG | 3,328.00 | .00 | 1,377.00 | .00 | 1,951.00 | 41.38 |
| ACCOUNT-760 | EQUIPMENT - REPLACEMENT | | | | | | |
| 760 | EQUIPMENT - REPLACE | 16,631.00 | 1,478.71 | 1,469.48 | 2,408.18 | 12,753.34 | 23.32 |
| ACCOUNT-762 | CAP EQUIP- REPLACE | | | | | | |
| 762 | CAP EQUIP- REPLACE | 340,294.84 | 104,687.38 | 55,218.41 | 250,971.03 | 34,105.40 | 89.98 |
| ACCOUNT-768 | EQUIP REPLACE-TECHNOLOGY | | | | | | |
| 768 | EQUIP REPLACE-TECHN | 3,550.00 | .00 | .00 | 482.99 | 3,067.01 | 13.61 |
| ACCOUNT-810 | DUES AND FEES | | | | | | |
| 810 | DUES AND FEES | 241,383.78 | 15,471.70 | 21,797.38 | 143,805.25 | 75,781.15 | 68.61 |
| ACCOUNT-811 | MEMBERSHIPS | | | | | | |
| 811 | MEMBERSHIPS | 122,940.62 | 3,112.28 | 4,304.00 | 75,405.35 | 43,231.27 | 64.84 |
| ACCOUNT-832 | INT SERIAL BONDS | | | | | | |
| 832 | INT SERIAL BONDS | 10,341,906.00 | 644,069.71 | .00 | 5,846,838.84 | 4,495,067.16 | 56.54 |
| ACCOUNT-880 | REFNDS OF PR YRS RCP | | | | | | |
| 880 | REFNDS OF PR YRS RC | 55,000.00 | .00 | .00 | 4,021.80 | 50,978.20 | 7.31 |
| ACCOUNT-890 | MISC EXPENDITURES | | | | | | |
| 890 | MISC EXPENDITURES | -89,498.00 | .00 | .00 | .00 | -89,498.00 | .00 |
| ACCOUNT-899 | STUDENT ACTIVITY | | | | | | |
| 899 | STUDENT ACTIVITY | 100,000.00 | .00 | .00 | .00 | 100,000.00 | .00 |
| ACCOUNT-912 | SERIAL BNDS PRN PYMT | | | | | | |
| 912 | SERIAL BNDS PRN PYM | 17,615,000.00 | 5,000.00 | .00 | 525,000.00 | 17,090,000.00 | 2.98 |
| ACCOUNT-932 | CAP RESERVE FD TRANS | | | | | | |
| 932 | CAP RESERVE FD TRAN | 12,457,496.00 | .00 | .00 | 2,323,177.00 | 10,134,319.00 | 18.65 |
| TOTAL REPORT | | 296,840,416.00 | 19,935,359.82 | 1,975,246.38 | 158,116,964.52 | 136,748,205.10 | 53.93 |

DATE: 03/13/2023
TIME: 08:53:30

WEST CHESTER AREA SCHOOL DISTRICT
REVENUE STATUS REPORT

PAGE NUMBER: 1
REVSTA11

SELECTION CRITERIA: orgn.fund='22'
ACCOUNTING PERIOD: 8/23

SORTED BY: ACCOUNT
TOTALLED ON:
PAGE BREAKS ON:

| ACCOUNT - - - - - | TITLE - - - - - | BUDGET | PERIOD RECEIPTS | RECEIVABLES | YEAR TO DATE RECEIPTS | AVAILABLE BALANCE | YTD/ BUD |
|-------------------|----------------------|---------------|--------------------|-------------|--------------------------|----------------------|-------------|
| R6500 | EARNINGS-INVESTMENTS | 75,000.00 | 160,642.14 | .00 | 920,018.79 | -845,018.79 | 1226.69 |
| ACCOUNT-R9310 | GENRL FND TRANSFERS | | | | | | |
| R9310 | GENRL FND TRANSFERS | 10,134,319.00 | .00 | .00 | .00 | 10,134,319.00 | .00 |
| ACCOUNT-R9400 | SALE OF FIXED ASSETS | | | | | | |
| R9400 | SALE OF FIXED ASSETS | .00 | 10,279.50 | .00 | 154,221.50 | -154,221.50 | .00 |
| TOTAL REPORT | | 10,209,319.00 | 170,921.64 | .00 | 1,074,240.29 | 9,135,078.71 | 10.52 |

DATE: 03/13/2023
TIME: 08:51:57

WEST CHESTER AREA SCHOOL DISTRICT
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTA11

SELECTION CRITERIA: orgn.fund='22'
ACCOUNTING PERIOD: 8/23

SORTED BY: ACCOUNT
TOTALLED ON:
PAGE BREAKS ON:

| ACCOUNT | TITLE | BUDGET | PERIOD EXPENDITURES | ENCUMBRANCES OUTSTANDING | YEAR TO DATE EXP | AVAILABLE BALANCE | YTD/ BUD |
|--------------|---------------------------|--------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 330 | OTHER PROF SERVICES | .00 | .00 | 1,356.00 | .00 | -1,356.00 | .00 |
| ACCOUNT-390 | OTHER PURCH. SVCS | | | | | | |
| 390 | OTHER PURCH. SVCS | 5,000,000.00 | .00 | 78,766.18 | .00 | 4,921,233.82 | 1.58 |
| ACCOUNT-529 | OTHER INSURANCE | | | | | | |
| 529 | OTHER INSURANCE | .00 | 146,950.00 | .00 | 146,850.00 | -146,850.00 | .00 |
| ACCOUNT-757 | NON CAP TECH EQUIP-ORIG | | | | | | |
| 757 | NON CAP TECH EQUIP- | 512,720.00 | .00 | 34,677.12 | 108,623.76 | 369,419.12 | 27.95 |
| ACCOUNT-760 | EQUIPMENT - REPLACEMENT | | | | | | |
| 760 | EQUIPMENT - REPLACE | 100,000.00 | .00 | 8,184.55 | 90,363.40 | 1,452.05 | 98.55 |
| ACCOUNT-766 | CAP TECH HARDWARE REPLACE | | | | | | |
| 766 | CAP TECH HARDWARE R | 825,539.00 | 540,369.80 | 162,968.60 | 709,724.52 | -47,154.12 | 105.71 |
| ACCOUNT-767 | NON CAP TECH EQUIP-REPLAC | | | | | | |
| 767 | NON CAP TECH EQUIP- | 2,745,002.00 | 16,801.26 | 104,989.70 | 330,008.55 | 2,310,003.75 | 15.85 |
| ACCOUNT-810 | DUES AND FEES | | | | | | |
| 810 | DUES AND FEES | .00 | 1.75 | .00 | 8.75 | -8.75 | .00 |
| TOTAL REPORT | | 9,183,261.00 | 704,122.81 | 390,942.15 | 1,385,578.98 | 7,406,739.87 | 19.35 |

DATE: 03/13/2023
TIME: 08:53:50

WEST CHESTER AREA SCHOOL DISTRICT
REVENUE STATUS REPORT

PAGE NUMBER: 1
REVSTA11

SELECTION CRITERIA: orgn.fund='27'
ACCOUNTING PERIOD: 8/23

SORTED BY: ACCOUNT
TOTALLED ON:
PAGE BREAKS ON:

| ACCOUNT - - - - - | TITLE - - - - - | BUDGET | PERIOD RECEIPTS | RECEIVABLES | YEAR TO DATE RECEIPTS | AVAILABLE BALANCE | YTD/ BUD |
|-------------------|---------------------|--------------|--------------------|-------------|--------------------------|----------------------|-------------|
| R9310 | GENRL FND TRANSFERS | 2,323,177.00 | .00 | .00 | 2,323,177.00 | .00 | 100.00 |
| TOTAL REPORT | | 2,323,177.00 | .00 | .00 | 2,323,177.00 | .00 | 100.00 |

DATE: 03/13/2023
TIME: 08:52:25

WEST CHESTER AREA SCHOOL DISTRICT
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTA11

SELECTION CRITERIA: orgn.fund='27'
ACCOUNTING PERIOD: 8/23

SORTED BY: ACCOUNT
TOTALLED ON:
PAGE BREAKS ON:

| ACCOUNT | TITLE | BUDGET | PERIOD EXPENDITURES | ENCUMBRANCES OUTSTANDING | YEAR TO DATE EXP | AVAILABLE BALANCE | YTD/ BUD |
|--------------|-------------------------|--------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 300 | PRCHSD PRO&TECH SVS | .00 | .00 | 11,941.74 | 12,176.00 | -24,117.74 | .00 |
| ACCOUNT-330 | OTHER PROF SERVICES | | | | | | |
| 330 | OTHER PROF SERVICES | .00 | .00 | 52,773.80 | 12,500.00 | -65,273.80 | .00 |
| ACCOUNT-390 | OTHER PURCH. SVCS | | | | | | |
| 390 | OTHER PURCH. SVCS | .00 | 931,612.44 | 3,692,914.87 | 1,325,898.51 | -5,018,813.38 | .00 |
| ACCOUNT-430 | REPAIRS & MAINT SVCS | | | | | | |
| 430 | REPAIRS & MAINT SVC | .00 | .00 | 12,770.00 | .00 | -12,770.00 | .00 |
| ACCOUNT-610 | GENERAL SUPPLIES | | | | | | |
| 610 | GENERAL SUPPLIES | .00 | .00 | 2,739.58 | 692.93 | -3,432.51 | .00 |
| ACCOUNT-750 | EQUIP - ORIG & ADDT'L | | | | | | |
| 750 | EQUIP - ORIG & ADDT | .00 | .00 | 1,281.11 | 20,619.00 | -21,900.11 | .00 |
| ACCOUNT-752 | CAP EQUIP- ORIG. OR ADD | | | | | | |
| 752 | CAP EQUIP- ORIG. OR | 2,323,177.00 | .00 | .00 | .00 | 2,323,177.00 | .00 |
| ACCOUNT-891 | RETAINAGE | | | | | | |
| 891 | RETAINAGE | .00 | .00 | 57,740.31 | -9,707.44 | -48,032.87 | .00 |
| TOTAL REPORT | | 2,323,177.00 | 931,612.44 | 3,832,161.41 | 1,362,179.00 | -2,871,163.41 | 223.59 |

DATE: 03/13/2023
TIME: 08:54:17

WEST CHESTER AREA SCHOOL DISTRICT
REVENUE STATUS REPORT

PAGE NUMBER: 1
REVSTA11

SELECTION CRITERIA: orgn.fund='29'
ACCOUNTING PERIOD: 8/23

SORTED BY: ACCOUNT
TOTALED ON:
PAGE BREAKS ON:

| ACCOUNT - - - - - | TITLE - - - - - | BUDGET | PERIOD RECEIPTS | RECEIVABLES | YEAR TO DATE RECEIPTS | AVAILABLE BALANCE | YTD/ BUD |
|-------------------|-----------------|------------|--------------------|-------------|--------------------------|----------------------|-------------|
| R6710 | GATE RECEIPTS | 131,500.00 | 14,120.00 | .00 | 187,317.50 | -55,817.50 | 142.45 |
| TOTAL REPORT | | 131,500.00 | 14,120.00 | .00 | 187,317.50 | -55,817.50 | 142.45 |

DATE: 03/13/2023
TIME: 08:52:46

WEST CHESTER AREA SCHOOL DISTRICT
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTA11

SELECTION CRITERIA: orgn.fund='29'
ACCOUNTING PERIOD: 8/23

SORTED BY: ACCOUNT
TOTALLED ON:
PAGE BREAKS ON:

| ACCOUNT | TITLE | BUDGET | PERIOD EXPENDITURES | ENCUMBRANCES OUTSTANDING | YEAR TO DATE EXP | AVAILABLE BALANCE | YTD/ BUD |
|--------------|-----------------------|------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 135 | SUPPLEMTL CONTR PRO | 12,645.00 | 10,094.00 | .00 | 56,070.00 | -43,425.00 | 443.42 |
| ACCOUNT-220 | SOCIAL SECURITY CONT | | | | | | |
| 220 | SOCIAL SECURITY CON | .00 | 743.63 | .00 | 4,117.84 | -4,117.84 | .00 |
| ACCOUNT-230 | RETIREMENT CONTRIBS | | | | | | |
| 230 | RETIREMENT CONTRIBS | .00 | 2,532.14 | .00 | 15,252.02 | -15,252.02 | .00 |
| ACCOUNT-231 | RETIREMENT CONTR - DC | | | | | | |
| 231 | RETIREMENT CONTR - | .00 | 15.08 | .00 | 96.70 | -96.70 | .00 |
| ACCOUNT-350 | SECURITY/SAFETY SVCS | | | | | | |
| 350 | SECURITY/SAFETY SVC | 3,340.00 | .00 | .00 | .00 | 3,340.00 | .00 |
| ACCOUNT-390 | OTHER PURCH. SVCS | | | | | | |
| 390 | OTHER PURCH. SVCS | 64,075.00 | 3,921.00 | .00 | 21,665.00 | 42,410.00 | 33.81 |
| ACCOUNT-513 | CONTRACTED CARRIERS | | | | | | |
| 513 | CONTRACTED CARRIERS | 3,080.00 | .00 | .00 | .00 | 3,080.00 | .00 |
| ACCOUNT-580 | TRAVEL EXPENSES | | | | | | |
| 580 | TRAVEL EXPENSES | 2,010.00 | 228.37 | .00 | -10.00 | 2,020.00 | - .50 |
| ACCOUNT-610 | GENERAL SUPPLIES | | | | | | |
| 610 | GENERAL SUPPLIES | 22,900.00 | 11,198.87 | 11,953.62 | -2,306.53 | 13,252.91 | 42.13 |
| ACCOUNT-762 | CAP EQUIP- REPLACE | | | | | | |
| 762 | CAP EQUIP- REPLACE | 18,060.00 | .00 | .00 | .00 | 18,060.00 | .00 |
| ACCOUNT-810 | DUES AND FEES | | | | | | |
| 810 | DUES AND FEES | 5,390.00 | 900.00 | .00 | 800.00 | 4,590.00 | 14.84 |
| TOTAL REPORT | | 131,500.00 | 29,633.09 | 11,953.62 | 95,685.03 | 23,861.35 | 81.85 |

WEST CHESTER AREA SCHOOL DISTRICT
CAPITAL PROJECTS FUND
Month Ending February 28, 2023

| Project | Description | Project Budget | Project to Date Expenses at Prior 6/30 | Current Fiscal Year to Date Expenses | Total Expenses | Budget Balance |
|-------------------------|---|----------------|--|---|----------------|----------------|
| Current Projects | | | | | | |
| C033 | Exton Renovations/Additions | 19,416,125.79 | 17,912,813.79 | 0.00 | 17,912,813.79 | 1,503,312.00 |
| C034 | East Goshen Design and Construction | 17,750,000.00 | 17,625,891.07 | 659,877.33 | 18,285,768.40 | (535,768.40) |
| C035 | Mary C Howse Design and Construction | 22,000,000.00 | 53,376.67 | 63,653.67 | 117,030.34 | 21,882,969.66 |
| C036 | Glen Acres Design and Construction | 23,500,000.00 | 2,267,847.11 | 5,891,139.02 | 8,158,986.13 | 15,341,013.87 |
| C037 | Hillsdale Design and Construction | 24,000,000.00 | 0.00 | 0.00 | 0.00 | 24,000,000.00 |
| C038 | Starkweather Design and Construction | 24,000,000.00 | 477,546.31 | 169.57 | 477,715.88 | 23,522,284.12 |
| C055 | District Radio Signal Booster System | 145,839.00 | 0.00 | 0.00 | 0.00 | 145,839.00 |
| C057 | New Elementary School Design and Construction | 26,771,040.47 | 26,674,522.98 | 52,477.82 | 26,727,000.80 | 44,039.67 |
| C059 | Westtown-Thornbury Addition | 3,800,000.00 | 2,902,763.30 | (9,299.55) | 2,893,463.75 | 906,536.25 |
| C068 | FMS Fire Panel Replacement | 75,000.00 | 49,150.00 | 0.00 | 49,150.00 | 25,850.00 |
| C070 | RHS Phase 3 Roof Replacement | 1,350,611.00 | 477,620.33 | 875,647.04 | 1,353,267.37 | (2,656.37) |
| C071 | PWE Re-roof Gym and Seal Stone Wall | 315,500.00 | 0.00 | 0.00 | 0.00 | 315,500.00 |
| C072 | SMS Paving Replacement | 275,129.00 | 0.00 | 7,945.00 | 7,945.00 | 267,184.00 |
| C073 | SMS Replace Boilers | 280,000.00 | 0.00 | 0.00 | 0.00 | 280,000.00 |
| C074 | SMS Replace Emergency Generator | 110,000.00 | 0.00 | 0.00 | 0.00 | 110,000.00 |
| C075 | SMS Replace Auditorium Stage Lighting | 85,250.00 | 0.00 | 0.00 | 0.00 | 85,250.00 |
| C076 | PMS Replace Auditorium Stage Lighting | 85,250.00 | 0.00 | 0.00 | 0.00 | 85,250.00 |
| C077 | FMS Replace Emergency Generator | 135,000.00 | 0.00 | 0.00 | 0.00 | 135,000.00 |
| C078 | EBE Replace Emergency Generator | 105,000.00 | 0.00 | 0.00 | 0.00 | 105,000.00 |
| C999 | 2012-2023 Labor | 4,915,221.54 | 4,258,627.74 | 161,693.93 | 4,420,321.67 | 494,899.87 |
| Total Current Projects | | 169,114,966.80 | 72,700,159.30 | 7,703,303.83 | 80,403,463.13 | 88,711,503.67 |

WEST CHESTER AREA SCHOOL DISTRICT
FOOD SERVICES FUND
FEBRUARY 28, 2023

| | 2022-23 CONTRACT BUDGET | ACTUAL FEBRUARY 2023 | 2022-23 |
|---------------------------|-------------------------------|-------------------------|-----------|
| <u>REVENUE</u> | | | |
| CAFETERIA SALES * | 2,725,673 | 265,722 | 1,408,374 |
| GOVERNMENT REIMBURSEMENTS | 769,873 | 199,579 | 939,477 |
| TOTAL REVENUE | 3,495,545 | 465,301 | 2,347,852 |
| <u>EXPENDITURES</u> | | | |
| COST OF FOOD | 1,205,102 | 188,901 | 944,733 |
| <i>COMMODITY USAGE</i> | <i>(101,150)</i> | 41,412 | 136,582 |
| LABOR | 1,568,170 | 236,534 | 1,105,000 |
| ADMINISTRATIVE EXPENSE | 66,495 | 6,743 | 40,456 |
| MANAGEMENT FEE | 61,380 | 6,224 | 37,344 |
| OTHER DIRECT EXPENSES ** | 413,684 | 32,927 | 253,811 |
| TOTAL EXPENDITURES | 3,213,680 | 471,328 | 2,381,342 |
| PROFIT/LOSS | 281,865 | (6,027) | (33,491) |

* Includes Catering

** Includes Catering Expense

WEST CHESTER AREA SCHOOL DISTRICT
February 2023

| | 452 EB | 440 EG | 438 EX | 444 FH | 445 GA | 454 GES | 451 HILLS | 437 MCH | 448 PW | 453 SS | 447 WT | Total Elementary | 328 F.M. | 326 P.M. | 327 S.M. | 223 RUSTIN | 222 EAST | 221 HEND. | Total Secondary | OTHER | TOTAL | |
|----------------------------------|-----------|-----------|-----------|-----------|-----------|------------|--------------|------------|-----------|-----------|-----------|---------------------|-------------|-------------|-------------|---------------|-------------|--------------|--------------------|-------|--------|----------------------------------|
| Kindergarten | 65 | 77 | 59 | 41 | 64 | 81 | 77 | 64 | 58 | 82 | 68 | 736 | | | | | | | | | 736 | Kindergarten |
| Special Education - Kinder | 10 | 14 | 12 | 10 | 12 | 8 | 8 | 10 | 10 | 17 | 11 | 122 | | | | | | | | | 122 | Special Education - Kinder |
| Grade1 | 59 | 76 | 71 | 69 | 60 | 70 | 90 | 78 | 59 | 76 | 72 | 780 | | | | | | | | | 780 | Grade1 |
| Special Education - Grade 1 | 12 | 6 | 11 | 10 | 14 | 11 | 7 | 8 | 8 | 9 | 13 | 109 | | | | | | | | | 109 | Special Education - Grade 1 |
| Grade 2 | 74 | 70 | 67 | 55 | 78 | 94 | 78 | 64 | 84 | 85 | 77 | 826 | | | | | | | | | 826 | Grade 2 |
| Special Education - Grade 2 | 12 | 5 | 17 | 6 | 10 | 11 | 6 | 7 | 7 | 20 | 11 | 112 | | | | | | | | | 112 | Special Education - Grade 2 |
| Grade 3 | 66 | 85 | 54 | 66 | 76 | 61 | 79 | 64 | 74 | 81 | 87 | 793 | | | | | | | | | 793 | Grade 3 |
| Special Education - Grade 3 | 12 | 10 | 17 | 15 | 15 | 20 | 14 | 8 | 13 | 11 | 11 | 146 | | | | | | | | | 146 | Special Education - Grade 3 |
| Grade 4 | 61 | 70 | 59 | 51 | 60 | 89 | 92 | 84 | 57 | 97 | 88 | 808 | | | | | | | | | 808 | Grade 4 |
| Special Education - Grade 4 | 11 | 12 | 9 | 8 | 19 | 14 | 13 | 12 | 12 | 17 | 13 | 140 | | | | | | | | | 140 | Special Education - Grade 4 |
| Grade 5 | 70 | 80 | 55 | 56 | 67 | 63 | 79 | 66 | 73 | 65 | 84 | 758 | | | | | | | | | 758 | Grade 5 |
| Special Education - Grade 5 | 20 | 13 | 21 | 11 | 14 | 18 | 11 | 9 | 13 | 18 | 14 | 162 | | | | | | | | | 162 | Special Education - Grade 5 |
| Grade 6 | | | | | | | | | | | | | 245 | 301 | 234 | | | | | | 780 | Grade 6 |
| Special Education - Grade 6 | | | | | | | | | | | | | 55 | 47 | 42 | | | | | | 144 | Special Education - Grade 6 |
| Grade 7 | | | | | | | | | | | | | 227 | 262 | 220 | | | | | | 709 | Grade 7 |
| Special Education - Grade 7 | | | | | | | | | | | | | 48 | 59 | 48 | | | | | | 155 | Special Education - Grade 7 |
| Grade 8 | | | | | | | | | | | | | 283 | 307 | 233 | | | | | | 823 | Grade 8 |
| Special Education - Grade 8 | | | | | | | | | | | | | 38 | 53 | 61 | | | | | | 152 | Special Education - Grade 8 |
| Grade 9 | | | | | | | | | | | | | | | | 249 | 254 | 317 | | | 820 | Grade 9 |
| Special Education - Grade 9 | | | | | | | | | | | | | | | | 53 | 59 | 61 | | | 173 | Special Education - Grade 9 |
| Grade 10 | | | | | | | | | | | | | | | | 229 | 259 | 331 | | | 819 | Grade 10 |
| Special Education - Grade 10 | | | | | | | | | | | | | | | | 53 | 51 | 42 | | | 146 | Special Education - Grade 10 |
| Grade 11 | | | | | | | | | | | | | | | | 259 | 263 | 290 | | | 812 | Grade 11 |
| Special Education - Grade 11 | | | | | | | | | | | | | | | | 44 | 47 | 58 | | | 149 | Special Education - Grade 11 |
| Grade 12 | | | | | | | | | | | | | | | | 266 | 258 | 303 | | | 827 | Grade 12 |
| Special Education - Grade 12 | | | | | | | | | | | | | | | | 52 | 49 | 39 | | | 140 | Special Education - Grade 12 |
| Regular Education | 395 | 458 | 365 | 338 | 405 | 458 | 495 | 420 | 405 | 486 | 476 | 4,701 | 755 | 870 | 687 | 1,003 | 1,034 | 1,241 | 5,590 | | 10,291 | Regular Education |
| Special Education | 77 | 60 | 87 | 60 | 84 | 82 | 59 | 54 | 63 | 92 | 73 | 791 | 141 | 159 | 151 | 202 | 206 | 200 | 1,059 | | 1,850 | Special Education |
| In - District Total | 472 | 518 | 452 | 398 | 489 | 540 | 554 | 474 | 468 | 578 | 549 | 5,492 | 896 | 1,029 | 838 | 1,205 | 1,240 | 1,441 | 6,649 | | 12,141 | In - District Total |
| Out of District Totals | | | | | | | | | | | | | | | | | | | | | | |
| Alternative Ed. Reg. Ed. | | | | | | | | | | | | | | | | | | | | 5 | 5 | Alternative Ed. Reg. Ed. |
| Alternative Ed. Special Ed. | | | | | | | | | | | | | | | | | | | | 160 | 160 | Alternative Ed. Special Ed. |
| Charter Schools | | | | | | | | | | | | | | | | | | | | | | |
| Achievement Cyber | | | | | | | | | | | | | | | | | | | | 1 | 1 | Achievement Cyber |
| Agora Cyber | | | | | | | | | | | | | | | | | | | | 1 | 1 | Agora Cyber |
| Avon Grove | | | | | | | | | | | | | | | | | | | | - | - | Avon Grove |
| Chester County Family Academy | | | | | | | | | | | | | | | | | | | | - | - | Chester County Family Academy |
| Chester Community Charter | | | | | | | | | | | | | | | | | | | | - | - | Chester Community Charter |
| Collegium | | | | | | | | | | | | | | | | | | | | 220 | 220 | Collegium |
| Commonwealth Connections - Cyber | | | | | | | | | | | | | | | | | | | | 22 | 22 | Commonwealth Connections - Cyber |
| Insight | | | | | | | | | | | | | | | | | | | | 8 | 8 | Insight |
| Ketterer Charter | | | | | | | | | | | | | | | | | | | | 2 | 2 | Ketterer Charter |
| Pa Leadership - Cyber | | | | | | | | | | | | | | | | | | | | 114 | 114 | Pa Leadership - Cyber |
| Pennsylvania Cyber | | | | | | | | | | | | | | | | | | | | 1 | 1 | Pennsylvania Cyber |
| Pa Virtual - Cyber | | | | | | | | | | | | | | | | | | | | 3 | 3 | Pa Virtual - Cyber |
| Reach Cyber | | | | | | | | | | | | | | | | | | | | 7 | 7 | Reach Cyber |
| Renaissance Academy | | | | | | | | | | | | | | | | | | | | 5 | 5 | Renaissance Academy |
| 21st Century - Cyber | | | | | | | | | | | | | | | | | | | | 14 | 14 | 21st Century - Cyber |
| Outside PA | | | | | | | | | | | | | | | | | | | | - | - | Outside PA |
| GRAND TOTAL | 472 | 518 | 452 | 398 | 489 | 540 | 554 | 474 | 468 | 578 | 549 | 5,492 | 896 | 1,029 | 838 | 1,205 | 1,240 | 1,441 | 6,649 | 563 | 12,704 | |

WEST CHESTER AREA SCHOOL DISTRICT
Enrollment Monthly Overview 2022-23

| In District Total | EB | EG | EX | FH | GA | GES | HILLS | MCH | PW | SS | Total | | | | | | Total | | | |
|-------------------|-----|-----|-----|-----|-----|-----|-------|-----|-----|-----|---------------|-------|------|-------|--------|-------|-------|-----------|-------|--------|
| | | | | | | | | | | | WT Elementary | F.M. | P.M. | S.M. | RUSTIN | EAST | HEND. | Secondary | TOTAL | |
| August 2022 | 471 | 512 | 447 | 394 | 493 | 534 | 543 | 499 | 463 | 575 | 543 | 5,474 | 911 | 1,018 | 850 | 1,210 | 1,261 | 1,436 | 6,686 | 12,160 |
| September 2022 | 469 | 510 | 444 | 395 | 485 | 538 | 544 | 492 | 463 | 578 | 546 | 5,464 | 909 | 1,016 | 844 | 1,210 | 1,254 | 1,434 | 6,667 | 12,131 |
| October 2022 | 471 | 511 | 445 | 392 | 483 | 540 | 549 | 490 | 465 | 578 | 544 | 5,468 | 911 | 1,022 | 843 | 1,204 | 1,249 | 1,438 | 6,667 | 12,135 |
| November 2022 | 468 | 514 | 445 | 395 | 484 | 541 | 546 | 493 | 465 | 579 | 545 | 5,475 | 909 | 1,021 | 841 | 1,211 | 1,243 | 1,440 | 6,665 | 12,140 |
| December 2022 | 470 | 515 | 450 | 394 | 483 | 542 | 548 | 490 | 467 | 578 | 547 | 5,484 | 902 | 1,025 | 841 | 1,211 | 1,241 | 1,442 | 6,662 | 12,146 |
| January 2023 | 473 | 518 | 454 | 397 | 487 | 541 | 552 | 482 | 469 | 579 | 549 | 5,501 | 897 | 1,028 | 838 | 1,207 | 1,244 | 1,444 | 6,658 | 12,159 |
| February 2023 | 472 | 518 | 452 | 398 | 489 | 540 | 554 | 474 | 468 | 578 | 549 | 5,492 | 896 | 1,029 | 838 | 1,205 | 1,240 | 1,441 | 6,649 | 12,141 |
| March 2023 | | | | | | | | | | | | - | | | | | | | - | - |
| April 2023 | | | | | | | | | | | | - | | | | | | | - | - |
| May 2023 | | | | | | | | | | | | - | | | | | | | - | - |
| June 2023 | | | | | | | | | | | | - | | | | | | | - | - |