

Spellman Education Center

*Consent Agenda Items

*	2.	Approval of School District Depositories Resolution for 2023-24
*	3.	Approval of 2023-24 Food Service Contract Addendum
*	4.	Approval to Commit/Assign Fund Balances
*	5.	Approval for Food Service Equipment Purchases for the 2023-24 Year
*	6.	Approval to Advertise Naming of Greystone Elementary School Library
*	7.	Approval of 2023-24 Capital Reserve Project Awards
*	8.	Approval of Revised Thresholds for Construction Project Change Orders
*	9.	Approval of Contract for Elementary School Architect
	10.	Approval of Resolution Authorizing Response to PDE Act 44 Auditee Reporting Form
	11.	Approval of 2023-24 Homestead/Farmstead Resolution
	12.	Approval of the Final Budget Resolution for 2023-24 Fiscal Year
	13.	Approval of Annual Tax Levy Resolution for 2023-24 Fiscal Year

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

*	1.	Approval of Revised Policy 113.1: Discipline of Students with Disabilities, Second Reading
*	2.	Approval of Revised Policy 216: Student Records, Second Reading
*	3.	Approval of Revised Policy 218: Student Discipline, Second Reading
*	4.	Approval of New Administrative Guideline 830AG1: Electronic Data Storage Guidelines, Second Reading
*	5.	Approval of Revised Policy 006.3: Broadcasting Board Meetings, Second Reading
*	6.	Approval of Revised Policy 009: Policy Development, Second Reading
*	7.	Approval of Revised Policy 103 Discrimination/ Sexual Harassment Affecting Students, First Reading
*	8.	Approval of Revised Policy 113.2 Behavior Intervention, First Reading
*	9.	Approval of Revised Policy 137 Home Education Programs, First Reading
*	10.	Approval to Retire Administrative Guideline 137AG1 Home Education Programs Non-District Programs Guidelines, First Reading
*	11.	Approval of Revised Policy 137.1 Extracurricular Participation by Home Education Students, First Reading
*	12.	Approval of New Policy 137.2 Participation in Cocurricular Activities and Academic Courses by Home Education Students, First Reading
*	13.	Approval of New Administrative Guideline 137.2AG1 Participation in Cocurricular Activities and Academic Courses by Home Edu Stu Guidelines, First Reading
*	14.	Approval of New Policy 137.3 Participation in Career and Technical Education Programs by Home Edu Students, First Reading
*	15.	Approval of Revised Policy 204 Attendance, First Reading
*	16.	Approval to Retire Administrative Guideline 204AG3: Attendance Guidelines – WC Cyber Program, First Reading
*	17.	Approval of Revised Policy 215 Promotion & Retention, First Reading

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\*Consent Agenda Items

|   |     |                                                                                                                                                                                        |
|---|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| * | 18. | Approval of Revised Administrative Guideline 218AG1 Student Discipline Guidelines, First Reading                                                                                       |
| * | 19. | Approval of Revised Policy 218.2 Terroristic Threats, First Reading                                                                                                                    |
| * | 20. | Approval of Revised Policy 218.3 Student Integrity, First Reading                                                                                                                      |
|   | 21. | Approval to waive the 1st and 2nd Reading Requirements and allow final board approval for Administrative Guideline 140AG2: Procedures for Consideration of Charter School Applications |

### Other Reports

- A. Intermediate Unit..... Director Durnell  
 B. Legislative Liaison..... Director Fleming  
 C. Equity Report ..... Director Durnell

### X. Other Business ..... President Tiernan

|   |    |                                                                                                                                            |
|---|----|--------------------------------------------------------------------------------------------------------------------------------------------|
| * | 1. | Approval of School Board Treasurer's Report and Statement of Disbursements Summary Schedule for the Period April 1, 2023 to April 30, 2023 |
| * | 2. | Approval of the April 30, 2023 Financial Report                                                                                            |
| * | 3. | Approval of Board Treasurer                                                                                                                |
| * | 4. | Approval of Assistant Board Secretary                                                                                                      |
|   | 5. | Approval of Levin Legal Group Agreement                                                                                                    |
|   | 6. | Approval of the West Chester Area School District Flexible Instructional Day (FID) Program Application for 2023-24 SY                      |

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

### XII. Adjournment ..... President Tiernan

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## WEST CHESTER AREA SCHOOL BOARD—Meeting of April 24, 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 7:02 p.m. in the Spellman Education Center, 782 Springdale Dr. Exton, PA. Board President Tiernan called the meeting to order and Salae Garland and Ara Osimokun of Starkweather Elementary School led the public in the Pledge of Allegiance.

### II. Roll Call

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

**Members Absent:** Director Fleming and Emily McElreavey, East High School

### III. Public Comments on Agenda Items

| Name            | Subject of Testimony           |
|-----------------|--------------------------------|
| Judi DiFonzo    | Agenda                         |
| Priyanka Gupta  | VII. Personnel Recommendations |
| Melissa Bennett | D9. Budget                     |

### V. Approval of Minutes of the March 27, 2023 Monthly School Board Meeting

**BOARD ACTION:** It was moved by Director Detre and seconded by Director Chester to approve the minutes of the March 27, 2023 Monthly School Board Meeting.

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

### VI. Approval of the April 24, 2023 School Board Meeting Agenda

**BOARD ACTION:** It was moved by Director Herrmann and seconded by Director Chester to approve the April 24, 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 April 11 and April 17, 2023 regarding legal matters and tonight, April 24, 2023 regarding a personnel matter.***

## VII. Superintendent’s Report

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

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

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

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

## IX. Approval of Consent Agenda

**BOARD ACTION:** It was moved by Director Chester and seconded by Vice President Bevilacqua to approve the following Consent Agenda Items:

| Education |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.        | Approval to terminate the following Student Activity Account(s): <ul style="list-style-type: none"><li>• East High School – Class of 2022</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.        | Approval to establish the following Student Activity Account(s): <ul style="list-style-type: none"><li>• Peirce Middle School – TogetHER Club</li><li>• Stetson Middle School – Stetson GSA</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3.        | Approval of the following Study/Excursion trip(s): <ul style="list-style-type: none"><li>• Rustin High School, Speech and Debate Team – Bloomsburg University 03/17/2023 – 03/18/2023</li><li>• Rustin High School, 10-12 Choral Music – Pocono Manor, PA 04/19/2023 – 04/22/2023</li><li>• Rustin High School, Science Olympiad – Penn State Altoona, PA 04/21/2023 – 04/22/2023</li><li>• Stetson Middle School, Science Olympiad – Penn State Altoona, PA 04/21/2023 – 04/22/2023</li><li>• Fugett Middle School, Science Olympiad – Penn State Altoona, PA 04/21/2023 – 04/22/2023</li><li>• Henderson High School, DECA 12 Grade – Orlando, FL 04/22/2023 – 04/26/2023</li><li>• Rustin High School, DECA 9 - 12 Grade – Orlando, FL 04/22/2023 – 04/27/2023</li><li>• East High School, DECA 9 -12 – Orlando, FL 04/22/2023 – 04/26/2023</li><li>• East High School, Academic Team – Harrisburg, PA 04/27/2023 – 04/28/2023</li><li>• Henderson High School, Spanish 9 – 11 Grade – Ecuador 06/19/2023 – 06/28/2024</li></ul> |

|    |                                                     |
|----|-----------------------------------------------------|
| 4. | Approval of Final Revised 2022-2023 School Calendar |
|----|-----------------------------------------------------|

Pupil Services

|    |                                                                                         |
|----|-----------------------------------------------------------------------------------------|
| 1. | Approval of one (1) Special Education Settlement Agreement                              |
| 2. | Approval of Sweet, Stevens, Katz, & Williams, LLC Legal Services Consultation Agreement |

Personnel - none

Property & Finance

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Approval of 2023-24 CCIU Core Budget in the amount of \$34,720.570                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2. | Approval of 2023-24 Occupational Education Budget in the amount of \$31,574,393                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 3. | Approval to Authorize the Removal of Tax Liens on Uncollectable Parcels in the amount of \$12,029.61 on parcels 51-7-123.8, 51-7-123.19, 51-7-123.20, and 51-7Q-350                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4. | <p>Approval of Resolution to Appoint Authorized Signers John Scully and Justin Matys to act on behalf of the West Chester Area School District to execute documents associated with the dissolution of the Mary A. Croll Trust</p> <p style="text-align: center;"><b>WEST CHESTER AREA SCHOOL DISTRICT</b></p> <p style="text-align: center;"><b>Resolution</b></p> <p><b>WHEREAS</b>, the Will of Mary A. Croll provided for the funding and terms of a residuary educational trust for the purpose of awarding scholarships for certain individuals to attend college ("Trust"); and</p> <p><b>WHEREAS</b>, the West Chester Area School District ("School District") is the beneficiary of this Trust in that it receives distribution from the Trust for award of scholarships to students; and</p> <p><b>WHEREAS</b>, the current trustee for the Trust is Wells Fargo Bank, National Association ("Trustee");</p> <p><b>WHEREAS</b>, the Trustee believes the termination of the Trust is appropriate, with the assets of the terminated Trust distributed for the School District for the continuation of the scholarship program; and</p> <p><b>WHEREAS</b>, any such termination of the Trust requires approval of the court; and</p> <p><b>WHEREAS</b>, at the December 19, 2022 public board meeting, the School District's Board of School Directors ("Board") consented and joined the Petition to Terminate the Trust and accept, hold and utilize the funds for scholarship purposes consistent with the direction of the court; and</p> |

**WHEREAS**, the Trustee requires a resolution from the School District setting forth who is authorized to sign documents associated with the dissolution of the Trust and the distribution of its proceeds on behalf of the School District.

**NOW, THEREFORE, BE IT RESOLVED**, that John Scully, Director of Business Affairs, and Justin Matys, Assistant Director of Business Affairs, are hereby authorized on behalf of the School District to execute documents associated with the dissolution of the Trust and the distribution of its proceeds.

**ENACTED AND RESOLVED**, this \_\_\_\_ day \_\_\_\_\_, 2023.

ATTEST: WEST CHESTER AREA SCHOOL BOARD

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

|    |                                                                                           |                                             |                         |                |
|----|-------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------|----------------|
| 5. | Approval of BoardDocs Pro Plus Management System with a recurring annual cost of \$18,000 |                                             |                         |                |
| 6. | Approval of 2022-23 Capital Reserve Project Award                                         |                                             |                         |                |
|    | Project #                                                                                 | Description                                 | Vendor                  | Project Budget |
|    | G-140                                                                                     | PMS Repave Main & Rear Driveways            | DiRocco Brothers Inc.   | \$ 265,000.00  |
|    |                                                                                           |                                             |                         | Award Amount   |
|    |                                                                                           |                                             |                         | \$ 249,940.50  |
| 7. | Approval of 2023-24 Capital Reserve Project Awards                                        |                                             |                         |                |
|    | Project #                                                                                 | Description                                 | Vendor                  | Project Budget |
|    | G-147                                                                                     | Exterior Door Security (District-wide)      | A.G. Mauro Company      | \$ 125,000.00  |
|    |                                                                                           |                                             |                         | Award Amount   |
|    |                                                                                           |                                             |                         | \$ 29,840.00   |
|    | G-148                                                                                     | EHS Seal Coating and Re-lining Parking Lots | Unitex Asphalt Services | \$ 115,000.00  |
|    |                                                                                           |                                             |                         | Award Amount   |
|    |                                                                                           |                                             |                         | \$ 105,205.00  |
|    | G-152                                                                                     | Rustin Interior Painting                    | Van Horn Painting       | \$ 55,000.00   |
|    |                                                                                           |                                             |                         | Award Amount   |
|    |                                                                                           |                                             |                         | \$ 61,000.00   |
|    | G-155                                                                                     | Henderson Clock tower Controls              | National Time & Signal  | \$ 15,000.00   |
|    |                                                                                           |                                             |                         | Award Amount   |
|    |                                                                                           |                                             |                         | \$ 10,294.80   |
|    | G-156                                                                                     | Henderson Interior Painting                 | Castle Painting         | \$ 130,000.00  |
|    |                                                                                           |                                             |                         | Award Amount   |
|    |                                                                                           |                                             |                         | \$ 96,800.00   |
| 8. | Approval of 2023-24 Capital Fund Project Award                                            |                                             |                         |                |
|    | Project #                                                                                 | Description                                 | Vendor                  | Project Budget |
|    | C-072                                                                                     | Paving Replacement SMS                      | DiRocco Brothers, Inc.  | \$ 275,129.00  |
|    |                                                                                           |                                             |                         | Award Amount   |
|    |                                                                                           |                                             |                         | \$ 203,013.00  |

Policy Review Committee

|     |                                                                                                                                        |
|-----|----------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Approval of Revised Policy 251: Students Experiencing Homelessness, Foster Care or other Educational Instability, Second Reading       |
| 2.  | Approval of Revised Policy 830 Electronic Data Storage (formerly known as Breach of Computerized Personal Information), Second Reading |
| 3.  | Approval of Revised Policy 003: Functions, Second Reading                                                                              |
| 4.  | Approval of Revised Policy 004: Membership, Second Reading                                                                             |
| 5.  | Approval of Revised Policy 005: Organization, Second Reading                                                                           |
| 6.  | Approval of New Administrative Guideline: 005AG1 Board Organization Guidelines, Second Reading                                         |
| 7.  | Approval of Revised Policy 113.1: Discipline of Students with Disabilities, First Reading                                              |
| 8.  | Approval of Revised Policy 216: Student Records, First Reading                                                                         |
| 9.  | Approval of Revised Policy 218: Student Discipline, First Reading                                                                      |
| 10. | Approval of New Administrative Guideline 830AG1: Electronic Data Storage Guidelines, First Reading                                     |
| 11. | Approval of Revised Policy 006.3: Broadcasting Board Meetings, First Reading                                                           |
| 12. | Approval of Revised Policy 009: Policy Development, First Reading                                                                      |

Other Business

|                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |               |                                                                      |  |            |               |             |      |                          |                |                           |                |                                 |              |                 |              |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------|----------------------------------------------------------------------|--|------------|---------------|-------------|------|--------------------------|----------------|---------------------------|----------------|---------------------------------|--------------|-----------------|--------------|
| 1.                                                                   | <p>Approval of School Board Treasurer's Report and Statement of Disbursements Summary Schedule for the Period of March 1, 2023 to March 31, 2023</p> <p style="text-align: center;">WEST CHESTER AREA SCHOOL DISTRICT<br/>APRIL 24, 2023<br/>STATEMENT OF DISBURSEMENTS SUMMARY<br/>FOR THE PERIOD MARCH 1, 2023 - MARCH 31, 2023</p> <table> <tr> <td>GENERAL FUND DISBURSEMENTS</td><td style="text-align: right;">34,876,886.85</td></tr> <tr> <td>includes Technology,<br/>Federal Programs and any Special State Funds</td><td></td></tr> <tr> <td>BILLS PAID</td><td style="text-align: right;">34,876,886.85</td></tr> <tr> <td>INVESTMENTS</td><td style="text-align: right;">0.00</td></tr> <tr> <td><br/>CAPITAL RESERVE FUND</td><td style="text-align: right;"><br/>145,699.66</td></tr> <tr> <td><br/>CAPITAL PROJECTS FUND</td><td style="text-align: right;"><br/>602,445.54</td></tr> <tr> <td><br/>SPECIAL REVENUE - Athletics</td><td style="text-align: right;"><br/>9,016.29</td></tr> <tr> <td><br/>TRUST FUNDS</td><td style="text-align: right;"><br/>4,998.47</td></tr> </table> | GENERAL FUND DISBURSEMENTS | 34,876,886.85 | includes Technology,<br>Federal Programs and any Special State Funds |  | BILLS PAID | 34,876,886.85 | INVESTMENTS | 0.00 | <br>CAPITAL RESERVE FUND | <br>145,699.66 | <br>CAPITAL PROJECTS FUND | <br>602,445.54 | <br>SPECIAL REVENUE - Athletics | <br>9,016.29 | <br>TRUST FUNDS | <br>4,998.47 |
| GENERAL FUND DISBURSEMENTS                                           | 34,876,886.85                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |               |                                                                      |  |            |               |             |      |                          |                |                           |                |                                 |              |                 |              |
| includes Technology,<br>Federal Programs and any Special State Funds |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |               |                                                                      |  |            |               |             |      |                          |                |                           |                |                                 |              |                 |              |
| BILLS PAID                                                           | 34,876,886.85                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |               |                                                                      |  |            |               |             |      |                          |                |                           |                |                                 |              |                 |              |
| INVESTMENTS                                                          | 0.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            |               |                                                                      |  |            |               |             |      |                          |                |                           |                |                                 |              |                 |              |
| <br>CAPITAL RESERVE FUND                                             | <br>145,699.66                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |               |                                                                      |  |            |               |             |      |                          |                |                           |                |                                 |              |                 |              |
| <br>CAPITAL PROJECTS FUND                                            | <br>602,445.54                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |               |                                                                      |  |            |               |             |      |                          |                |                           |                |                                 |              |                 |              |
| <br>SPECIAL REVENUE - Athletics                                      | <br>9,016.29                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |               |                                                                      |  |            |               |             |      |                          |                |                           |                |                                 |              |                 |              |
| <br>TRUST FUNDS                                                      | <br>4,998.47                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |               |                                                                      |  |            |               |             |      |                          |                |                           |                |                                 |              |                 |              |

|    |                                                                                                          |                      |
|----|----------------------------------------------------------------------------------------------------------|----------------------|
|    | CAFETERIA                                                                                                | 477,956.10           |
|    | STUDENT ACTIVITY FUND DISBURSEMENTS                                                                      | 84,316.78            |
|    | TRUST AND AGENCY FUND DISBURSEMENTS                                                                      | <u>64,762.50</u>     |
|    | TOTAL DISBURSEMENTS                                                                                      | <u>36,266,082.19</u> |
|    | NOTE: A copy of the details of the above disbursements is available for review from the Board Secretary. |                      |
| 2. | Approval of the March 31, 2023 Financial Report                                                          |                      |

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

## **X. School Board Reports**

### **Committee Reports**

Education Committee - Director Durnell  
Pupil Services Committee - Director Chester  
Personnel Committee - Director Herrmann  
Property and Finance Committee - Vice President Bevilacqua

## **D-9. Approval of Resolution to Adopt Proposed Final Budget for the 2023-24 Fiscal Year**

### **WEST CHESTER AREA SCHOOL DISTRICT**

#### **Resolution to Adopt Proposed Final Budget for 2023-2024 Fiscal Year**

**Whereas**, School Code section 687, 24 P.S. § 6-687, requires the School Board to adopt a Proposed Final Budget for the 2023-2024 fiscal year no later than May 31, 2023; and

**Whereas**, School Code section 687 requires the School Board to adopt a Final Budget for the 2023-24 fiscal year no later than June 30, 2023; and

**Whereas**, the 2023-24 Proposed Final Budget is required to be prepared on Pennsylvania Department of Education (PDE) form 2028; and

**Whereas**, School Code section 687 requires that the Proposed Final Budget be made available for public inspection at least twenty (20) days prior to adoption of the Final Budget; and

**Whereas**, School Code section 687 requires ten (10) days public notice prior to the adoption of the Final Budget; and

**Now Therefore be it RESOLVED**, this 24<sup>th</sup> day of April 2023 by the West Chester Area School District School Board, that:

1. The Proposed Final Budget of the School District for the 2023-2024 fiscal year on form PDE 2028 is attached to this Resolution and shall be adopted as the Proposed Final Budget of the School District for the 2023-2024 fiscal year.
2. The Proposed Final Budget for the 2023-2024 fiscal year shall be made available for public inspection on May 4, 2023 at the school district offices, 782 Springdale Drive, Exton, PA 19341.
3. At least ten (10) days before the date scheduled for adoption of the Final Budget, the Secretary shall advertise public Notice of the proposed date, time and place for the meeting for the adoption of the Final Budget.
4. The public Notice shall be advertised once in a newspaper of general circulation and shall be posted conspicuously at the School District offices.
5. The Administration and School Board will continue to review budget components, and the Proposed Final Budget may be revised prior to adoption as the Final Budget for the 2023-2024 fiscal year.
6. School District officials are directed to take all action necessary or appropriate to carry out the intent of this Resolution; including but not limited to making the required certification to PDE.

ATTEST:

WEST CHESTER AREA SCHOOL BOARD

\_\_\_\_\_  
Linda P. Cherashore, Secretary

By: \_\_\_\_\_  
Sue Tiernan, President

**BOARD ACTION:** It was moved by Vice President Bevilacqua and seconded by Director Detre to approve the resolution to adopt the proposed final budget for the 2023-24 Fiscal year.

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

Policy Review Committee - Director Detre

### **Other Reports**

Legislative Liaison – President Tiernan  
Intermediate Unit - Director Durnell  
PSBA Report - Director Herrmann  
Equity Report - Director Durnell

## **XI. Other Business**

### **X-3. Approval of Amendment to the Settlement Agreement and Release with William H. Clinger Corporation**

**BOARD ACTION:** It was moved by Vice President Bevilacqua and seconded by Director Detre to approve the Amendment to the Settlement Agreement and Release and settlement sum in the amount of \$600,000 to William H. Clinger Corporation.

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

## **XII. Comments from Residents**

| <b>Name</b>           | <b>Subject of Testimony</b> |
|-----------------------|-----------------------------|
| <b>Joanne Yurchak</b> | Indoctrination              |
| <b>Judi DiFonzo</b>   | Student safety              |
| <b>Meghan Reikob</b>  | LGBTQ+ policies             |

President Tiernan read the following quote, “Civility is the recognition that all people have dignity that's inherent to their person, no matter their religion, race, gender, sexuality, or ability.” ~Opal Tometi

## **XIII. Adjournment**

**BOARD ACTION:** On motion by Director Detre seconded by Director Durnell, the Board, on voice vote, agreed to adjourn at 9:02 p.m.

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Board Secretary

## I. Removal from Payroll

|    |                                                                                                                                    |
|----|------------------------------------------------------------------------------------------------------------------------------------|
| a. | Resignations                                                                                                                       |
| 1. | Julianna Chen, 1.0 Grade 3 Teacher at Westtown Thornbury ES, effective 6/13/23.                                                    |
| 2. | Sharon Duffy, 1.0 Kindergarten Paraprofessional at Glen Acres ES, effective 5/5/23.                                                |
| 3. | Patricia Friedman, 1.0 Facilities Use/Capital Programs Secretary at Warehouse, effective 5/16/23.                                  |
| 4. | Charles Hills, 1.0 3 <sup>rd</sup> Shift Custodian at Rustin HS, effective 5/12/23.                                                |
| 5. | Maripaz Lopez, 1.0 Grade 3 Teacher at Hillsdale ES, effective 7/1/23.                                                              |
| 6. | Julia Morgan, 1.0 Special Education Teacher (Autistic Support) at Fugett MS, effective 6/13/23.                                    |
| 7. | Jane Wood, 1.0 Secretary to the Assistant Principals at Rustin HS, effective 5/8/23.                                               |
| b. | Retirements                                                                                                                        |
| 1. | Carol DeLuca, Secretary to the Director of Business Affairs at Spellman Education Center, effective 12/31/23. 15 years of service. |
| 2. | Veronica Gray, 1.0 Counseling Secretary at East HS, effective 8/2/23. 2000-2007 7 years of service, 2010-2023 13 years of service. |
| 3. | Frances Laughlin, APT Coordinator at Henderson HS, effective 6/13/23. 17 years of service.                                         |
| 4. | Cindy VanderWerff, 1.0 Staff Nurse at Henderson HS, effective 9/15/23. 23 years of service.                                        |

## II. Additions to Payroll

|    |                              |                                                                                                                                                                                              |
|----|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. | Professional Staff: Contract |                                                                                                                                                                                              |
| 1. | Lauren Alexander             |                                                                                                                                                                                              |
|    | Placement                    | 1.0 School Counselor at East HS, Temporary Professional Employee (Non-Tenured), effective 8/21/23, Level 5, Step 2, \$62,502.                                                                |
|    | Education                    | Bachelor of Arts from James Madison University 2017-2021, Master of Science from Villanova University 2021-2023                                                                              |
|    | Experience                   | No experience                                                                                                                                                                                |
|    | Certification                | Educational Specialist I, Elementary & Secondary School Counselor PK-12                                                                                                                      |
| 2. | Amy Becker                   |                                                                                                                                                                                              |
|    | Placement                    | 1.0 Certified School Nurse at Penn Wood ES, Temporary Professional Employee (Non-Tenured), effective 8/21/23, Level 5, Step 8, \$68,734.                                                     |
|    | Education                    | Bachelor of Science from Bloomsburg University 1998-2003, Master of Science from West Chester University 2014-2018, Certified School Nurse from West Chester University 9/2022-5/2023        |
|    | Experience                   | Health Room Nurse at Phoenixville Area School District 8/2021 – current, Nurse Instructor at Montgomery County Community College 5/2019-4/2023, Staff Nurse at Paoli Hospital 10/2009-5/2018 |
|    | Certification                | Educational Specialist I, School Nurse                                                                                                                                                       |
| 3. | Sarah Forgunson              |                                                                                                                                                                                              |

Recommendations  
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|    |                   |                                                                                                                                                                                                    |
|----|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | Placement         | 1.0 Chemistry Teacher at Henderson HS, Temporary Professional Employee (Non-Tenured), effective 8/21/23, Level 1, Step 5, \$58,385.                                                                |
|    | Education         | Bachelor of Science from University of California, Irvine 2010-2013                                                                                                                                |
|    | Experience        | Science Teacher at Garden Grove Unified School District, CA 8/2016-7/2022                                                                                                                          |
|    | Certification     | Instructional I, Biology, Chemistry                                                                                                                                                                |
| 4. | Lauren Gibb       |                                                                                                                                                                                                    |
|    | Placement         | 1.0 School Counselor at Peirce MS, Temporary Professional Employee (Non-Tenured), effective 8/21/23, Level 9, Step 8, \$76,176.                                                                    |
|    | Education         | Bachelor of Science from University of Delaware 2002-2005, Master of Education from West Chester University 2006-2008, Certification from Immaculata University 2015-2021                          |
|    | Experience        | Guidance Counselor at Chester County Intermediate Unit 2008-current, School Counselor at Coatesville Area School District 2008-2020                                                                |
|    | Certification     | Educational Specialist II, Secondary School Counselor, Administrative I, Principal K-12                                                                                                            |
| 5. | Jonathan Mazzio   |                                                                                                                                                                                                    |
|    | Placement         | 1.0 Math Teacher at Henderson HS, Temporary Professional Employee (Non-Tenured), effective 8/21/23, Level 5, Step 8, \$68,734.                                                                     |
|    | Education         | Bachelor of Science from Saint Joseph's University 2009-2013, Master of Arts from University of Colorado 2021-2022                                                                                 |
|    | Experience        | Math Teacher at Northfield High School, CO 8/2020-present, Math Teacher at Arrupe Jesuit High School, CO 8/2018-8/2020, Math Teacher at Salesianum School 8/2014-8/2018                            |
|    | Certification     | Instructional I, Mathematics 7-12, Special Education N-12, Elementary K-6                                                                                                                          |
| 6. | Cassidy McCartney |                                                                                                                                                                                                    |
|    | Placement         | 1.0 Grade 3 Teacher at Glen Acres ES, Professional Employee (Tenured), effective 8/21/23, Level 5, Step 7, \$67,502.                                                                               |
|    | Education         | Bachelor of Science from West Chester University 2013-2016, Master of Education from West Chester University 2018-2021                                                                             |
|    | Experience        | Grade 3 Teacher at Springton Manor ES 9/2020 – present, Grade 1 Teacher at Springton Manor ES 9/2017 – 6/2020, Kindergarten Enrichment Lead Teacher at A Child's Place Extended Care 9/2016-6/2017 |
|    | Certification     | Instructional II, Grades PK-4                                                                                                                                                                      |
| 7. | Rochelle Sheridan |                                                                                                                                                                                                    |
|    | Placement         | 1.0 Chemistry Teacher at East HS, Temporary Professional Employee (Non-Tenured), effective 8/21/23, Level 5, Step 5, \$65,502.                                                                     |
|    | Education         | Bachelor of Science from Lehigh University 1999-2003, Masters of Education from West Chester University 2022-2023                                                                                  |
|    | Experience        | No experience                                                                                                                                                                                      |
|    | Certification     | Instructional I, Chemistry - Pending                                                                                                                                                               |

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|    |                                          |                                                                                                                                                                                                                                                                         |
|----|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. | Meghan Thomas                            |                                                                                                                                                                                                                                                                         |
|    | Placement                                | 1.0 Math Teacher at East HS, Temporary Professional Employee (Non-Tenured), effective 8/21/23, Level 1, Step 2, \$55,664.                                                                                                                                               |
|    | Education                                | Bachelor of Science from West Chester University 2019-2023                                                                                                                                                                                                              |
|    | Experience                               | Mathematics Long Term Substitute at Octorara Area School District 11/2022 – present                                                                                                                                                                                     |
|    | Certification                            | Instructional I, Mathematics 7-12                                                                                                                                                                                                                                       |
| 9. | Megan Turner                             |                                                                                                                                                                                                                                                                         |
|    | Placement                                | 1.0 School Psychologist at .8 Fern Hill ES/.2 Henderson HS, Temporary Professional Employee (Non-Tenured), effective 8/21/23, Level 7, Step 3, \$67,223.                                                                                                                |
|    | Education                                | Bachelor of Science from Villanova University 2015-2019, Master of Education from Lehigh University 2019-2022                                                                                                                                                           |
|    | Experience                               | School Psychologist at Randolph Township Schools, NJ 8/2022 – current, School Psychology Intern at Rose Tree Media School District 8/2021-5/2022                                                                                                                        |
|    | Certification                            | Educational Specialist I, School Psychologist                                                                                                                                                                                                                           |
| b. | Professional Staff: Long Term Substitute |                                                                                                                                                                                                                                                                         |
| 1. | Madison Snell                            |                                                                                                                                                                                                                                                                         |
|    | Placement                                | 1.0 Grade 2 Teacher at East Bradford ES, Temporary Professional Employee (Non-Tenured), effective 8/21/23, Level 1, Step 1, \$50,561.                                                                                                                                   |
|    | Education                                | Bachelor of Science from West Chester University 2018-2022                                                                                                                                                                                                              |
|    | Experience                               | Building Substitute at East Bradford ES with Kelly Education Services 12/2021 – current, Kindergarten Long Term Substitute Teacher at East Bradford ES 8/2022-12/2022, Student Teacher/Substitute Teacher at East Goshen ES with Kelly Education Services 1/2022-5/2022 |
|    | Certification                            | Instructional I, Elementary K-4                                                                                                                                                                                                                                         |
| c. | Administrative Staff: Contract - None    |                                                                                                                                                                                                                                                                         |
| d. | Support Staff: Non-Bargaining - None     |                                                                                                                                                                                                                                                                         |
| e. | Support Staff: Contract                  |                                                                                                                                                                                                                                                                         |
| 1. | Stacie Berglin                           |                                                                                                                                                                                                                                                                         |
|    | Placement                                | 1.0 Special Education Paraprofessional at Glen Acres ES, 7 hrs./day, 5 days/week, 182 days/year, effective 5/22/23, Group 1B, Step 1, \$17.00/hr.                                                                                                                       |
| 2. | Michael Callahan                         |                                                                                                                                                                                                                                                                         |
|    | Placement                                | 1.0 Network Engineer at Spellman Education Center, 8 hrs./day, 5 days/week, 262 days/year, effective 6/20/23, Group 11, Step 6, \$37.27.                                                                                                                                |
| 3. | Russell McLain                           |                                                                                                                                                                                                                                                                         |

Recommendations  
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|     |                           |                                                                                                                                            |
|-----|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
|     | Placement                 | 1.0 Registered Behavior Technician at East Goshen ES, 7 hrs./day, 5 days/week, 182 days/year, effective TBD, Group 1C, Step 1, \$24.00/hr. |
| 4.  | Alexander Mercado         |                                                                                                                                            |
|     | Placement                 | 1.0 2 <sup>nd</sup> Shift Custodian at Hillsdale ES, 8 hrs./day, 5 days/week, 262 days/year, effective TBD, Group 5, Step 2, \$21.06/hr.   |
| 5.  | Cory Rank                 |                                                                                                                                            |
|     | Placement                 | 1.0 Grounds Mechanic III at Warehouse, 8 hrs./day, 5 days/week, 262 days/year, effective 5/15/23, Group 3, Step 4, \$26.85/hr.             |
| 6.  | Aaron Small               |                                                                                                                                            |
|     | Placement                 | 1.0 Security Greeter at East HS, 8 hrs./day, 5 days/week, 262 days/year, effective TBD, Group 5, Step 3, \$22.99/hr.                       |
| 7.  | JoAnne Sylvester          |                                                                                                                                            |
|     | Placement                 | 1.0 2 <sup>nd</sup> Shift Custodian at TBD, 8 hrs./day, 5 days/week, 262 days/year, effective 5/15/23, Group 5, Step 2, \$21.06/hr.        |
|     |                           |                                                                                                                                            |
| f.  | Support Staff: Substitute |                                                                                                                                            |
| 1.  | Aidan Pumala              | Substitute Custodian, effective 5/17/23, \$18.00/hr.                                                                                       |
| 2.  | Keidy Soliz Funez         | Substitute Custodian, effective TBD, \$18.00/hr.                                                                                           |
|     |                           |                                                                                                                                            |
| g.  | Temporary Summer Staff:   |                                                                                                                                            |
| 1.  | Shayna Abbott             | 1.0 Secondary Summer School, effective 6/26/2023                                                                                           |
| 2.  | Ines Amen                 | 1.0 Summer Academy Teacher, effective 6/26/2023                                                                                            |
| 3.  | Sue Atwell                | 1.0 Elementary Jump Start Teacher, effective 6/26/2023                                                                                     |
| 4.  | Jennifer Bannister        | 1.0 Secondary Jump Start Teacher, effective 6/26/2023                                                                                      |
| 5.  | Mairead Barrett           | 1.0 Jump Start Site Manager, effective 6/26/2023                                                                                           |
| 6.  | Grace Barry               | 1.0 Secondary Summer School, effective 6/26/2023                                                                                           |
| 7.  | Melinda Benson            | 1.0 ESY Related Services Coordinator, effective 6/26/2023                                                                                  |
| 8.  | Katherine Bickel          | 1.0 ESY Elementary Teacher, effective 6/26/2023                                                                                            |
| 9.  | Sharon Brewer             | 1.0 Secondary Summer School, effective 6/26/2023                                                                                           |
| 10. | Kelly Briglia             | 1.0 Summer Academy Teacher, effective 6/26/2023                                                                                            |
| 11. | Helaine Brill             | 1.0 ESY Elementary Teacher, effective 6/26/2023                                                                                            |
| 12. | Kristen Brown             | 1.0 Summer Academy Teacher, effective 6/26/2023                                                                                            |
| 13. | Sarita Brown              | 1.0 Summer Academy Site Manager, effective 6/26/2023                                                                                       |
| 14. | Brittany Burgis           | 1.0 ESY Elementary Teacher, effective 6/26/2023                                                                                            |
| 15. | Christine Chory           | 1.0 Elementary Jump Start Teacher, effective 6/26/2023                                                                                     |
| 16. | Alanna Cini               | 1.0 Elementary Jump Start Teacher, effective 6/26/2023                                                                                     |
| 17. | Grace Citro               | 1.0 ESY Secondary Teacher, effective 6/26/2023                                                                                             |
| 18. | Victoria Clayton          | 1.0 ESY Secondary Teacher, effective 6/26/2023                                                                                             |
| 19. | Melissa Coley             | 1.0 Summer Academy Site Manager, effective 6/26/2023                                                                                       |
| 20. | Ryan Colley               | 1.0 Secondary Summer School, effective 6/26/2023                                                                                           |
| 21. | Michael Collins           | 1.0 ESY Secondary Teacher, effective 6/26/2023                                                                                             |
| 22. | Douglas Costin            | 1.0 ESY Elementary Teacher, effective 6/26/2023                                                                                            |
| 23. | Tina Costin               | 1.0 ESY Elementary Teacher, effective 6/26/2023                                                                                            |
| 24. | Andrew Criscuolo          | 1.0 ESY Elementary Teacher, effective 6/26/2023                                                                                            |
| 25. | Melissa Dailey            | 1.0 Summer Academy Teacher, effective 6/26/2023                                                                                            |

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|     |                       |                                                              |
|-----|-----------------------|--------------------------------------------------------------|
| 26. | Caroline Davis        | 1.0 ESY Elementary Teacher, effective 6/26/2023              |
| 27. | Teresa Davis          | 1.0 Summer Academy Teacher, effective 6/26/2023              |
| 28. | Elizabeth DiGuglielmo | 1.0 ESY Elementary Site Administrator, effective 6/26/2023   |
| 29. | Teresa Di Siro        | 1.0 Summer Academy Teacher, effective 6/26/2023              |
| 30. | Amy Doran             | 1.0 Summer Academy Teacher, effective 6/26/2023              |
| 31. | Shanelle Dorsey       | 1.0 ESY Secondary Site Administrator, effective 6/26/2023    |
| 32. | Laura Ebert           | 1.0 ESY Elementary Teacher, effective 6/26/2023              |
| 33. | Lisa Eleftherakis     | 1.0 Summer Academy Teacher, effective 6/26/2023              |
| 34. | Alex Fad              | 1.0 Secondary Summer School, effective 6/26/2023             |
| 35. | Suzanne Fanelle       | 1.0 Summer Academy Teacher, effective 6/26/2023              |
| 36. | Sean Fash             | 1.0 Secondary Summer School, effective 6/26/2023             |
| 37. | Ana Feliciano         | 1.0 Elementary Jump Start Teacher, effective 6/26/2023       |
| 38. | Victoria Figueroa     | 1.0 Summer Academy Teacher, effective 6/26/2023              |
| 39. | Bryan Frankenfield    | 1.0 ESY Elementary Teacher, effective 6/26/2023              |
| 40. | Kimberly Freese       | 1.0 Secondary Jump Start Teacher, effective 6/26/2023        |
| 41. | Jennifer Gallagher    | 1.0 Secondary Jump Start Teacher, effective 6/26/2023        |
| 42. | Amanda Getz           | 1.0 ESY Speech Language Pathologist, effective 6/26/2023     |
| 43. | Lisa Giampalmi        | 1.0 Summer Academy Teacher, effective 6/26/2023              |
| 44. | Brooke Gillespie      | 1.0 Summer Academy Teacher, effective 6/26/2023              |
| 45. | Lakeya Gilliam        | 1.0 ESY Secondary Teacher, effective 6/26/2023               |
| 46. | Benjamin Giordano     | 1.0 Secondary Summer School, effective 6/26/2023             |
| 47. | Megan Glackin         | 1.0 ESY Secondary Teacher, effective 6/26/2023               |
| 48. | Lauren Goebel         | 1.0 ESY Secondary Teacher, effective 6/26/2023               |
| 49. | Kaitlyn Gomez         | 1.0 ESY Caseworker, effective 6/26/2023                      |
| 50. | Tracy Gomez           | 1.0 Secondary Summer School, effective 6/26/2023             |
| 51. | Kolby Gonzalez        | 1.0 Secondary Summer School, effective 6/26/2023             |
| 52. | Carolyn Gorrie        | 1.0 Summer Academy Teacher, effective 6/26/2023              |
| 53. | Cynthia Greaves       | 1.0 Summer Academy Teacher, effective 6/26/2023              |
| 54. | Katherine Harrison    | 1.0 ESY Elementary Teacher, effective 6/26/2023              |
| 55. | Jana Helsinger        | 1.0 ESY Elementary Teacher, effective 6/26/2023              |
| 56. | Kelly Heyduk          | 1.0 Elementary Jump Start Teacher, effective 6/26/2023       |
| 57. | Joan Hohwald          | 1.0 Secondary Summer School, effective 6/26/2023             |
| 58. | Candy Jakubowski      | 1.0 ESY Mental Health Support Counselor, effective 6/26/2023 |
| 59. | Jacqueline Jilek      | 1.0 Summer Academy Teacher, effective 6/26/2023              |
| 60. | Anne Marie Korb       | 1.0 Summer Academy Site Manager, effective 6/26/2023         |
| 61. | Kayla Krasley         | 1.0 Elementary Jump Start Teacher, effective 6/26/2023       |
| 62. | Christopher Low       | 1.0 ESY Elementary Site Administrator, effective 6/26/2023   |
| 63. | Morgan McKenzie       | 1.0 ESY Secondary Teacher, effective 6/26/2023               |
| 64. | Rob McMahon           | 1.0 ESY Secondary Teacher, effective 6/26/2023               |
| 65. | Elizabeth McVeigh     | 1.0 ESY Secondary Teacher, effective 6/26/2023               |
| 66. | Colleen Meighan       | 1.0 ESY Speech Language Pathologist, effective 6/26/2023     |
| 67. | Samantha Michael      | 1.0 ESY Speech Language Pathologist, effective 6/26/2023     |
| 68. | Joseph Michetti       | 1.0 Secondary Summer School, effective 6/26/2023             |
| 69. | Kristen Miller        | 1.0 Elementary Jump Start Teacher, effective 6/26/2023       |
| 70. | Alyssa Morin          | 1.0 ESY Elementary Teacher, effective 6/26/2023              |
| 71. | Julia Morland         | 1.0 ESY Elementary Teacher, effective 6/26/2023              |

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|      |                     |                                                           |
|------|---------------------|-----------------------------------------------------------|
| 72.  | Brianna Moscarelli  | 1.0 Elementary Jump Start Teacher, effective 6/26/2023    |
| 73.  | Kristan Murray      | 1.0 Summer Academy Teacher, effective 6/26/2023           |
| 74.  | Margaret Nawn       | 1.0 ESY Caseworker, effective 6/26/2023                   |
| 75.  | Gennaro Nicastro    | 1.0 Secondary Summer School, effective 6/26/2023          |
| 76.  | Geraldine Okolosi   | 1.0 Secondary Summer School, effective 6/26/2023          |
| 77.  | Grace O'Neill       | 1.0 Summer Academy Teacher, effective 6/26/2023           |
| 78.  | Christopher Ousey   | 1.0 Elementary Jump Start Teacher, effective 6/26/2023    |
| 79.  | Carmen Pacheco      | 1.0 Elementary Jump Start Teacher, effective 6/26/2023    |
| 80.  | Jackelyn Pascale    | 1.0 Elementary Jump Start Teacher, effective 6/26/2023    |
| 81.  | Kelly Perhacs       | 1.0 Summer Academy Teacher, effective 6/26/2023           |
| 82.  | Nick Polcini        | 1.0 ESY Secondary Teacher, effective 6/26/2023            |
| 83.  | Jennifer Quinn      | 1.0 ESY Elementary Teacher, effective 6/26/2023           |
| 84.  | Lisa Ramos          | 1.0 Elementary Jump Start Teacher, effective 6/26/2023    |
| 85.  | Renee Rapoport      | 1.0 Jump Start Site Manager, effective 6/26/2023          |
| 86.  | Christian Raws      | 1.0 Elementary Jump Start Teacher, effective 6/26/2023    |
| 87.  | Kristin Ray         | 1.0 ESY Elementary Teacher, effective 6/26/2023           |
| 88.  | Jennifer Rightmyer  | 1.0 ESY Secondary Teacher, effective 6/26/2023            |
| 89.  | Kara Root           | 1.0 Summer Academy Teacher, effective 6/26/2023           |
| 90.  | Emily Rosen         | 1.0 ESY Secondary Teacher, effective 6/26/2023            |
| 91.  | Angelique Rucci     | 1.0 ESY Speech Language Pathologist, effective 6/26/2023  |
| 92.  | Lucille Ruffin      | 1.0 ESY Tutor, effective 6/26/2023                        |
| 93.  | Beverly Sackitey    | 1.0 ESY FCS Teacher, effective 6/26/2023                  |
| 94.  | Jessica Salley      | 1.0 Summer Academy Counselor, effective 6/26/2023         |
| 95.  | Michelle Santangelo | 1.0 ESY Elementary Teacher, effective 6/26/2023           |
| 96.  | Alicia Schmitt      | 1.0 Summer Academy Teacher, effective 6/26/2023           |
| 97.  | Milton Scholl       | 1.0 Secondary Summer School, effective 6/26/2023          |
| 98.  | Elizabeth Scolis    | 1.0 ESY Tutor, effective 6/26/2023                        |
| 99.  | Dana Leigh Shultz   | 1.0 ESY Speech Language Pathologist, effective 6/26/2023  |
| 100. | Kelila Slomowitz    | 1.0 ESY Elementary Teacher, effective 6/26/2023           |
| 101. | Patricia Anne Smith | 1.0 ESY Secondary Teacher, effective 6/26/2023            |
| 102. | Dalcinea Stanton    | 1.0 ESY Secondary Site Administrator, effective 6/26/2023 |
| 103. | Kelly Subasic       | 1.0 Secondary Summer School, effective 6/26/2023          |
| 104. | Chloe Sullivan      | 1.0 ESY Elementary Teacher, effective 6/26/2023           |
| 105. | Anne Svelling       | 1.0 ESY Elementary Teacher, effective 6/26/2023           |
| 106. | Alison Sweeney      | 1.0 Summer Academy Teacher, effective 6/26/2023           |
| 107. | Barbara Taylor      | 1.0 ESY Secondary Teacher, effective 6/26/2023            |
| 108. | Tammy Taylor        | 1.0 Elementary Jump Start Teacher, effective 6/26/2023    |
| 109. | Kathleen Teague     | 1.0 Secondary Summer School, effective 6/26/2023          |
| 110. | Carrie Tepper       | 1.0 Secondary Summer School, effective 6/26/2023          |
| 111. | Rosemarie Trainor   | 1.0 ESY Secondary Teacher, effective 6/26/2023            |
| 112. | Diane Treon         | 1.0 ESY Elementary Teacher, effective 6/26/2023           |
| 113. | Carlton Tull        | 1.0 Summer Academy Teacher, effective 6/26/2023           |
| 114. | Kerri Turner        | 1.0 Summer Academy Teacher, effective 6/26/2023           |
| 115. | Anne Twohig         | 1.0 Elementary Jump Start Teacher, effective 6/26/2023    |
| 116. | Christine Van Wyk   | 1.0 Elementary Jump Start Teacher, effective 6/26/2023    |
| 117. | Matthew Viggiano    | 1.0 Elementary Jump Start Teacher, effective 6/26/2023    |
| 118. | Diana Vitello       | 1.0 ESY Elementary Teacher, effective 6/26/2023           |
| 119. | Reily Walls         | 1.0 ESY Secondary Teacher, effective 6/26/2023            |

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|      |                 |                                                        |
|------|-----------------|--------------------------------------------------------|
| 120. | Ryan Walter     | 1.0 ESY Elementary Teacher, effective 6/26/2023        |
| 121. | Carly Wasson    | 1.0 ESY Elementary Teacher, effective 6/26/2023        |
| 122. | Heidi Watson    | 1.0 ESY Elementary Tutor, effective 6/26/2023          |
| 123. | Corey Webb      | 1.0 Elementary Jump Start Teacher, effective 6/26/2023 |
| 124. | Carrie Winfield | 1.0 Summer Academy Site Manager, effective 6/26/2023   |

### III. Personnel Events

#### a. Status Change

|    | <b>Name</b>      | <b>Type</b>    | <b>From</b>                                            | <b>To</b>                                                                              | <b>Effective Date</b>                  |
|----|------------------|----------------|--------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------|
| 1. | Louis Armbruster | Custodian      | Part-Time Custodian at Mary C. Howse ES                | 1.0 2 <sup>nd</sup> Shift Custodian at Mary C. Howse ES                                | 7/17/23, Group 5, Step 3, \$22.99/hr.  |
| 2. | Abigail Buckley  | Professional   | 1.0 Grade 5 Long Term Substitute at Starkweather ES    | 1.0 Grade 5 Teacher at Fern Hill ES                                                    | 8/21/23, Level 1, Step 4, \$57,478     |
| 3. | Nina Guattery    | Support        | 1.0 Special Education Paraprofessional at Fern Hill ES | 1.0 Registered Behavioral Technician in the K-2 Autistic Support Classroom at Exton ES | 5/1/23, Group 1C, Step 1, \$24.00      |
| 4. | Nichole King     | Support        | 1.0 Registered Behavior Technician at Fugett MS        | 1.0 Special Education Paraprofessional at Fugett MS                                    | 5/15/23, Group 1B, Step 1, \$17.00/hr. |
| 5. | John Lunardi     | Administrative | 1.0 Social Studies Teacher at Henderson HS             | 1.0 Assistant Principal at Henderson HS                                                | 7/12/23, \$114,103                     |

#### b. Involuntary Transfer

|    | <b>Name</b>      | <b>Type</b>  | <b>From</b>                     | <b>To</b>                                              | <b>Effective Date</b> |
|----|------------------|--------------|---------------------------------|--------------------------------------------------------|-----------------------|
| 1. | Noureen Akhtar   | Support      | 1.0 Security Greeter at East HS | 1.0 Kindergarten Paraprofessional at Glen Acres ES     | 5/8/23                |
| 2. | John Alvanitakis | Professional | 1.0 Health/PE at Rustin HS      | .8 Health/PE at Rustin HS/.2 Health/PE at Henderson HS | 8/21/23               |

Recommendations  
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|     | <b>Name</b>       | <b>Type</b>    | <b>From</b>                                                                                   | <b>To</b>                                                                                     | <b>Effective Date</b> |
|-----|-------------------|----------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------|
| 3.  | Christian Fischer | Professional   | .2 German Teacher at Henderson HS/.6 German Teacher at East HS/.2 German Teacher at Fugett MS | .4 German Teacher at Henderson HS/.4 German Teacher at East HS/.2 German Teacher at Peirce MS | 8/21/23               |
| 4.  | Mary Hennigan     | Professional   | .8 Speech Pathologist at East Bradford ES/.2 Speech Pathologist at Stetson MS                 | 1.0 Speech Pathologist at East Bradford ES                                                    | 8/21/23               |
| 5.  | Caitlin Hilt      | Support        | 1.0 Paraprofessional at Exton ES                                                              | 1.0 Paraprofessional at Mary C. Howse ES                                                      | 5/18/23               |
| 6.  | Brent Jones       | Professional   | 1.0 Social Studies at East HS                                                                 | .9 Social Studies at East HS/.2 Social Studies Stocks and Investments at Cyber Program        | 8/21/23               |
| 7.  | Lorenz LaGioia    | Professional   | .8 Italian Teacher at Henderson HS/.2 Italian Teacher at Peirce MS                            | .8 Italian Teacher at Henderson HS/.2 Italian Teacher at Fugett MS                            | 8/21/23               |
| 8.  | Stephanie Pauls   | Professional   | .9 Speech/Language Pathologist at Hillsdale ES/.1 Speech/Language Pathologist at Exton ES     | .5 Speech/Language Pathologist at Hillsdale ES/.5 Speech/Language Pathologist at Exton ES     | 8/21/23               |
| 9.  | Aaron Simpson     | Non-Bargaining | 1.0 Head Custodian at Penn Wood ES                                                            | 1.0 Head Custodian at East Bradford ES                                                        | 2/27/23               |
| 10. | William Speaker   | Support        | 1.0 Technology Service Specialist II at Spellman Education Center                             | 1.0 Technology Service Specialist II at Stetson MS                                            | 5/1/23                |

c. Voluntary Transfer

Recommendations  
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|    | <b>Name</b>       | <b>Type</b>  | <b>From</b>                                                         | <b>To</b>                                                                                                                                    | <b>Effective Date</b> |
|----|-------------------|--------------|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 1. | Richard Broadnax  | Custodian    | 1.0 2 <sup>nd</sup> Shift Custodian at East Goshen ES               | 1.0 3 <sup>rd</sup> Shift Custodian at Rustin HS                                                                                             | 5/8/23                |
| 2. | Heidi Fliegelman  | Professional | .6 English Teacher at Stetson MS/.4 English Teacher at Henderson HS | 1.0 English Teacher at Henderson HS                                                                                                          | 8/21/23               |
| 3. | Christopher Low   | Professional | 1.0 Special Education Teacher at Stetson MS                         | 1.0 LTS Teacher on Assignment Special Education Liaison (elementary level) at Spellman Education Center, during Ms. Feryo's leave of absence | 8/21/23               |
| 4. | Kelly Whittingham | Professional | 1.0 Special Education Teacher at Peirce MS                          | 1.0 Special Education Liaison for the East Feeder Pattern at Spellman Education Center                                                       | 8/21/23               |

**IV. Personnel Leave**

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

**V. Additional Information**

|    |                                                                                                                                                                                                                   |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Katie Alba's grade level for her transfer will be Grade 3.                                                                                                                                                        |
| 2. | Adjustment for Tim Bryan for placement on year 13 for the 22-23 school year: Year 13 = \$431/per cost unit x 17 cost units = \$7,327/Year 9 = \$381/per cost unit x 17 cost units = \$6,477 – Difference - \$850. |
| 3. | Kristin Bulgarelli's start date changed to 7/6/23.                                                                                                                                                                |
| 4. | Christine Cady, Speech/Language Therapist, will be at Fugett MS.                                                                                                                                                  |
| 5. | Emily Cardow's start date was 5/10/23.                                                                                                                                                                            |
| 6. | Francine Hatten's start date was 5/8/23.                                                                                                                                                                          |

# Recommendations

Supplement to the Agenda – May 24, 2023 - p.10

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.  | Allyson McCullough's start date for her new position was 4/24/23.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 8.  | Marion Oliver's start date was 5/8/23.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 9.  | Jessica Pezone's grade level for her transfer will be Grade 5.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 10. | Anitha Pottlacheru's start date for her status change was 5/8/23.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 11. | Addendum to John Scully's employment contract concerning benefits.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 12. | MOU between WCAEA and the District for Teacher on Assignment for Special Education Liaison.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 13. | Brian Zoretic's start date was 5/1/23.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 14. | <p>Awarding of Tenure: The following professional employees have performed satisfactory work during the last four months of the third year of their service. I recommend they be given tenure:</p> <p>Christian Agudelo<br/> Claudia Alvarado Reyes<br/> Taya Black Kobrynich<br/> Suzanne Brady<br/> Elizabeth Brunnquell<br/> Madeline Conte<br/> Jillian Dannehower<br/> Teresa DiSiro<br/> Sean Fash<br/> Erica Feeko<br/> Victoria Figueroa<br/> Shae Fisher<br/> Kelsey Foreman<br/> Amanda Getz<br/> Elizabeth Greim<br/> Jennifer Harper<br/> William Jacobus<br/> Kelsey Jensen<br/> Jacqueline Jilek<br/> Leah Jurik<br/> Katelyn Kelly<br/> Jenna Knaster<br/> Dina Lombardi<br/> Jacquelyn Malone<br/> Anthony Marano<br/> Samantha McAleer<br/> Ellen McCallister<br/> James McDaid<br/> David Miller<br/> Jenica Narducci<br/> Molly Neubert<br/> Kelly Nunan<br/> Brianna Pagliei<br/> Zachary Rehrig<br/> Amanda Renauro<br/> Chelsea Sammarone<br/> Kelly Sassa</p> |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | <p>Georgia Schlissel<br/>Melissa Schneider<br/>Amanda Seshier<br/>Laura Shaw<br/>Shaniece Stonewall<br/>Megan Stovold<br/>Aneshka Szczesny<br/>Allison Thompson<br/>Kendra Woywod</p>                                                                                                                                                                                                                          |
| 15. | 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 |
|------------|------------|-------------|
| Thomas     | Salladino  | Driver      |
| Michael    | Schweitzer | Driver      |
| Susan      | Whitten    | Driver      |

**ON THE GO KIDS**

| FIRST NAME | LAST NAME | DRIVER/AIDE |
|------------|-----------|-------------|
| Rebekah    | Adams     | Driver      |
| Zebulon    | Borges    | Driver      |
| Michelle   | Caudill   | Driver      |
| Carlos     | Martinez  | Driver      |
| Anthony    | Morman    | Driver      |
| Michael    | O'Donnell | Driver      |
| Jaden      | Rogers    | Driver      |
| Gary       | Walk      | Driver      |
| Dashonna   | Wilson    | Driver      |

**VI. Tutoring**

| Last Name | First Name | Location | Position |
|-----------|------------|----------|----------|
| Virgilio  | Samuel     | MS       | Tutor    |

**VII. Supplementals**

| Last Name         | First Name | Location | Season | Year | % of Contract | Total Contract | Position Title                |
|-------------------|------------|----------|--------|------|---------------|----------------|-------------------------------|
| <b>Additions:</b> |            |          |        |      |               |                |                               |
| Abbott            | Shayna     | FMS      | Spring | 11   | 100           | \$1,218.00     | 6th Grade Intramurals         |
| Kernaghan         | Grant      | PMS      | Annual | 2    | 20            | \$706.64       | Subject Chair: Social Studies |
| Moretti           | Laura      | HHS      | Fall   | 3    | 30            | \$1,228.50     | Color Guard                   |
| Weitzel           | Katelyn    | HHS      | Fall   | 1    | 70            | \$2,802.80     | Color Guard                   |

Recommendations  
Supplement to the Agenda – May 24, 2023 - p.12

| Last Name                    | First Name | Location | Season | Year    | % of Contract | Total Contract | Position Title                |
|------------------------------|------------|----------|--------|---------|---------------|----------------|-------------------------------|
| Bauer                        | Nathan     | EHS      | Fall   | 3       | 50            | \$2,677.50     | ASST. Coach - Football        |
| Gallen                       | Chelsea    | RHS      | Fall   | 2       | 100           | \$3,696.00     | ASST. Coach - Field Hockey    |
| <b><i>Removals: None</i></b> |            |          |        |         |               |                |                               |
|                              |            |          |        |         |               |                |                               |
| <b><i>Adjustments:</i></b>   |            |          |        |         |               |                |                               |
| Malizia                      | Grace      | HHS      | Spring | 9       | 150           | \$6,858.00     | Asst. Girls Lacrosse Coach    |
| Ellis                        | Dan        | HHS      | Fall   | 15 Plus | 100           | \$7,820.00     | Asst. Football Coach          |
| Clauser                      | Nicole     | PMS      | Annual | N/A     | 80            | \$2,869.12     | Subject Chair: Social Studies |

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

Monday, May 24, 2023

7:00 PM

Spellman Education Center

**CONSENT AGENDA**

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I recommend the Board approve the following consent agenda items:

**IX. School Board Reports**

|           |                                                                                                                                                                                                                                                                                                                                                                         |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education |                                                                                                                                                                                                                                                                                                                                                                         |
| 1.        | Approval of the following Study/Excursion trip(s): <ul style="list-style-type: none"><li>•Henderson High School, PMEA All State Band – Pocono Summit, PA 04/19/2023 – 04/22/2023</li><li>•Henderson High School, Academic Team – Atlanta, Georgia 05/26/2023 – 05/29/2023</li><li>•East High School, Boys Tennis Team – Hershey, PA – 05/25/2023 – 05/27/2023</li></ul> |
| 2.        | Approval of Teachers Curriculum Institute (TCI) Social Studies Alive! America's Past for 4th and 5th Textbook                                                                                                                                                                                                                                                           |

**Pupil Services**

|    |                                                               |
|----|---------------------------------------------------------------|
| 1. | Approval of seven (7) Special Education Settlement Agreements |
|----|---------------------------------------------------------------|

Personnel - none

**Property & Finance**

|    |                                                                       |
|----|-----------------------------------------------------------------------|
| 1. | Approval of Resolution for 2022-23 Budget Transfers                   |
| 2. | Approval of School District Depositories Resolution for 2023-24       |
| 3. | Approval of 2023-24 Food Service Contract Addendum                    |
| 4. | Approval to Commit/Assign Fund Balances                               |
| 5. | Approval for Food Service Equipment Purchases for the 2023-24 Year    |
| 6. | Approval to Advertise Naming of Greystone Elementary School Library   |
| 7. | Approval of 2023-24 Capital Reserve Project Awards                    |
| 8. | Approval of Revised Thresholds for Construction Project Change Orders |
| 9. | Approval of Contract for Elementary School Architect                  |

**Policy Review Committee**

|     |                                                                                                                            |
|-----|----------------------------------------------------------------------------------------------------------------------------|
| 1.  | Approval of Revised Policy 113.1: Discipline of Students with Disabilities, Second Reading                                 |
| 2.  | Approval of Revised Policy 216: Student Records, Second Reading                                                            |
| 3.  | Approval of Revised Policy 218: Student Discipline, Second Reading                                                         |
| 4.  | Approval of New Administrative Guideline 830AG1: Electronic Data Storage Guidelines, Second Reading                        |
| 5.  | Approval of Revised Policy 006.3: Broadcasting Board Meetings, Second Reading                                              |
| 6.  | Approval of Revised Policy 009: Policy Development, Second Reading                                                         |
| 7.  | Approval of Revised Policy 103 Discrimination/ Sexual Harassment Affecting Students, First Reading                         |
| 8.  | Approval of Revised Policy 113.2 Behavior Intervention, First Reading                                                      |
| 9.  | Approval of Revised Policy 137 Home Education Programs, First Reading                                                      |
| 10. | Approval to Retire Administrative Guideline 137AG1 Home Education Programs Non-District Programs Guidelines, First Reading |

|     |                                                                                                                                                           |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11. | Approval of Revised Policy 137.1 Extracurricular Participation by Home Education Students, First Reading                                                  |
| 12. | Approval of New Policy 137.2 Participation in Cocurricular Activities and Academic Courses by Home Education Students, First Reading                      |
| 13. | Approval of New Administrative Guideline 137.2AG1 Participation in Cocurricular Activities and Academic Courses by Home Edu Stu Guidelines, First Reading |
| 14. | Approval of New Policy 137.3 Participation in Career and Technical Education Programs by Home Edu Students, First Reading                                 |
| 15. | Approval of Revised Policy 204 Attendance, First Reading                                                                                                  |
| 16. | Approval to Retire Administrative Guideline 204AG3: Attendance Guidelines – WC Cyber Program, First Reading                                               |
| 17. | Approval of Revised Policy 215 Promotion & Retention, First Reading                                                                                       |
| 18. | Approval of Revised Administrative Guideline 218AG1 Student Discipline Guidelines, First Reading                                                          |
| 19. | Approval of Revised Policy 218.2 Terroristic Threats, First Reading                                                                                       |
| 20. | Approval of Revised Policy 218.3 Student Integrity, First Reading                                                                                         |

**X. Other Business**

|    |                                                                                                                                               |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Approval of School Board Treasurer's Report and Statement of Disbursements Summary Schedule for the Period of April 1, 2023 to April 30, 2023 |
| 2. | Approval of the April 30, 2023 Financial Report                                                                                               |
| 3. | Approval of Board Treasurer                                                                                                                   |
| 4. | Approval of Assistant Board Secretary                                                                                                         |

**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

May 24, 2023

#### Action Items

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

- **Henderson High School, PMEA All State Band – Pocono Summit, PA 04/19/2023 – 04/22/2023**
- **Henderson High School, Academic Team – Atlanta, Georgia 05/26/2023 – 05/29/2023**
- **East High School, Boys Tennis Team – Hershey, PA – 05/25/2023 – 05/27/2023**

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

- Henderson High School, PMEA All State Band – Pocono Summit, PA 04/19/2023 – 04/22/2023
- Henderson High School, Academic Team – Atlanta, Georgia 05/26/2023 – 05/29/2023
- East High School, Boys Tennis Team – Hershey, PA – 05/25/2023 – 05/27/2023

*I so move.*

#### **Approval of Teachers Curriculum Institute (TCI) Social Studies Alive! America's Past for 4<sup>th</sup> and 5<sup>th</sup> Textbook**

Approval is requested of Teachers Curriculum Institute (TCI) Social Studies Alive! America's Past for 4th and 5th Textbook

*I so move.*



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

**Monday, May 8 2023**  
**Spellman Education Center Board Room**  
**Start: 7:08 pm – Finish: 8:49 pm**

**Attending Committee Members:**

☒ Daryl Durnell ☒ Joyce Chester ☒ Laura Detre ☒ Alex Christy

**Other Board Members:**

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

**Administration:**

☒ Cheryl Newtown Woods ☒ Kalia Reynolds ☒ Michael Wagman ☒ Melissa Kleiman  
☒ Sara Missett ☒ Kara Bailey ☒ Rebecca Eberly ☒ Ian Kerr ☐ Dina Dormer  
☐ Kristen Barnello

**Public Comment:**

| Name | Subject of Testimony |
|------|----------------------|
| None |                      |

**Items on Agenda:**

- Approval of the April Education Committee Meeting Minutes

**Education Committee Actions/Outcomes to be placed on May 24, 2023 Board Agenda for Approval:**

| Agenda Item                                                                                                                                           | Vote / Time Stamp |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Approval of the April Education Committee Meeting Minutes                                                                                             | 4-0               |
| Approval of Teacher's Curriculum Institute (TCI) Social Studies Alive! America's Past for 4 <sup>th</sup> and 5 <sup>th</sup> Textbook Recommendation | 4-0               |

# WEST CHESTER AREA SCHOOL DISTRICT

No. 121AG1

APPROVED: August 1, 2015

REVISED: October 13, 2022

## 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                                                                                                                                  | Henderson High School                                                                                                                                                                          |                                                |                                                                                 |
| Teacher(s) in Charge:                                                                                                                   | Steve Sobieck, Brian Johnson                                                                                                                                                                   |                                                |                                                                                 |
| Destination:                                                                                                                            | HS National Championship Tournament (HSNCT), Atlanta Marquis, Atlanta, Georgia                                                                                                                 |                                                |                                                                                 |
| Trip Day(s)/Date(s):                                                                                                                    | 5/26/23 to 5/29/23 (Friday through Monday)                                                                                                                                                     |                                                | Competition <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| ~ Overnight Trip:                                                                                                                       | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In State <input checked="" type="checkbox"/> Out of State <input type="checkbox"/> Out of Country | Name Tour Company: _____                       |                                                                                 |
| Special Instructions (rain date, etc.):                                                                                                 | N/A                                                                                                                                                                                            |                                                |                                                                                 |
| How is it related to curriculum:                                                                                                        | National Quiz Bowl Tournament. Questions are based on core curriculum.                                                                                                                         |                                                |                                                                                 |
| Objectives of the proposed trip:                                                                                                        | HSNCT is a national competition which will designate a national champion.                                                                                                                      |                                                |                                                                                 |
| Number of Pupils:                                                                                                                       | 10                                                                                                                                                                                             | Total Passengers:                              | 12                                                                              |
| Adult Chaperone to Student Ratio:                                                                                                       | 1 / 5                                                                                                                                                                                          | Per Pupil Cost:                                | 860.00                                                                          |
| Names of Teacher/Staff Chaperones:                                                                                                      | Steve Sobieck, Brian Johnson                                                                                                                                                                   |                                                |                                                                                 |
| ~ Other Adult Chaperones:                                                                                                               |                                                                                                                                                                                                |                                                |                                                                                 |
| Nurses required on this trip:                                                                                                           | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (refer to 121AG6)                                                                                                          |                                                |                                                                                 |
| <b>Estimated Cost</b>                                                                                                                   |                                                                                                                                                                                                |                                                |                                                                                 |
|                                                                                                                                         | # Staff                                                                                                                                                                                        | # Days                                         | Cost/Day                                                                        |
| Substitute(s) Needed:                                                                                                                   | 2                                                                                                                                                                                              | 1                                              | 202.13                                                                          |
| Agency Nurses Needed:                                                                                                                   |                                                                                                                                                                                                |                                                | 0.00                                                                            |
| Name of Staff Member Driving Students:                                                                                                  | Steve Sobieck, Brian Johnson                                                                                                                                                                   |                                                |                                                                                 |
| Mileage/Tolls: (if applicable)                                                                                                          |                                                                                                                                                                                                |                                                | 200.00                                                                          |
| Hotel/Food/Airfare: (if applicable)                                                                                                     |                                                                                                                                                                                                |                                                | 7,347.30                                                                        |
| Registration/Entrance Fee: (if applicable)                                                                                              |                                                                                                                                                                                                |                                                | 1,610.00                                                                        |
| Other Costs: ground transportation between hotel and airport                                                                            |                                                                                                                                                                                                |                                                | 50.00                                                                           |
| <input type="checkbox"/> Walking <input type="checkbox"/> Parent Provided Transportation <input type="checkbox"/> Public Transportation |                                                                                                                                                                                                |                                                |                                                                                 |
| <input type="checkbox"/> Bus <input type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach                                     |                                                                                                                                                                                                |                                                |                                                                                 |
|                                                                                                                                         | # Vehicles                                                                                                                                                                                     | # Days                                         | Cost/Vehicle                                                                    |
| Buses/Rentals/Coaches                                                                                                                   |                                                                                                                                                                                                |                                                | 0.00                                                                            |
| ~ Rental Company/Carrier:                                                                                                               | Delta Airlines                                                                                                                                                                                 |                                                |                                                                                 |
| Students Leaving From:                                                                                                                  | Henderson 5/26/23 (flight is at 5:30 AM)                                                                                                                                                       | at                                             | 3:00 <input checked="" type="checkbox"/> am <input type="checkbox"/> pm         |
| Students Returning To:                                                                                                                  | Henderson 5/29/23                                                                                                                                                                              | at                                             | 12:00 <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:                                                    |                                                                                                                                                                                                |                                                |                                                                                 |
| Academic Team hosted                                                                                                                    |                                                                                                                                                                                                |                                                |                                                                                 |
| Additional Information (bus w/lift, star seat, ski boxes, special instructions)                                                         |                                                                                                                                                                                                |                                                |                                                                                 |
| Total Cost of Trip:                                                                                                                     | \$ 9,611.56                                                                                                                                                                                    | Pupil Cost:                                    | \$ 8,600.00                                                                     |
| Other Funded:                                                                                                                           | \$ 607.30                                                                                                                                                                                      | Total Cost to the District:                    | \$ 404.26                                                                       |
| Requested By:                                                                                                                           | Steve Sobieck                                                                                                                                                                                  | Signature:                                     | <i>[Signature]</i>                                                              |
|                                                                                                                                         |                                                                                                                                                                                                | Date:                                          | 04/24/2023                                                                      |
| <b>Approval</b>                                                                                                                         |                                                                                                                                                                                                |                                                |                                                                                 |
| Principal                                                                                                                               | Approved                                                                                                                                                                                       | <i>[Signature]</i>                             | Date: 4/24/23                                                                   |
| Supervisor                                                                                                                              | Approved                                                                                                                                                                                       | <i>[Signature]</i>                             | Date: 4/29/23                                                                   |
| Director of: <input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services  | Approved                                                                                                                                                                                       | <i>[Signature]</i>                             | Date: 4/29/23                                                                   |
| Transportation:                                                                                                                         |                                                                                                                                                                                                |                                                | Date:                                                                           |
| Schedule Dates:                                                                                                                         |                                                                                                                                                                                                | Contractor:                                    |                                                                                 |
| Krapf Costs:                                                                                                                            |                                                                                                                                                                                                | Additional Costs:                              |                                                                                 |
| Spellman Office Only: Overnight Trip will appear on the MAY 24, 2023 Board Consent Agenda.                                              |                                                                                                                                                                                                |                                                |                                                                                 |

# WEST CHESTER AREA SCHOOL DISTRICT

No. 121AG1

APPROVED: August 1, 2015

REVISED: October 13, 2022

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

| <b>Proposal</b> <input checked="" type="checkbox"/> <b>New Trip Request</b> <input type="checkbox"/> <b>Trip Revision Request</b> <input type="checkbox"/> <b>Trip Cancellation Request</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| School: <u>Henderson High School</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Grade/Subject/Club: <u>PMEA All-State Band</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   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| Teacher(s) in Charge: <u>Kendra Woywod</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             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| Destination: <u>Kalahari Convention Center, Pocono Summit, PA</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      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| Trip Day(s)/Date(s): <u>April 19-22, 2023</u> Competition <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          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| ~ 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: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           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| Special Instructions (rain date, etc.): <u>TEACHER DRIVING STUDENTS</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                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| How is it related to curriculum: <u>Students studying advanced repertoire, learning from guest conductor</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           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| Objectives of the proposed trip: <u>Rehearse and Perform with all-state concert band</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               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| Number of Pupils: <u>2</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             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| Adult Chaperone to Student Ratio: <u>1 / 2</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         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| Names of Teacher/Staff Chaperones: <u>Kendra Woywod</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                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| ~ Other Adult Chaperones: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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| Nurses required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    (refer to 121AG6)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 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| <b>Estimated Cost</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  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| Substitute(s) Needed:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  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<td colspan="2">Date: <u>4/14/23</u></td> <td></td> </tr> <tr> <td colspan="2">Transportation: _____</td> <td></td> <td colspan="2">Date: _____</td> <td></td> </tr> <tr> <td colspan="2">Schedule Dates: _____</td> <td colspan="2">Contractor: _____</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Krapf Costs: _____</td> <td colspan="2">Additional Costs: _____</td> <td colspan="2"></td> </tr> <tr> <td colspan="6"> <u>Spellman Office Only:</u>    Overnight Trip will appear on the <u>MAY 24, 2023</u> Board Consent Agenda.         </td> </tr> </tbody></table> |  |  |  |                                                                                            |  | # 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 HS</u> |                      | at | <u>2:15</u> | <input type="checkbox"/> am <input checked="" type="checkbox"/> pm                                                                     |  | Students Returning To: <u>Henderson HS</u> |                      | at | <u>6:00</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>1,525.85</u> Pupil Cost: \$ <u>-</u> Other Funded: \$ <u>-</u> Total Cost to the District: \$ <u>1,525.85</u> |  |  |  |  |  | Requested By: <u>Kendra Woywod</u> Signature: <u>Kendra Woywod</u> Date: <u>04/04/2023</u> |  |  |  |  |  | <b>Approval</b> |  |  |  |  |  | Principal |  | Approved | Date: <u>4/11/23</u> |  |  | Supervisor |  | Approved | Date: <u>4/12/23</u> |  |  | Director of: <input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services |  | Approved | Date: <u>4/14/23</u> |  |  | Transportation: _____ |  |  | Date: _____ |  |  | Schedule Dates: _____ |  | Contractor: _____ |  |  |  | Krapf Costs: _____ |  | Additional Costs: _____ |  |  |  | <u>Spellman Office Only:</u> Overnight Trip will appear on the <u>MAY 24, 2023</u> Board Consent Agenda. |  |  |  |  |  |
| # Staff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                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                         | Budget Code/Account/Project     |            |                             |              |            |               |                             |                       |                                 |                             |             |  |  |                                 |  |                                                             |  |  |  |                                            |  |                                |             |                                                                    |  |                                            |  |                                     |             |                                                                    |  |                                                                                                                                                                                               |  |                                            |  |  |  |                    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                         | <u>1-1110-000-20-16-966-315</u> |            |                             |              |            |               |                             |                       |                                 |                             |             |  |  |                                 |  |                                                             |  |  |  |                                            |  |                                |             |                                                                    |  |                                            |  |                                     |             |                                                                    |  |                                                                                                                                                                                               |  |                                            |  |  |  |                    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| Agency Nurses Needed: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Name of Staff Member Driving Students: <u>Kendra Woywod</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Mileage/Tolls: (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         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| Hotel/Food/Airfare: (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    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| Registration/Entrance Fee: (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             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                         | <u>1-1110-000-20-16-966-810</u> |            |                             |              |            |               |                             |                       |                                 |                             |             |  |  |                                 |  |                                                             |  |  |  |                                            |  |                                |             |                                                                    |  |                                            |  |                                     |             |                                                                    |  |                                                                                                                                                                                               |  |                                            |  |  |  |                    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| Other Costs: <u>Teacher Registration Cost</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          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                         | <u>1-1110-000-20-16-966-810</u> |            |                             |              |            |               |                             |                       |                                 |                             |             |  |  |                                 |  |                                                             |  |  |  |                                            |  |                                |             |                                                                    |  |                                            |  |                                     |             |                                                                    |  |                                                                                                                                                                                               |  |                                            |  |  |  |                    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| <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 colspan="3">Buses/Rentals/Coaches</td> <td><u>0.00</u></td> <td></td> <td></td> </tr> <tr> <td colspan="6">~ Rental Company/Carrier: _____</td> </tr> <tr> <td colspan="2">Students Leaving From: <u>Henderson HS</u></td> <td>at</td> <td><u>2:15</u></td> <td><input type="checkbox"/> am    <input checked="" type="checkbox"/> pm</td> <td></td> </tr> <tr> <td colspan="2">Students Returning To: <u>Henderson HS</u></td> <td>at</td> <td><u>6:00</u></td> <td><input type="checkbox"/> am    <input checked="" type="checkbox"/> pm</td> <td></td> </tr> <tr> <td colspan="6">           ~ 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         </td> </tr> <tr> <td colspan="6">           Pick up at: _____ at _____ <input type="checkbox"/> am    <input type="checkbox"/> pm         </td> </tr> <tr> <td colspan="6">What are the planned activities to assist students who require financial assistance: _____</td> </tr> <tr> <td colspan="6">Additional Information (bus w/lift, star seat, ski boxes, special instructions) _____</td> </tr> <tr> <td colspan="6">           Total Cost of Trip: \$ <u>1,525.85</u>    Pupil Cost: \$ <u>-</u>    Other Funded: \$ <u>-</u>    Total Cost to the District: \$ <u>1,525.85</u> </td> </tr> <tr> <td colspan="6">           Requested By: <u>Kendra Woywod</u>    Signature: <u>Kendra Woywod</u>    Date: <u>04/04/2023</u> </td> </tr> <tr> <td colspan="6"><b>Approval</b></td> </tr> <tr> <td colspan="2">Principal</td> <td>Approved</td> <td colspan="2">Date: <u>4/11/23</u></td> <td></td> </tr> <tr> <td colspan="2">Supervisor</td> <td>Approved</td> <td colspan="2">Date: <u>4/12/23</u></td> <td></td> </tr> <tr> <td colspan="2">Director of:    <input type="checkbox"/> Elementary    <input checked="" type="checkbox"/> Secondary    <input type="checkbox"/> Pupil Services</td> <td>Approved</td> <td colspan="2">Date: <u>4/14/23</u></td> <td></td> </tr> <tr> <td colspan="2">Transportation: _____</td> <td></td> <td colspan="2">Date: _____</td> <td></td> </tr> <tr> <td colspan="2">Schedule Dates: _____</td> <td colspan="2">Contractor: _____</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Krapf Costs: _____</td> <td colspan="2">Additional Costs: _____</td> <td colspan="2"></td> </tr> <tr> <td colspan="6"> <u>Spellman Office Only:</u>    Overnight Trip will appear on the <u>MAY 24, 2023</u> Board Consent Agenda.         </td> </tr> </tbody></table> |                                                                                                                                                                                                                   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                                               |                                 | # 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 HS</u> |  | at                             | <u>2:15</u> | <input type="checkbox"/> am <input checked="" type="checkbox"/> pm |  | Students Returning To: <u>Henderson HS</u> |  | at                                  | <u>6:00</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>1,525.85</u> Pupil Cost: \$ <u>-</u> Other Funded: \$ <u>-</u> Total Cost to the District: \$ <u>1,525.85</u> |  |                                                                                                                                                                                                              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of: <input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services |  | Approved                                   | Date: <u>4/14/23</u> |    |             | Transportation: _____                                              |  |                                                                                                                                                                                               | Date: _____ |  |  | Schedule Dates: _____ |  | Contractor: _____                                                                  |  |  |  | Krapf Costs: _____ |  | Additional Costs: _____                                                                    |  |  |  | <u>Spellman Office Only:</u> Overnight Trip will appear on the <u>MAY 24, 2023</u> Board Consent Agenda. |  |                                                                                       |  |  |  |  |  |                                        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| Students Leaving From: <u>Henderson HS</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             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| Students Returning To: <u>Henderson HS</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             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| ~ 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          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| What are the planned activities to assist students who require financial assistance: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             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| Additional Information (bus w/lift, star seat, ski boxes, special instructions) _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  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| Total Cost of Trip: \$ <u>1,525.85</u> Pupil Cost: \$ <u>-</u> Other Funded: \$ <u>-</u> Total Cost to the District: \$ <u>1,525.85</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                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| Requested By: <u>Kendra Woywod</u> Signature: <u>Kendra Woywod</u> Date: <u>04/04/2023</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             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| <b>Approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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| Director of: <input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 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                         |                                 |            |                             |              |            |               |                             |                       |                                 |                             |             |  |  |                                 |  |                                                             |  |  |  |                                            |  |                                |             |                                                                    |  |                                            |  |                                     |             |                                                                    |  |                                                                                                                                                                                               |  |                                            |  |  |  |                    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| Transportation: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  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| Schedule Dates: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  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| Krapf Costs: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     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| <u>Spellman Office Only:</u> Overnight Trip will appear on the <u>MAY 24, 2023</u> Board Consent Agenda.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               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# 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

|                                                                                                                    |                                                      |                                                                                      |                                            |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------|
| <b>PROPOSAL</b>                                                                                                    | <input checked="" type="checkbox"/> New Trip Request | <input type="checkbox"/> Trip Revision Request                                       | <input type="checkbox"/> Trip Cancellation |
| School: <u>West Chester East High School</u>                                                                       |                                                      | Sport: <u>Boy's Tennis</u>                                                           |                                            |
| Coach(s) In charge: <u>Mike Orenshaw, Marc Chafetz</u>                                                             |                                                      | In Season: <input type="checkbox"/> Post Season: <input checked="" type="checkbox"/> |                                            |
| Destination: <u>Boys Tennis - PIAA State Singles Championships, Hershey, PA</u>                                    |                                                      |                                                                                      |                                            |
| Trip Day(s)/Date(s): <u>Thursday, May 25th; Friday, May 26th; Saturday, May 27th</u>                               |                                                      |                                                                                      |                                            |
| Number of Students: <u>2</u> Total Passengers: <u>4</u> % of Eligible Students going: <u>100</u>                   |                                                      |                                                                                      |                                            |
| Adult Chaperone to Student ratio: <u>1</u> / <u>1</u>                                                              |                                                      |                                                                                      |                                            |
| Names of Coach/Staff Chaperones: <u>Mike Orenshaw, Marc Chafetz</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No If so, how many: <u>2</u>                                                                                                                                                                                           |        | \$404.26                                                    | 1-1100-000-00-54-954-315               |
| Name of Staff Member Driving Students: <u>Marc Chafetz or Mike Orenshaw</u>                                                                                                                                                                                                                                   |        |                                                             |                                        |
| Mileage/Tolls: (If applicable)                                                                                                                                                                                                                                                                                |        | \$150.00                                                    | 1-3200-000-20-30-953-580               |
| Hotel/Food/Airfare: (If applicable)                                                                                                                                                                                                                                                                           |        | \$2,150                                                     | 1-3200-000-20-30-953-580               |
| Meal(s): (allowance \$31.50/Adult, \$20.00/Student)                                                                                                                                                                                                                                                           |        | \$300                                                       | 1-3200-000-20-30-953-580               |
| Registration/Entrance Fee: (If applicable)                                                                                                                                                                                                                                                                    |        | \$60                                                        | 1-3200-000-20-30-953-810               |
| <input type="checkbox"/> Walking <input type="checkbox"/> Parent Providing Trans. <input type="checkbox"/> Public Transportation<br><input type="checkbox"/> Bus <input type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach # of Buses/Rentals/Coaches _____ Coaches are driving personal vehicle |        |                                                             |                                        |
| ~ Rental Company/Carrier: _____                                                                                                                                                                                                                                                                               |        |                                                             |                                        |
| ~ Request Drop and Pick (Krapf Only): <input type="checkbox"/> Yes <input type="checkbox"/> No Drop at: _____ at _____ AM <input type="checkbox"/> PM                                                                                                                                                         |        |                                                             |                                        |
| Pick up: _____ at _____ AM <input type="checkbox"/> PM                                                                                                                                                                                                                                                        |        |                                                             |                                        |
| Students Leaving From: <u>West Chester East</u> at 2:30 AM <input type="checkbox"/> PM <input checked="" type="checkbox"/>                                                                                                                                                                                    |        |                                                             |                                        |
| Students Returning To: <u>West Chester East</u> at 9:00 AM <input type="checkbox"/> PM <input checked="" type="checkbox"/>                                                                                                                                                                                    |        |                                                             |                                        |
| TOTAL Cost of Trip: \$ 3064.26                                                                                                                                                                                                                                                                                |        | Pupil Cost: \$ 0                                            | TOTAL Cost to the District: \$ 3064.26 |
|                                                                                                                                                                                                                                                                                                               |        | Requested Travel Advance (Min. \$300): \$ 2660.00 <i>LS</i> |                                        |

Requested by: Mike OrenshawSignature: Handwritten SignatureDate: 5/2/23**APPROVAL**

Principal: Stephen Brann  
 Athletic Director: Ryan Zehren  
 Assistant Superintendent: \_\_\_\_\_

Approved: Handwritten Signature Date: 5/3/23  
 Approved: Handwritten Signature Date: 5/3/23  
 Approved: Handwritten Signature Date: 5/3/23

Transportation: \_\_\_\_\_

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

Contractor: \_\_\_\_\_

Krapf Cost: \_\_\_\_\_

Additional Cost: \_\_\_\_\_

Spellman Office Only: Overnight Trip will appear on the 5/24/23 Board Consent Agenda.

# WEST CHESTER AREA SCHOOL DISTRICT

## ADMINISTRATIVE GUIDELINE

APPROVED: August 1, 2015

REVISED: July 19, 2018

### 108AG2 -CORE INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION FORM

|                                                                                                                                                                                                                                                                                                                                                  |                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Committee Members: Sue Tiernan (School Board), Una Martin (District Admin/Interim Equity Director), John Meanix (Building Principal), Deborah Whitmire (District Admin/K-5 ELA Supervisor, Rebecca Eberly (District Admin/Asst. Director of El Ed),                                                                                              |                       |
| Stephanie Cullen (5 <sup>th</sup> Grade Teacher), Dorothy Schaller (4 <sup>th</sup> Grade Teacher), Candiss Brooks (4 <sup>th</sup> Grade Teacher), Laura Raws (English Language (EL) Teacher), Maia Skeete (Parent), Amy Day (Parent), Amy Iannelli (Parent), Erin Lockledge (Parent), Diana Munoz-Lopez (Student), and Fiyin Osikoya (Student) |                       |
| Core Instructional Materials Considered: (1) TCI: SS Alive! and (2) McGraw Hill Impact                                                                                                                                                                                                                                                           |                       |
| Instructional Material(s) Being Recommended: TCI: SS Alive!                                                                                                                                                                                                                                                                                      |                       |
| Title: Teachers Curriculum Institute (TCI): SS Alive! America's Past                                                                                                                                                                                                                                                                             |                       |
| Author: Bert Bower                                                                                                                                                                                                                                                                                                                               |                       |
| Publisher: Teacher's Curriculum Institute                                                                                                                                                                                                                                                                                                        | Latest Revision: 2022 |
| List Price: \$18                                                                                                                                                                                                                                                                                                                                 | Copyright Date: 2022  |
| Recommended for subject(s): Social Studies                                                                                                                                                                                                                                                                                                       |                       |
| Grade(s): 4 <sup>th</sup>                                                                                                                                                                                                                                                                                                                        |                       |
| Recommended for students with high, average, low reading ability: Yes                                                                                                                                                                                                                                                                            |                       |
| Results of Committee Voting:                                                                                                                                                                                                                                                                                                                     |                       |
| _15___ Affirmative<br>Comments:                                                                                                                                                                                                                                                                                                                  |                       |
| __0___ Negative<br>Comments:                                                                                                                                                                                                                                                                                                                     |                       |

# 108AG2 - TEXTBOOK AND CORE NOVEL/NON-FICTION BOOK SELECTION AND ADOPTION FORM

Pg. 2 of 3

Below is the composite evaluation of the recommended materials by the CIM Selection and Adoption Committee. An explanation of the terms used follows the evaluation checklist.

| <b>CONTENT AND METHOD</b>                         | <b>EXC.</b> | <b>GOOD</b> | <b>FAIR</b> | <b>POOR</b> | <b>N/A</b> |
|---------------------------------------------------|-------------|-------------|-------------|-------------|------------|
| Theoretical foundation                            | 7           | 3           |             |             |            |
| Research-based Content                            | 8           | 2           |             |             |            |
| Standards-aligned                                 | 8           | 2           |             |             |            |
| Learning Objectives                               | 7           | 3           |             |             |            |
| Lesson Implementation/Preparation (for educators) | 8           | 2           |             |             |            |
| Tech integration                                  | 6           | 3           | 1           |             |            |
|                                                   |             |             |             |             |            |
| Target Audience                                   | 7           | 3           |             |             |            |
| Reflection of Diversity                           | 7           | 3           |             |             |            |
| Respect for Diversity                             | 7           | 2           | 1           |             |            |
| Multiple Viewpoints                               | 6           | 4           |             |             |            |
|                                                   |             |             |             |             |            |
| Reading Level                                     | 6           | 4           |             |             |            |
| Organization                                      | 6           | 3           | 1           |             |            |
| Style of material                                 | 7           | 3           |             |             |            |
|                                                   |             |             |             |             |            |
| Instructions                                      | 6           | 3           | 1           |             |            |
| Activities                                        | 6           | 4           |             |             |            |
| Levels of Rigor                                   | 6           | 3           | 1           |             |            |
|                                                   |             |             |             |             |            |
| Cost of implementation                            | 4           | 3           | 2           |             | 2          |

## **CONTENT AND METHOD**

1. Theoretical Foundation: The material is based on current education and behavioral change theory and research. The theoretical underpinnings contained within the resources are described.
2. Research-based Content: The resources provide content that is research-based, accurate, and current.
3. Standards-aligned: The resources provide clear connections to the appropriate state and national standards
4. Learning Objectives: Includes clear, measurable learning and behavioral objectives. Objectives are clearly linked to theoretical underpinnings.

**108AG2 - TEXTBOOK AND CORE NOVEL/NON-FICTION BOOK SELECTION AND  
ADOPTION FORM**

Pg. 3 of 3

5. Lesson Implementation/Preparation (for educators): Includes all the materials and information needed for implementing the lesson, acquiring support materials, and preparing for the class (including guidelines for lessons).
6. Tech-integration: The program offers interactivity that highlights various technologies.
7. Target Audience: Identifies the intended audience and is tailored to this audience.
8. Reflection of Diversity: Reflects the diversity of the intended audience. Includes multilingual handouts and educational reinforcements when appropriate.
9. Respect for Diversity: Ideas and principles included in the materials respect all aspects of diversity.
10. Multiple Viewpoints: The materials present a balanced view of the topic, recognizing any aspects that are not yet clearly understood or open to debate.
11. Reading Level: All terminology is clear, correctly used and spelled throughout content. The materials are written at grade level which is appropriate for the intended audience.
12. Organization: Is logically and sequentially organized.
13. Style of material: Content displays evidence of understanding of principles of literacy and plain language (format, font, visuals, color, text construction, depth, detail, complexity).
14. Instructions: All instructions are easy to understand and follow.
15. Activities: Any activities used to reinforce the educational messages are practical to implement.
16. Levels of Rigor: The materials provide a means to offer students a varying level of rigor through differentiation.
17. Cost of implementation: Fiscally responsible pricing options exist.

(Any other points of special merit or omissions may be given on a separate and attached page.)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Return to \_\_\_\_\_  
Committee

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Superintendent

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Education Committee

Final Board Action: \_\_\_\_\_

# WEST CHESTER AREA SCHOOL DISTRICT

## ADMINISTRATIVE GUIDELINE

APPROVED: August 1, 2015

REVISED: July 19, 2018

### 108AG2 -CORE INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION FORM

|                                                                                                                                                                                                                                                                                                                                                  |                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Committee Members: Sue Tiernan (School Board), Una Martin (District Admin/Interim Equity Director), John Meanix (Building Principal), Deborah Whitmire (District Admin/K-5 ELA Supervisor, Rebecca Eberly (District Admin/Asst. Director of El Ed),                                                                                              |                       |
| Stephanie Cullen (5 <sup>th</sup> Grade Teacher), Dorothy Schaller (4 <sup>th</sup> Grade Teacher), Candiss Brooks (4 <sup>th</sup> Grade Teacher), Laura Raws (English Language (EL) Teacher), Maia Skeete (Parent), Amy Day (Parent), Amy Iannelli (Parent), Erin Lockledge (Parent), Diana Munoz-Lopez (Student), and Fiyin Osikoya (Student) |                       |
| Core Instructional Materials Considered: (1) TCI: SS Alive! and (2) McGraw Hill Impact                                                                                                                                                                                                                                                           |                       |
| Instructional Material(s) Being Recommended: TCI: SS Alive!                                                                                                                                                                                                                                                                                      |                       |
| Title: Teachers Curriculum Institute (TCI): SS Alive! America's Past                                                                                                                                                                                                                                                                             |                       |
| Author: Bert Bower                                                                                                                                                                                                                                                                                                                               |                       |
| Publisher: Teacher's Curriculum Institute                                                                                                                                                                                                                                                                                                        | Latest Revision: 2022 |
| List Price: \$18                                                                                                                                                                                                                                                                                                                                 | Copyright Date: 2022  |
| Recommended for subject(s): Social Studies                                                                                                                                                                                                                                                                                                       |                       |
| Grade(s): 5th                                                                                                                                                                                                                                                                                                                                    |                       |
| Recommended for students with high, average, low reading ability: Yes, recommend for all students.                                                                                                                                                                                                                                               |                       |
| Results of Committee Voting:                                                                                                                                                                                                                                                                                                                     |                       |
| _15___ Affirmative<br>Comments:                                                                                                                                                                                                                                                                                                                  |                       |
| __0___ Negative<br>Comments:                                                                                                                                                                                                                                                                                                                     |                       |

# 108AG2 - TEXTBOOK AND CORE NOVEL/NON-FICTION BOOK SELECTION AND ADOPTION FORM

Pg. 2 of 3

Below is the composite evaluation of the recommended materials by the CIM Selection and Adoption Committee. An explanation of the terms used follows the evaluation checklist.

| <b>CONTENT AND METHOD</b>                         | <b>EXC.</b> | <b>GOOD</b> | <b>FAIR</b> | <b>POOR</b> | <b>N/A</b> |
|---------------------------------------------------|-------------|-------------|-------------|-------------|------------|
| Theoretical foundation                            | 5           | 5           |             |             | 2          |
| Research-based Content                            | 6           | 6           |             |             |            |
| Standards-aligned                                 | 7           | 5           |             |             |            |
| Learning Objectives                               | 8           | 4           |             |             |            |
| Lesson Implementation/Preparation (for educators) | 6           | 5           | 1           |             |            |
| Tech integration                                  | 7           | 5           |             |             |            |
|                                                   |             |             |             |             |            |
| Target Audience                                   | 7           | 5           |             |             |            |
| Reflection of Diversity                           | 8           | 4           |             |             |            |
| Respect for Diversity                             | 8           | 4           |             |             |            |
| Multiple Viewpoints                               | 8           | 4           |             |             |            |
|                                                   |             |             |             |             |            |
| Reading Level                                     | 6           | 5           | 1           |             |            |
| Organization                                      | 6           | 4           | 1           |             | 1          |
| Style of material                                 | 7           | 4           | 1           |             |            |
|                                                   |             |             |             |             |            |
| Instructions                                      | 6           | 6           |             |             |            |
| Activities                                        | 7           | 5           |             |             |            |
| Levels of Rigor                                   | 6           | 5           | 1           |             |            |
|                                                   |             |             |             |             |            |
| Cost of implementation                            | 2           | 6           |             |             | 4          |

## **CONTENT AND METHOD**

1. Theoretical Foundation: The material is based on current education and behavioral change theory and research. The theoretical underpinnings contained within the resources are described.
2. Research-based Content: The resources provide content that is research-based, accurate, and current.
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**108AG2 - TEXTBOOK AND CORE NOVEL/NON-FICTION BOOK SELECTION AND  
ADOPTION FORM**

Pg. 3 of 3

5. Lesson Implementation/Preparation (for educators): Includes all the materials and information needed for implementing the lesson, acquiring support materials, and preparing for the class (including guidelines for lessons).
6. Tech-integration: The program offers interactivity that highlights various technologies.
7. Target Audience: Identifies the intended audience and is tailored to this audience.
8. Reflection of Diversity: Reflects the diversity of the intended audience. Includes multilingual handouts and educational reinforcements when appropriate.
9. Respect for Diversity: Ideas and principles included in the materials respect all aspects of diversity.
10. Multiple Viewpoints: The materials present a balanced view of the topic, recognizing any aspects that are not yet clearly understood or open to debate.
11. Reading Level: All terminology is clear, correctly used and spelled throughout content. The materials are written at grade level which is appropriate for the intended audience.
12. Organization: Is logically and sequentially organized.
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14. Instructions: All instructions are easy to understand and follow.
15. Activities: Any activities used to reinforce the educational messages are practical to implement.
16. Levels of Rigor: The materials provide a means to offer students a varying level of rigor through differentiation.
17. Cost of implementation: Fiscally responsible pricing options exist.

(Any other points of special merit or omissions may be given on a separate and attached page.)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Return to \_\_\_\_\_  
Committee

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Superintendent

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Education Committee

Final Board Action: \_\_\_\_\_

WEST CHESTER AREA SCHOOL DISTRICT  
Pupil Services Committee  
May 24, 2023

ACTION ITEMS

**Approval of seven (7) Special Education Settlement Agreements**

Approval is requested of seven (7) special education settlement agreements.

*I so move.*



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

**May 8, 2023**

**Spellman Education Center Board Room A**

**Start: 6:30 pm – Finish: 7:07 pm**

**Attending Committee Members:**

☒ Joyce Chester ☒ Daryl Durnell ☒ Laura Detre ☒ Alex Christy

**Other Board Members:**

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

**Administration:**

☒ Kalia Reynolds ☐ Wayne Birster ☒ Melissa Kleiman ☒ Una Martin  
☒ Sara Missett ☒ John Scully ☐ Jeff Ulmer ☐ Cheryl Newton-Woods

**Public Comment:** None

**Items on Agenda:**

- Approval of April 11, 2023 Pupil Services Committee Meeting Minutes
- Presentation on Fostering Positive Learning Environments for all Students

**Pupil Services Committee Actions/Outcomes to be placed on the May 24, 2023 Board Agenda for approval:**

| Agenda Item                                                         | Vote |
|---------------------------------------------------------------------|------|
| Approval of April 11, 2023 Pupil Services Committee Meeting Minutes | 4-0  |

**Board Consent Agenda Items:** None

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

WEST CHESTER AREA SCHOOL DISTRICT  
*Property & Finance Committee*  
May 24, 2023 – ACTION ITEMS

**Approval of Resolution for 2022-23 Budget Transfers**

Approval is requested to authorize the administration to implement budget transfers for the 2022-23 budgets after June 30, 2023, with subsequent ratification by the Board.

*I so move.*

**Approval of School District Depositories Resolution for 2023-24**

Approval is requested for the resolution for the appointment of School District depositories and authorization of temporary deposits at interest for the fiscal year 2023-24.

*I so move.*

**Approval of 2023-24 Food Service Contract Addendum**

Approval is requested for the 2023-24 Food Service Contract Addendum.

*I so move.*

**Approval to Commit/Assign Fund Balances**

Approval is requested to commit a fund balance for health care stabilization. Approval is also requested to assign fund balances for alternative education, athletics, millage rate stabilization, property assessment fluctuations, and future staffing needs.

*I so move.*

**Approval for Food Service Equipment Purchases for the 2023-24 Year**

Approval is requested for the Food Service Equipment Replacement/Renovation Plan including equipment purchases in the amount of \$427,320 for the 2023-24 year.

*I so move.*

**Approval to Advertise Naming of Greystone Elementary School Library**

Approval is requested to advertise the naming of Greystone Elementary School's library after James R. Scanlon.

*I so move.*

### **Approval of 2023-24 Capital Reserve Project Awards**

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

| <b>Project #</b> | <b>Description</b>                  | <b>Vendor</b>                 | <b>Project Budget</b> | <b>Award Amount</b> |
|------------------|-------------------------------------|-------------------------------|-----------------------|---------------------|
| G-144            | District-wide Playground            | George Ely Associates         | \$ 100,000.00         | \$ 108,856.00       |
| G-153            | Install Library/ Courtyard Door RHS | TE Construction Services, LLC | \$ 16,000.00          | \$ 24,215.00        |

*I so move.*

### **Approval of Revised Thresholds for Construction Project Change Orders**

Approval is requested for the revised thresholds for construction project change orders.

*I so move.*

### **Approval of Contract for Elementary School Architect**

Approval is requested to award a contract for architectural and engineering services in the amount of 5.25% of construction bids and awarded alternates to the Schrader Group for renovations and additions to Hillsdale Elementary School and Starkweather Elementary School.

*I so move.*

### **Approval of Resolution Authorizing Response to PDE Act 44 Auditee Reporting Form**

Approval is requested of the Resolution to authorize the District's response to PDE Act 44 Auditee Reporting Form.

*I so move*

**Approval of 2023-24 Homestead/Farmstead Resolution**

Approval is requested for the 2023-24 Homestead/Farmstead Resolution which provides a tax reduction to each approved homestead and each approved farmstead property in the amount of \$170.41.

*I so move.*

**Approval of the Final Budget Resolution for 2023-24 Fiscal Year**

Approval is requested for the Final Budget Resolution for the 2023-24 fiscal year budget in the amount of \$302,294,995.

*I so move.*

**Approval of Annual Tax Levy Resolution for 2023-24 Fiscal Year**

Approval is requested for the Annual Tax Levy Resolution for the 2023-24 fiscal year which authorizes a real estate tax levy in the amount of 22.4364 mills for Chester County and 9.9424 mills for Delaware County, a deed transfer tax levy in the amount of .5% and an earned income tax levy in the amount of 1%.

*I so move.*

Committee Meeting Minutes  
WEST CHESTER AREA SCHOOL DISTRICT  
May 15, 2023 – Property & Finance Committee

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

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

Administration: Mr. John Scully, Dr. Kalia Reynolds, Mr. Wayne Birster, Mr. Justin Matys

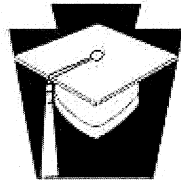
Also Present: Members of the public

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Action or outcomes from the meeting: (Unless noted, all votes were 3-0.) Director Whomsley was absent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |
| Public Comment was made by the following residents on agenda items as indicated:<br>No Public Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |
| The committee approved the April 17, 2023 Property & Finance Committee Minutes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Mr. Bevilacqua |
| Mr. Scully reviewed the May Budget Forecast Model. Changes to the 2022-23 expense projections include a reduction for the PPA Carryover in the amount of \$165,125. Increases to the 2023-24 expense projections include the PPA Carryover from 2022-23 in the amount of \$165,125.<br>Mr. Scully reviewed schedules which included a 10-year history of mandated expenditures and state funding, a 2022-23 to 2023-24 budget-to-budget comparison for revenues and expenses and a 10-year history of tax increases in Chester and Delaware counties compared to the Act 1 Index.<br>Mr. Scully advised the committee that budgeted total expenses increased by \$5.3 million or 1.8%. Total revenues increased by \$7 million or 2.7%. This is an informational item and no Board action is required. | Mr. Scully     |
| Mr. Scully reviewed the Property Tax and Homestead/Farmstead exclusion process. Annually, the State provides the District with a means to lower property taxes via Homestead/Farmstead exclusion which is funded by the States gaming revenues. This year, the State provided the District with \$4,169,609.95 for property tax relief which equates to a \$170.41 exclusion amount for each qualified property. Annually, the Board must approve to accept these funds and use them for tax relief purposes through a resolution. The committee recommended approval to adopt the 2023-24 Homestead/Farmstead Exclusion Resolution.                                                                                                                                                                   | Mr. Scully     |
| Mr. Scully reviewed the Final Budget Resolution for 2023-24 and the Annual Tax Levy Resolution for 2023-24. The Final Budget resolution for 2023-24 provides General Fund appropriations of \$302,294,995. The Annual Tax Levy resolution for 2023-24 sets the real estate tax for Chester County at 22.4364 mills and Delaware County at 9.9424 mills. The committee recommended approval of the Final Budget Resolution for the 2023-24 Fiscal Year and the Annual Tax Levy Resolution for the 2023-24 Fiscal Year.                                                                                                                                                                                                                                                                                  | Mr. Scully     |
| Mr. Scully discussed PA School Code requirements that School Boards approve commitments of fund balance by June 30 <sup>th</sup> . Mr. Scully advised the Committee that committed and assigned fund balance amounts must be coordinated with the District's Annual Financial Report (AFR) which is submitted to PDE in October after the annual audit of financial statements. The state auditors recommended that each year prior to June 30 <sup>th</sup> the Board approve a resolution authorizing the administration to Commit/Assign fund                                                                                                                                                                                                                                                       | Mr. Scully     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                     |                               |                |              |             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------|----------------|--------------|-------------|
| balances for specific purposes with subsequent Board approval of the dollar amounts after completion of the annual audit. The Administration requests approval for authorization to commit a fund balance for health care stabilization. Approval is also requested to assign fund balances for alternative education, athletics, millage rate stabilization, property assessment fluctuations, and future staffing needs. The committee recommended approval to commit/assign fund balances.                                                                                                                                                                     |                                     |                               |                |              |             |
| Mr. Scully reviewed the Act 44 Auditee Reporting Form and Resolution. The Auditor General’s Department provides the form for audited school districts to submit responses detailing the adoption of the Department’s recommendations or the reasons why the recommendations have not been adopted. Mr. Scully recommended the Board adopt Recommendations #3 and 5 in the Report and takes notice of Recommendations #1, 2, and 4, as set forth on the Act 44 Auditee Reporting Form. The committee recommended approval to adopt Recommendations #3 and 5 and acknowledge Recommendations #1, 2, and 4.                                                          |                                     |                               |                |              | Mr. Scully  |
| Mr. Scully reviewed the Food Services Program Equipment Purchases and Renovation Plan. This schedule accounts for all equipment that will be replaced as part of renovation projects and spans from 2023 through 2031 & future years. The 2023-24 equipment replacement budget totals \$427,320. Mr. Scully reviewed the funding analysis schedule for the replacement plan. The plan will utilize existing cash within the Food Service Fund to fund the equipment replacements. The committee recommended approval of the equipment purchases for the 2023-24 year.                                                                                             |                                     |                               |                |              | Mr. Scully  |
| Mr. Birster stated that in March, the Property and Finance Committee reviewed the application for naming school district facilities at the Greystone Elementary School Library, The Dr. James R. Scanlon Student Learning Center. The Facilities and Operations Department obtained a signage estimate from FastSigns in the amount of \$234.13 to provide dedication signage for the Greystone Elementary School Library naming. The next step is to advertise in the Daily Local News and on the district website that naming the library will be considered by the Board. The committee recommended approval to advertise in the newspaper and on the website. |                                     |                               |                |              | Mr. Birster |
| Mr. Birster reviewed with the committee the previously approved 2023-2024 Capital Reserve Project List:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                     |                               |                |              | Mr. Birster |
| Project #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Description                         | Vendor                        | Project Budget | Award Amount |             |
| G-144                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | District-wide Playground            | George Ely Associates         | \$100,000.00   | \$108,856.00 |             |
| G-153                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Install Library/ Courtyard Door RHS | TE Construction Services, LLC | \$16,000.00    | \$ 24,215.00 |             |
| G-144 is the second year of an ongoing project to improve the safety and quality of our playgrounds. The proposed equipment will be installed at Starkweather Elementary and will modernize the main equipment. We are recommending an award to George Ely Assoc. in the amount of \$108,856,                                                                                                                                                                                                                                                                                                                                                                     |                                     |                               |                |              |             |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <p>which is larger than the original budget. We recommend using the savings from G-157, Stetson Intercom, to fund the additional expense.</p> <p>G-153 is a project at Rustin High School to install a doorway from the library to the adjacent courtyard, to increase flexibility and use of the space. We recommend the award of this project to TE Construction, LLC for the amount of \$24,215, which is larger than the original budget. We further recommend utilizing the savings from G-158, Pierce Intercom, to fund the additional expense. The committee recommended approval of the contract awards.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |
| <p>Mr. Birster discussed with the committee the need for revised approval thresholds for the construction project change orders matrix. Mr. Birster advised the committee that the recommended change increases the threshold from \$10,000 to \$25,000 on projects under \$7.5M and from \$25,000 to \$50,000 for projects in excess of \$7.5M.</p> <p>The committee recommended approval of the revised thresholds for construction project change orders.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Mr. Birster |
| <p>Mr. Birster reviewed with the committee the qualifications for the Schrader Group to provide architectural and engineering services for the Hillsdale and Starkweather Elementary School construction projects. After reviewing their design work, Mr. Birster recommended use of the Schrader Group with a fee schedule of 5.25% of construction bids and awarded alternates for the Renovations and Additions to Hillsdale Elementary School and Starkweather Elementary School. The committee recommended approval of the use of the Schrader Group to provide architectural and engineering services for the Hillsdale and Starkweather construction projects.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Mr. Birster |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |
| <p>Items to be placed on board agenda May 24, 2023:</p> <ul style="list-style-type: none"> <li>• Approval of 2023-24 Homestead/Farmstead Exclusion Resolution</li> <li>• Approval 2023-24 Final Budget Resolution</li> <li>• Approval of 2023-24 Annual Tax Levy Resolution</li> <li>• Approval to Commit/Assign Fund Balances</li> <li>• Approval of Act 44 Resolution</li> <li>• Approval of Food Service Program Equipment Purchases and Renovation Plan</li> <li>• Approval to Advertise Naming of Greystone Elementary School Library</li> <li>• Approval of 2023-24 Capital Reserve Project Awards</li> <li>• Approval of Revised Thresholds for Construction Project Change Orders</li> <li>• Approval of the Schrader Group for Architectural and Engineering Services</li> </ul> <p>MEMO items for board agenda May 24, 2023:</p> <ul style="list-style-type: none"> <li>• Approval of Resolution for 2022-23 Budget Transfers</li> <li>• Approval of Resolution for School District Depositories for 2023-24 School Year</li> <li>• Approval of Food Service Contract Addendum for the 2023-24 School Year</li> </ul> |             |
| Items to discuss at a later date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |
| <ul style="list-style-type: none"> <li>• Approval of the Naming of the Greystone Library</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |

Next Meeting Date: **Tuesday, June 20, 2023**



**pennsylvania**  
DEPARTMENT OF EDUCATION

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF EDUCATION  
333 MARKET STREET  
HARRISBURG, PA 17126-0333  
[www.education.pa.gov](http://www.education.pa.gov)

Food Service Management Company (FSMC)  
Renewal Year Cost Reimbursable Contract

West Chester Area School District

124-15-900-2

July 1, **2023** to June 30, **2024**

Any School Food Authority (SFA) selecting to renew a contract with their current FSMC must prepare a Renewal Year Contract utilizing this document which may not be re-typed or changed in any way.

## Agreement Page

The Pennsylvania Department of Education (PDE) provides this contract as a service to sponsors, therefore; PDE shall not be named as a party to this contract. The School Food Authority, hereafter referred to as the SFA, is the responsible authority, without recourse to PDE and/or the United States Department of Agriculture (USDA) regarding the settlement and satisfaction of all issues arising under this contract. This includes, but is not limited to, disputes, claims, protests of award or source evaluation.

The FSMC certifies that they shall operate in accordance with all applicable State and Federal regulations.

The FSMC certifies that all terms and conditions within the Bid Solicitation shall be considered a part of the contract as if incorporated therein.

This Agreement shall be in effect for one year starting **July 1, 2023** and may be renewed, by mutual agreement, for up to 0 additional one-year period(s).

IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed by their duly authorized representative on the date signed.

West Chester Area School District

SFA

SFA Authorized Representative Signature

John Scully

Printed Name of SFA Authorized Representative

Business Administrator

SFA Authorized Representative Title

Aramark Educational Services LLC.

FSMC

G. Preston Davis

Digitally signed by G. Preston Davis  
Date: 2023.04.19 10:58:46 -04'00'

FSMC Authorized Representative Signature

G. Preston Davis

Printed Name of FSMC Authorized Representative

Regional Vice President

FSMC Authorized Representative Title

## Appendix A

### SFA Renewal Certification of Acknowledgement

Initial below each statement certifying that you have read and fully understand the contents of this contract.

- A. I certify that I, John Scully, on behalf of **the SFA**, have read and fully understand the contents of this contract. I understand that the SFA must maintain oversight of the food service operations and that these responsibilities will not be delegated to the FSMC. I also understand that the SFA is responsible for closely monitoring the FSMC contract and the FSMC's daily activities.

Initial Here: \_\_\_\_\_

- B. I certify that I, nor any employees (including School Board members) of **the SFA** will not solicit or accept donations, gratuities, nor favors from current or potential FSMCs (i.e. gifts, golf outings, meals, etc.).

Initial Here: \_\_\_\_\_

- C. I certify that **the SFA** has a written Code of Conduct that addresses conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts, and will make sure all employees are aware of said standards.

Initial Here: \_\_\_\_\_

- D. I have read and understand what the allowable costs are for all of the applicable CN programs.

Initial Here: \_\_\_\_\_

- E. I certify that **the SFA** will be legally responsible for the conduct of the food service program and shall supervise the food service operations in such manner as will ensure compliance with the rules and regulations of PDE and the USDA regarding each of the CN programs covered by this contract.

Initial Here: \_\_\_\_\_

- F. I certify that this **SFA position** Assistant Business Administrator will fulfill the SNP director responsibilities. The SNP director must meet the minimum Professional Standards hiring and annual training requirements and provide program oversight, including but not limited to, ensuring that the FSMC's food service director and all food service staff also meet the Professional Standards requirements (Title 7 CFR §210.30). Directors must accrue eight (8) hours of food safety training upon hire and every five (5) years thereafter.

Initial Here: \_\_\_\_\_

- G. I certify that **the SFA** shall retain control of the CN programs' non-profit school food service account, signature authority, and overall financial responsibility for the CN programs. This includes access to the PEARS account, COMPASS, or PrimeroEdge Student Eligibility System.

Initial Here: \_\_\_\_\_

- H. I certify that CN programs are the responsibility of **the SFA** and **the SFA** is responsible for all contractual agreements entered into in connection with the CN programs.

Initial Here: \_\_\_\_\_

I. I certify that **the SFA** will be responsible for determining student eligibility for all applicable programs and that **the FSMC** will not be involved in the process.

Initial Here: \_\_\_\_\_

J. I certify that **the SFA** will retain all records for the current year plus the three additional years beyond the end of the contract.

Initial Here: \_\_\_\_\_

K. I certify that all food will be in compliance with the current meal standards and Local Wellness Policy.

Initial Here: \_\_\_\_\_

L. I certify that **the SFA** will monitor **the FSMC** in order to ensure compliance with USDA regulations.

Initial Here: \_\_\_\_\_

M. I certify that **the SFA** has created an advisory board composed of students, teachers, and parents to assist in menu planning.

Initial Here: \_\_\_\_\_

N. I certify that **the SFA** will not delegate any of the above responsibilities to the FSMC.

Initial Here: \_\_\_\_\_

O. I hereby certify that neither **the SFA** nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

Initial Here: \_\_\_\_\_

P. I further certify that neither **the SFA** nor any of its principals/authorized representatives has a reported criminal background that would affect the receipt of Federal funds.

Initial Here: \_\_\_\_\_

Q. I certify that **the FSMC** is not a paid consultant or contractor with **the SFA** in any other capacity than for this contract.

Initial Here: \_\_\_\_\_

I certify under penalty of perjury that the information on these forms is true and correct, and that I will immediately report to the State Agency any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of Federal funds. The State Agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable Federal and State criminal statutes.

On behalf of **the SFA**, I hereby agree to comply with all State and Federal laws and regulations governing the CN programs administered by the State Agency. In accordance with Federal law and USDA policy, **the SFA** does not discriminate on the bases of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Printed Name of SFA Authorized Representative

John Scully

SFA Authorized Representative Title

Business Administrator

SFA Authorized Representative Signature

Revised February 1, 2023

## Appendix B

### FSMC Certification of Acknowledgement

Initial below next to each statement certifying that you have read and fully understand the contents of this contract.

- A. I certify that I, G. Preston Davis, on behalf of **the FSMC**,  
have read and fully understand the contents of this contract.

Initial Here: GPD

- B. I certify that I, nor any of the employees of **the FSMC** have not received any solicitations from any **the SFA** employee. In addition, I certify that no gifts, donations, or anything of monetary value (i.e. golf outings, meals, etc.) have been provided.

Initial Here: GPD

- C. I certify that employees of **the FSMC** will be trained to understand and comply with all necessary trainings including the current written Code of Conduct authored by **the SFA**.

Initial Here: GPD

- D. I certify that all of **the FSMC** food service employees meet the minimum Professional Standards requirements.

Initial Here: GPD

- E. I certify that **the SFA** will be legally responsible for the conduct of the food service program, and shall have access to all necessary documents, which will be maintained onsite, including but not limited to all contracts with vendors so that they may supervise the food service operations in such manner as will ensure compliance with the rules and regulations of PDE and the USDA regarding each of the CN programs covered by this contract.

Initial Here: GPD

- F. I certify that **the FSMC** will not have control of the CN programs' non-profit school food service account, signature authority, and overall financial responsibility for the CN programs. This includes access to the PEARS account, COMPASS, or the PrimeroEdge Student Eligibility System.

Initial Here: GPD

- G. I certify that **the SFA** will be responsible for determining student eligibility for all applicable programs and that **the FSMC** will have no involvement in the process.

Initial Here: GPD

- H. I certify that all food will be in compliance with the current meal standards and Local Wellness Policy.

Initial Here: GPD

- I. I hereby certify that neither **the FSMC** nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

Initial Here: GPD

- J. I certify that **the FSMC** will comply with all applicable standards, orders, or requirements issued under the Clean Air Act and the Federal Water Pollution Control Act and will report violations to the Federal awarding agency and the Regional Office of the Environmental Protection Agency.

Initial Here: GPD

K. I certify that neither **the FSMC** nor any of its principals/authorized representatives has a reported criminal background that would affect the involvement in CN programs.

Initial Here: GPD

L. I certify that **the FSMC** is not a paid consultant or contractor with **the SFA** in any other capacity than for this contract.

Initial Here: GPD

I certify under penalty of perjury that the information on these forms is true and correct, and that I will immediately report to the SFA any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of Federal funds. The State Agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable Federal and State criminal statutes.

On behalf of **the FSMC**, I hereby agree to comply with all State and Federal laws and regulations governing the CN programs administered by the State Agency. In accordance with Federal law and USDA policy, **the FSMC** does not discriminate on the bases of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Printed Name of FSMC Authorized Representative

G. Preston Davis

FSMC Authorized Representative Title

Regional Vice President

FSMC Authorized Representative Signature

G. Preston Davis

Digitally signed by G. Preston Davis  
Date: 2023.04.19 10:59:35 -04'00'

## Appendix C

### Acknowledgement of Personnel Relationships

☐ Yes ☒ No (choose one), **the SFA** employs the same person/people that is/ are employee(s) of the **FSMC**.

If Yes, we the undersigned certify that the employee(s):

- Does/will not have a real or apparent conflict of interest.
- Does/will not participate in the selection, award, or administration of the contract.
- Does/will not have access to or control of the food service financial account.
- Does/will not be involved in the establishment of the selling prices for all reimbursable and non-reimbursable meals, a la carte items, adult meals, catering, or vending items.
- Does/will not have access to CN PEARS, COMPASS, or the PrimeroEdge Student Eligibility System.
- Does/will not be involved in the completion, distribution or collection of the parent letters and household applications for free and reduced price meals.
- Does/will not be involved in the determination or verification of eligibility for free and reduced price meals.

| Employee Name | SFA Position Title and Job Duties | FSMC Position Title and Job Duties |
|---------------|-----------------------------------|------------------------------------|
|               |                                   |                                    |
|               |                                   |                                    |
|               |                                   |                                    |
|               |                                   |                                    |
|               |                                   |                                    |
|               |                                   |                                    |

West Chester Area School District

SFA

SFA Authorized Representative Signature

John Scully

Printed Name of SFA Authorized Representative

Business Administrator

SFA Authorized Representative Title

Aramark Educational Services LLC.

FSMC

G. Preston Davis

Digitally signed by G. Preston Davis  
Date: 2023.04.19 10:59:51 -04'00'

FSMC Authorized Representative Signature

G. Preston Davis

Printed Name of FSMC Authorized Representative

Regional Vice President

FSMC Authorized Representative Title

## Appendix D

### Certification Regarding Debarment and Suspension

This certification is required by the regulations implementing Executive Order 12549 and 12689, “Debarment and Suspension” (Title 2 CFR Part 180). These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

- (1) The prospective participant certifies, by submission of this proposal, that neither it nor its principals:
- (a) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

|                                                |                                                                                                   |
|------------------------------------------------|---------------------------------------------------------------------------------------------------|
| FSMC                                           | <u>Aramark Educational Services LLC.</u>                                                          |
| Printed Name of FSMC Authorized Representative | <u>G. Preston Davis</u>                                                                           |
| FSMC Authorized Representative Title           | <u>Regional Vice President</u>                                                                    |
| FSMC Authorized Representative Signature       | <u>G. Preston Davis</u> Digitally signed by G. Preston Davis<br>Date: 2023.04.19 11:00:07 -04'00' |

## Appendix E

### Certification Regarding Lobbying

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

FSMC

Aramark Educational Services LLC.

Printed Name of FSMC Authorized Representative

G. Preston Davis

FSMC Authorized Representative Title

Regional Vice President

FSMC Authorized Representative Signature

G. Preston Davis

Digitally signed by G. Preston Davis  
Date: 2023.04.19 11:00:22 -04'00'

**Disclosure of Lobbying Activities**  
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

☐ Applicable      ☒ Not Applicable  
(This form must be signed regardless of Applicability)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Type of Federal Action: _____<br>a. contract<br>b. grant<br>c. cooperative agreement<br>d. loan<br>e. loan guarantee<br>f. loan insurance                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2. Status of Federal Action: _____<br>a. bid/offer/<br>application<br>b. initial award<br>c. post-award                                                                                                                                                                                                                                                                                                                            | 3. Report Type: _____<br>a. initial filing<br>b. material change<br><br>For Material Change Only: Year _____<br>Quarter _____<br>Date of Last Report _____ |
| 4. Name and Address of Reporting Entity:<br>Prime<br><br>Subawardee<br><br>Tier, if known:<br><br>Congressional District, if known:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:<br><br><br>Congressional District, if known:                                                                                                                                                                                                                                                                                                       |                                                                                                                                                            |
| 6. Federal Department/Agency:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 7. Federal Program Name/Description:<br><br>CFDA Number, if applicable:                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |
| 8. Federal Action Number, if known:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 9. Award Amount, if known:<br>\$                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                            |
| 10. a. Name and Address of Lobbying Entity:<br>(last name, first name, MI)<br><br><div style="text-align: center;">(Attach Continuation Sheet(s) SF-LLL-A If Necessary) (if individual, last name, first name, middle)</div>                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                            |
| 11. Amount of Payment (check all that apply):<br><br>\$ _____ Actual      \$ _____ Planned                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 13. Type of payment (check all that apply):<br>___ a. retainer<br>___ b. one-time fee<br>___ c. commission<br>___ d. contingent fee<br>___ e. deferred<br>___ f. other; specify:                                                                                                                                                                                                                                                   |                                                                                                                                                            |
| 12. Form of Payment (check all that apply):<br>___ a. cash<br>___ b. in-kind; specify:<br>Nature _____<br>Actual _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                            |
| 14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contracted for Payment indicated in Item 11:<br><br><br><div style="text-align: center;">(Attach Continuation Sheet(s) SF-LLL-A, if necessary)</div>                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                            |
| 15. Are Continuation Sheet(s) SF-LLL-A Attached:      Yes _____ (Number _____)      No _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                            |
| 16. Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. | <div style="display: flex; justify-content: space-between;"> <div>           Signature: <b>G. Preston Davis</b><br/>           Name: G. Preston Davis<br/>           Title: Regional Vice President<br/>           Telephone: 724-388-7626         </div> <div style="text-align: right; font-size: small;">           Digitally signed by G. Preston Davis<br/>           Date: 2023.04.19 11:00:38 -04'00'         </div> </div> |                                                                                                                                                            |

Disclosure of Lobbying Activities  
Continuation Sheet SF-LLL-A

Reporting Entity: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

## Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use of SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee; e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state, and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) Number, Invitation for Bid (IFB) Number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check all that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check all that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether a SF-LLL-A Continuation Sheet(s) is attached. List number of sheets, if yes.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget. Paperwork Reduction Project (0348-00046), Washington, DC 20503. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## SNP Cost Reimbursable Projected Operating Costs

**SFA :** West Chester Area School District  
**FSMC:** Aramark Educational Services LLC.

Contract Begin Date 07/01/2023  
 Contract End Date 06/30/2024  
 Days of Service 172

| <b>Section 1 - Actual "In-School" Revenue</b>                             |                     |                     |                        |
|---------------------------------------------------------------------------|---------------------|---------------------|------------------------|
| <b>To be completed by SFA (include SSO Reimbursements, if applicable)</b> |                     |                     |                        |
| <b><u>BREAKFASTS:</u></b>                                                 | <b><u>MEALS</u></b> | <b><u>RATES</u></b> | <b><u>REVENUE</u></b>  |
| Elementary Paid                                                           | 14,730              | \$ 1.25             | \$ 18,412.50           |
| Elementary Tiered Paid                                                    |                     |                     | \$ 0.00                |
| Elementary Reduced Price                                                  |                     |                     | \$ 0.00                |
| Middle Paid                                                               | 9,207               | \$ 1.50             | \$ 13,810.50           |
| Middle Tiered Paid                                                        |                     |                     | \$ 0.00                |
| Middle Reduced Price                                                      |                     |                     | \$ 0.00                |
| Secondary Paid                                                            |                     |                     | \$ 0.00                |
| Secondary Tiered Paid                                                     |                     |                     | \$ 0.00                |
| Secondary Reduced Price                                                   | 6,852               | \$ 0.00             | \$ 0.00                |
| Adult Paid                                                                |                     |                     | \$ 0.00                |
| A la Carte Sales                                                          | 57,158              | \$ 4.02             | \$ 229,775.16          |
| <b>Subtotal Breakfasts</b>                                                | <b>30,789</b>       |                     | <b>\$ 261,998.16</b>   |
| <b><u>LUNCHES:</u></b>                                                    |                     |                     |                        |
| Elementary Paid                                                           | 187,447             | \$ 2.75             | \$ 515,479.25          |
| Elementary Tiered Paid                                                    |                     |                     | \$ 0.00                |
| Elementary Reduced Price                                                  |                     |                     | \$ 0.00                |
| Middle Paid                                                               | 117,625             | \$ 3.00             | \$ 352,875.00          |
| Middle Tiered Paid                                                        |                     |                     | \$ 0.00                |
| Middle Reduced Price                                                      |                     |                     | \$ 0.00                |
| Secondary Paid                                                            |                     |                     | \$ 0.00                |
| Secondary Tiered Paid                                                     |                     |                     | \$ 0.00                |
| Secondary Reduced Price                                                   | 14,731              | \$ 0.00             | \$ 0.00                |
| Adult Paid                                                                | 19,124              | \$ 3.95             | \$ 75,539.80           |
| A la Carte Sales                                                          | 466,746             | \$ 4.02             | \$ 1,876,318.92        |
| <b>Subtotal Lunches</b>                                                   | <b>319,803</b>      |                     | <b>\$ 2,820,212.97</b> |
| <b><u>SNACKS/SUPPLEMENTS:</u></b>                                         |                     |                     |                        |
| Paid                                                                      | 0                   |                     | \$ 0.00                |
| Reduced Price                                                             |                     |                     | \$ 0.00                |
| Adult Paid                                                                |                     |                     | \$ 0.00                |
| A la Carte Sales                                                          |                     |                     | \$ 0.00                |
| <b>Subtotal Snacks/Supplements</b>                                        | <b>0</b>            |                     | <b>\$ 0.00</b>         |
| <b><u>OTHER:</u></b>                                                      |                     |                     |                        |
| Special Milk                                                              |                     |                     |                        |
| Vending Machine Sales                                                     |                     |                     |                        |
| <b>Subtotal Other</b>                                                     |                     |                     | <b>\$ 0.00</b>         |
| <b>Total "In-School" Revenue</b>                                          | <b>350,592</b>      |                     | <b>\$ 3,082,211.13</b> |

## SNP Cost Reimbursable Projected Operating Costs

SFA Name: West Chester Area School DistrictContract Begin Date: 07/01/2023

| <b><u>Section 2 - Federal Reimbursements</u></b>                          |                     |                     |                              |
|---------------------------------------------------------------------------|---------------------|---------------------|------------------------------|
| <b>To be completed by SFA (include SSO Reimbursements, if applicable)</b> |                     |                     |                              |
| <b><u>BREAKFASTS:</u></b>                                                 | <b><u>MEALS</u></b> | <b><u>RATES</u></b> | <b><u>Reimbursements</u></b> |
| Free                                                                      | 26,831              | \$ 2.26             | \$ 60,638.06                 |
| Free, Severe Need                                                         | 26,407              | \$ 2.67             | \$ 70,506.69                 |
| Reduced                                                                   | 4,208               | \$ 1.96             | \$ 8,247.68                  |
| Reduced, Severe Need                                                      | 2,644               | \$ 2.37             | \$ 6,266.28                  |
| Paid                                                                      | 23,937              | \$ 0.50             | \$ 11,968.50                 |
| <b>Subtotal Breakfasts</b>                                                | <b>84,027</b>       |                     | <b>\$ 157,627.21</b>         |
| <b><u>HIGH RATE LUNCHES:</u></b>                                          |                     |                     |                              |
| Free                                                                      |                     | \$ 4.35             | \$ 0.00                      |
| Reduced                                                                   |                     | \$ 3.95             | \$ 0.00                      |
| Paid                                                                      |                     | \$ 0.79             | \$ 0.00                      |
| <b>Subtotal High Rate Lunches</b>                                         | <b>0</b>            |                     | <b>\$ 0.00</b>               |
| <b><u>LOW RATE LUNCHES:</u></b>                                           |                     |                     |                              |
| Free                                                                      | 135,905             | \$ 4.33             | \$ 588,468.65                |
| Reduced                                                                   | 14,731              | \$ 3.93             | \$ 57,892.83                 |
| Paid                                                                      | 305,072             | \$ 0.77             | \$ 234,905.44                |
| <b>Subtotal Low Rate Lunches</b>                                          | <b>455,708</b>      |                     | <b>\$ 881,266.92</b>         |
| <b><u>SNACKS/SUPPLEMENTS:</u></b>                                         |                     |                     |                              |
| Free                                                                      |                     | \$ 1.08             | \$ 0.00                      |
| Reduced                                                                   |                     | \$ 0.54             | \$ 0.00                      |
| Paid                                                                      |                     | \$ 0.09             | \$ 0.00                      |
| <b>Subtotal Snacks/Supplements</b>                                        | <b>0</b>            |                     | <b>\$ 0.00</b>               |
| <b><u>SPECIAL MILK:</u></b>                                               |                     |                     |                              |
| Paid                                                                      |                     | \$ 0.27             | \$ 0.00                      |
| <b><u>Performance Based Reimbursement (if certified):</u></b>             |                     |                     |                              |
| Lunches                                                                   | 455,708             | \$ 0.08             | \$ 36,456.64                 |
| <b>Total Federal Reimbursement</b>                                        | <b>539,735</b>      |                     | <b>\$ 1,075,350.77</b>       |

## SNP Cost Reimbursable Projected Operating Costs

SFA Name: West Chester Area School DistrictContract Begin Date: 07/01/2023

| <b><u>Section 3 - State Reimbursements</u></b>                                                   |                     |                     |                              |
|--------------------------------------------------------------------------------------------------|---------------------|---------------------|------------------------------|
| To be completed by SFA (include SSO Reimbursements, if applicable)                               |                     |                     |                              |
| <b><u>BREAKFASTS:</u></b>                                                                        | <b><u>MEALS</u></b> | <b><u>RATES</u></b> | <b><u>Reimbursements</u></b> |
| Free                                                                                             | 26,831              | \$ 0.10             | \$ 2,683.10                  |
| Free, Severe Need                                                                                | 26,407              | \$ 0.10             | \$ 2,640.70                  |
| Reduced                                                                                          | 4,208               | \$ 0.10             | \$ 420.80                    |
| Reduced, Severe Need                                                                             | 2,644               | \$ 0.10             | \$ 264.40                    |
| Paid                                                                                             | 23,937              | \$ 0.10             | \$ 2,393.70                  |
| <b>Subtotal Breakfasts</b>                                                                       | 84,027              |                     | \$ 8,402.70                  |
| <b><u>LUNCHES:</u></b>                                                                           |                     |                     |                              |
| Free                                                                                             | 135,905             | \$ 0.10             | \$ 13,590.50                 |
| Reduced                                                                                          | 14,731              | \$ 0.10             | \$ 1,473.10                  |
| Paid                                                                                             | 305,072             | \$ 0.10             | \$ 30,507.20                 |
| Additional amount for Lunch if Breakfast participation <=20%                                     | 455,708             | \$ 0.02             | \$ 9,114.16                  |
| Additional amount for Lunch if Breakfast participation >20%                                      |                     | \$ 0.04             | \$ 0.00                      |
| <b>Subtotal Lunches</b>                                                                          | 455,708             |                     | \$ 54,684.96                 |
| <b>Total State Reimbursement</b>                                                                 | 539,735             |                     | \$ 63,087.66                 |
| <b><u>Section 4 - Other Income</u></b>                                                           |                     |                     |                              |
| To be completed by SFA                                                                           |                     |                     |                              |
| Other Income: Internal Catering (Special Functions)                                              |                     |                     |                              |
| Other Income: External Catering (To Outside Organizations)                                       |                     |                     | \$ 75,000.00                 |
| Other Income: Sponsor-to-Sponsor Agreements (Sold to other Sponsors of Child Nutrition Programs) |                     |                     |                              |
| Interest Income                                                                                  |                     |                     |                              |
| <b>Total Other Income</b>                                                                        |                     |                     | \$ 75,000.00                 |
| <b><u>Revenue Summary</u></b>                                                                    |                     |                     |                              |
| Total "In-School Revenue"                                                                        |                     |                     | \$ 3,082,211.13              |
| Total All Reimbursements                                                                         |                     |                     | \$ 1,138,438.43              |
| Total Other Income                                                                               |                     |                     | \$ 75,000.00                 |
| <b>Total Revenue</b>                                                                             |                     |                     | \$ 4,295,649.56              |
|                                                                                                  |                     |                     |                              |
| <b>Commodity Usage @</b>                                                                         | \$ 0.3000           | 455,708             | -\$ 136,712.40               |

## SNP Cost Reimbursable Projected Operating Costs

SFA Name: West Chester Area School DistrictContract Begin Date: 07/01/2023

### Section 5 - Meal Equivalents

#### A la Carte Meal Equivalents

|                                   |                  |                           |                        |
|-----------------------------------|------------------|---------------------------|------------------------|
| Federal reimb. - free, high lunch |                  | A la carte revenue        | \$ 2,106,094.08        |
| Federal reimb. - free, low lunch  | \$ 4.3300        | Adult meal revenue        | \$ 75,539.80           |
| Performance Based reimb.          | \$ 0.0800        | Vending Sales             | \$ 0.00                |
| State reimb. - free, lunch        | \$ 0.1000        |                           | <u>\$ 2,181,633.88</u> |
| Commodity Usage                   | \$ 0.3000        |                           |                        |
| <b>Total</b>                      | <b>\$ 4.8100</b> | <b>Meal Equivalents</b>   | <b>453,562</b>         |
|                                   |                  | <b>Reimbursable Meals</b> | <b>539,735</b>         |
|                                   |                  | <b>Total Meals</b>        | <b>993,297</b>         |

### Section 6 - SFA Costs

To be completed by SFA (if applicable)

#### EXPENSES:

#### TOTAL COST

#### **Direct Labor and Benefits**

SFA Labor Costs (must equal to grand total on Attachment 6)

SFA Fringe Costs (must equal to grand total on Attachment 7)

|                                    |                |
|------------------------------------|----------------|
| <b>Subtotal Labor and Benefits</b> | <u>\$ 0.00</u> |
|------------------------------------|----------------|

#### **Direct Costs (Must itemize)**

|                              |                |
|------------------------------|----------------|
| <b>Subtotal Direct Costs</b> | <u>\$ 0.00</u> |
|------------------------------|----------------|

#### **Indirect Costs (Must Itemize)**

|                                |                |
|--------------------------------|----------------|
| <b>Subtotal Indirect Costs</b> | <u>\$ 0.00</u> |
|--------------------------------|----------------|

|                           |                |
|---------------------------|----------------|
| <b>Subtotal SFA Costs</b> | <u>\$ 0.00</u> |
|---------------------------|----------------|

## SNP Cost Reimbursable Projected Operating Costs

SFA Name: West Chester Area School DistrictContract Begin Date: 07/01/2023

| <u>Section 7 - FSMC Costs</u>                                                                                                                                                                           |                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <u>To be completed by FSMC</u>                                                                                                                                                                          |                   |
| <u>EXPENSES:</u>                                                                                                                                                                                        | <u>TOTAL COST</u> |
| <b>Food Costs-Including Commodities</b>                                                                                                                                                                 | \$ 1,564,608.52   |
| Enter the amounts of food and milk purchased and received. Include the Commodity Distribution Assessment Fee, Commodity Value and Bonus Commodity Value (Do not include rebates, discounts and credits) |                   |
| <b>Less: Commodity Usage</b>                                                                                                                                                                            | -\$ 136,712.40    |
| <b>Subtotal Food Costs</b>                                                                                                                                                                              | \$ 1,427,896.12   |
| <b>Commodity Delivery Charge</b>                                                                                                                                                                        | \$ 7,078.50       |
| <b>Direct Labor and Benefits</b>                                                                                                                                                                        |                   |
| FSMC Labor Costs (must equal grand total on Attachment 4)                                                                                                                                               | \$ 1,499,502.57   |
| FSMC Fringe Costs (must equal grand total on Attachment 5)                                                                                                                                              | \$ 384,593.52     |
| <b>Subtotal Labor and Benefits</b>                                                                                                                                                                      | \$ 1,884,096.09   |
| <b>Direct Costs</b>                                                                                                                                                                                     |                   |
| Accounting                                                                                                                                                                                              | \$ 656.05         |
| Background Checks, Fingerprinting, and/or Drug Testing                                                                                                                                                  | \$ 24,015.99      |
| Car/Truck Rental and/or Mileage                                                                                                                                                                         | \$ 17,731.21      |
| China, Silverware, Glassware                                                                                                                                                                            | \$ 57,516.35      |
| Cleaning and Janitorial Supplies                                                                                                                                                                        | \$ 13,121.09      |
| Computer and Technology                                                                                                                                                                                 |                   |
| Courier Services (Air & Ground)                                                                                                                                                                         |                   |
| Dues/Subscriptions                                                                                                                                                                                      | \$ 496.48         |
| Employee Meals                                                                                                                                                                                          |                   |
| Employee Recruitment and Advertising                                                                                                                                                                    | \$ 9,811.26       |
| Equipment Depreciation/Rental/Buy Back Investment                                                                                                                                                       |                   |
| Equipment Maintenance                                                                                                                                                                                   | \$ 15,366.98      |
| Equipment Repairs                                                                                                                                                                                       | \$ 29,552.00      |
| Equipment Replacement - Expendable                                                                                                                                                                      |                   |
| Freight and Delivery Charges                                                                                                                                                                            |                   |
| Insurance (Liability, Workman's Compensation, Vehicle, etc.)                                                                                                                                            | \$ 72,112.81      |
| Licenses and/or Permits                                                                                                                                                                                 | \$ 20,804.62      |
| Office Supplies and Printing                                                                                                                                                                            | \$ 19,445.23      |
| Paper Products and Disposable Supplies                                                                                                                                                                  | \$ 119,275.72     |
| Payroll Processing                                                                                                                                                                                      | \$ 8,624.46       |
| Performance Bond                                                                                                                                                                                        |                   |
| POS Systems, Support and Service                                                                                                                                                                        | \$ 13,280.67      |
| Postage                                                                                                                                                                                                 |                   |
| Promotional Materials (Program Specific)                                                                                                                                                                | \$ 8,865.60       |
| Smallware/Replacement Wares                                                                                                                                                                             |                   |

## SNP Cost Reimbursable Projected Operating Costs

SFA Name: West Chester Area School DistrictContract Begin Date: 07/01/2023**Section 7 - FSMC Costs (continued)**

|                                          |              |
|------------------------------------------|--------------|
| Staff Training and Certification         | \$ 13,755.97 |
| Storage Costs (Food and/or supplies)     |              |
| Taxes (sales and other)                  |              |
| Telephone, including Mobile and Internet | \$ 3,994.45  |
| Tickets, tokens                          |              |
| Trash Removal and Pest Control           |              |
| Uniforms, Linens, and Laundry            | \$ 22,506.80 |
| Vending Rental                           |              |
| Wellness Programs and materials          |              |

|                              |                      |
|------------------------------|----------------------|
| <b>Subtotal Direct Costs</b> | <b>\$ 470,933.74</b> |
|------------------------------|----------------------|

**Other Costs included in the RFP (Section Q) required of the FSMC by the SFA (Must Itemize)**

|                             |                |
|-----------------------------|----------------|
| <b>Subtotal Other Costs</b> | <b>\$ 0.00</b> |
|-----------------------------|----------------|

|                                                                         |              |
|-------------------------------------------------------------------------|--------------|
| Internal Catering (Special Functions)                                   | \$ 73,085.63 |
| External Catering (To Outside Organizations)                            |              |
| Sponsor-to-Sponsor (Sold to other Sponsors of Child Nutrition Programs) |              |

**Administrative Fee:** Cannot include any costs already covered in other categories. Documentation must be provided outlining all methodologies used to calculate the Administrative Fee on Attachment 9.

**Billed Over:** 10 months      **Fees charged on the basis of:** Flat Fees Only

|                                |         |                                    |                     |
|--------------------------------|---------|------------------------------------|---------------------|
|                                |         | flat fee                           | \$ 76,835.22        |
|                                |         | flat fee                           |                     |
|                                |         | flat fee                           |                     |
|                                |         | flat fee                           |                     |
|                                |         | per-meal fee                       | \$ 0.00             |
| Reimb. Meals Plus Equivalents: | 993,297 | <b>Subtotal Administrative Fee</b> | <b>\$ 76,835.22</b> |
| Per-Meal Rate: (if applicable) |         |                                    |                     |
| Total per-meal fees:           | \$ 0.00 |                                    |                     |

**FSMC Management Fee** (enter the fee that will be charged to manage the program)

**Billed Over:** 10 months      **Fees charged on the basis of:** Flat Fees Only

|                                |         |                                |                     |
|--------------------------------|---------|--------------------------------|---------------------|
|                                |         | flat fee                       | \$ 70,924.81        |
|                                |         | per-meal fee                   | \$ 0.00             |
| Reimb. Meals Plus Equivalents: | 993,297 | <b>Subtotal Management Fee</b> | <b>\$ 70,924.81</b> |
| Per-Meal Rate: (if applicable) |         |                                |                     |
| Total per-meal fees:           | \$ 0.00 |                                |                     |

## SNP Cost Reimbursable Projected Operating Costs

SFA Name: West Chester Area School DistrictContract Begin Date: 07/01/2023

| <u>Section 7 - FSMC Costs (continued)</u>                                          |                        |
|------------------------------------------------------------------------------------|------------------------|
| <b>Subtotal FSMC Costs</b>                                                         | \$ 4,010,850.11        |
| <b>Less Rebates, Discounts and Applicable Credits (Enter as a negative number)</b> | -\$ 171,587.48         |
| <b>Total FSMC Costs</b>                                                            | <b>\$ 3,839,262.63</b> |
| <b>Select the Guarantee Option:</b>                                                |                        |
| Guaranteed Profit                                                                  |                        |
| <b>Enter amount of Guaranteed Loss or Profit (if applicable):</b>                  |                        |
| \$ 252,083.00                                                                      |                        |
| <u>Section 8 - Contract Summary</u>                                                |                        |
|                                                                                    | <u><b>SUMMARY</b></u>  |
| <b>Total Revenue</b>                                                               | \$ 4,295,649.56        |
| <b>SFA Costs</b>                                                                   | \$ 0.00                |
| <b>Total FSMC Costs</b>                                                            | \$ 3,839,262.63        |
| <b>School Nutrition Program - Profit or (Loss)</b>                                 | <b>\$ 456,386.93</b>   |

## Summary of FSMC Labor

Enter the subtotals from the FSMC Labor Worksheets.

**FSMC:** Aramark Educational Services LLC.

**For SFA:** West Chester Area School District

|                  |                        |
|------------------|------------------------|
| Subtotal Page 1  | \$ 274,846.25          |
| Subtotal Page 2  | \$ 264,595.07          |
| Subtotal Page 3  | \$ 311,213.14          |
| Subtotal Page 4  | \$ 276,604.86          |
| Subtotal Page 5  | \$ 372,243.25          |
| Subtotal Page 6  |                        |
| Subtotal Page 7  |                        |
| Subtotal Page 8  |                        |
| Subtotal Page 9  |                        |
| Subtotal Page 10 |                        |
| Subtotal Page 11 |                        |
| Subtotal Page 12 |                        |
| Subtotal Page 13 |                        |
| Subtotal Page 14 |                        |
| Subtotal Page 15 |                        |
| Subtotal Page 16 |                        |
| Subtotal Page 17 |                        |
| Subtotal Page 18 |                        |
| Subtotal Page 19 |                        |
| Subtotal Page 20 |                        |
| <b>Total:</b>    | <b>\$ 1,499,502.57</b> |

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### For Fixed Price Contracts Only

**Number of Meals**

**Cost Per Meal**

## FSMC Labor

Labor to be completed by FSMC for FSMC Staff  
Worksheet must accurately reflect any and all employees employed by the FSMC

FSMC: Aramark Educational Services LLC.

For SFA: West Chester ASD

| Site Name        | Position            | Hourly Rate | Daily Hours | # of Days Paid | Total Wages  |
|------------------|---------------------|-------------|-------------|----------------|--------------|
| East Bradford ES | Manager             | \$ 18.00    | 8.00        | 186            | \$ 26,784.00 |
| East Bradford ES | Food Service Worker | \$ 15.00    | 5.00        | 181            | \$ 13,575.00 |
| East Bradford ES | Food Service Worker | \$ 14.50    | 5.00        | 181            | \$ 13,122.50 |
| East Goshen ES   | Manager             | \$ 18.00    | 7.25        | 186            | \$ 24,273.00 |
| East Goshen ES   | Food Service Worker | \$ 17.50    | 5.50        | 181            | \$ 17,421.25 |
| East Goshen ES   | Food Service Worker | \$ 14.50    | 5.50        | 181            | \$ 14,434.75 |
| Exton ES         | Manager             | \$ 18.00    | 8.00        | 186            | \$ 26,784.00 |
| Exton ES         | Food Service Worker | \$ 14.50    | 6.00        | 181            | \$ 15,747.00 |
| Exton ES         | Food Service Worker | \$ 14.50    | 4.50        | 181            | \$ 11,810.25 |
| Fern Hill ES     | Manager             | \$ 18.00    | 8.00        | 186            | \$ 26,784.00 |
| Fern Hill ES     | Food Service Worker | \$ 14.50    | 5.50        | 181            | \$ 14,434.75 |
| Fern Hill ES     | Food Service Worker | \$ 14.50    | 4.00        | 181            | \$ 10,498.00 |
| Glenn Acres      | Manager             | \$ 19.00    | 8.00        | 186            | \$ 28,272.00 |
| Glenn Acres      | Food Service Worker | \$ 18.65    | 5.00        | 181            | \$ 16,878.25 |
| Glenn Acres      | Food Service Worker | 15.50       | 5.00        | 181            | \$ 14,027.50 |

Sub Total: \$ 274,846.25

Enter on Summary of FSMC Labor

## FSMC Labor

Labor to be completed by FSMC for FSMC Staff  
Worksheet must accurately reflect any and all employees employed by the FSMC

FSMC: Aramark Educational Services LLC.

For SFA: West Chester ASD

| Site Name             | Position            | Hourly Rate | Daily Hours | # of Days Paid | Total Wages  |
|-----------------------|---------------------|-------------|-------------|----------------|--------------|
| Hillsdale Elementary  | Manager             | 19.50       | 8.0         | 186            | \$ 0.00      |
| Hillsdale Elementary  | Food Service Worker | \$ 15.85    | 6.00        | 181            | \$ 29,016.00 |
| Hillsdale Elementary  | Food Service Worker | \$ 14.50    | 4.00        | 186            | \$ 17,213.10 |
| Mary C Howse ES       | Manager             | \$ 19.50    | 8.00        | 186            | \$ 10,788.00 |
| Mary C Howse ES       | Food Service Worker | \$ 14.50    | 4.50        | 186            | \$ 29,016.00 |
| Mary C Howse ES       | Food Service Worker | \$ 16.25    | 5.75        | 181            | \$ 11,810.25 |
| Penn Wood ES          | Manager             | \$ 19.25    | 8.00        | 186            | \$ 17,379.38 |
| Penn Wood ES          | Food Service Worker | \$ 15.00    | 4.00        | 186            | \$ 28,647.72 |
| Penn Wood ES          | Food Service Worker | \$ 18.00    | 7.75        | 181            | \$ 10,860.00 |
|                       |                     |             |             | 186            | \$ 25,947.00 |
|                       |                     |             |             |                | \$ 0.00      |
| Starkweather ES       | Manager             | \$ 19.50    | 8.00        | 186            | \$ 29,016.00 |
| Starkweather ES       | Food Service Worker | \$ 15.50    | 5.75        | 181            | \$ 16,131.63 |
| Starkweather ES       | Food Service Worker | \$ 14.50    | 4.00        | 181            | \$ 10,498.00 |
| Westtown Thornbury ES | Manager             | \$ 19.00    | 8.00        | 186            | \$ 28,272.00 |

Sub Total: \$ 264,595.07

Page 2 of 5

Enter on Summary of FSMC Labor

## FSMC Labor

Labor to be completed by FSMC for FSMC Staff  
Worksheet must accurately reflect any and all employees employed by the FSMC

**FSMC:** Aramark Educational Services LLC.

**For SFA:** West Chester ASD

| Site Name                     | Position            | Hourly Rate | Daily Hours | # of Days Paid | Total Wages  |
|-------------------------------|---------------------|-------------|-------------|----------------|--------------|
| Westtown Thornbury Elementary | Manager             | \$ 16.75    | 5.25        | 181            | \$ 15,916.69 |
| Westtown Thornbury Elementary | Food Service Worker | \$ 19.40    | 6.00        | 181            | \$ 21,068.40 |
| Fugett Middle                 | Manager             | \$ 20.00    | 8.00        | 186            | \$ 29,760.00 |
| Fugett Middle                 | Asst Manager        | \$ 16.75    | 7.00        | 186            | \$ 21,808.50 |
| Fugett Middle                 | Food Service Worker | \$ 17.85    | 5.50        | 181            | \$ 17,769.68 |
| Fugett Middle                 | Food Service Worker | \$ 14.50    | 3.50        | 181            | \$ 9,185.75  |
| Peirce Middle                 | Manager             | \$ 20.00    | 7.75        | 186            | \$ 28,830.00 |
| Peirce Middle                 | Asst Manager        | \$ 17.25    | 7.00        | 181            | \$ 21,855.75 |
| Peirce Middle                 | Food Service Worker | \$ 15.00    | 4.00        | 181            | \$ 10,860.00 |
| Peirce Middle                 | Food Service Worker | \$ 18.00    | 7.75        | 186            | \$ 25,947.00 |
| Stetson Middle                | Manager             | \$ 20.00    | 8.00        | 186            | \$ 29,760.00 |
| Stetson Middle                | Assistant Manager   | \$ 16.75    | 6.50        | 181            | \$ 19,706.38 |
| Stetson Middle                | Food Service Worker | \$ 15.50    | 6.00        | 181            | \$ 16,833.00 |
| Stetson Middle                | Food Service Worker | \$ 15.50    | 4.00        | 181            | \$ 11,222.00 |
| East HS                       | Manager             | \$ 22.00    | 7.50        | 186            | \$ 30,690.00 |

Sub Total: \$ 311,213.14

Page 3 of 5

Enter on Summary of FSMC Labor

## FSMC Labor

Labor to be completed by FSMC for FSMC Staff  
Worksheet must accurately reflect any and all employees employed by the FSMC

**FSMC:** Aramark Educational Services LLC.

**For SFA:** West Chester ASD

| Site Name      | Position            | Hourly Rate | Daily Hours | # of Days Paid | Total Wages  |
|----------------|---------------------|-------------|-------------|----------------|--------------|
| East High      | Asst Manager        | \$ 16.75    | 7.00        | 181            | \$ 21,222.25 |
| East High      | Cook                | \$ 15.00    | 6.00        | 181            | \$ 16,290.00 |
| East High      | Food Service Worker | \$ 17.45    | 4.00        | 181            | \$ 12,633.80 |
| East High      | Food Service Worker | \$ 16.00    | 5.00        | 181            | \$ 14,480.00 |
| Henderson High | Manager             | \$ 22.00    | 7.50        | 181            | \$ 29,865.00 |
| Henderson High | Asst Manager        | \$ 16.75    | 7.00        | 181            | \$ 21,222.25 |
| Henderson High | Cook                | \$ 15.50    | 6.75        | 181            | \$ 18,937.13 |
| Henderson High | Food Service Worker | \$ 17.25    | 5.75        | 181            | \$ 17,952.94 |
| Henderson High | Food Service Worker | \$ 16.00    | 4.00        | 181            | \$ 11,584.00 |
| Rustin High    | Manager             | \$ 22.00    | 8.00        | 186            | \$ 32,736.00 |
| Rustin High    | Assistant Manager   | \$ 16.75    | 7.00        | 186            | \$ 21,808.50 |
| Rustin High    | Cook                | \$ 16.00    | 6.50        | 181            | \$ 18,824.00 |
| Rustin High    | Food Service Worker | \$ 15.50    | 6.00        | 181            | \$ 16,833.00 |
| Rustin High    | Food Service Worker | \$ 14.50    | 4.00        | 181            | \$ 10,498.00 |
| Rustin High    | Custodial           | \$ 18.00    | 3.50        | 186            | \$ 11,718.00 |

Sub Total: \$ 276,604.86

Page 4 of 5

Enter on Summary of FSMC Labor

## FSMC Labor

Labor to be completed by FSMC for FSMC Staff  
Worksheet must accurately reflect any and all employees employed by the FSMC

FSMC: Aramark Educational Services LLC.

For SFA: West Chester ASD

| Site Name      | Position              | Hourly Rate | Daily Hours | # of Days Paid | Total Wages  |
|----------------|-----------------------|-------------|-------------|----------------|--------------|
| East High      | Custodial             | \$ 18.00    | 6.00        | 186            | \$ 20,088.00 |
| Peirce Middle  | Custodial             | \$ 18.00    | 5.00        | 186            | \$ 16,740.00 |
| Stetson Middle | Custodial             | \$ 18.00    | 6.00        | 181            | \$ 19,548.00 |
| Office         | Admin Asst            | \$ 18.50    | 6.00        | 200            | \$ 22,200.00 |
| Office         | Food Service Manager  | \$ 28.22    | 8.00        | 260            | \$ 58,697.60 |
| Office         | Food Service Manager  | \$ 29.15    | 8.00        | 260            | \$ 60,632.00 |
| Office         | Food Service Director | \$ 44.56    | 8.00        | 260            | \$ 92,684.80 |
| Office         | Custodial Supervisor  | \$ 21.25    | 7.50        | 186            | \$ 29,643.75 |
| Greystone ES   | Manager               | \$ 19.20    | 8.00        | 186            | \$ 28,569.60 |
| Greystone ES   | Food Service Worker   | \$ 14.50    | 3.50        | 181            | \$ 9,185.75  |
| Greystone ES   | Food Service Worker   | \$ 15.75    | 5.00        | 181            | \$ 14,253.75 |
|                |                       |             |             |                | \$ 0.00      |
|                |                       |             |             |                | \$ 0.00      |
|                |                       |             |             |                | \$ 0.00      |
|                |                       |             |             |                | \$ 0.00      |

Sub Total: \$ 372,243.25

Page 5 of 5

Enter on Summary of FSMC Labor

## Summary of FSMC Fringe Benefits

Enter the subtotals from the FSMC Fringe Benefits Worksheets.

**FSMC:** Aramark Educational Services LLC.

**For SFA:** West Chester ASD

|                  |                      |
|------------------|----------------------|
| Subtotal Page 1  | \$ 44,046.80         |
| Subtotal Page 2  | \$ 78,802.86         |
| Subtotal Page 3  | \$ 58,918.27         |
| Subtotal Page 4  | \$ 84,463.14         |
| Subtotal Page 5  | \$ 118,362.45        |
| Subtotal Page 6  |                      |
| Subtotal Page 7  |                      |
| Subtotal Page 8  |                      |
| Subtotal Page 9  |                      |
| Subtotal Page 10 |                      |
| Subtotal Page 11 |                      |
| Subtotal Page 12 |                      |
| Subtotal Page 13 |                      |
| Subtotal Page 14 |                      |
| Subtotal Page 15 |                      |
| Subtotal Page 16 |                      |
| Subtotal Page 17 |                      |
| Subtotal Page 18 |                      |
| Subtotal Page 19 |                      |
| Subtotal Page 20 |                      |
| <b>Total:</b>    | <b>\$ 384,593.52</b> |

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### For Fixed Price Contracts Only

**Number of Meals**

**Cost Per Meal**

## FSMC Benefits

Fringe Benefits to be completed by FSMC for FSMC Staff  
Worksheet must accurately reflect any and all employees employed by the FSMC.

**FSMC:** Aramark Educational Services LLC.

**For SFA:** West Chester ASD

| PLACE AN X IN THE APPROPRIATE BOXES |          |        |           |        |        |            |                 |      |                      |            |                 |              |        |               |       |                       |
|-------------------------------------|----------|--------|-----------|--------|--------|------------|-----------------|------|----------------------|------------|-----------------|--------------|--------|---------------|-------|-----------------------|
| Site Name                           | Position | Single | Single +1 | Family | Dental | Disability | Hospitalization | Life | Longevity or Annuity | Retirement | Social Security | Unemployment | Vision | Worker's Comp | Other | Total Fringe Benefits |
| East Bradford ES                    | Manager  |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 4,043.90           |
| East Bradford ES                    | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 2,630.12           |
| East Bradford ES                    | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 2,409.07           |
| East Goshen ES                      | Manager  |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 4,267.31           |
| East Goshen ES                      | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 2,859.45           |
| East Goshen ES                      | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 1,531.18           |
| Exton ES                            | Manager  |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 1,638.36           |
| Exton ES                            | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 3,141.96           |
| Exton ES                            | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 1,715.19           |
| Glen Acres                          | Manager  |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 3,969.43           |
| Glen Acres                          | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 2,741.25           |
| Glen Acres                          | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 2,164.39           |
| Greystone ES                        | Manager  |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 3,744.58           |
| Greystone ES                        | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 3,165.62           |
| Greystone ES                        | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 4,024.99           |

Sub Total: \$ 44,046.80

**Enter on Summary  
of FSMC Fringe Benefits**

## FSMC Benefits

Fringe Benefits to be completed by FSMC for FSMC Staff  
Worksheet must accurately reflect any and all employees employed by the FSMC.

**FSMC:** Aramark Educational Services LLC.

**For SFA:** West Chester ASD

| PLACE AN X IN THE APPROPRIATE BOXES |          |        |           |        |        |            |                 |      |                      |            |                 |                       |              |
|-------------------------------------|----------|--------|-----------|--------|--------|------------|-----------------|------|----------------------|------------|-----------------|-----------------------|--------------|
| Site Name                           | Position | Single | Single +1 | Family | Dental | Disability | Hospitalization | Life | Longevity or Annuity | Retirement | Social Security | Unemployment          | Vision       |
| Hillsdale ES                        | Manager  |        |           |        |        | X          | X               | X    |                      |            | X               | X                     | X            |
| Hillsdale ES                        | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X                     | X            |
| Hillsdale ES                        | FSW      |        |           | X      | X      | X          | X               | X    |                      |            | X               | X                     | X            |
| Mary C Howse ES                     | Manager  |        |           |        |        | X          | X               | X    |                      |            | X               | X                     | X            |
| Mary C Howse ES                     | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X                     | X            |
| Mary C Howse ES                     | FSW      |        |           | X      |        | X          | X               | X    |                      |            | X               | X                     | X            |
| Pennwood ES                         | Manager  |        |           |        |        | X          | X               | X    |                      |            | X               | X                     | X            |
| Pennwood ES                         | FSW      | X      |           |        |        | X          | X               | X    |                      |            | X               | X                     | X            |
| Starkweather ES                     | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X                     | X            |
| Starkweather ES                     | Manager  |        |           |        |        | X          | X               | X    |                      |            | X               | X                     | X            |
| Starkweather ES                     | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X                     | X            |
| Westtown Thornbury                  | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X                     | X            |
| Westtown Thornbury                  | Manager  |        |           |        |        | X          | X               | X    |                      |            | X               | X                     | X            |
| Greystone ES                        | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X                     | X            |
| Greystone ES                        | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X                     | X            |
|                                     |          |        |           |        |        |            |                 |      |                      |            |                 | Total Fringe Benefits |              |
|                                     |          |        |           |        |        |            |                 |      |                      |            |                 |                       | \$ 3,023.76  |
|                                     |          |        |           |        |        |            |                 |      |                      |            |                 |                       | \$ 1,638.36  |
|                                     |          |        |           |        |        |            |                 |      |                      |            |                 |                       | \$ 23,440.66 |
|                                     |          |        |           |        |        |            |                 |      |                      |            |                 |                       | \$ 3,889.05  |
|                                     |          |        |           |        |        |            |                 |      |                      |            |                 |                       | \$ 1,775.48  |
|                                     |          |        |           |        |        |            |                 |      |                      |            |                 |                       | \$ 9,943.85  |
|                                     |          |        |           |        |        |            |                 |      |                      |            |                 |                       | \$ 2,905.55  |
|                                     |          |        |           |        |        |            |                 |      |                      |            |                 |                       | \$ 10,383.40 |
|                                     |          |        |           |        |        |            |                 |      |                      |            |                 |                       | \$ 2,943.83  |
|                                     |          |        |           |        |        |            |                 |      |                      |            |                 |                       | \$ 1,638.36  |
|                                     |          |        |           |        |        |            |                 |      |                      |            |                 |                       | \$ 3,889.05  |
|                                     |          |        |           |        |        |            |                 |      |                      |            |                 |                       | \$ 3,029.68  |
|                                     |          |        |           |        |        |            |                 |      |                      |            |                 |                       | \$ 3,548.60  |
|                                     |          |        |           |        |        |            |                 |      |                      |            |                 |                       | \$ 3,548.60  |
|                                     |          |        |           |        |        |            |                 |      |                      |            |                 |                       | \$ 3,204.63  |

Sub Total: \$ 78,802.86

**Enter on Summary  
of FSMC Fringe Benefits**

## FSMC Benefits

Fringe Benefits to be completed by FSMC for FSMC Staff  
Worksheet must accurately reflect any and all employees employed by the FSMC.

**FSMC:** Aramark Educational Services LLC.

**For SFA:** West Chester SD

| PLACE AN X IN THE APPROPRIATE BOXES |          |        |           |        |        |            |                 |      |                      |            |                 |              |        |               |       |                       |
|-------------------------------------|----------|--------|-----------|--------|--------|------------|-----------------|------|----------------------|------------|-----------------|--------------|--------|---------------|-------|-----------------------|
| Site Name                           | Position | Single | Single +1 | Family | Dental | Disability | Hospitalization | Life | Longevity or Annuity | Retirement | Social Security | Unemployment | Vision | Worker's Comp | Other | Total Fringe Benefits |
| Westtown Thornbury ES               | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 2,676.50           |
| Westtown Thornbury ES               | FSW      |        |           | X      | X      | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 15,532.54          |
| Fugett MS                           | Manager  |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 2,172.66           |
| Fugett MS                           | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 4,114.82           |
| Fugett MS                           | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 2,705.78           |
| Fugett MS                           | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 2,630.12           |
| Peirce MS                           | Manager  |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 3,733.01           |
| Peirce MS                           | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 3,204.62           |
| Peirce MS                           | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 2,789.71           |
| Peirce MS                           | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 2,269.60           |
| Stetson MS                          | Manager  |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 2,269.60           |
| Stetson MS                          | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 4,050.57           |
| Stetson MS                          | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 3,548.60           |
| Stetson MS                          | FSW      |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 3,610.07           |
| East HS                             | Manager  |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 3,610.07           |

Sub Total: \$ 58,918.27

**Enter on Summary  
of FSMC Fringe Benefits**

## FSMC Benefits

Fringe Benefits to be completed by FSMC for FSMC Staff  
Worksheet must accurately reflect any and all employees employed by the FSMC.

**FSMC:** Aramark Educational Services LLC.

**For SFA:** West Chester ASD

| PLACE AN X IN THE APPROPRIATE BOXES |              |        |           |        |        |            |                 |      |                      |            |                 |              |        |               |       |                       |
|-------------------------------------|--------------|--------|-----------|--------|--------|------------|-----------------|------|----------------------|------------|-----------------|--------------|--------|---------------|-------|-----------------------|
| Site Name                           | Position     | Single | Single +1 | Family | Dental | Disability | Hospitalization | Life | Longevity or Annuity | Retirement | Social Security | Unemployment | Vision | Worker's Comp | Other | Total Fringe Benefits |
| East HS                             | Asst Manager |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 3,610.07           |
| East HS                             | Cook         |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 3,480.05           |
| East HS                             | FSW          |        |           | X      | X      | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 15,829.23          |
| East HS                             | FSW          |        |           |        |        |            |                 |      |                      |            | X               | X            | X      | X             | X     | \$ 2,568.66           |
|                                     |              |        |           |        |        | +          |                 |      |                      |            |                 |              |        |               |       |                       |
| Henderson HS                        | Manager      |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | 2916.18               |
| Henderson HS                        | Asst Manager |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 3,744.84           |
| Henderson HS                        | Cook         | X      |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 10,096.15          |
| Henderson HS                        | FSW          |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 3,127.78           |
| Henderson HS                        | FSW          |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 3,795.62           |
| Rustin HS                           | Manager      |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 2,871.28           |
| Rustin HS                           | Asst Lead    |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 3,098.23           |
| Rustin HS                           | Cook         |        |           | X      | X      | X          | X               | X    |                      |            | X               | X            | X      | X             | X     | \$ 15,468.71          |
| Rustin HS                           | FSW          |        | X         |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 10,312.47          |
| Rustin HS                           | FSW          |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 3,543.87           |

Sub Total: \$ 84,463.14

**Enter on Summary  
of FSMC Fringe Benefits**

## FSMC Benefits

Fringe Benefits to be completed by FSMC for FSMC Staff  
Worksheet must accurately reflect any and all employees employed by the FSMC.

**FSMC:** Aramark Educational Services LLC.

**For SFA:** West Chester ASD

| PLACE AN X IN THE APPROPRIATE BOXES |                        |        |           |        |        |            |                 |      |                      |            |                 |              |        |               |       |                       |
|-------------------------------------|------------------------|--------|-----------|--------|--------|------------|-----------------|------|----------------------|------------|-----------------|--------------|--------|---------------|-------|-----------------------|
| Site Name                           | Position               | Single | Single +1 | Family | Dental | Disability | Hospitalization | Life | Longevity or Annuity | Retirement | Social Security | Unemployment | Vision | Worker's Comp | Other | Total Fringe Benefits |
| East HS                             | Custodial              |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 2,692.78           |
| Rustin                              | Custodial              |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 3,602.98           |
| Peirce                              | Custodial              |        |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 2,683.32           |
| Stetson                             | Custodial              | =      |           |        |        | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 3,157.49           |
|                                     |                        |        |           |        |        |            |                 |      |                      |            |                 |              |        |               |       |                       |
| Office                              | Admin /Operations Asst |        |           | X      | X      | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 3,357.10           |
| Office                              | Food Service Manager   |        |           | X      | X      | X          | X               | X    |                      | X          | X               | X            | X      | X             | X     | \$ 29,610.57          |
| Office                              | Food Service Manager   |        |           | X      | X      | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 19,835.31          |
| Office                              | Food Service Director  |        |           | X      | X      | X          | X               | X    |                      | X          | X               | X            | X      | X             | X     | \$ 42,647.05          |
| Office                              | Custodial Supervisor   | X      |           |        | X      | X          | X               | X    |                      |            | X               | X            |        | X             | X     | \$ 10,775.85          |
|                                     |                        |        |           |        |        |            |                 |      |                      |            |                 |              |        |               |       |                       |
|                                     |                        |        |           |        |        |            |                 |      |                      |            |                 |              |        |               |       |                       |
|                                     |                        |        |           |        |        |            |                 |      |                      |            |                 |              |        |               |       |                       |
|                                     |                        |        |           |        |        |            |                 |      |                      |            |                 |              |        |               |       |                       |
|                                     |                        |        |           |        |        |            |                 |      |                      |            |                 |              |        |               |       |                       |
|                                     |                        |        |           |        |        |            |                 |      |                      |            |                 |              |        |               |       |                       |

Sub Total: \$ 118,362.45

**Enter on Summary  
of FSMC Fringe Benefits**

## SFA Site Listing

### General Data and Services to be Provided

SFA: West Chester Area School District

| Site Name                     | Address                                        | Grade Levels | Self-Prep or Satellite | # of Serving Periods (Lunch) | Meal Service Times |             |                   | Services to be Provided |                 |            |             |      |                 |                    |                      | # of Serving Days |
|-------------------------------|------------------------------------------------|--------------|------------------------|------------------------------|--------------------|-------------|-------------------|-------------------------|-----------------|------------|-------------|------|-----------------|--------------------|----------------------|-------------------|
|                               |                                                |              |                        |                              |                    |             |                   | Breakfast               |                 |            | Lunch       |      |                 | After School Snack | Special Milk Program |                   |
|                               |                                                |              |                        |                              | Breakfast          | Lunch       | Afterschool Snack | Meal                    | Offer vs. Serve | A la Carte | Adult Meals | Meal | Offer vs. Serve | A la Carte         | Adult Meals          |                   |
| East Bradford Elementary      | 820 Frank Road, West Chester, PA 19380         | K-5          | SP                     | 6                            | 8:25-8:50          | 10:55-12:40 |                   | X                       | X               | X          | X           | X    | X               | X                  | X                    | 172               |
| East Goshen Elementary        | 800 North Chester Road, West Chester, PA 19380 | K-5          | SP                     | 6                            | 8:15-8:50          | 11:35-1:10  |                   | X                       | X               | X          | X           | X    | X               | X                  | X                    | 172               |
| Exton Elementary              | 301 S. Hendricks Avenue, Exton, PA 19341       | K-5          | SP                     | 6                            | 8:10-8:45          | 11:30-1:10  |                   | X                       | X               | X          | X           | X    | X               | X                  | X                    | 172               |
| Fern Hill Elementary          | 915 Lincoln Avenue, West Chester, PA 19380     | K-5          | SP                     | 6                            | 8:40-9:15          | 11:15-12:55 |                   | X                       | X               | X          | X           | X    | X               | X                  | X                    | 172               |
| Glen Acres Elementary         | 150 Delancey Place, West Chester, PA 19380     | K-5          | SP                     | 6                            | 8:00-8:45          | 10:45-1:00  |                   | X                       | X               | X          | X           | X    | X               | X                  | X                    | 172               |
| Hillsdale Elementary          | 725 West Market Street, West Chester, PA 19382 | K-5          | SP                     | 6                            | 8:40-9:15          | 11:10-1:15  |                   | X                       | X               | X          | X           | X    | X               | X                  | X                    | 172               |
| Mary C Howse Elementary       | 641 W. Boot Road, West Chester, PA 19380       | K-5          | SP                     | 6                            | 8:40-9:15          | 10:45-1:00  |                   | X                       | X               | X          | X           | X    | X               | X                  | X                    | 172               |
| Penn Wood Elementary          | 1470 Johnnys Way, West Chester, PA 19382       | K-5          | SP                     | 6                            | 8:45-9:20          | 11:30-2:00  |                   | X                       | X               | X          | X           | X    | X               | X                  | X                    | 172               |
| Starkweather Elementary       | 1050 Wilmington Pike, West Chester, PA 19382   | K-5          | SP                     | 6                            | 8:15-8:50          | 11:00-12:50 |                   | X                       | X               | X          | X           | X    | X               | X                  | X                    | 172               |
| Westtown Thornbury Elementary | 750 Westbourne Road, West Chester, PA 19382    | K-5          | SP                     | 6                            | 8:30-9:00          | 11:15-1:50  |                   | X                       | X               | X          | X           | X    | X               | X                  | X                    | 172               |
| Fugett Middle School          | 500 Ellis Lane, West Chester, PA 19382         | 6-8          | SP                     | 3                            | 7:00-7:25          | 10:15-12:45 |                   | X                       | X               | X          | X           | X    | X               | X                  | X                    | 172               |
| Peirce Middle School          | 1314 Burke Road, West Chester, PA 19380        | 6-8          | SP                     | 3                            | 7:15-7:45          | 10:50-1:10  |                   | X                       | X               | X          | X           | X    | X               | X                  | X                    | 172               |

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## Change Order Approval Matrix

|                                                                              |  |                                                                                         |
|------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------|
| <b>Change Order Type Key:</b>                                                |  | E. Completion date changes for reasons unrelated to the construction process            |
| A. Unforeseen Field Condition                                                |  |                                                                                         |
| B. Design Errors                                                             |  | F. Owner requested changes to the design criteria, scope of work, or project objectives |
| C. Design Omissions                                                          |  |                                                                                         |
| D. Changes in building code interpretations, OR Public Authority requirement |  | G. Other (staff requested credits, reimbursements, backcharges)                         |

|                                             | Construction Project Size | Under \$7.5M                                      |                                                  | \$7.5M and greater                                |                                                  |
|---------------------------------------------|---------------------------|---------------------------------------------------|--------------------------------------------------|---------------------------------------------------|--------------------------------------------------|
|                                             | Change Order Size         | For change order amounts estimated UNDER \$25,000 | For change order amounts estimated OVER \$25,000 | For change order amounts estimated UNDER \$50,000 | For change order amounts estimated OVER \$50,000 |
| TIME IMPACT                                 | Change Order Type         |                                                   |                                                  |                                                   |                                                  |
| NOT Time-sensitive to Completion of Project | A, B, C, D, E, G          | Property and Finance Committee Approval           | Board Approval                                   | Property and Finance Committee Approval           | Board Approval                                   |
| NOT Time-sensitive to Completion of Project | F                         | Board Approval                                    | Board Approval                                   | Board Approval                                    | Board Approval                                   |
|                                             |                           |                                                   |                                                  |                                                   |                                                  |
| TIME-Sensitive to Completion of Project     | A, B, C, D, E, G          | Administrative Approval                           | Property and Finance Committee Approval          | Administrative Approval                           | Property and Finance Committee Approval          |
| TIME-Sensitive to Completion of Project     | F                         | Property and Finance Committee Approval           | Property and Finance Committee Approval          | Property and Finance Committee Approval           | Board Approval                                   |

## RESOLUTION

**WHEREAS**, the Pennsylvania Department of the Auditor General (the "Department"), on January 25, 2023, issued a Performance Audit Report titled: "School Districts – General Fund Balances: Applying for Referendum Exceptions, Designation Funds and Increasing Taxes", covering the period of July 1, 2017 through June 30, 2021 (the "Report"); and

**WHEREAS**, the West Chester Area School District ("District") was one of twelve school districts selected for the performance audit; and

**WHEREAS**, no findings were made by the Department for the District in the Report; and

**WHEREAS**, five recommendations were made by the Department for the District in the Report; and

**WHEREAS**, the District is required to provide a response to the Department on the Department's Act 44 Auditee Reporting Form.

**NOW THEREFORE BE IT RESOLVED**, this 24th day of May, 2023, the West Chester Area School District Board of School Directors (the "Board") hereby adopts Recommendations #3 and 5 in the Report and takes notice of Recommendations #1, 2, and 4, as set forth on the Act 44 Auditee Reporting Form, attached hereto as Exhibit "A" (the "Response");

**BE IT FURTHER RESOLVED**, the Board authorizes the Superintendent and Director of Business Affairs to sign and submit the Response to the Department, and take such other steps as may be necessary carry out the adopted recommendations.

ATTEST:

WEST CHESTER AREA SCHOOL BOARD

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
President

## WEST CHESTER AREA SCHOOL DISTRICT

### 2023-24 HOMESTEAD/FARMSTEAD EXCLUSION RESOLUTION

**RESOLVED**, this 24th day of May, 2023, by the Board of School Directors of the West Chester Area School District that homestead and farmstead exclusion real estate tax assessment reductions are authorized for the school year beginning July 1, 2023 under the provisions of the Homestead Property Exclusion Program Act (Act 50 of 1998, 53 Pa. C.S. § 8581 et seq.) and the Taxpayer Relief Act (Act 1 of 2006, as amended, 53 P.S. § 6926.101 et seq.) as follows:

1. **Aggregate Amount Available for Homestead and Farmstead Real Estate Tax Reduction** - The following amounts are available for homestead and farmstead real estate tax reduction for the school year beginning July 1, 2023:
  - a. **Gaming Tax Funds** - The Pennsylvania Department of Education ("PDE") has notified the School District that PDE will pay to the School District during the school year pursuant to 53 P.S. § 6926.505(b), a property tax reduction allocation funded by gaming tax funds, the amount of \$3,104,538.09.
  - b. **Sterling Tax Credit Reimbursement Funds** - PDE has notified the School District that PDE will pay to the School District during the school year pursuant to 53 P.S. § 6926.324(3), as reimbursement for Sterling Tax Credits claimed against the School District earned income tax by School District resident tax payers, the amount of \$1,065,071.86.
  - c. **Aggregate Amount Available** - Adding these amounts, the aggregate amount available during the school year for real estate tax reduction is \$4,169,609.95
2. **Homestead/Farmstead Numbers** - Pursuant to 53 Pa.C.S. § 8584(i), and 53 P.S. § 6926.341(g)(3), the county has provided the School District with a certified report listing approved homesteads and approved farmsteads as follows:
  - a. **Homestead Property Number** - The number of approved homesteads within the School District is 24,457.
  - b. **Farmstead Property Number** - The number of approved farmsteads within the School District is 11.
  - c. **Homestead/Farmstead Combined Number** - Adding these numbers, the aggregate number of approved homesteads and approved farmsteads is 24,468.
3. **Real Estate Tax Reduction Calculation** - The School Board has decided that the homestead exclusion amount and the farmstead exclusion amount shall be equal. Dividing the paragraph 1c., aggregate amount available during the school year for

real estate tax reduction of \$4,169,609.95, by the paragraph 2c., aggregate number of approved homesteads and approved farmsteads of 24,468 the maximum real estate tax reduction amount applicable to each approved homestead and each approved farmstead is \$170.41.

4. **Homestead Exclusion Calculation for Chester County** - Dividing the paragraph 3 maximum real estate tax reduction amount of \$170.41, by the School District real estate tax rate in Chester County of 22.4364 mils (.0224364), the maximum real estate assessed value reduction to be reflected on tax notices as a homestead exclusion for each approved homestead in Chester County is \$7,595 and the maximum real estate assessed value reduction to be reflected on tax notices as a farmstead exclusion for each approved farmstead in Chester County is \$7,595.
5. **Homestead Exclusion Calculation for Delaware County** - Dividing the paragraph 3 maximum real estate tax reduction amount of \$170.41, by the School District real estate tax rate in Delaware County of 9.9424 mils (.0099424), the maximum real estate assessed value reduction to be reflected on tax notices as a homestead exclusion for each approved homestead in Delaware County is \$17,140, and the maximum real estate assessed value reduction to be reflected on tax notices as a farmstead exclusion for each approved farmstead in Delaware County is \$17,140.
6. **Homestead/Farmstead Exclusion Authorization for July 1 Tax Bills** - The tax notice issued to the owner of each approved homestead within the School District shall reflect the homestead exclusion real estate assessed value reduction equal to the lesser of: (a) the county established assessed value of the homestead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$7,595 for Chester County and \$17,140 for Delaware County. The tax notice issued to the owner of each approved farmstead within the School District shall reflect an additional farmstead exclusion real estate assessed value reduction equal to the lesser of: (a) the county established assessed value of the farmstead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$7,595 for Chester County and \$17,140 for Delaware County. For purposes of this Resolution, "approved homestead" and "approved farmstead" shall mean homesteads and farmsteads listed in the report referred to in paragraph 2 above and received by the School District from the County Assessment Office on or before May 1 pursuant to 53 P.S. § 6926.341(g)(3), based on homestead/farmstead applications filed with the County Assessment Office on or before March 1. This paragraph 6 shall apply to tax notices issued based on the initial tax duplicate used in issuing initial real estate tax notices for the school year which will be issued on or promptly after July 1 and will not apply to interim real estate tax bills.

ATTEST:

WEST CHESTER AREA SCHOOL BOARD

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Secretary

By: \_\_\_\_\_  
President

**WEST CHESTER AREA SCHOOL DISTRICT**

***FINAL BUDGET RESOLUTION for the 2023-24 FISCAL YEAR***

**Whereas**, School Code section 687, 24 P.S. § 6-687, requires the Board of School Directors to adopt a Final Budget for the 2023-24 fiscal year no later than June 30, 2023; and

**Whereas**, the Board of School Directors of the West Chester Area School District at the regular meeting of the Board, held April 24, 2023 did adopt a Proposed Budget for the year July 1, 2023 to June 30, 2024 on Pennsylvania Department of Education (PDE) form 2028; and

**Whereas**, the Proposed Budget was made available for public inspection at least twenty (20) days prior to adoption of the Final Budget as required by School Code section 687; and

**Whereas**, ten (10) days public notice was given in a newspaper of general circulation prior to the adoption of the Final Budget as required by School Code section 687; and

**Now Therefore be it RESOLVED**, this 24th day of May, 2023 by the Board of School Directors of the West Chester Area School District, that:

1. Having made revisions and changes therein deemed advisable, the Board of School Directors hereby adopts the Final Budget for the 2023-24 fiscal year, a copy of which is attached, for the total appropriation from the General Funds of \$302,294,995.
2. The Board of School Directors hereby authorizes the aforementioned appropriations as set forth in the Final Budget.

ATTEST:

WEST CHESTER AREA SCHOOL BOARD

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
President

**WEST CHESTER AREA SCHOOL DISTRICT**

***ANNUAL TAX LEVY RESOLUTION for the 2023-24 FISCAL YEAR***

**RESOLVED**, this 24<sup>th</sup> day of May, 2023, by the Board of School Directors of the West Chester Area School District, that taxes are levied for school purposes for the school year beginning July 1, 2023, subject to the provisions of the Local Tax Collection Law, as follows:

1. **REAL ESTATE TAX** at the rate of Twenty Two and Four Thousand Three Hundred Sixty-Four Ten-Thousandths (22.4364) MILLS, or 2.24364 per one hundred dollars of assessed valuation of taxable real property in the Townships of East Bradford, East Goshen, Thornbury, West Goshen, Westtown, West Whiteland, and in the Borough of West Chester, all of Chester County, Pennsylvania; and at the rate of Nine and Nine Thousand Four Hundred Twenty Four Ten-Thousandths (9.9424) MILLS, or 0.99424 per one hundred dollars of assessed valuation of taxable real property in the Township of Thornbury, Delaware County, Pennsylvania.
2. **DEED TRANSFER TAX** at the rate of one-half of one percent (.5%) shall continue upon all deeds transferring or conveying any interest on real estate situated wholly or partly in the above-named municipalities.
3. **EARNED INCOME TAX** at the rate of one percent (1%) shall continue upon income as defined in, and in conformity with, all of the provisions of Act 511 of 1965, its supplements and amendments, and hereby appoints Keystone Collections Group as Earned Income Tax Collector and Administrator.
4. The provisions of this resolution are severable and, if any section, clause, sentence, part or provision is determined to be illegal, invalid or unconstitutional, such determination will not affect or impair any of the remaining sections, clauses, sentences, parts or provisions of this resolution. It is declared to be the intent of this school district that this resolution would have been adopted even if any such illegal, invalid or unconstitutional section, clause, sentence, part or provision had not been included in this resolution.

ATTEST:

WEST CHESTER AREA SCHOOL BOARD

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
President

May 24, 2023



## WEST CHESTER AREA SCHOOL DISTRICT

### Policy Review Committee

May 24, 2023

### Action Items

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#### **Approval of Revised Policy 113.1 Discipline of Students with Disabilities, Second Reading**

Approval is requested of Revised Policy 113.1 Discipline of Students with Disabilities, Second Reading

*I so move.*

#### **Approval of Revised Policy 216: Student Records, Second Reading**

Approval is requested of Revised Policy 216: Student Records, Second Reading.

*I so move.*

#### **Approval of Revised Policy 218: Student Discipline, Second Reading**

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

*I so move.*

#### **Approval of New Administrative Guideline 830AG1: Electronic Data Storage Guidelines, Second Reading**

Approval is requested of New Administrative Guideline 830AG1: Electronic Data Storage Guidelines, Second Reading.

#### **Approval of Revised Policy 006.3: Broadcasting Board Meetings, Second Reading**

Approval is requested of Revised Policy 006.3: Broadcasting Board Meetings, Second Reading.

*I so move.*

#### **Approval of Revised Policy 009: Policy Development, Second Reading**

Approval is requested of Revised Policy 009 Policy Development, Second Reading.

*I so move.*

**Approval of Revised Policy 103 Discrimination/ Sexual Harassment Affecting Students, First Reading**

Approval is requested of Revised Policy 103 Discrimination/ Sexual Harassment Affecting Students, First Reading

*I so move.*

**Approval of Revised Policy 113.2 Behavior Intervention, First Reading**

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

*I so move.*

**Approval of Revised Policy 137 Home Education Programs, First Reading**

Approval is requested of Revised Policy 137 Home Education Programs, First Reading

*I so move.*

**Approval to Retire Administrative Guideline 137AG1 Home Education Programs Non-District Programs Guidelines, First Reading**

Approval is requested to Retire Administrative Guideline 137AG1 Home Education Programs Non-District Programs Guidelines, First Reading

*I so move.*

**Approval of Revised Policy 137.1 Extracurricular Participation by Home Education Students, First Reading**

Approval is requested of Revised Policy 137.1 Extracurricular Participation by Home Education Students, First Reading

*I so move.*

**Approval of New Policy 137.2 Participation in Cocurricular Activities and Academic Courses by Home Education Students, First Reading**

Approval is requested of New Policy 137.2 Participation in Cocurricular Activities and Academic Courses by Home Education Students, First Reading

*I so move.*

**Approval of New Administrative Guideline 137.2AG1 Participation in Cocurricular Activities and Academic Courses by Home Education Students Guidelines, First Reading**

Approval is requested of New Administrative Guideline 137.2AG1 Participation in Cocurricular Activities and Academic Courses by Home Education Students Guidelines, First Reading

*I so move.*

**Approval of New Policy 137.3 Participation in Career and Technical Education Programs by Home Education Students, First Reading**

Approval is requested of New Policy 137.3 Participation in Career and Technical Education Programs by Home Education Students, First Reading

*I so move.*

**Approval of Revised Policy 204 Attendance, First Reading**

Approval is requested of Revised Policy 204 Attendance, First Reading

*I so move.*

**Approval to Retire Administrative Guideline 204AG3: Attendance Guidelines – WC Cyber Program, First Reading**

Approval is requested to Retire Administrative Guideline 204AG3: Attendance Guidelines – WC Cyber Program, First Reading

*I so move.*

**Approval of Revised Policy 215 Promotion & Retention, First Reading**

Approval is requested of Revised Policy 215 Promotion & Retention, First Reading

*I so move.*

**Approval of Revised Administrative Guideline 218AG1 Student Discipline Guidelines, First Reading**

Approval is requested of Revised Administrative Guideline 218AG1 Student Discipline Guidelines, First Reading

*I so move.*

**Approval of Revised Policy 218.2 Terroristic Threats, First Reading**

Approval is requested of Revised Policy 218.2 Terroristic Threats, First Reading

*I so move.*

**Approval of Revised Policy 218.3 Student Integrity, First Reading**

Approval is requested of Revised Policy 218.3 Student Integrity, First Reading

*I so move.*

**Approval to waive the 1st and 2nd Reading Requirements and allow final board approval for Administrative Guideline 140AG2: Procedures for Consideration of Charter School Applications**

Approval is requested to waive the 1st and 2nd reading requirements for proposed Administrative Guideline 140AG2: Procedures for Consideration of Charter School Applications to allow for final board approval of the administrative guideline in order to make it effective as of May 24, 2023. This waiver shall be limited to proposed administrative guideline 140AG2.

*I so move.*

**WEST CHESTER AREA SCHOOL DISTRICT**  
**Policy Review Committee**

**Policy Review Committee Meeting Minutes**

**May 15, 2023**

**Spellman Education Center Board Room**

**Start: 6:06 pm – Finish: 6:44 pm**

**Attending Committee Members:**

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

**Other Board Members:**

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

**Administration:**

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

**Public Comment:**

| Name         | Agenda Item            |
|--------------|------------------------|
| Judi DiFonzo | Policy 137, 137.2, 204 |

**Items on Agenda**

- Approval of April 17, 2023 Minutes  
Review and Approval of Revised Policy 103 Discrimination/ Sexual Harassment Affecting Students
- Revised 103AG1: Discrimination/Sexual Harassment/Retaliation Report Form (information item)
- Review and Approval of Revised Policy 113.2 Behavior Intervention
- Review and Approval of Revised Policy 137 Home Education Programs
- Review and Approval to Retire Administrative Guideline 137AG1 Home Education Programs Non-District Programs Guidelines
- Review and Approval of Revised Policy 137.1 Extracurricular Participation by Home Education Students
- Review and Approval of New Policy 137.2 Participation in Cocurricular Activities and Academic Courses by Home Edu Students
- Review and Approval of New Administrative Guideline 137.2AG1 Participation in Cocurricular Activities and Academic Courses by Home Edu Stu Guidelines
- Review and Approval of New Policy 137.3 Participation in Career and Technical Education Programs by Home Edu Students
- Review and Approval of New Administrative Guideline 140AG2 Procedures for Consideration of Charter School Applications
- Review and Approval of Revised Policy 204 Attendance
- Revised 204AG1 Attendance Guidelines (information item)

- Review and Approval to Retire Administrative Guideline 204AG3: Attendance Guidelines – WC Cyber Program
- Review and Approval of Revised Policy 215 Promotion & Retention
- Revised 215AG1: Promotion & Retention Guidelines (information item)
- Review and Approval of Revised Administrative Guideline 218AG1 Student Discipline Guidelines
- Review and Approval of Revised Policy 218.2 Terroristic Threats
- Review and Approval of Revised Policy 218.3 Student Integrity

### Policy Review Committee Actions/Outcomes

| Agenda Item                                                                                                                                | Vote                      |
|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Approval of April 17, 2023 Minutes                                                                                                         | 3-0                       |
| Approval of Revised Policy 103 Discrimination/ Sexual Harassment Affecting Students                                                        | 3-0                       |
| Revised 103AG1: Discrimination/Sexual Harassment/Retaliation Report Form                                                                   | Informational-<br>no vote |
| Approval of Revised Policy 113.2 Behavior Intervention                                                                                     | 3-0                       |
| Approval of Revised Policy 137 Home Education Programs                                                                                     | 3-0                       |
| Approval to Retire Administrative Guideline 137AG1 Home Education Programs Non-District Programs Guidelines                                | 3-0                       |
| Approval of Revised Policy 137.1 Extracurricular Participation by Home Education Students                                                  | 3-0                       |
| Approval of New Policy 137.2 Participation in Cocurricular Activities and Academic Courses by Home Edu Students                            | 3-0                       |
| Approval of New Administrative Guideline 137.2AG1 Participation in Cocurricular Activities and Academic Courses by Home Edu Stu Guidelines | 3-0                       |
| Approval of New Policy 137.3 Participation in Career and Technical Education Programs by Home Edu Students                                 | 3-0                       |
| Approval of New Administrative Guideline 140AG2 Procedures for Consideration of Charter School Applications                                | 3-0                       |
| Approval of Revised Policy 204 Attendance                                                                                                  | 3-0                       |
| Revised 204AG1 Attendance Guidelines                                                                                                       | Informational-<br>no vote |
| Approval to Retire Administrative Guideline 204AG3: Attendance Guidelines – WC Cyber Program                                               | 3-0                       |
| Approval of Revised Policy 215 Promotion & Retention                                                                                       | 3-0                       |
| Revised 215AG1: Promotion & Retention Guidelines                                                                                           | Informational-<br>no vote |
| Approval of Revised Administrative Guideline 218AG1 Student Discipline Guidelines                                                          | 3-0                       |
| Approval of Revised Policy 218.2 Terroristic Threats                                                                                       | 3-0                       |

| Agenda Item                                        | Vote |
|----------------------------------------------------|------|
| Approval of Revised Policy 218.3 Student Integrity | 3-0  |

Next Meeting: **Tuesday, June 20, 2023**

**May Board Consent Agenda items:**

- Revised Policy 113.1: Discipline of Students with Disabilities
- Revised Policy 216: Student Records
- Revised Policy 218: Student Discipline
- New Administrative Guideline 830AG1: Electronic Data Storage Guidelines
- Revised Policy 006.3: Broadcasting Board Meetings
- Revised Policy 009: Policy Development



|               |                                          |
|---------------|------------------------------------------|
| Book          | Policy Manual                            |
| Section       | 100 Programs                             |
| Title         | Discipline of Students With Disabilities |
| Code          | 113.1                                    |
| Status        | Second Reading                           |
| Adopted       | August 1, 2015                           |
| Last Revised  | February 22, 2021                        |
| Last Reviewed | August 24, 2015                          |

## **Purpose**

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

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

## **Definitions**

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

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

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

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

## **Authority**

The Board directs that the district shall comply with provisions and procedural safeguards of the Individuals With Disabilities Education Act (IDEA) and federal and state regulations when disciplining students with disabilities for violations of Board policy or district rules or regulations. No student with a disability shall be subjected to a disciplinary change in placement if the student's particular misconduct is a manifestation of the student's disability. However, under certain circumstances a student with a disability may be placed in an interim alternative educational setting by school personnel or the IEP team could, if appropriate, change the student's educational placement to one which is more restrictive than the placement where the misconduct occurred. [\[4\]](#)[\[5\]](#)[\[9\]](#)

### Provision of Education During Disciplinary Exclusions

During any period of expulsion, or suspension from school for more than ten (10) **consecutive or for more than fifteen (15)** cumulative days in a year, or placement in an interim alternative educational setting for disciplinary reasons, a student with a disability shall continue to receive a free and appropriate public education (FAPE), in accordance with law. [\[5\]](#)[\[8\]](#)[\[10\]](#)

### Guidelines

#### Suspension From School

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

#### Changes in Educational Placement/Manifestation Determinations

For disciplinary exclusions which constitute a change in educational placement, the district shall first determine whether the student's behavior is a manifestation of the student's disability. Expulsion, or exclusion from school for **up to ten (10) consecutive or for** more than fifteen (15) cumulative days in a **school** year, or patterns of suspensions for substantially identical behaviors constitute changes in educational placements requiring a manifestation determination. For students with intellectual disability, any disciplinary suspension or expulsion is a change in educational placement. [\[4\]](#)[\[5\]](#)

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

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

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

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

### Students Not Identified as Disabled/Pending Evaluation

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

**Students who have not been determined to be eligible for special education may assert the same disciplinary protections provided above if the district had knowledge that the student was a child with a disability before the behavior that precipitated the disciplinary action occurred. [9][14]**

**The district will be deemed to have knowledge that a student is a child with a disability if, before the behavior that precipitated the disciplinary action occurred:**

1. **The parent/guardian of the student has expressed concern in writing to supervisory or administrative personnel of the district, or a teacher of the student, that the student needs special education and related services;**
2. **The parent/guardian of the student has requested a special education evaluation of the student; or**
3. **The teacher of the child, or other personnel of the district, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the supervisory or administrative personnel of the district.**

### Administrative Removal to Interim Alternative Educational Setting for Certain Infractions

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

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

### Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use,

or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act. [\[20\]](#)[\[21\]](#)[\[22\]](#)

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

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

When reporting an incident committed by a student with a disability to the appropriate authorities, the district shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.[\[9\]](#)[\[21\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[29\]](#)[\[34\]](#)[\[35\]](#)[\[36\]](#)[\[37\]](#)[\[38\]](#)

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

### **Positive Behavior Support Plan**

**When the IEP team determines a student with a disability is exhibiting behavior interfering with learning, or when the team determines that misconduct is a manifestation of student's disability, and the student does not have a Positive Behavior Support Plan, the student's IEP team shall convene to consider whether a Positive Behavior Support Plan should be developed to address the student's behavior, in accordance with legal requirements and Board policies. [\[3\]](#)[\[31\]](#).**

**When the student has a Positive Behavior Support Plan and the student's IEP team determines that misconduct is a manifestation of student's disability, the IEP team shall convene and review the Plan and make changes as deemed appropriate by the team and consider the need for a new functional behavioral assessment.**

- Legal
- [1. 22 PA Code 14.133](#)
  2. Pol. 113
  3. Pol. 113.2
  - [4. 22 PA Code 14.143](#)
  - [5. 34 CFR 300.530](#)
  6. Pol. 218

7. Pol. 233

[8. 22 PA Code 12.6](#)

[9. 20 U.S.C. 1415](#)

[10. 20 U.S.C. 1412](#)

[11. 34 CFR 300.536](#)

[12. 34 CFR 300.532](#)

[13. 34 CFR 300.533](#)

[14. 34 CFR 300.534](#)

15. Pol. 218.1

[16. 18 U.S.C. 930](#)

17. Pol. 227

[18. 21 U.S.C. 812](#)

[19. 18 U.S.C. 1365](#)

[20. 24 P.S. 1303-A](#)

[21. 22 PA Code 10.2](#)

[22. 35 P.S. 780-102](#)

[23. 24 P.S. 1302.1-A](#)

[24. 22 PA Code 10.21](#)

[25. 22 PA Code 10.22](#)

[26. 22 PA Code 10.23](#)

[27. 22 PA Code 10.25](#)

[28. 22 PA Code 14.104](#)

[29. 34 CFR 300.535](#)

30. Pol. 103.1

31. Pol. 113.3

32. Pol. 218.2

33. Pol. 222

34. Pol. 805.1

35. Pol. 113.4

36. Pol. 216

[37. 20 U.S.C. 1232g](#)

[38. 34 CFR Part 99](#)

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

[24 P.S. 510](#)

[34 CFR Part 300](#)

Pol. 113.5

Pol. 146.1



|                     |                   |
|---------------------|-------------------|
| Book                | Policy Manual     |
| Section             | 200 Pupils        |
| Title               | Student Records   |
| Code                | 216               |
| Status              | Second Reading    |
| Adopted             | August 1, 2015    |
| Last Revised        | December 20, 2021 |
| Prior Revised Dates | 6/22/2015         |

### **Authority**

The Board recognizes its responsibility for the collection, retention, disclosure, and protection of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records, and personally identifiable information from such records. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

The Board shall adopt a comprehensive **student records** plan for the collection, maintenance, and dissemination of student education records, ~~that~~ **which** complies with federal and state laws and regulations, and state guidelines. Copies of the adopted student records plan shall be maintained by the district, and revised as required by changes in federal or state law and regulations.

Copies of the student records plan shall be submitted to the **Pennsylvania** Department of Education, upon request.

### **Definitions**

**Attendance** - includes, but is not limited to, attendance in person or by paper correspondence, video conference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program. [\[14\]](#)

**Directory information** - information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; parent phone number and electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized school activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. [\[1\]](#)[\[14\]](#)

**Directory information** does not include a student's Social Security Number; or student identification (ID) number, except that directory information may include a student ID number, user ID, or other unique personal identifier displayed on a student ID card/badge or used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

**Disclosure** - permitting access to or the release, transfer or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party, except the party that provided or created the record.[\[14\]](#)

**Education records** - records that are directly related to a student, **and are** maintained by the school district or by a party acting for the school district.[\[1\]](#)[\[14\]](#)

The term does not include:

1. Records kept in the sole possession of the maker, which are used only as a personal memory aid, and are not accessible or revealed to another individual except a temporary substitute for the maker of the record-;
2. Records created or received by the district after an individual is no longer a student in attendance, and that are not directly related to the individual's attendance as a student-;
3. Grades on peer-graded papers before they are collected and recorded by a teacher-; **or**
4. Other records specifically excluded from the definition of education records under the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.

**Eligible student** - a student who has attained eighteen (18) years of age.[\[14\]](#)

**Emancipated minor** - a student below the age of twenty-one (21) who has chosen to establish a domicile apart from the continued control and support of parents/guardians. The term includes a minor living with a spouse.

**IEP** - Individualized Education Program.[\[15\]](#)

**Parent** - **means a parent of a student and** includes a natural parent, a guardian or an individual acting as a parent of a student in the absence of a parent/guardian. The district shall give full rights to either parent unless the district has been provided with evidence that there is a state law, court order, or a legally binding document governing such matters as divorce, separation, or custody that specifically revokes these rights.[\[14\]](#)[\[16\]](#)

**Personally identifiable information** - includes, but is not limited to:[\[14\]](#)

1. The name of a student, the student's parents, or other family members.
2. The address of the student or student's family.
3. A personal identifier, such as the student's Social Security Number, student number, or biometric record.

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

**School official with a legitimate educational interest** - a person employed by the district as an administrator, supervisor, teacher, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her **their** professional responsibility. Criteria for determining whether the official has a legitimate interest include, but are not limited to, whether particular information concerning the student is:

1. Presently or potentially relevant to the provision of education, education-related services, or extracurricular activities or experiences, or
2. Necessary to protect the health, safety, or welfare of school officials and/or other students with whom the student might have contact.

The phrase also applies to district officials and clerical staff who are responsible for the maintenance and security of education records or auditing the district's record keeping procedures and to attorneys, consultants, and Board members when Board action concerning the student is required by law or when the education or treatment of the student is the subject of present or potential litigation or legal dispute.

**Student** - includes any individual who is or has been in attendance at the district, and regarding whom the district maintains education records. [\[14\]](#)

**Students with disabilities** - a school-aged student within the jurisdiction of the district who has been evaluated and found to have one or more disabilities as defined by law and who require, because of such disabilities, special education and related services. [\[15\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

### **Delegation of Responsibility**

The Superintendent or his/her designee shall be responsible for developing, implementing, and monitoring the student records plan.

All district personnel having access to student education records shall receive training in the requirements of Board policy, student records plan, and applicable federal and state laws and regulations, as directed by the Superintendent.

Each district teacher shall prepare and maintain a record of the work and progress of each student, including, **but not limited to**, the final grade, and a recommendation for promotion or retention. [\[10\]](#)  
[\[20\]](#)[\[21\]](#)[\[22\]](#)

### **Guidelines**

The district's plan for the collection, retention, disclosure and protection of student records shall provide for the following:

1. Safeguards to protect the student records when collecting, retaining, and disclosing personally identifiable information.
  2. Ensuring that parents and eligible students, including those who are disabled or have a primary language other than English, are effectively notified of their rights and the procedures to implement those rights, annually and upon enrollment.[\[23\]](#)
  3. Procedures for the inspection, review, and copying of a student's education records by parents and eligible students.[\[24\]](#)[\[25\]](#)[\[26\]](#)
  4. Procedures for requesting the amendment of a student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.[\[27\]](#)
  5. Procedures for requesting and conducting hearings to challenge the content of the student's education records.[\[28\]](#)[\[29\]](#)
  6. Determining the types of personally identifiable information designated as directory information.[\[14\]](#)[\[30\]](#)
  7. Establishing guidelines for the disclosure and redisclosure of student education records and personally identifiable information from student records.[\[31\]](#)
  8. Reasonable methods to ensure that school district officials obtain access to only those education records in which they have a legitimate educational interest.[\[23\]](#)[\[32\]](#)
  9. Maintaining required records of requests for access and each disclosure of personally identifiable information from each student's education records.[\[33\]](#)
  10. Ensuring appropriate review, retention, disposal and protection of student records.[\[34\]](#)
  11. Transferring education records and appropriate disciplinary records to other school districts.[\[6\]](#)
- Missing Child Registration

In the event the district receives a request for information from the school records of a missing child, the district shall:[\[35\]](#)

1. Attempt to obtain information on the identity of the requester.
  2. Contact the appropriate law enforcement agency to coordinate a response.
- No information in the records shall be released to the requester without first contacting the appropriate law enforcement agency.

## **STUDENT RECORDS PROCEDURES**

### Collection, Maintenance and Destruction of Education Records

The collection, maintenance, destruction, access, disclosure, public notice and due process regarding student records shall adhere to the Family Educational Rights and Privacy Act (FERPA), **the** Individuals with Disabilities Education Act (IDEA), Protection of Pupil Rights Amendment, Pennsylvania Public

School Code, Regulations of Pennsylvania State Board of Education, Basic Education PA Code Chapter 22 and other applicable law.

*Collection –*

1. The district shall collect and maintain education records in accordance with the Records Management policy, rules, procedures, and schedules promulgated thereunder, and federal and state laws and regulations.[36]
2. By adoption of this policy, the Board gives consent for the collection of education records, provided that when a survey, analysis or evaluation is used, it is consistent with Board policy.[37]

*Maintenance – Transfer, Conversion and Destruction –*

1. Education records shall be transferred, converted, and destroyed in accordance with the Records Management policy, rules, procedures and schedules promulgated thereunder, and federal and state laws and regulations.[36]
2. When the district determines that any portion of the education record of a student with disabilities is scheduled for destruction, it shall notify, in writing, the parents/guardian or the eligible student of this determination. The written notice shall be in the native language of the parents/guardians or the eligible student, shall be mailed to the last known address of the parents/guardian or the eligible student and shall:
  - a. Identify the specific records or categories of records scheduled for destruction;
  - b. Explain that the district shall destroy the identified records at a certain date; ~~and~~
  - c. Contain the name and number of a contact person whom the parents/guardians or eligible student can contact to obtain additional information about or seek clarification concerning the records.
3. The district shall not destroy any record that is the subject of a request for access from a parent/guardian or eligible student, a litigation hold or a Right-to-Know Law request.

Amendment of Records

*Amendment of Records –*

1. A parent or eligible student may request, in writing, that the district amend any portion of an education record that ~~s/he~~ **they** believes is inaccurate, misleading or in violation of the student's right to privacy. If a parent or eligible student makes an oral request, the parent or eligible student shall be directed to make the request in writing.
2. Within thirty (30) school days of the receipt of the written request to amend the education record, the administrator who is primarily responsible for maintenance of the challenged record shall notify the parent or eligible student, in writing, whether the district will amend the record. If the district determines that it will grant the request to amend the record, the notice to the parent or eligible student shall either describe or provide a copy of the amended record. If the district determines that it will not amend the record, the notice shall inform the parent or eligible student and explain the right to request a hearing in writing.
3. Within ten (10) school days of receipt of a written request for a hearing, the district shall notify the parents or eligible student of the date, time, and location of the hearing. The notice shall be

sent by verifiable means.

4. The hearing shall be held before the Superintendent or ~~his/her~~ designee or, if the Superintendent or the designee has a direct interest in the outcome of the hearing, before the principal of the building to which the student is currently assigned or ~~his/her~~ designee.
5. The hearing shall be informal, unrecorded, and not subject to formal rules of evidence or procedure other than those required to maintain order. The parent or eligible student shall have a full and fair opportunity to present evidence in support of ~~his/her~~ position and may be represented, at ~~his/her~~ expense, by an adviser, including an attorney.
6. Within thirty (30) days of the completion of the hearing, the district shall issue to the parent or eligible student a written decision concerning the requested amendment to the record. The written decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.
7. In the event the district does not grant the parent or eligible student's request, the parent or eligible student may choose to submit a statement to be placed in the education record of the student commenting on the contested information in the record or explaining why ~~s/he~~ **they** disagrees with the decision not to amend. The district shall:
  - a. Maintain the statement as part of the record for as long as the district maintains the contested record or information; ~~and-~~
  - b. Disclose the statement whenever it discloses that portion of the record to which the statement pertains.

#### Access and Disclosure

##### *Access –*

1. The district shall allow the parents or eligible student to inspect and review the education record of the student within forty-five (45) calendar days of receipt of an oral or written request for access.
2. The district shall respond to reasonable requests from the parents or eligible student for an explanation or interpretation of the education record.
3. If circumstances effectively preclude the parents or eligible student from inspecting and reviewing the education record, the district shall provide the parents or eligible student with a copy of the record subject to the request. When copies are not required to ensure that the parents or the eligible student has the opportunity to inspect and review the education record, the district may charge a fee, in accordance with Board resolution, to copy requested portions of the education record.
4. When the district receives a request to inspect and review the education record of a student with disabilities in anticipation of a meeting of the IEP or multi-disciplinary team or a due process hearing, the district shall respond to such request within a reasonable time prior to the meeting or hearing.
5. When parents or an eligible student seek to inspect and review an education record that contains personally identifiable information concerning another student, the district shall provide access only to that portion of the record that pertains to the requesting student.

6. School officials with a legitimate educational interest may at any time inspect, review and obtain copies of the education record.

*Disclosure –*

1. Any disclosure of personally identifiable information from an education record, other than set forth herein shall require the prior written consent of the parent or the eligible student. Any document providing such consent shall:
  - a. Specify the records that may be disclosed-;
  - b. State the purpose of the disclosure-;
  - c. Identify the party or parties to whom disclosure may be made; **and-**
  - d. Be signed and dated by at least one (1) parent or the eligible student.
2. Prior written consent from the parent or the eligible student is not required when the disclosure of personally identifiable information from education records is permitted by ~~the Family Educational Rights and Privacy Act~~ **FERPA** and its implementing regulation or other applicable law. Examples of such circumstances include, but are not limited to:
  - a. A school official with a legitimate educational interest-;
  - b. An educational agency or institution at which the student seeks or intends to enroll, or is enrolled, as long as:
    - i. The district makes a reasonable attempt to notify the parent or eligible student-;
    - ii. The parent or eligible student is provided, upon request, a hearing as described in this policy; **and-**
    - iii. The parent or eligible student is afforded, upon request, a hearing as described in this policy-;
  - c. Appropriate parties in connection with a health or safety emergency, subject to certain conditions, when such disclosure is necessary to protect the health or safety of the student or others-;
  - d. State and federal educational and other agencies for purposes of investigation and auditing, when those agencies are bound by the provisions of ~~the Family Educational Rights and Privacy Act~~ **FERPA-**;
  - e. Persons seeking directory information, when the district has provided parents and eligible students with proper notice of the district's policy to disclose directory information without consent and the parent or eligible student has not notified the district, in writing, on or before the first day of the school term that they object to the disclosure of some or all of the information designated as directory information-;
  - f. The parents of a student who is not an eligible student or to the student-;
  - g. The parents of an eligible student who remains a dependent student, as defined in the Internal Revenue Code-;

h. Accrediting organizations to carry out their accrediting functions; ~~and-~~

i. Comply with the terms of a judicial order or lawfully-issued subpoena, when the district has made reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, unless the terms of the subpoena or order bars such notification.

3. When required by law, third parties will be obligated to comply with redisclosure requirements.

#### Miscellaneous Provisions

The policy of the district is to comply with the requirement of state and federal law governing the maintenance of records and other personally identifiable information and the privacy rights of students and their families. To the extent that any provision of this policy is construed as or found to be inconsistent with federal or state law, the district will treat that provision as null and void.

The district shall send or deliver all notices and requests for consent required under this policy to the address identified as the residence of the child in the registration information maintained by the district. Unless it receives specific written information to the contrary, the district shall presume that all persons with authority to make educational decisions for the student have received or had the opportunity to review and respond to notices and requests sent or delivered to such address. The district will send notices and requests to separate addresses only when:

1. A person with joint authority to make educational decisions for the student, such as a divorced or separated natural parent/guardian, resides at that separate address.

#### Legal

[1. 20 U.S.C. 1232g](#)

[2. 22 PA Code 12.31](#)

[3. 22 PA Code 12.32](#)

[4. 22 PA Code 15.9](#)

[5. 22 PA Code 4.52](#)

[6. 24 P.S. 1305-A](#)

[7. 24 P.S. 1306-A](#)

[8. 24 P.S. 1402](#)

[9. 24 P.S. 1409](#)

[10. 24 P.S. 1532](#)

[11. 24 P.S. 1533](#)

[12. 34 CFR Part 300](#)

[13. 34 CFR Part 99](#)

[14. 34 CFR 99.3](#)

15. Pol. 113

[16. 34 CFR 99.4](#)

[17. 20 U.S.C. 1401](#)

[18. 22 PA Code 14.101](#)

[19. 34 CFR 300.8](#)

20. Pol. 212

21. Pol. 213

22. Pol. 215

[23. 34 CFR 99.7](#)

[24. 34 CFR 99.10](#)

[25. 34 CFR 99.11](#)

[26. 34 CFR 99.12](#)

[27. 34 CFR 99.20](#)

[28. 34 CFR 99.21](#)

[29. 34 CFR 99.22](#)

[30. 34 CFR 99.37](#)

[31. 34 CFR 99.30-99.39](#)

[32. 34 CFR 99.31](#)

[33. 34 CFR 99.32](#)

34. Pol. 113.4

[35. 35 P.S. 450.404-A](#)

36. Pol. 800

37. Pol. 235

[22 PA Code 16.65](#)

[35 P.S. 450.401-A et seq](#)

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

Pol. 113.1

Pol. 216.1

Pol. 801



|                     |                      |
|---------------------|----------------------|
| Book                | Policy Manual        |
| Section             | 200 Pupils           |
| Title               | Student Discipline   |
| Code                | 218                  |
| Status              | Second Reading       |
| Adopted             | August 1, 2015       |
| Last Revised        | July 25, 2022        |
| Prior Revised Dates | 7/25/2016, 8/24/2020 |

### **Purpose**

The Board recognizes that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

### **Authority**

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the district.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The Board shall adopt a Code of Student Conduct/Disciplinary Action Schedule to govern student discipline, and students shall not be subject to disciplinary action because of race, age, sex, color, religion, creed, sexual orientation, gender identity, national origin, ancestry, marital status, pregnancy or handicap/disability. Each student must adhere to Board policies, administrative guidelines/~~regulations~~ and the Code of Student Conduct/Disciplinary Action Schedule governing student discipline.[\[1\]](#)[\[2\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies, the Code of Student Conduct/Disciplinary Action Schedule and district rules and administrative guidelines/~~regulations~~.[\[9\]](#)

Any student disciplined by a district employee shall have the right to be informed of the nature of the infraction and the applicable rule or rules violated.[\[10\]](#)

When suspensions and expulsions are imposed, they shall be carried out in accordance with Board policy.[\[7\]](#)[\[10\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board

policies and administrative guidelines/regulations.[5][7][11][12][13][14]

### On and Off-Campus Activities

This policy and the Code of Student Conduct/Disciplinary Action Schedule apply to the behavior of students at all times during the time they are under the supervision of the school, which specifically includes while under the supervision of the district as part of a cyber program or other virtual program, or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities or at other times while riding in school-provided means of transportation ("on-campus").[3]

This policy and the Code of Student Conduct/Disciplinary Action Schedule also apply to student behavior that occurs at other times and places ("off-campus") when:[3]

1. The conduct involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment;
2. The conduct materially and substantially disrupts or interferes with the school environment or the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions;
3. The conduct interferes with or threatens to interfere with the rights of students or school staff or the safe and orderly operation of the schools and their programs;
4. The conduct involves the theft or vandalism of school property; or
5. The proximity, timing or motive for the conduct in question or other factors pertaining to the conduct otherwise establish a direct connection to attendance at school, to the school community, or to a school-sponsored activity. This would include, for example, but not be limited to, conduct that would violate the Code of Student Conduct/Disciplinary Action Schedule if it occurred in school that is committed in furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of school staff because of their status as school staff.

### Delegation of Responsibility

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct/Disciplinary Action Schedule, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct/Disciplinary Action Schedule shall be available in each school library and school office and may be included in student handbooks and on the district website.[1][8]

The building principal shall have the authority to assign discipline to students, subject to Board policies, administrative guidelines/regulations, the Code of Student Conduct/Disciplinary Action Schedule and school rules, and to the student's due process right to notice, hearing, and appeal, when such due process rights exist.[7][10][15][16]

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions, including the assignment of disciplinary action, necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and

when such conduct interferes with the educational program of the schools or threatens the health and safety of others, in accordance with Board policy, administrative guidelines/regulations, the Code of Student Conduct/Disciplinary Action Schedule and school rules.[\[15\]](#)

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.[\[9\]](#)

### Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.  
[\[17\]](#)[\[18\]](#)[\[19\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies and administrative guidelines/regulations.[\[14\]](#)[\[17\]](#)[\[18\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[14\]](#)[\[17\]](#)[\[23\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[\[14\]](#)[\[18\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy and administrative guidelines/regulations.[\[28\]](#)[\[29\]](#)

The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

### Legal

[1. 22 PA Code 12.3](#)

[2. 22 PA Code 12.4](#)

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

4. Pol. 103

5. Pol. 103.1

[6. 22 PA Code 12.2](#)

7. Pol. 113.1

8. Pol. 235

[9. 22 PA Code 12.5](#)

10. Pol. 233

[11. 22 PA Code 10.23](#)

[12. 20 U.S.C. 1400 et seq](#)

13. Pol. 113.2

14. Pol. 805.1

[15. 24 P.S. 1317](#)

[16. 24 P.S. 1318](#)

[17. 22 PA Code 10.2](#)

[18. 24 P.S. 1303-A](#)

[19. 35 P.S. 780-102](#)

[20. 22 PA Code 10.21](#)

[21. 22 PA Code 10.22](#)

[22. 24 P.S. 1302.1-A](#)

[23. 22 PA Code 10.25](#)

24. Pol. 218.1

25. Pol. 218.2

26. Pol. 222

27. Pol. 227

[28. 24 P.S. 1302-E](#)

29. Pol. 236.1

[35 P.S. 780-101 et seq](#)

[22 PA Code 12.1 et seq](#)

[22 PA Code 403.1](#)

[20 U.S.C. 7114](#)

[34 CFR Part 300](#)

Mahanoy Area School District v. B.L., 594 U.S. \_\_\_\_ (2021)

Pol. 122

Pol. 123

Pol. 805



|         |                                    |
|---------|------------------------------------|
| Book    | Policy Manual                      |
| Section | 800 Operations                     |
| Title   | Electronic Data Storage Guidelines |
| Code    | 830AG1                             |
| Status  | Second Reading                     |

The defined terms in Policy 830 shall have the same meaning when used herein.

The District may establish and enforce reasonable security measures on any vendor and/or device accessing its information systems.

#### Third Party Storage

The Director of Information Technology or their designee shall periodically review security, audit and related documents and reports from vendors under District contract which house personal information or sensitive electronic data. The District shall solicit and review these documents and reports to ensure that commercially reasonable security is in place prior to entering into new or renewing existing agreements.

#### District Personnel Storage and Transmission of Personal Information or Sensitive Data

District personnel shall only maintain electronic files containing personal information or sensitive electronic data on District-owned or managed storage.

District personnel shall not transmit documents containing personal information without encryption or other security measure such as password protection.

District personnel shall not discuss personal information or sensitive electronic data in any public areas, hallways, gathering spaces, or other similar public spaces.

District personnel shall keep their computer access password(s) confidential. If another method of accessing a computer system is used, personnel shall restrict its use for themselves only.

#### Miscellaneous

The District shall maintain electronic file backup protocols, including off-site backup.

The District shall maintain and periodically update, as needed, an Incident Response Plan.



|              |                                     |
|--------------|-------------------------------------|
| Book         | Policy Manual                       |
| Section      | 000 Local Board Procedures          |
| Title        | Copy of Broadcasting Board Meetings |
| Code         | 006.3                               |
| Status       | Second Reading                      |
| Adopted      | March 28, 2022                      |
| Last Revised | March 28, 2022                      |

### **Purpose**

The Board recognizes the value of public awareness regarding school district issues and discussions, as well as the usefulness of broadcasting the proceedings of publicly convened meetings. It appreciates the fact that a well-informed public is an asset to the entire school district.

### **Authority**

The Board directs the district to record and live stream video and audio of all public meetings of the Board, which include regular and special Board of School Director meetings, and regular and special Board committee meetings. The public meetings will be live streamed at the time of the public meeting on a publicly available streaming service of the district's choosing, and the district will inform the public of the platform via the district website. The recording of the public meeting will be published, either on the district's website or on another publicly available website with access information available on the district's website, within three (3) business days of the conclusion of the public meeting.

The video and/or audio recording of any public meeting created or produced by the district is the exclusive property of the district. The district shall retain the video and/or audio recordings in accordance with Board Policy 800 and its administrative ~~guidance~~ **guidelines**. After the initial live stream, the audio and/or video recording of any public meeting created or produced by the district may be used at the discretion of the Board for any appropriate district purpose.[1]

The video and/or audio recording of any public meeting created or produced by the district or a member of the public is not the official record of the meeting. The Board or committee approved written minutes are the official record of the meeting.

### **Notification**

The published agenda available at the public meeting and on the district website will state that the public meetings are being live streamed and recorded for the purpose of public broadcast and posting on the Internet, and shall include a notification disclaiming responsibility for both images, statements

and/or actions made by those in attendance at the recorded public meetings. Notice will be provided to all in attendance that the public meeting is being live streamed and recorded for posting on the Internet.

### **Procedure**

It is the Board's intent to live stream and post video and audio recorded public Board meetings in their entirety. However, the Board recognizes that unforeseeable malfunctions of equipment or the network, disruptions in platform or Internet access, unexpected operator unavailability or error, or weather events may occur, which may limit the district's ability to live stream or post a public meeting in whole or in part. In such an event, the district shall publish the available portion of the public meeting in accordance with this policy.

Obscene and profane statements or gestures made by those in attendance at the meeting may be subject to editing, as allowable by law.

The video recording will be made by at least one (1) operable camera that will be primarily focused on the Board, the Superintendent, administration, and the Board Secretary. Audio will also capture all those recognized to formally address the Board, and may capture members of the audience. The camera may visually capture persons formally addressing the Board from the podium and members of the audience.

Attendees do not have an expectation of privacy during a public meeting. Attendance at a public meeting will be considered consent for audio and video recording by the district and for the use of any images or statements of those in attendance. The opinions or statements made during the public meeting are those of the individuals, and not necessarily the opinions or statements of the district. The district does not necessarily endorse or support the views, opinions, statements, or information contained in the live stream or recording of the public meetings.

Nothing in this policy shall be construed to permit the video recording of Board executive sessions, conferences, and other nonpublic meetings.

Legal                      1. Pol. 800  
                                 Pol. 006  
                                 Pol. 006.1



|               |                            |
|---------------|----------------------------|
| Book          | Policy Manual              |
| Section       | 000 Local Board Procedures |
| Title         | Policy Development         |
| Code          | 009                        |
| Status        | Second Reading             |
| Adopted       | August 1, 2015             |
| Last Reviewed | November 24, 2014          |

### **Development**

The Board considers policy development a chief function, along with evaluation of the results achieved through Board policies.[1]

Through the development and adoption of policies and the study and evaluation of reports concerning the execution of policies, the Board shall exercise its leadership in the operation of the school district and its control over school operations.[1]

It is the Board's intention that policies serve as guides for the discretionary action of those to whom it delegates authority and as a source of information and guidance for all individuals.

### **Review and Development**

In an effort to keep policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision, it shall be the policy of the Board to review its policies on a continuing basis.

The Board shall evaluate how the policies have been executed by the school staff and shall weigh the results. The Board shall rely on the school staff, students, and the community for providing evidence of the effect of adopted policies.

The Superintendent shall be responsible for calling to the Board's attention all policies that are out-of-date or need revision in light of Board actions and revisions to state and federal statutes and regulations.[2]

### **Involvement in Development**

~~The Board recognizes that student, staff and, community participation in the study of school issues can be a valuable asset.~~

Policy proposals or revisions shall be referred to the Superintendent for administrative study and recommendation prior to consideration and action by the Board.

## **Implementation**

The Superintendent shall be responsible for implementing through administrative regulations **guidelines**, the policies established by the Board.[1][3]

All staff members shall be responsible for adhering to Board policies and for abiding by the administrative regulations **guidelines** designed to implement them.

- Legal
1. Pol. 003
  2. Pol. 007
  3. Pol. 000
- [24 P.S. 407](#)
- [24 P.S. 510](#)



|                     |                                                              |
|---------------------|--------------------------------------------------------------|
| Book                | Policy Manual                                                |
| Section             | 100 Programs                                                 |
| Title               | Discrimination/Title IX Sexual Harassment Affecting Students |
| Code                | 103                                                          |
| Status              | First Reading                                                |
| Adopted             | August 1, 2015                                               |
| Last Revised        | November 22, 2021                                            |
| Prior Revised Dates | 3/25/2019; 9/29/2020; 4/26/2021                              |

### **Authority**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

When an emergency removal, as described in 103AG3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.[18][20][23][24]

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.[18][19][20][23]

### Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary or placement requirements established by state law and Board policy.[25][26]

### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, administrative guidelines, and the district's legal and investigative obligations.[27][28][29][30][31]

### Retaliation

The Board prohibits retaliation by the district or any other person against any person for:[30]

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

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

### Definitions

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

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

### Discrimination

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

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

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

### Definitions Related to Title IX Sexual Harassment

**Formal complaint** shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[29][32]

**Supportive measures** shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[\[32\]](#)

**Supportive measures** shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:[\[32\]](#)

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

**Supportive measures** may also include, when in accordance with applicable law, regulation or Board policy, assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior.[\[17\]\[18\]\[23\]\[24\]\[33\]](#)

**Title IX sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:[\[32\]](#)

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
  - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:[\[34\]](#)
    - i. Length of relationship.
    - ii. Type of relationship.
    - iii. Frequency of interaction between the persons involved in the relationship.
  - b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[\[34\]](#)

- c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[35]
- d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[34]
  - i. Fear for their safety or the safety of others.
  - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.[28][29][32]

### **Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Human Resources or designee as the district's Compliance Officer and the Director of Equity and Assessment or designee as the district's Title IX Coordinator.[36]

The Compliance Officer can be contacted at:

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

The Title IX Coordinator can be contacted at:

Address: 782 Springdale Drive, Exton PA 19341  
 Email: [titleIXcoordinator@wcasd.net](mailto:titleIXcoordinator@wcasd.net)  
 Phone: 484-266-1201 **1000**

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

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.[37]
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.

7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

### **Guidelines**

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

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

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

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

#### **Disciplinary Consequences**

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

1. Loss of school privileges.
2. Permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[21][38]

#### **Reports of Discrimination**

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

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

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

#### **Other Reports**

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

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

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

## Legal

- [1. 22 PA Code 12.1](#)
- [2. 22 PA Code 12.4](#)
- [3. 22 PA Code 15.1 et seq](#)
- [4. 22 PA Code 4.4](#)
- [5. 24 P.S. 1301](#)
- [6. 24 P.S. 1310](#)
- [7. 24 P.S. 1601-C et seq](#)
- [8. 24 P.S. 5004](#)
- [9. 43 P.S. 951 et seq](#)
- [10. 20 U.S.C. 1681 et seq](#)
- [11. 34 CFR Part 106](#)
- [12. 29 U.S.C. 794](#)
- [13. 42 U.S.C. 12101 et seq](#)
- [14. 42 U.S.C. 1981 et seq](#)
- [15. 42 U.S.C. 2000d et seq](#)
- [16. U.S. Const. Amend. XIV, Equal Protection Clause](#)
17. Pol. 103.1
18. Pol. 113.1
19. Pol. 218
20. Pol. 233
21. Pol. 317
22. Pol. 806
23. Pol. 113.2
24. Pol. 113.3
25. Pol. 218.4
- [26. 24 P.S. 1318.1](#)
- [27. 20 U.S.C. 1232g](#)
- [28. 34 CFR 106.44](#)
- [29. 34 CFR 106.45](#)
- [30. 34 CFR 106.71](#)
- [31. 34 CFR Part 99](#)
- [32. 34 CFR 106.30](#)
33. Pol. 113
- [34. 34 U.S.C. 12291](#)
- [35. 20 U.S.C. 1092](#)
- [36. 34 CFR 106.8](#)
37. Pol. 150
38. Pol. 317.1
- [18 Pa. C.S.A. 2709](#)

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

[28 CFR Part 35](#)

[28 CFR Part 41](#)

[34 CFR Part 100](#)

[34 CFR Part 104](#)

[34 CFR Part 110](#)

[U.S. Const. Amend. I](#)

Bostock v. Clayton County, 590 U.S., 140 S. Ct. 1731 (2020)

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

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

Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)

[Office for Civil Rights - Resources for Addressing Racial Harassment](#)

Pol. 122

Pol. 123

Pol. 138

Pol. 216

Pol. 220

Pol. 247

Pol. 249

Pol. 251

Pol. 252

Pol. 320

Pol. 352

Pol. 701



|               |                       |
|---------------|-----------------------|
| Book          | Policy Manual         |
| Section       | 100 Programs          |
| Title         | Behavior Intervention |
| Code          | 113.2                 |
| Status        | First Reading         |
| Adopted       | August 1, 2015        |
| Last Revised  | February 22, 2021     |
| Last Reviewed | August 24, 2015       |

### **Purpose**

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

### **Authority**

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

### **Definitions**

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

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

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

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

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

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

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

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

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

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

### **Delegation of Responsibility**

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

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

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

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

### **Guidelines**

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

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

### **Physical Restraints**

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

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

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

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

#### Mechanical Restraints

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

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

#### Seclusion

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

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

#### Aversive Techniques

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

1. Corporal punishment.
2. Punishment for a manifestation of a student's disability.
3. Locked rooms, locked boxes, other locked structures or spaces from which the student cannot readily exit.
4. Noxious substances.
5. Deprivation of basic human rights, such as withholding meals, water or fresh air.

6. Suspensions constituting a pattern as defined in state regulations. [\[12\]](#)
7. Treatment of a demeaning nature.
8. Electric shock.
9. Methods implemented by untrained personnel.
10. Prone restraints, which are restraints by which a student is held face down on the floor.

#### Referral to Law Enforcement

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

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

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

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

#### Relations With Law Enforcement

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

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

#### Legal

- [1. 22 PA Code 14.133](#)
- [2. 22 PA Code 14.145](#)
- [3. 20 U.S.C. 1414](#)
- [4. 34 CFR 300.114](#)
- [5. 34 CFR 300.324](#)
- [6. 20 U.S.C. 1415](#)

[7. 34 CFR 300.34](#)

[8. 34 CFR 300.530](#)

9. Pol. 113

10. Pol. 113.1

11. Pol. 113.3

[12. 22 PA Code 14.143](#)

[13. 24 P.S. 1302.1-A](#)

[14. 22 PA Code 10.2](#)

[15. 22 PA Code 10.21](#)

[16. 22 PA Code 10.22](#)

[17. 22 PA Code 10.23](#)

[18. 22 PA Code 10.25](#)

[19. 22 PA Code 14.104](#)

[20. 34 CFR 300.535](#)

21. Pol. 103.1

22. Pol. 218

23. Pol. 218.1

24. Pol. 218.2

25. Pol. 222

26. Pol. 227

27. Pol. 805.1

[24 P.S. 1303-A](#)

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

[34 CFR Part 300](#)

[Pennsylvania Training and Technical Assistance Network, Question and Answer Compendium, January 2020](#)



|              |                         |
|--------------|-------------------------|
| Book         | Policy Manual           |
| Section      | 100 Programs            |
| Title        | Home Education Programs |
| Code         | 137                     |
| Status       | First Reading           |
| Adopted      | August 1, 2015          |
| Last Revised | October 25, 2022        |

### **Authority**

~~Home education programs for students of compulsory school age residing in the school district shall be conducted in accordance with state law and regulations.~~[\[1\]](#)[\[2\]](#)[\[3\]](#)

### **Definitions**

~~**Appropriate Education** – a program consisting of instruction in the required subjects for the time required by law and in which the student demonstrates sustained progress in the overall program.~~[\[2\]](#)

~~**Hearing Examiner** – shall not be an officer, employee, or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.~~

~~**Home Education Program** – a program conducted in compliance with law by the parent/guardian or person having legal custody of a child. A home education program shall not be considered a nonpublic school under the provisions of law.~~

~~**Supervisor** – the parent/guardian or person having legal custody of a child who is responsible for providing instruction, provided that such person has a high school diploma or its equivalent.~~

### **Delegation of Responsibility**

~~-~~

~~The Superintendent or designee shall develop and distribute administrative guidelines for registering and monitoring home education programs.~~

### **Guidelines**

#### **Affidavits**

~~Prior to commencement of the home education program and annually thereafter on August 1, the parent/guardian or person having legal custody of the child shall file a notarized affidavit with the Superintendent or designee setting forth the information required by law. An unsworn declaration made~~

~~under penalty of perjury may be submitted when compliant with and permitted by law. The document shall set forth:~~ [\[2\]](#)

- ~~1. Name of the supervisor of the home education program who will be responsible for the provision of instruction.~~
- ~~2. Name and age of each child who will participate in the home education program.~~
- ~~3. Address and telephone number of the home education program site.~~
- ~~4. That subjects required by law are offered in the English language, including an outline of proposed education objectives by subject area.~~
- ~~5. Evidence that the child has been immunized and has received the health and medical services required for students of the child's age or grade level.~~ [\[4\]](#)[\[5\]](#)
- ~~6. Certification signed by the supervisor that the supervisor, all adults in the home, and persons having legal custody of a child in the home education program have not been convicted of criminal offenses as enumerated in the School Code.~~ [\[6\]](#)
- ~~7. That the home education program shall comply with the provisions of Section 1327.1, 24 P.S. §13-1327.1.~~ [\[2\]](#)

### Transfers

~~If a home education program is relocating to another Pennsylvania school district, the supervisor must request from the Superintendent or designee a letter of transfer for the home education program. The request must be made by registered mail thirty (30) days prior to relocation.~~ [\[2\]](#)

~~The Superintendent or designee shall issue the letter of transfer within thirty (30) days after receipt of the supervisor's registered mail request.~~ [\[2\]](#)

~~The supervisor shall file the letter of transfer with the superintendent of the new district of residence.~~ [\[2\]](#)

~~If a home education program is out of compliance, the Superintendent or designee shall inform the home education supervisor and superintendent of the new district of residence of this status and the reason for denial of the transfer letter.~~ [\[2\]](#)

~~If a home education program is in hearing procedures, the Superintendent or designee shall inform the home education supervisor, hearing examiner and superintendent of the new district of residence of this status and the reason for denial of the transfer letter.~~ [\[2\]](#)

~~If the Superintendent or designee is informed of pending proceedings related to a home education program relocating to the district, s/he shall continue the home education program until the appeal process is finalized.~~ [\[2\]](#)

### Instructional Program

~~The instructional program for home education students shall include such courses as required by law.~~ [\[2\]](#)

### Appropriate Education/Compliance Determination

~~A home education evaluator shall certify that an appropriate education is occurring in the home education program. The supervisor shall submit the certification to the Superintendent or designee by June 30 of each year. If the supervisor fails to submit the certification, the Superintendent or designee~~

shall send a letter to the supervisor notifying the supervisor that s/he has ten (10) days to submit the certification.[2]

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If the Superintendent or designee has a reasonable belief at any time during the school year that appropriate education may not be occurring in the home education program, s/he may submit a letter to the supervisor requiring an evaluation be conducted and that an evaluator's certification stating that an appropriate education is occurring be submitted to the district by the supervisor within thirty (30) days. The letter shall include the basis for the Superintendent's or designee's reasonable belief.[2]

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If the Superintendent or designee has a reasonable belief that the home education program is out of compliance with the School Code requirements, s/he shall submit a letter to the supervisor requiring a certification be submitted within thirty (30) days indicating the program is in compliance. The letter shall include the basis for the Superintendent's or designee's reasonable belief.[2]

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As required by law, all letters shall be sent by certified mail, return receipt requested, and the time for submission of the requested documentation begins upon receipt of the letter.[2]

### Hearing(s)

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If the supervisor fails to submit a certification as required, the Board shall provide a hearing by a qualified and impartial hearing examiner within thirty (30) days.[2]

If the hearing examiner finds that an appropriate education is not taking place in the home education program, the home education program will be determined out of compliance; and the student will be promptly enrolled in a district school, a nonpublic school or a licensed private academic school.[2]

### Appeal

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The supervisor or Superintendent may appeal the decision of the hearing examiner to the Secretary of Education, Commonwealth Court or Court of Common Pleas. The home education program may continue during the appeals process.[2]

### Loan of Instructional Materials

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The district shall, at the request of the supervisor, lend to the home education program copies of the school's planned courses, textbooks, and other curriculum materials appropriate to the student's academic level.[2]

### Student Portfolio and Evaluations

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For each student participating in the home education program, the supervisor shall:[2]

-

1. Maintain a portfolio of records and materials as set forth in the School Code.
2. Provide an annual written evaluation of the student's educational progress by a home education evaluator as set forth in the School Code.

### Requirements of Supervisor

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In order to demonstrate that appropriate education is occurring, the supervisor shall provide and maintain on file for each student enrolled in the home education program a portfolio of records and materials.[2]

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The portfolio shall consist of a log, made contemporaneously with the instruction, that designates by title the reading materials used; samples of any writings; worksheets, workbooks or creative materials used or developed by the student; and in grades three, five and eight results of nationally-normed

~~standardized achievement tests in reading, language arts, and mathematics or results of statewide tests administered in these grade levels.~~

~~The supervisor shall ensure that the nationally-normed standardized tests or the statewide tests are not administered by the child's parent/guardian.~~

### Evaluation Requirements

~~A teacher or administrator who evaluates a portfolio at the elementary level or secondary level shall meet the requirements established in law.~~[\[2\]](#)

~~An annual written evaluation of the student's educational progress as determined by a licensed clinical or school psychologist, a teacher certified by the Commonwealth, or a nonpublic school teacher or administrator is required. The evaluation shall also be based on an interview of the child and a review of the portfolio and shall certify whether or not an appropriate education is occurring. At the request of the supervisor, persons with other qualifications may conduct the evaluation with the prior consent of the Superintendent. In no event shall the evaluator be the supervisor or his/her spouse.~~

### Graduation Requirements

~~The following minimum courses in grades 9 through 12 are established as a requirement for graduation in a home education program: four (4) years of English; three (3) years of mathematics; three (3) years of science; three (3) years of social studies; and two (2) years of arts and humanities.~~[\[2\]](#)

~~The school district shall not award a diploma or acknowledge completion of a student's education in a home education program.~~

### Diplomas

~~Students who complete all of the graduation requirements of the home education program shall receive a high school diploma issued by the supervisor or a Pennsylvania Department of Education approved diploma-granting organization.~~[\[2\]](#)

### Students With a Disability

~~A home education program shall meet compulsory attendance requirements for a student with a disability only when the program addresses the specific needs of the student and is approved by a teacher with a valid Pennsylvania certificate to teach special education, or a licensed clinical or certified school psychologist. Written notice of such approval must be submitted with the required affidavit.~~[\[1\]](#)

~~The supervisor may request that the school district or intermediate unit of residence provide services that address the specific needs of a student with a disability.~~[\[1\]](#)

~~When the provision of services is agreed to by both the supervisor and the school district or intermediate unit, all services shall be provided in the public schools or in a private school licensed to provide such programs and services.~~[\[1\]](#)

### Participation in Curricular Non-district Programs

~~Students in home education programs may participate in CCIU Technical College High School programs in accordance with 137AG1 Home Education Program Administrative Guidelines.~~

### Extracurricular Participation

~~Students in home education programs may participate in extracurricular programs in accordance with 137.1 Extracurricular Participation by Home School Students.~~[\[7\]](#)

## Authority

Home education programs for students of compulsory school age residing in the school district shall be conducted in accordance with state law and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)

## Definitions

**Appropriate education** - a program consisting of instruction in the required subjects for the time required by law and in which the student demonstrates sustained progress in the overall program. [\[2\]](#)

**Hearing examiner** - shall not be an officer, employee or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.

**Home education program** - a program conducted in compliance with law by the parent/guardian or person having legal custody of a child. A home education program shall not be considered a nonpublic school under the provisions of law.

**Supervisor** - the parent/guardian or person having legal custody of a child who is responsible for providing instruction, provided that such person has a high school diploma or its equivalent.

## Delegation of Responsibility

The Superintendent or designee shall develop and distribute administrative guidelines for registering home education programs, maintaining appropriate records in accordance with law and other guidelines necessary to implement this policy. [\[2\]](#)

## Guidelines

### Notarized Affidavit

Prior to the commencement of the home education program, and annually thereafter on or before August 1, the parent/guardian or other person having legal custody of the child or children shall file a notarized affidavit with the Superintendent or designee, which contains certification that the supervisor of the home education program and all adults living in the home and persons having legal custody of a child or children in the home education program have not been convicted of criminal offenses enumerated in School Code, in accordance with law. The affidavit shall also include all information required by law. [\[2\]](#) An unsworn declaration made under penalty of perjury may be submitted when compliant with and permitted by law. The document shall set forth:

1. Name of the supervisor of the home education program who will be responsible for the provision of instruction.
2. Name and age of each child who will participate in the home education program.
3. Address and telephone number of the home education program site.
4. That subjects required by law are offered in the English language, including an outline of proposed education objectives by subject area.
5. Evidence that the child has been immunized and has received the health and medical services required for students of the child's age or grade level. [\[4\]](#)[\[5\]](#)
6. Certification signed by the supervisor that the supervisor, all adults in the home, and persons having legal custody of a child in the home education program have not been convicted of criminal

offenses as enumerated in the School Code.[\[6\]](#)

7. That the home education program shall comply with the provisions of Section 1327.1, 24 P.S. §13-1327.1.[\[2\]](#)

### Instructional Program

The instructional program for home education students shall include such courses as required by law.[\[2\]](#)  
[\[4\]](#)[\[5\]](#)

### Loan of Instructional Materials

At the request of the supervisor, the district shall lend to the home education program copies of the school's planned courses, textbooks and curriculum materials appropriate to the student's age and grade level.[\[2\]](#)

### Student Portfolio and Evaluations

For each student participating in a home education program, the supervisor shall:[\[2\]](#)

1. Maintain a portfolio of records and materials, in accordance with applicable law.
2. Provide an annual written evaluation of the student's educational progress, in accordance with the provisions of applicable law.

### Graduation Requirements

The following minimum courses in grades 9 through 12 are established as a requirement for graduation in a home education program: four (4) years of English; three (3) years of mathematics; three (3) years of science; three (3) years of social studies; and two (2) years of arts and humanities.[\[2\]](#)

### Diplomas

Students who complete all of the graduation requirements of the home education program shall receive a high school diploma issued by the supervisor or a Pennsylvania Department of Education approved diploma-granting organization.[\[2\]](#)

### Students With Disabilities

A home education program meets compulsory attendance requirements for a student with a disability only when the program addresses the specific needs of the student and is approved by a teacher with a valid Pennsylvania certificate to teach special education, a licensed clinical psychologist or a certified school psychologist. Written notice of such approval must be submitted with the required affidavit.[\[1\]](#)

The supervisor may request that the school district or intermediate unit of residence provide services that address the specific needs of a student with a disability.[\[1\]](#)

When the provision of services is agreed to by both the supervisor and the school district or intermediate unit, all services shall be provided in public schools or in a private school licensed to provide such programs and services.[\[1\]](#)

### Appropriate Education/Compliance

A home education evaluator shall certify that an appropriate education is occurring in the home education program. The supervisor shall submit the certification to the Superintendent by June 30 of each year. If the supervisor fails to submit the certification, the Superintendent shall send a letter to the supervisor notifying the supervisor that they have ten (10) days to submit the certification.[\[2\]](#)

If the Superintendent has a reasonable belief at any time during the school year that appropriate education may not be occurring in the home education program, the Superintendent may submit a letter to the supervisor requiring an evaluation to be conducted and that an evaluator's certification

stating that an appropriate education is occurring shall be submitted to the district by the supervisor within thirty (30) days. The letter shall include the basis for the Superintendent's reasonable belief.[2]

If the Superintendent has a reasonable belief that the home education program is out of compliance, the Superintendent shall submit a letter to the supervisor requiring a certification to be submitted within thirty (30) days indicating the program is in compliance. The letter shall include the basis for the Superintendent's reasonable belief.[2]

As required by law, all letters shall be sent by certified mail, return receipt requested, and the time for submission of the requested documentation begins upon receipt of the letter.[2]

### Hearings

If the supervisor fails to submit a certification as required, the Board shall provide a hearing by a qualified and impartial hearing examiner within thirty (30) days.[2]

If the hearing examiner finds that an appropriate education is not taking place in the home education program, the home education program will be determined out of compliance; and the student will be enrolled promptly in a public school, a nonpublic school or a licensed private academic school.[2]

If a home education program has been determined to be out of compliance, the supervisor or spouse of the supervisor of the home education program is prohibited by law from supervising a home education program for that child or children for a period of twelve (12) months from the date of such determination.[2]

### Appeal

The supervisor or Superintendent may appeal the decision of the hearing examiner to the Secretary of Education, Commonwealth Court or Court of Common Pleas. The home education program may continue during the appeals process.[2]

### Transfers

If a home education program is relocating to another Pennsylvania school district, the supervisor must request from the Superintendent a letter of transfer for the home education program. The request must be made by registered mail thirty (30) days prior to relocation.[2]

The Superintendent shall issue the letter of transfer within thirty (30) days after receipt of the supervisor's registered mail request.[2]

The supervisor shall file the letter of transfer with the Superintendent of the new district of residence.[2]

If a home education program is out of compliance, the Superintendent shall inform the home education supervisor and Superintendent of the new district of residence of this status and the reason for denial of the transfer letter.[2]

If a home education program is in hearing procedures, the Superintendent shall inform the home education supervisor, hearing examiner and Superintendent of the new district of residence of this status and the reason for denial of the transfer letter.[2]

If the Superintendent is informed of pending proceedings related to a home education program relocating from a previous district to this district, the Superintendent shall continue the home education program until the appeal process in the previous district is finalized.[2]

Legal

[1. 24 P.S. 1327](#)

[2. 24 P.S. 1327.1](#)

[3. 22 PA Code 11.31a](#)

4. Pol. 203

5. Pol. 209

[6. 24 P.S. 111](#)

7. Pol. 137.1

[22 PA Code 11.33](#)



|         |                                                                            |
|---------|----------------------------------------------------------------------------|
| Book    | Policy Manual                                                              |
| Section | 100 Programs                                                               |
| Title   | Home Education Program NonDistrict Administrative Guidelines to be retired |
| Code    | 137AG1                                                                     |
| Status  | First Reading                                                              |
| Adopted | August 1, 2015                                                             |

### Participation in Technical College High Schools

A home-schooled student who would like to participate in a technical college high school, provided by the intermediate unit, shall submit a request to the Superintendent. The Superintendent, in conjunction with appropriate personnel from the intermediate unit and the technical college high school, will determine if the technical college high school is able to accommodate additional participation.

Home-school students shall be required to comply with the technical college high school's enrollment process, application process, and policies and timelines. In the event the intermediate unit or the technical college high school has implemented quotas for the school district for student participation in the technical college high school, the home-school student shall receive no priority due to home-school status, and shall be considered for admission in the same manner as any other student in the school district. Home-school students shall only be eligible to attend and participate in technical college high schools, and programs offered by the same that students in the high school of residence and grade level would be eligible to attend and participate in. The home-school student shall arrange for their own transportation, at their own risk and liability, which shall not be provided by the school district.

Home-school students shall be required to comply with all policies, procedures, and regulations implemented by the technical college high school, and shall be subject to the policies, procedures, and regulations of the resident high school and school district while on school district property.

Participation in a technical college high school does not absolve the supervisor of the student's home education program from compliance with state and district home education program requirements.



|              |                                                          |
|--------------|----------------------------------------------------------|
| Book         | Policy Manual                                            |
| Section      | 100 Programs                                             |
| Title        | Extracurricular Participation by Home Education Students |
| Code         | 137.1                                                    |
| Status       | First Reading                                            |
| Adopted      | August 1, 2015                                           |
| Last Revised | October 25, 2022                                         |

### **Authority**

The Board shall approve participation in the district's extracurricular activities and interscholastic athletic programs by a student enrolled in a home education program who meets all the **conditions requirements** stated in **law and** Board policy **and administrative guidelines**. [1][2][3][4][5]

The Board shall not provide individual transportation for students enrolled in home education programs who participate in the district's extracurricular activities or interscholastic athletic programs. When the district provides transportation to and from an away competition, game, event or exhibition and requires district students to use district transportation, home education students shall be required to use the transportation provided by the district.

The Board shall establish and collect student activity fees for participation in extracurricular activities in accordance with Board policy. [6]

### **Guidelines**

Students attending home education programs shall be given an equal opportunity to compete for positions and participate in district extracurricular activities and interscholastic athletic programs.

A home education student may participate in extracurricular activities and interscholastic athletic programs only at the school building the student would be assigned to if ~~s/he~~ **the student** was enrolled in the school district. ~~except w~~ **Where the** ~~extracurricular~~ activities or **interscholastic athletic** programs which are located in other school buildings are otherwise open to district students from schools located in the same attendance areas where the home school student resides, **the home education student may participate in the activities or programs**. Home education students may only participate in **extracurricular** activities or **interscholastic athletic** programs which are ~~open~~ **available** to their grade level.

Prior to trying-out or joining an activity, a home education student shall submit required documents and written verification of eligibility to the building principal or designee. **Verification may include, but not be limited to, attendance records, weekly grades or academic achievement or other documents demonstrating completion of eligibility criteria.** [1]

To be considered in attendance in accordance with Board policy, the home education student must participate in a full, normally scheduled academic program, in accordance with the planned home education program **and submitted documentation**.<sup>[5][7]</sup>

The following conditions shall govern participation in the district's extracurricular activities and interscholastic athletic programs by home education students, who shall:

1. Be a resident of the school district.
2. Meet the required eligibility criteria.<sup>[3][4]</sup>
3. Maintain appropriate insurance coverage, consistent with the coverage requirements for district students.<sup>[4]</sup>
4. Comply with Board policies and school rules and regulations **administrative guidelines**, regarding extracurricular activities, interscholastic athletics, and student discipline **conduct**.<sup>[3][4][8]</sup>
5. Comply with policies, **administrative guidelines**, rules and regulations, or their equivalent, of the activity's governing organization.<sup>[1][2]</sup>
6. Meet attendance and reporting requirements established for all participants of the activity or program.<sup>[7]</sup>
7. Meet the requirements for physical examinations and physical fitness and any height and/or weight restrictions.<sup>[2][4]</sup>
8. Comply with all requirements and directives of the district staff, coaches, **activity advisors** and administrators involved with the extracurricular activity or interscholastic athletic program.
9. ~~Home education students shall come to district property solely for the purpose of participating in the programs and activities and will leave the district property when the activity, program or event is completed, except for those period of times when the public is generally admitted to district property or buildings.~~

~~Students in home education programs may participate in the following extracurricular and interscholastic programs only:~~

1. ~~Performing and visual arts activities, including band, chorus, theatre, art and the Arts and Enrichment Program.~~
2. ~~Interscholastic athletic teams.~~
3. ~~Extracurricular clubs.~~

~~If a class for credit held during the school day by the school district is required for participation in activities that take place outside of the class, home education students shall not be eligible to participate in such activities.~~

### **Delegation of Responsibility**

**The Superintendent or designee shall post information regarding the availability of the district's extracurricular activities and interscholastic athletics programs, as well as a copy of this Board policy, on the district's publicly available website and provide participation**

**information upon request by students enrolled in home education programs or their parents/guardians. [1]**

**The building principal or designee shall distribute eligibility criteria regarding student participation in extracurricular activities and interscholastic athletics provided to students by the district. Such information shall be distributed through publications or the district's publicly available website.[1]**

The building principal or designee shall receive and review verification from the parent/guardian **or home education program supervisor** that a student has met and continues to meet the established eligibility criteria for an extracurricular activity or interscholastic athletic program.

**The Superintendent or designee may establish administrative guidelines necessary to implement this policy.**

Legal

[1. 24 P.S. 511](#)

[2. 24 P.S. 1327.1](#)

3. Pol. 122

4. Pol. 123

5. Pol. 137

6. Pol. 122.1

7. Pol. 204

8. Pol. 218



|         |                                                                                          |
|---------|------------------------------------------------------------------------------------------|
| Book    | Policy Manual                                                                            |
| Section | 100 Programs                                                                             |
| Title   | Participation in Cocurricular Activities and Academic Courses by Home Education Students |
| Code    | 137.2                                                                                    |
| Status  | First Reading                                                                            |

### Authority

The Board approves participation in the district's cocurricular activities and academic courses by a student enrolled in a home education program who meets all the requirements stated in law and Board policy and administrative guidelines.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

### Definition

**Cocurricular activities** - district activities that merge extracurricular activities with a required academic course, including but not limited to, band, orchestra and other activities that include a for credit component that takes place during the school day.[\[1\]](#)[\[2\]](#)[\[4\]](#)

### Guidelines

Students attending home education programs shall be given an equal opportunity to compete for positions and participate in district cocurricular activities and academic courses in accordance with Board policy and administrative guidelines on the same basis as other students enrolled full-time in the district.[\[1\]](#)[\[6\]](#)[\[7\]](#)

A home education student may participate in cocurricular activities and academic courses only at the school building the student would be assigned to if the student was enrolled in the district.

Prior to trying-out or auditioning for a cocurricular activity or enrolling in an academic course, a home education student shall submit required documents and written verification of eligibility or completion of prerequisites to the building principal or designee. Verification may include, but not be limited to, attendance records, portfolio records documenting completion of curriculum or other documents demonstrating completion of eligibility criteria.[\[1\]](#)

The following conditions shall govern participation in the district's cocurricular activities and academic courses by home education students, who shall:

1. Be a resident of the district.
2. Meet the required eligibility criteria or their equivalent for the cocurricular activity or the prerequisites for the academic course.[\[1\]](#)[\[2\]](#)[\[9\]](#)
3. Comply with Board policies, school rules and administrative guidelines.[\[1\]](#)[\[2\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)
4. Comply with policies, rules and administrative guidelines and regulations, or their equivalent, of the cocurricular activity's governing organization, where applicable.

5. Meet attendance and reporting requirements established for all participants of the cocurricular activity or academic course, including any sign-in and sign-out procedures for school building attendance purposes. Home education students must participate in the full class period for an academic course, unless an exception has been granted in accordance with Board policy, administrative guidelines, and school rules.[14]
6. Comply with all Board policies, administrative guidelines, school rules and requirements and directives of the district staff, activity advisors and administrators involved with the cocurricular activity or academic course.[1]

### Academic Courses

Students attending home education programs are eligible to enroll in district academic courses in accordance with law and Board policy and administrative guidelines, and may participate in academic courses equaling up to one quarter ( $\frac{1}{4}$ ) of the school day for full-time district students.[1]

Students enrolled in home education programs shall only be eligible to participate in cocurricular activities and/or academic courses that are scheduled in consecutive time periods during the school day if the student's parent/guardian is not able to provide supervision for the student between the scheduled cocurricular activities and/or academic courses.[1]

The district shall provide the student's home education program supervisor with a grade for each cocurricular activity and academic course completed by a student enrolled in a home education program, in accordance with Board policy and administrative guidelines. The home education program supervisor shall be responsible for maintaining the material in the student's portfolio of records.[1][3][15]

### Transportation

Parents/Guardians of home education students shall be responsible for transportation of students participating in district cocurricular activities and academic courses, except that a home education student may utilize district transportation to or from school during the times a bus is otherwise already operating, and space is available.[1]

### Delegation of Responsibility

The Superintendent or designee shall post information regarding the district's cocurricular activities and academic courses, as well as a copy of this Board policy, on the district's publicly available website and provide participation information upon request by students enrolled in home education programs or their parents/guardians.

The building principal or designee shall request and review verification from the parent/guardian or home education program supervisor that a student has met and continues to meet the established eligibility criteria for a cocurricular activity or academic course.

The Superintendent or designee may establish administrative guidelines for prioritization of enrollment in district cocurricular activities and academic courses based on the established number of allowable participants in designated activities and courses. The Superintendent or designee may establish administrative guidelines necessary to implement this policy.

Legal [1. 24 P.S. 1327.1](#)

2. Pol. 122

3. Pol. 137

4. Pol. 137.1

5. Pol. 137.3

6. Pol. 103

7. Pol. 103.1

[8. 10 U.S.C. 2031](#)

9. Pol. 105

10. Pol. 218

11. Pol. 222

12. Pol. 227

13. Pol. 235

14. Pol. 204

15. Pol. 212



|         |                                                                                                    |
|---------|----------------------------------------------------------------------------------------------------|
| Book    | Policy Manual                                                                                      |
| Section | 100 Programs                                                                                       |
| Title   | Participation in Cocurricular Activities and Academic Courses by Home Education Student Guidelines |
| Code    | 137.2AG1                                                                                           |
| Status  | First Reading                                                                                      |

### Portion of the School Day

Students attending home education programs may participate in academic courses equaling up to one quarter ( $\frac{1}{4}$ ) of the school day for full-time district students. Ninety-eight (98) minutes constitutes one quarter ( $\frac{1}{4}$ ) of a school day at all levels.

### Supervision

A school building shall not be required to alter the building's master schedule, course offerings, or class schedules in order to provide a home education student with the opportunity to attend classes, courses or cocurricular activities in consecutive time periods, at a particular time of the school day, or on a particular day of the week.

When a home education student's class, course or cocurricular activity coincides with the start of the school day, the student shall arrive at the school building at the start of the school day and report to the class, course or cocurricular activity in the same manner as district students.

When a home education student's class, course or cocurricular activity does not coincide with the start of the school day, the student's parent/guardian shall report to the building's office with the student and sign the student into school no earlier than five (5) minutes prior to the start time of the course, class, or cocurricular activity they are attending.

At the conclusion of the course, class or cocurricular activity:

1. If the home education student is scheduled for a course, class or cocurricular activity in a consecutive time period, the home education student will proceed to the next course, class or cocurricular activity.
2. If the home education student is scheduled for a class or cocurricular activity, but it is not scheduled consecutively with the prior class or course, or the home education has nothing else scheduled for the remainder of the school day, the home education student shall report to the building's office. The home education student's parent/guardian shall report to building's office promptly at the conclusion the course, class or cocurricular activity and shall sign the home education student out of school building. The home education student and their parent/guardian shall leave district property.

3. If at the conclusion of the course, class or cocurricular activity, it is the end of the school day, the home education student shall be dismissed from school in the same manner as district students.
4. Home education students may not remain in the school building or on school property during the school day other than when attending scheduled classes, courses or cocurricular activities. Parents/guardians of home education students may not remain in the school building or on school property during the school day while their students are attending scheduled courses, classes or cocurricular activities or while waiting for a scheduled course, class or cocurricular activity. Notwithstanding the foregoing, should the district have an event in the school building or on school property during the school day to which members of the public are invited, home education students and their parents/guardians may attend the event on the same terms and conditions as members of the public.

## **Assignment**

### **Elementary School**

For kindergarten through and including 5<sup>th</sup> grade, home education students shall be assigned to classes in the same manner as district students.

### **Middle and High School**

Where a home education student has selected for registration a course, class or cocurricular activity and the minimum number of students to operate the course, class or cocurricular activity is not met by the time the master schedule is finalized, consistent with its practices for district students, the course, class or cocurricular activity will be canceled and the district shall not be required to provide the course, class or cocurricular activity.

Where the home education student has selected for registration a course, class or cocurricular activity and the number of students seeking to enroll in the course, class or cocurricular activity exceeds the maximum size for the course, class or cocurricular activity, consistent with its practices for district students, the district shall assign all students to the course, class or cocurricular activity based on the following priority:

1. For cocurricular activities requiring try-outs or auditions, students will be prioritized for enrollment based on their ranking in the try-out or audition.
2. For cocurricular activities which do not require try-outs or auditions, and academic courses or classes, students will be enrolled based on their order of registration provided they meet the eligibility or prerequisite requirements for the course, class or cocurricular activities.

Where the home education student has selected for registration courses, classes or cocurricular activities that are offered at conflicting times on the master schedule, consistent with its practices for district students, the home education student will be assigned to one of the courses, classes or cocurricular activities, provided eligibility and prerequisite requirements are met.

For home education students seeking to enroll mid-year in a course, class or cocurricular activity, consistent with its practices for district students, they may enroll in a class, course and cocurricular activity if space is available, provided eligibility and prerequisite requirements are met.

Home education students may enroll in dual/concurrent enrollment classes in the same manner as district students, provided eligibility and prerequisite requirements are met.

Home education students shall comply with Board policies and administrative guidelines and building rules, regulations, guides and deadlines regarding changes in levels or courses or course withdrawals or additions.



|         |                                                                                     |
|---------|-------------------------------------------------------------------------------------|
| Book    | Policy Manual                                                                       |
| Section | 100 Programs                                                                        |
| Title   | Participation in Career and Technical Education Programs by Home Education Students |
| Code    | 137.3                                                                               |
| Status  | First Reading                                                                       |

### **Authority**

The Board approves participation in a career and technical education program by a student enrolled in a home education program who meets all the requirements stated in law and Board policy and administrative guidelines.[1](#)[2](#)[3](#)[4](#)[5](#) [6](#)

Students attending home education programs shall be eligible to participate in a career and technical education program at the Chester County Intermediate Unit's Technical College High School ("TCHS"), in accordance with the TCHS admission policy and procedures on the same basis as other district students.

### **Guidelines**

Students attending home education programs shall be given an equal opportunity to apply for placement in available programs at TCHS.

Prior to enrolling in a career and technical education program, a home education student shall submit required documents and written verification of eligibility or completion of prerequisites to the building principal or designee. Verification may include, but not be limited to, attendance records, portfolio records documenting completion of curriculum or other documents demonstrating completion of eligibility criteria.[1](#) [3](#)[6](#)[7](#)[8](#)

The following conditions shall govern participation in career and technical education programs by home education students, who shall:

1. Be a resident of the district.
2. Meet the required eligibility criteria or their equivalent or the prerequisites for the career and technical education program.[1](#)[4](#)[6](#)[9](#)
3. Comply with applicable policies and school rules and administrative regulations and guidelines of TCHS regarding student conduct in school and at school-sponsored activities, and comply with all applicable policies and school rules and administrative guidelines of the district when on district property or utilizing district transportation.[1](#)[10](#)[11](#)[12](#)[13](#)
4. Meet attendance and reporting requirements established for all participants of the career and technical education program, including any sign-in and sign-out procedures for building attendance purposes. Home education students must participate in the required courses for

the program on the same basis as students enrolled in the district, unless an exception has been granted in accordance with applicable Board policy, administrative guidelines and school or program rules.[14]

TCHS shall provide the student's home education program supervisor with a grade for each career and technical education program course completed by a student enrolled in a home education program, in accordance with Board policy and administrative guidelines. The home education program supervisor shall be responsible for maintaining the material in the student's portfolio of records.[1][5][15]

### Transportation

Students attending home education programs who participate in career and technical education programs may use district transportation to or from the career and technical education program during the times when district transportation is already operating, and space is available.[1]

### **Delegation of Responsibility**

The Superintendent or designee shall post information regarding the district's options for career and technical education programs, as well as a copy of this Board policy, on the district's publicly available website and provide information upon request by students enrolled in home education programs or their parents/guardians.

The building principal or designee shall request and review verification from the parent/guardian or home education program supervisor that a student has met and continues to meet the established eligibility criteria for participation in career and technical education programs.

The Superintendent or designee may establish administrative guidelines for prioritization of enrollment in career and technical education programs, in accordance with the Articles of Agreement and the established number of allowable participants for designated programs at TCHS. [1] The Superintendent or designee may establish administrative guidelines necessary to implement this policy.



|                     |                |
|---------------------|----------------|
| Book                | Policy Manual  |
| Section             | 200 Pupils     |
| Title               | Attendance     |
| Code                | 204            |
| Status              | First Reading  |
| Adopted             | August 1, 2015 |
| Last Revised        | July 27, 2020  |
| Prior Revised Dates | 6/26/2017      |

## **Purpose**

The Board **recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.** ~~requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation.~~ [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

## **Authority**

**The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative guidelines.** [\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

## **Definitions**

**Compulsory Attendance School Ages** shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than six (6) years of age, until the student reaches eighteen (18) years of age. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school. [\[8\]](#)[\[9\]](#)

~~With certain exceptions, children from the ages of six (6) to eighteen (18), inclusive, must be in attendance at a school in which the subjects required by law and the State Board of Education are taught in the English language.~~ [\[2\]](#)[\[5\]](#)

**Habitually truant** shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance. [\[8\]](#)

**Truant** shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance. [\[8\]](#)

**Person in parental relation** shall mean a:[8]

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a student.
4. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[10]

**School-based or community-based attendance improvement program** shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[8]

### **Authority**

~~Attendance shall be required of all students enrolled in district schools during the days and hours that the school is in session, except that a principal or teacher may excuse a student for temporary absences when they s/he receives satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. The term urgent reasons shall be strictly construed and is not intended to permit irregular attendance.~~[3][7][9][10][11][12]

~~The Board considers the following conditions to constitute reasonable cause for absence from school:~~

1. ~~Sickness.~~[12][9]
2. ~~Quarantine.~~
3. ~~Death in immediate family.~~
4. ~~Weather so inclement as to endanger the health of the child or make roads impassable.~~
5. ~~Observance of a religious holiday.~~[13]
6. ~~Educational tours and trips, with prior approval.~~[14]
7. ~~Other exceptional reasons, with the approval of the administration.~~

~~Attendance need not always be within school facilities. A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work study or career education program; the student is receiving approved homebound instruction.~~[3][11][15][16][17][18][19]

~~All absences occasioned by observance of the student's religion shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday. The administration shall excuse the student for those days that the parent/guardian provides written documentation of the religious holiday.~~[13]

~~The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program. Such instruction shall not require the child's absence from school for more than thirty six (36) hours per school year, and its organizers must inform the~~

~~Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.~~[\[13\]](#)[\[20\]](#)

~~The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.~~[\[6\]](#)[\[9\]](#)

~~The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, family emergencies, or other urgent reasons.~~[\[11\]](#)[\[12\]](#)

~~The Board shall excuse the following students from the requirements of attendance at district schools, upon request and with the required approval:~~

- ~~1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical, or other reasons that preclude regular attendance.~~[\[9\]](#)[\[10\]](#)[\[21\]](#)
- ~~2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.~~[\[3\]](#)[\[22\]](#)
- ~~3. Students attending college who are also enrolled part time in district schools.~~[\[23\]](#)
- ~~4. Students attending a home education program in accordance with law.~~[\[24\]](#)[\[25\]](#)
- ~~5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.~~[\[3\]](#)
- ~~6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.~~[\[10\]](#)
- ~~7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.~~[\[10\]](#)[\[16\]](#)

~~The Board may excuse the following students from the requirements of attendance at district schools:~~

- ~~1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.~~[\[3\]](#)[\[15\]](#)[\[18\]](#)
- ~~2. School-age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.~~[\[21\]](#)
- ~~3. Students enrolled in special schools conducted by the Chester County Intermediate Unit or the Department of Education.~~[\[3\]](#)

~~The Board shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of eighteen (18). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.~~[\[7\]](#)[\[26\]](#)[\[27\]](#)

### Educational Tours/Trips

~~The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:~~[\[14\]](#)

- ~~1. The parent/guardian submits a written request for excusal prior to the absence.~~
- ~~2. The student's participation has been approved by the Superintendent or designee.~~

3. ~~The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.~~

~~The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.~~

### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, **persons in parentals/guardians relation**, and staff about the district's attendance policy by publishing such policy in the student handbooks **and newsletters on the** district website and **through** other efficient **communication** methods. [\[6\]](#)[\[39\]](#) [\[1\]](#)[\[11\]](#)

The Superintendent or designee **in coordination with the building principal** shall develop procedures for the attendance of students which: **be responsible for the implementation and enforcement of policy.**

**The Superintendent or designee may develop administrative guidelines for the attendance of students which:**

1. ~~Ensure a school session that conforms with requirements of state law and regulations.~~ [\[28\]](#)[\[29\]](#) [\[30\]](#)[\[31\]](#)[\[37\]](#)[\[38\]](#)
2. **1. Govern the maintenance** keeping of attendance records in accordance with **law.** state statutes. [\[32\]](#)[\[33\]](#) [\[34\]](#)[\[35\]](#)[\[36\]](#)
  - 2.Detail the process for submission of requests and excuses for student absences.**
3. **Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.**
4. **Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.**
5. ~~Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.~~
6. **5.** Ensure that students legally absent have an opportunity to make up work.
7. ~~Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred; that the absence was unexcused and in violation of law; that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student; and that further violations during the school term will be prosecuted without notice.~~ [\[26\]](#)[\[27\]](#)

~~See 204AG1— Attendance Guidelines for more details.~~

### **Guidelines**

#### **Compulsory School Attendance Requirements**

**All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.** [\[2\]](#)

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home. [2] [5] [14] [15] [16] [17] [18] [19] [20]

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance. [3] [4] [21]
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught. [2] [22]
3. Students attending college who are also enrolled part-time in district schools. [23]
4. Students attending a home education program or private tutoring in accordance with law. [2] [18] [24] [25] [26] [27]
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved. [2]
6. Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits. [4]
7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment. [4] [15]

#### Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons. [3] [6]
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory. [3]
3. Quarantine
4. Required court attendance.
5. Death in the immediate family.
6. Weather so inclement as to endanger the health of the student or make roads impassable.
7. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request. [1] [3]

8. **Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.** [\[3\]](#)
  - a. **The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.**
  - b. **The student shall furnish the signed excuse to the district prior to being excused from school.**
10. **Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.** [\[28\]](#)
11. **Nonschool-sponsored educational tours or trips, if the following conditions are met:** [\[3\]](#) [\[29\]](#)
  - a. **The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.**
  - b. **The student's participation has been approved by the Superintendent or designee.**
  - c. **The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.**

**12. College, postsecondary institution or career visits, with prior approval.**

**13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness, foster care and other forms of educational instability.** [\[3\]](#)[\[6\]](#)[\[30\]](#)

**The district may limit the number and duration of nonschool-sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.**

### ***Temporary Excusals –***

**The following students may be temporarily excused from the requirements of attendance at district schools:**

1. **Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.** [\[2\]](#)[\[14\]](#)[\[18\]](#)
2. **Students participating in a religious instruction program, if the following conditions are met:** [\[28\]](#)[\[31\]](#)
  - a. **The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.**
  - b. **The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.**
  - c. **Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.**
3. **School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.** [\[21\]](#)

***Parental Notice of Absence –***

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) school days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during the school year.

All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

**Unexcused/Unlawful Absence**

For purposes of this policy, absences which do not meet the criteria indicated above for excused absences shall be permanently considered unexcused.

An out-of-school suspension may not be considered an unexcused absence. [\[8\]](#)

***Parental Notification –***

District staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.

**Enforcement of Compulsory Attendance Requirements*****Student is Truant –***

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence. [\[32\]](#)

The notice shall: [\[32\]](#)

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference. [\[32\]](#)

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference. [\[32\]](#)

***School Attendance Improvement Conference (SAIC) –***

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC. [\[32\]](#)

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services. [\[8\]](#)

The following individuals shall be invited to the SAIC: [\[8\]](#)

1. **The student.**
2. **The student's person in parental relation.**
3. **Other individuals identified by the person in parental relation who may be a resource.**
4. **Appropriate school personnel.**
5. **Recommended service providers.**

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference. [\[32\]](#)

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan (SAIP). The SAIP shall be retained in the student's file. A copy of the SAIP shall be provided to the person in parental relation, the student and appropriate district staff. [\[32\]](#)

The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences. [\[32\]](#)

#### ***Student is Habitually Truant –***

When a student under fifteen (15) years of age is habitually truant, district staff: [\[33\]](#)

1. Shall refer the student to:
  - a. A school-based or community-based attendance improvement program; or
  - b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student. [\[33\]](#)

When a student fifteen (15) years of age or older is habitually truant, district staff shall: [\[33\]](#)

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program. [\[33\]](#)

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC. [\[33\]](#)

#### ***Filing a Citation –***

**A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student. [34]**

**Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law. [34]**

### **Special Needs and Accommodations**

**If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Pupil Services shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy. [16][35][36][37]**

**For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy. [16][35][37]**

### **Discipline**

**The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior. [32]**

### **Charter Schools**

**Where the district is required by law to prosecute a habitually truant charter school student upon notification by the charter school, the district shall utilize the charter school's attendance policy to determine unlawful absences.**

Legal

[1. 24 P.S. 1301](#)

[2. 24 P.S. 1326](#)

[3. 24 P.S. 1327](#)

[4. 22 PA Code 11.12](#)

[5. 22 PA Code 11.13](#)

[6. 22 PA Code 11.41](#)

[7. 22 PA Code 12.1](#)

8. Pol. 200

[9. 24 P.S. 1329](#)

[10. 24 P.S. 1330](#)

[11. 22 PA Code 11.23](#)

[12. 22 PA Code 11.25](#)

[13. 22 PA Code 11.21](#)

[14. 22 PA Code 11.26](#)

[15. 22 PA Code 11.22](#)

[16. 22 PA Code 11.28](#)

17. Pol. 115

18. Pol. 116

19. Pol. 117

[20. 24 P.S. 1546](#)

[21. 22 PA Code 11.34](#)

[22. 22 PA Code 11.32](#)

[23. 22 PA Code 11.5](#)

[24. 24 P.S. 1327.1](#)

25. Pol. 137

[26. 24 P.S. 1333](#)

[27. 24 P.S. 1354](#)

[28. 24 P.S. 1501](#)

[29. 24 P.S. 1504](#)

[30. 22 PA Code 4.4](#)

[31. 22 PA Code 11.1](#)

[32. 24 P.S. 1332](#)

[33. 24 P.S. 1339](#)

[34. 24 P.S. 1338](#)

35. Pol. 218

36. Pol. 233

[37. 22 PA Code 11.2](#)

[38. 22 PA Code 11.3](#)

[39. 24 P.S. 510.2](#)

[24 P.S. 1333.1](#)

[24 P.S. 1333.2](#)

[22 PA Code 11.8](#)

[22 PA Code 11.24](#)

[22 PA Code 11.31](#)

[22 PA Code 11.31a](#)

[42 Pa. C.S.A. 6302](#)

Pol. 103.1

Pol. 113

Pol. 113.3

Pol. 114



|                     |                                                 |
|---------------------|-------------------------------------------------|
| Book                | Policy Manual                                   |
| Section             | 200 Pupils                                      |
| Title               | Attendance Guidelines - WC Cyber Program retire |
| Code                | 204AG3                                          |
| Status              | First Reading                                   |
| Adopted             | August 24, 2020                                 |
| Last Revised        | July 25, 2022                                   |
| Prior Revised Dates | 7/26/2021                                       |

Students are expected to be in attendance daily. For students in grades 6-12, attendance is taken through two measures: daily homeroom check-in via Schoology and completion of some work in all assigned courses within a week.

Parents/Guardians shall provide a written explanation for the absences of a student. These shall be required in advance for types of absence where advance notice is possible.

Excuse forms shall be completed and turned in by the student within three (3) days after return from an absence. The absence of any student failing to comply with this time period will automatically become unlawful and the relevant school laws shall be applied.

## Absences

Absences will generally be recognized as cumulative or noncumulative. Cumulative absences refer to days that contribute to the allotted number of days a student may be absent. Noncumulative absences are absences that do not contribute to the specified days students may be absent.

**Cumulative Absences.** Cumulative absences include both excused and unlawful absences.

**Excused absences:** Those absences where a licensed practitioner of the healing arts or upon any other satisfactory evidence furnished, shows that a student is unable to attend school and/or class, or is prevented from study because of illness or other urgent reasons, including but not limited to the following:

1. A maximum of ten (10) days absence for students verified by a parental note. All absences beyond the tenth day of parental cumulative absences will require a note from a licensed practitioner of the healing arts.
2. Family vacation, preapproved by the principal, at his/her sole discretion, while school is in session, up to a maximum of five (5) days per school year. The following will be taken into consideration by the principal in granting permission for the trip:
  - a. The student's academic standing.
  - b. The student's attendance record.
  - c. The effect the absence will have on the student's educational welfare.

- d. The exceptionality of the request.
3. In lieu of family vacation days, parents may use the five (5) designated days as parent notes for illness or other urgent reasons previously listed. No more than fifteen (15) total days may be excused via a parental note.

**Unlawful absences:** Any absence which does not meet the definition of an excused absence, including, but not limited to the following:

1. Any day for which a written excuse is not submitted within three (3) school days of a student's return from an absence, including notes from a licensed practitioner of the healing arts.
2. Any absence not excused by a note from a licensed practitioner of the healing arts after ten (10) or fifteen (15) total days of absences verified by receipt of parental excuses.
3. Truancy – Frequent or prolonged absence without satisfactory reason, or willful violation of the compulsory attendance laws, which are subject to the penalties provided for in the school laws of Pennsylvania.
4. Class cut.
5. Unlawful tardies as set forth herein. A tardy is defined as a minimum of one minute of lateness to school. Eight (8) tardies to school and/or early dismissals will be considered one (1) unlawful absence in grades K-8. Unlawful tardies and cutting class in grades 9-12 will be handled under discipline as a Level One offense.
6. Any absence due to a family vacation while school is in session after the fifth of the five (5) day maximum per school year.

For students who are 18 or older and not of compulsory school age, unlawful absences shall be classified as unexcused absences.

**Noncumulative absences.** The following absences do NOT count against the 15-day limit of cumulative absences:

1. Suspensions from school.
2. Illness verified by a note from a licensed practitioner of the healing arts submitted within three (3) days of a student's return.
3. Death in the family, when accompanied by a note within three (3) days of a student's return. Up to 5 days will be approved for an immediate family member. If services are occurring outside of the country, any additional days will need to be approved by the building administrator.
4. Religious holidays, when accompanied by a note within three (3) days of a student's return.
5. Preapproved college visits, when College Visit Permission/Verification Form 204AG2 is submitted.
6. Court hearings involving Children, Youth & Families or Juvenile Probation Officer.
7. A student can be excused from school to participate in a musical performance in conjunction with a national veterans' organization or incorporated unit for an event or funeral. The organization or unit must provide the student with a signed excuse detailing the date, location and time of the event or funeral. The student must furnish the excuse to the school district prior to being excused.

#### **Additional Guidelines**

1. **Up to 15 days of consecutive absences:** Parents can use 5 vacation days and 10 parent notes. Notes from a licensed practitioner of the healing arts will be required for all future absences or they will be considered unlawful for students of compulsory age and unexcused for students over the age of 18. If a student does not return on the 16th day, the district will follow the compulsory attendance guidelines. Unless the district has been provided with evidence that the absence may be legally excused or the district is pursuing compulsory attendance prosecution, the student will be dropped from the district's active attendance roll after 10 days of absence. If the student is in the US, the absence will be coded as withdrawn-dropped. If the student is out of the country, the absence will be coded as withdrawn-moved. If the student returns, the parent will need to reenroll the student. Removal from the district's active attendance roll does not remove the parent/guardian's compulsory attendance obligations for the student and the district may pursue citations and/or referral to Children, Youth & Families.
2. **A single absence more than 5 consecutive days in length:** A licensed practitioner of the healing arts note is required by the 6<sup>th</sup> day of absence, even if parent notes have not been exhausted.

3. **15 or more days of absences, excused by a licensed practitioner of the healing arts:** The school nurse will call the licensed practitioner of the healing arts to seek more information regarding the absences to ensure that the appropriate supports can be put in place for the students.
4. **Notifications/Student Attendance Improvement Plan (SAIP):** Parents/guardians will be contacted via mail and/or phone call regarding their child's fourth unlawful absence with a request to complete a Student Attendance Improvement Plan (SAIP). The SAIP conference can include the student, family, school team, and outside supports. At the sixth unlawful absence a referral to Children, Youth and Families or an attendance improvement program will be completed and citations can be issued to a District Magistrate.
5. **A College Visit Permission/Verification form (204AG2)** must be completed and is required for each college visit. The student must submit the form to the building principal or designee in advance of the college visit for approval. The building principal or designee may approve the college visit in his or her sole discretion. If approved, the form must be signed by a representative of the college and then submitted to the attendance secretary within 3 days of returning from the visit. If the form is not preapproved by the building principal or designee, signed by a representative of the college or isn't timely submitted, it will be considered an unlawful absence.

### **Attendance Monitoring Process**

Students who have frequent absences from one or more cyber courses will be monitored more closely to support their progress in the WC Cyber Program.

1. Whenever a student misses ten (10) days (five (5) for a semester course) of cumulative absence or has missed the same class ten (10) days (five (5) for a semester course), the student's counselor and/or Cyber Administrator may meet with the student and review the attendance record. As a result of the meeting, the parent/guardian may be notified in writing of the student's absence record. Parents/Guardians may be notified that all absences beyond the tenth absence will require a note from a licensed practitioner of the healing arts.
2. An Attendance Review Team (ART), consisting of the Cyber Administrator, counselor and other staff deemed necessary by the administrator, may review the student's absence record when a student has missed a total of ten (10) days (five (5) for a semester course) of cumulative absence or has missed the same class ten (10) times (five (5) for a semester course). The team may hold a parent/guardian conference with the student to discuss the absence record. The Cyber Administrator shall make the request for the conference in writing if the parent/guardian does not respond to a phone call. As part of this conference, it may be deemed necessary for the student to report to the Cyber Center to work with the Cyber Teacher to get their learning back on pace.
3. The team shall continue to monitor the student's absence record. When the student has missed a total of fifteen (15) days (eight (8) for a semester course) of cumulative absence or has missed the same class fifteen (15) times, the team may review the record again and notify the parent/guardian in writing of the record and possible consequences, including the requiring the student to attend in person sessions at the Cyber Center (Fugett Middle School) and/or the potential removal from the WC Cyber Program. The team will consider if a cyber setting is the best learning environment for the student on a case-by-case basis. A parent/guardian conference may be requested.
4. When a student has missed a total of twenty (20) days (ten (10) for a semester course) of cumulative absence or has missed the same class twenty (20) times, the ART may reconvene to review the student's absence record. The team shall determine if a recommendation for no course credit (high school students, only) will be made to the Cyber Administrator. The team shall consider whether to make a recommendation for retention in grade (elementary and middle school students, only). The team will also consider if a cyber setting is the best learning environment for the student on a case-by-case basis.

5. The Cyber Administrator shall review the recommendation by the team and make a recommendation to the Cyber Administrator that no course credit be awarded (high school students, only). If the Cyber Administrator supports the recommendation, the parent/guardian shall be notified in writing of the consequence. The decision of the Cyber Administrator shall be final. Where it is determined that course credit will be denied, the student will earn the grade for the course, but be denied the credit. Where a recommendation for retention is made (~~elementary~~ and middle school, only), referrals consistent with Board Policy 215 will be made.
6. The Superintendent or his designee shall review any recommendation by the team that the student be removed from the Cyber program and be returned to their school of residence. If the Superintendent or his designee supports the recommendation, the parent/guardian shall be notified in writing of the student's return to their school of residence. The decision of the Superintendent or his designee shall be final. Notwithstanding the foregoing, the District shall comply with placement procedures for students IEPs of 504 plans where required by law.



|         |                         |
|---------|-------------------------|
| Book    | Policy Manual           |
| Section | 200 Pupils              |
| Title   | Promotion and Retention |
| Code    | 215                     |
| Status  | First Reading           |
| Adopted | September 25, 2017      |

### **Purpose**

The Board recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The district shall establish and maintain academic standards for each grade and monitor individual student achievement in a continuous and systematic manner.

### **Authority**

The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's progress, system of grade levels, and attainment of the academic standards established for each grade.

The evaluation of ~~pupils~~ **students** must be a continuous and forward-looking process producing a creative effect which improves present and future behavior and practice. The concern in the total evaluation process is the whole ~~child~~ **student**: ~~his/her~~ growth in an academic sense as well as ~~his~~ physical, social and emotional development.

A student shall be promoted when ~~s/he has~~ **they have** successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgement of the teachers, school team and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge or meeting goals on an individual student plan. No student shall be retained in a grade level for more than one year.

### **Delegation of Responsibility**

The Superintendent or designee shall develop administrative ~~regulations~~ **guidelines** for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained. ~~See 215AG1—Promotion and Retention Guidelines.~~

### **References:**

School Code - 24 P.S. Sec. 1531, 1532, 1533

State Board of Education Regulations - 22 PA Code Sec. 4.12, 4.13, 4.42

Board Policy 000, 100, 212, 213, 217





|                     |                                              |
|---------------------|----------------------------------------------|
| Book                | Policy Manual                                |
| Section             | 200 Pupils                                   |
| Title               | Student Conduct/Disciplinary Action Schedule |
| Code                | 218AG1                                       |
| Status              | First Reading                                |
| Adopted             | July 25, 2016                                |
| Last Revised        | July 25, 2022                                |
| Prior Revised Dates | 8/2/2017, 9/6/2019, 5/29/2020, 8/24/2020     |

### **Student Discipline** **Respecting Members of the School Community**

The fundamental premise of Board policy and guidelines related to student discipline is that students will show tolerance to all members of the school community. The Board shall adopt a Code of Student Conduct/Disciplinary Action Schedule to govern student discipline, and students shall not be subject to disciplinary action because of race, age, sex, color, religion, creed, sexual orientation, gender identity, national origin, ancestry, marital status, pregnancy, or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct/Disciplinary Action Schedule governing student discipline.

The West Chester Area School Board has the authority to make reasonable and necessary rules governing the conduct of students in school. **As Pp** provided by Section 1317 of the **Pennsylvania** School Code of **1949, as amended**, the Commonwealth of Pennsylvania: Authority of Teachers, Vice Principals, and Principals over Pupils; every teacher, vice principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the ~~pupils~~ **students** as their parents/guardians or persons in parental relation with the student when: (a) they are attending school in person, including technical college high schools, or remotely through a cyber program or by other virtual platforms; (b) during the time they are going to and from their homes to school or technical college high schools; and (c) when attending school-sponsored events and activities either as a participant or spectator.

- The teachers have the responsibility to maintain a suitable environment for learning, and the administrators have the responsibility for maintaining and facilitating the educational programs.
- The principal is authorized by statute to suspend students for cause.
- Rules and regulations shall be published and reviewed with students at the opening of each school year and shall be posted in prominent locations throughout each school as well as online. Copies shall be available in each school and also to students and parents/guardians upon request.
- The principal shall be responsible for informing both parents/guardians and students of school rules and regulations at the opening of the school year.
- The teacher has the authority to send a student from a class to an appropriate school official for cause.

- Teachers and school administrators shall administer discipline within federal and state statutes, regulations and guidance, and other specific policies **and administrative guidelines** relating to student behavior and discipline as adopted by the Board.

In order that infractions of the rules established for student conduct may be treated equitably and consistently, the Board has approved a Disciplinary Action Schedule for the district's schools. The intent of this schedule is to provide students with a definition of the limits of acceptable behavior, and to equip teachers and school administrators for their disciplinary responsibilities. The schedule shall be interpreted by the principals and their designees in a manner which they deem just, given the circumstances of the individual case. Additionally, students must understand that administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered.

The provisions of this policy apply to all district schools, programs and platforms, unless specifically noted herein.

## WHY DISCIPLINE?

Discipline should, as a minimum, have three (3) objectives in mind:

- PRESERVE the optimum environment in which to deliver instructional services.
- RESPOND to disruptive influences with corrective measures in a firm and consistent manner while attempting to correct deviant behavior and keep disrupters in school.
- REMOVE, as a last resort, the disrupters from the educational environment so that the majority may pursue their educational goals.

As present law now stands, it is the responsibility of the Board to continue with the education of the student until age eighteen (18) whether in the formal educational setting or in a setting outside that environment.

## ELEMENTARY-STUDENT EXPECTATIONS

### I. ELEMENTARY CODE OF CONDUCT

- Students will respect everyone's right to learn.
- Students will choose ways to resolve conflict without fighting.
- Students will accept others for who they are and respect differences.
- Students will show proper respect for:
  - Themselves.
  - Other Students.
  - Adults.
  - School property.
  - Personal property.

### II. STUDENT JOB DESCRIPTION

~~My education is important. To the best of my ability, I will:~~

- ~~Be a good citizen of school.~~
- ~~Arrive at school on time every day.~~
- ~~Complete my homework and be prepared every day.~~
- ~~Be a cooperative learner.~~
- ~~Ask for help when I need it.~~
- ~~Help others when possible.~~
- ~~Demonstrate a positive attitude.~~
- ~~Follow school and classroom rules.~~

Students have the responsibility to conduct themselves according to the Code listed above and to ~~meet their responsibilities by following the~~ **Responsibilities of Students Job Description listed below**. Students who fail to do so will be subject to follow the schedule of disciplinary action.

## **Responsibilities of Students**

**These responsibilities and expectations are to be an integral part of student behavior enroute to and from school, during all extracurricular activities, day and field excursions, as well as within the typical school day and setting.**

- 1. Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to district and school rules and regulations.**
- 2. Students, in conjunction with the administration and faculty, share a responsibility to develop a climate within the school that is conducive to wholesome learning and living.**
- 3. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.**
- 4. Students should express their ideas and opinions in a respectful manner.**
- 5. Student should:**
  - a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.**
  - b. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.**
  - c. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.**
  - d. Assist the school staff in operating a safe school for the students enrolled therein.**
  - e. Comply with applicable laws.**
  - f. Exercise proper care when using public facilities and equipment.**
  - g. Attend school daily and be on time at all classes and other school functions.**
  - h. Make up work when absent from school.**
  - i. Pursue and attempt to complete satisfactorily the courses of study prescribed by the district.**
  - j. Report accurately in student media.**
  - k. Not use obscene language in student media or on school premises.**

ADMINISTRATIVE ACTION  
ELEMENTARY AND SECONDARY

At times during the school year, student misbehavior will necessitate action on the part of the Board. At this point, the school administration will have exhausted all approaches in attempting to correct the student's misbehavior. The administration may have, at various times, worked with the resources and shall keep records and documentation as evidence of other efforts. The resources shall include among others:

- Parents/guardians.
- Teachers.
- Guidance counselor.

- Social worker/counselor.
- Community resource personnel.
- Social agencies.
- Psychologist.

The breach of discipline within the schools will probably fall into two (2) major classes of offense:

1. Violation of the rules of conduct of the school (see Level I, II and III).
2. Violation of rules of conduct of the school because they are a violation of the law (a crime has been committed) (see certain Level III offenses).

This second category of infractions calls for dual corrective action of a school administered response as well as a community administered response. The school action would be considered a Level III infraction. In addition, the appropriate law enforcement agency would be brought into the matter and it may take action in addition to the penalties set forth herein.

### **SCHOOL OFFENSES**

Any student subjected to disciplinary action which involves his/her **their** removal from the normal classroom environment is still to demonstrate mastery of all subject matter for advancement to the next grade level. It is the responsibility of the student subjected to such disciplinary action to ensure that s/he **they** remains current with course subject matter and that s/he **they** arranges with the administration for the taking of any examinations missed due to absence from school.

Parents/guardians of said student shall be notified immediately **as soon as practicable**, by phone, if possible, and in writing when a student has been suspended internally or externally from class.

Possession, distribution or use of alcoholic beverages or ~~drugs~~ **controlled substances** will result in the application of Board Policy 227.

A student who is on suspension shall not participate in, or attend any extracurricular school activity during the period of suspension or Saturday School. This will be in effect immediately upon notification of the suspension. Suspension shall be in effect until the start of the first school-day that the student is eligible to return to school. A student who is participating in an extracurricular activity must be in school in order to participate. Further, a student will be subject to the terms of the Extracurricular Code of Conduct.

## **I. ELEMENTARY SCHOOL DISCIPLINARY ACTION SCHEDULE**

Different offenses should require different responses. The following is a categorization of offenses into levels.

### **A. LEVEL I**

1. Use of personal and district technology devices in violation of Policy 237 (including misuse of the internet)
2. Disrespect to peer(s)
3. Student Integrity (Policy 218.3)
4. Other minor infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

### **B. LEVEL II**

1. Cutting class
2. Smoking, Tobacco and Vaping Products; Non-tobacco products (Policy 222)
3. Insubordination
4. Fighting
5. Defacing school property
6. Violation of Student Acceptable Use of Internet, Computers and Network Resources (Policy 252) (including misuse of the internet)
7. Verbal assault
8. Intimidation

9. Foul and abusive language/gestures
10. Theft
11. Peer conflict/disrespect/disturbance
12. Use of personal and district technology devices in violation of Policy 237 (including misuse of the internet)
13. Student Integrity (Policy 218.3)
14. Other more serious infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

### **C. LEVEL III**

1. Physical assault
2. Possessing a weapon (Policy 218.1)
3. Arson, false alarm, or 911 Call
4. Bomb threats
5. Vandalism
6. Controlled substance/paraphernalia (Policy 227)
7. Discrimination/Title IX Sexual Harassment-affecting Students (Policy 103)
8. Intentional contact
9. Terroristic threats (Policy 218.2)
10. Bullying (Policy 249)
11. Student Integrity (Policy 218.3)
12. Hazing (Policy 247)
13. Sexual Assault
14. False Safe2Say report
15. Commission of any act punishable under the Pennsylvania Crimes Code
16. Other most serious infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

## **II. ELEMENTARY SCHOOL ADMINISTRATIVE ACTION SCHEDULE**

The Administration Action Schedule shall be interpreted by the principals and their designees in a manner which they deem just given the circumstances of the individual case.

~~For students attending by other virtual platform, depending on the nature and severity of the infraction, the Cyber Administrator may limit access to the internet or the network at any level of offense.~~

### **A. LEVEL I**

Disciplinary options may include, but are not limited to, any one or more of the following:

1. Verbal reprimand
2. Detention
3. Restrictions
4. Parent/guardian notification and/or conference
5. Internal suspension

### **B. LEVEL II**

Disciplinary options may include, but are not limited to, any Level I disciplinary option, plus any one or more of the following:

1. External suspension~~(except in the case of truancy)~~
2. Notification of local law enforcement agency (who may take action in addition to the penalties set forth herein).

### **C. LEVEL III**

The offenses in this class are of a nature that their commission may represent a violation of law and may be subject to civil and/or criminal penalties. This type of behavior is obviously unacceptable in the educational environment. The local law enforcement agency will be notified of all Level III offenses and may take action in addition to the penalties set forth herein. In addition, the following action may be taken:

1. A first offense may result in a ten (10)-day external suspension from school or other Level II disciplinary option, where appropriate.
2. A second offense may result in a ten (10)-day external suspension from school and a Board hearing ~~shall~~ **may** be held with administration recommendation for exclusion of the student for the remainder of the school year

The administrator may, if ~~he/she~~ **they** considers the committing of offenses in this category serious enough to be a threat to the health, safety or welfare of others, request Board hearing for exclusion of the student upon commitment of the offense for the first time.

### III. SECONDARY DISCIPLINARY ACTION SCHEDULE

Different offenses should require different responses. The following is a categorization of offenses into levels.

#### A. LEVEL I

1. Unexcused lateness to school (*HIGH SCHOOL ONLY*)
2. Unexcused lateness to class
3. Not reporting to detention
4. Failure to sign in at attendance
5. Student Integrity (Policy 218.3)
6. Not reporting to Saturday School (1st offense)
7. Other minor infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

#### B. LEVEL II

1. Cutting class
2. Leaving school or class without permission
3. Smoking, Tobacco and Vaping Products; Non-tobacco products (Policy 222)
4. Insubordination
5. Fighting
6. Defacing school property
7. Violation of Student Acceptable Use Policy 252 and related policies (including misuse of the internet)
8. Verbal assault
9. Intimidation
10. Forgery
11. Foul and abusive language/gestures
12. Failure to give name
13. Not reporting to Saturday School (2nd or more offense)
14. Peer conflict/disrespect/disturbance
15. Student Integrity (Policy 218.3)
16. Use of personal technology and technology devices in violation of Policy 237 (including misuse of the internet)
17. Seventh Level I Offense
18. Other more serious infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

#### C. LEVEL III

1. Theft

2. Physical assault
3. Possessing a weapon (Policy 218.1)
4. Arson, false alarm, or 911 call
5. Bomb threats
6. Vandalism
7. Controlled substance/paraphernalia (Policy 227)
8. Extortion
9. Discrimination/Title IX Sexual Harassment affecting Students (Policy 103)
10. Intentional contact
11. Terroristic threats (Policy 218.2)
12. Bullying/Cyberbullying (Policy 249)
13. Student Integrity (Policy 218.3)
14. Hazing (Policy 247)
15. Sexual Assault
16. False Safe2Say Report
17. Commission of any act punishable under the Pennsylvania Crimes Code
18. Other most serious infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

#### **IV. SECONDARY ADMINISTRATIVE ACTION**

The Administrative Action Schedule shall be interpreted by the principals and their designees in a manner which they deem just given the circumstances of the individual case.

For students attending the cyber program or other virtual platform, depending on the nature and severity of the infraction, the Cyber Administrator may limit access to the internet or the network at any level of offense.

##### **A. Level I**

1. Unexcused lateness to school (*High School ONLY*):
  - a. Each of the first four (4) offenses in a semester will be recorded in the student's file.
  - b. Fifth, sixth, seventh and eighth offenses in a semester will result in the student receiving one day of after school detention for each offense for students attending in person programs. For students in the cyber program or other virtual platform, the fifth, sixth, seventh and eighth offenses in a semester will result in a parent conference with teaching~~ers~~ and cyber administration.
  - c. Upon the recording of the ninth or more lateness in a semester, the result will be one day of Saturday School.
2. Unexcused lateness to class:
  - a. One (1) day of after school detention will be assigned for each offense for students attending in person programs. For students in the cyber program or other virtual platform, each offense will result in a parent conference with teaching~~ers~~ and cyber administration.
  - b. Upon recording of the ninth or more lateness in a year, the student will be assigned one day of Saturday School.
3. Not reporting to detention/late room:
  - a. One (1) day of Saturday School
4. Failure to sign in at attendance:
  - a. One (1) day of after school detention will be assigned for each offense for students attending in person programs. For students in the cyber program or other virtual platform, each offense will result in a parent conference with teaching~~ers~~ and cyber administration.

b. Upon recording of the ninth or more failure to sign in at attendance, the student will be assigned one day of Saturday School.

5. Student Integrity (see Policy 218.3)

6. Not Reporting to Saturday School (1st offense):

a. One-day external suspension and the student must repeat the Saturday School.

7. Other minor infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction:

a. First, second, third and fourth offenses will result in a detention for students attending in person programs. For students in the cyber program or other virtual platform, first, second, third and fourth offenses will result in a parent conference with teachers and cyber administration

b. Upon recording of the fifth or more Level I offense, the student will receive a day of Saturday School.

**NOTE:** The accumulation of seven (7) Level I offenses shall result in a student being credited with one (1) Level II offense. Thereafter, subsequent accumulations of seven (7) Level I offenses shall likewise result in additional crediting of Level II offenses.

## **B. LEVEL II**

1. With the exception of smoking/tobacco and vaping products/non-tobacco products use, fighting, verbal assault, and cutting Saturday School, these offenses, being of a more serious nature, will result in the following actions:

**NOTE:** The offense may be a repeat of a prior Level II offense or combination of offenses. Some Level II offenses may result in appropriate legal action.

- a. The first, second, third, and fourth offense will result in one (1) day of Saturday School for each offense.
- b. The fifth offense will result in a three-day external suspension and a mandatory principal conference with the parent/guardian and student.
- c. A sixth offense will result in a five-day external suspension. An informal hearing shall be held with the parent/guardian and the student.
- d. A seventh offense will result in a ten-day external suspension from school and a Board hearing may be held with administration recommendation for exclusion of the student from school for the remainder of the school year.

2. Smoking/tobacco and vaping products/non-tobacco products use and verbal assault will result in the following action:

- a. Each offense will result in a three-day external suspension.
- b. If the offense is the fifth or more Level II offense, the administrative action shall follow the Level II (1)(b) or higher level guidelines set forth above.
- c. If the first offense is the seventh or subsequent Level II offense, the administrative action shall follow the Level II (1) (d) or higher level guidelines set forth above.

3. Fighting will result in the following action:

- a. Each offense will result in a three to five-day external suspension and the local law enforcement agency will be notified, which may take action in addition to the penalties set forth herein.
- b. If the offense is the fifth or more Level II offense, the administrative action shall follow the Level II (1)(c) or higher level guidelines set forth above and local law enforcement will be notified which may lead to further actions in addition to the penalties set forth herein.

4. Not reporting to Saturday School will result in the following action:

- a. A first offense will result in a one-day external suspension and the student must repeat the

Saturday School.

b. A second or subsequent offense will result in a one-day external suspension **and the student must**, repeating the Saturday School.

c. If the offense is the fifth or more Level II offense, the administrative action shall follow the Level II (1)(b) or higher level guidelines set forth above.

5. Student Integrity (see Policy 218.3)

The administrator may, if ~~he/she~~ **they** considers a Level II offense sufficiently severe or disruptive to the school environment, provide for up to a three (3) day external suspension for any Level II offense.

### C. LEVEL III

The offenses in this class are of a nature that their commission may represent a violation of law and be subject to civil and/or criminal penalties. This type of behavior is obviously unacceptable in the educational environment. The local law enforcement agency will be notified on all Level III offenses and may take action in addition to the penalties set forth herein. In addition, the following action may be taken:

1. A first offense will result in a 10-day external suspension from school or other Level II disciplinary option, where appropriate.
2. A second offense shall result in a 10-day external suspension from school and a Board hearing ~~shall~~ **may** be held with administration recommendation for exclusion of the student for the remainder of the school year.

The administrator may, if ~~he/she~~ **they** considers the committing of offenses in this category serious enough to be a threat to the health, safety or welfare of others, request Board hearing for exclusion of the student upon commitment of the offense for the first time.

### V. Definitions & Special Notes

1. **Bullying** – Is an intentional electronic, written, verbal or physical act or series of acts directed at another student or students which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive; and has the effect of doing any of the following: (1) substantially interfering with a student's education; (2) creating a threatening environment; or (3) substantially disrupting the orderly operation of the school. Bullying includes cyberbullying. (See Policy 249).
2. **Discrimination** – Discrimination is defined in accordance with the definitions found in Policy 103.
3. **Disrespect to Peer(s)** - Teasing and name calling, ~~–~~ oral or written, that does not rise to the level of bullying.
4. **Extortion** – Intentionally obtaining or withholding property of another by threatening to (1) inflict bodily harm on anyone or commit other criminal activities; (2) accuse anyone of criminal offense; (3) expose any secret intending to subject any person to hatred, contempt or ridicule.
5. **False Safe2Say Report:** knowingly or intentionally making a false Safe2Say report.
6. **Fighting** – An encounter with blows or other physical contact involving two or more students.
7. **Forgery** – Reproducing a parent's or guardian's signature, altering school records, other offenses as set forth in the Pennsylvania Crime Code, 18 Pa. C.S. §§ 4104 et. seq. as may be amended, or other similar actions.
8. **Foul and Abusive Language/Gestures** – Use of language or gestures that is vulgar, profane, or lewd.
9. **Hazing** - Hazing is defined in accordance with definitions found in Policy 247.
10. **Insubordination** – Refusing to follow a reasonable directive of either a school district professional employee or administrator acting within the scope of ~~his/her~~ **their** authority.

**11. Intentional Contact** – Intentionally causing contact with another, when such contact is neither invited or provoked and the purpose of such contact is insubordination, harassment, extortion or the threat or suggestion of physical assault. Intentional shoving, hitting, kicking, slapping, bumping, holding, pushing and throwing objects with a wrongful purpose are examples of such conduct. Unintentional or inadvertent conduct, reflexive conduct or conduct taken in the reasonable belief of self-defense or invitational, or conduct by a student with a recognized disability which affects his or her **their** ability to control his or her **their** actions, are not included. Even if provoked, persisting in such contact when a reasonable opportunity to stop is available, shall be included.

**12. Intimidation** – To frighten or make timid another student by threats, or other aggressive actions or language.

~~**13. Minor Bus Problems** – Those behaviors that are not chronic or jeopardize the safety of others.~~

~~**14. Misuse of the Internet** – Obtaining access to the Internet intentionally and without proper authorization or misuse of the Internet which can be viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, **discrimination, harassment,** inappropriate language, **violation of Board policy or administrative guidelines** or any violation of local, state or federal laws relating to use of the Internet. (Policies 237, 252)~~

~~**15. Physical Assault** – (1) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury to another; (2) negligently causes bodily injury to another with a deadly weapon; (3) attempts by physical menace to put another in fear of imminent serious bodily harm; or (4) any offense prohibited by Chapter 27, "Assault", of the Pennsylvania Crimes Code (18 Pa. C.S.A. § 2701 et seq; and as may hereafter be amended).~~

~~**16. Plagiarism** – Intentionally or unintentionally stealing and using the idea, structure, language, context or writings of another as one's own without crediting the original author through parenthetical documentation, footnotes or bibliography.~~

~~**17. School Personnel** - Any school board member, school employee, agent, volunteer, contractor or other person subject to the supervision and control of the District.~~

~~**18. Sexual Assault** - Sexual offenses as defined in Chapter 31 of the Pennsylvania Crimes Code~~

~~**19. Student Integrity** – A violation of the student integrity policy (Board Policy 218.3), which includes, academic dishonesty **and plagiarism in accordance with the definitions in Policy 218.3.** Academic dishonesty is the act of cheating or participating in an act of unacceptable behavior in relation to academic expectations, class assignments, curriculum assessments or any material that contributes to a course grade. Academic dishonesty includes, but is not limited to, a student copying an assignment or test and submitting it as his/ her own; allowing someone to copy an assignment or test and submit it as his/her their own; unauthorized use of or communicating with notes, calculators, computers, textbooks, cell or smart phones, or any other electronic device during an exam or assignment; telling other students what is on a test or quiz or providing specific questions or answers; submitting the same work in two (2) or more courses without permission from the teachers; working with others on a project that was assigned individually; or securing answers in any other dishonest manner. Plagiarism (defined herein) is also a violation of the student integrity policy.~~

## **20. Technology**

**A. Personal Technology Devices (personal technology)** - shall be defined as any device capable of capturing, storing, and/or transmitting information, including text, audio, picture, and/or video data, not owned by the District. These include, but are not limited to, such devices as cellular telephones, smartphones, handheld computers, laptop computers, tablet computers, digital musical players, including without limitation iPods and MP3 players, and still and video cameras and wearable technologies including without limitation smart watches, smart glasses, or earbuds.

**B. District technology devices (district technology)** shall be defined as any device capable of capturing, storing, and/or transmitting information, including text, audio, picture, and/or video data, that is owned by the district and loaned to students for academic purposes. These include, but are not limited to, such devices as handheld computers, tablet computers, and laptop computers, still and video cameras.

**21. Terroristic Threats** – A threat communicated either directly or indirectly to commit any crime of violence with the intent to: terrorize another; cause evacuation of a building, place of assembly, or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror, or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. (Policy 218.2)

**22. Theft** – Withholding property of another permanently or for such an extended period as to appropriate the major portion of its economic value, or with intent to restore only upon payment of reward or other compensation; or to dispose of the property so as to make unlikely that the owner will recover it; or any offense prohibited by Chapter 39, "Theft and Related Offenses", of the Pennsylvania Crime Code (18 Pa. C.S.A. § 3901 et seq. and as may hereafter be amended).

**23. Title IX Sexual Harassment** - Title IX Sexual Harassment is defined in accordance with the definitions in Policy 103.

**24. Tobacco, Smoking and Vaping products; Non-tobacco products** – State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

a. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.

b. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.

c. Any product containing, made or derived from either:

Tobacco, whether in its natural or synthetic form; or  
Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.

d. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

Student smoking of any non-tobacco products or the possession of non-tobacco products in a form in which they may be smoked, including but not limited to non-tobacco cigarettes, cigars and little cigars (collectively "non-tobacco products") is prohibited.

**25. Vandalism** – Damaging tangible and intangible property of another intentionally, recklessly, or by negligence in the employment of fire, explosive, or other means; or recklessly or intentionally tampering with tangible property of another so as to cause or attempt to cause unjustified actual harm to tangible and intangible property of another.

**26. Verbal Assault** – Verbally addressing a teacher with lewd, vulgar or profane language and in an aggressive or otherwise disrespectful manner.

**27. Weapons in the School** – Weapons shall include but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable

of inflicting serious bodily injury. Students are prohibited from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to or from school or a school-sponsored activity or while the student is coming to or from school. (See Board Policy 218.1)

#### SPECIAL NOTES:

Defacing school property and vandalism represent the same type of deviant behavior. For purposes of response, damages in excess of \$10 will be considered as vandalism while those of less than \$10 will generally be considered as defacing school property. In cases of less than \$10 in damages, discretion may be exercised by the Administrator in classifying the action as vandalism based on extenuating circumstances, e.g. repeated offenses. In all cases, however, restitution will be sought with the application of disciplinary action as stated in the policy.

Pursuant to subsection 'a' of the statute 1317.2 of the Pennsylvania School Code, a school district or area technical college high school shall expel for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture. Incidence of students possessing weapons will be reported to the student's parents/guardians and shall be reported to the police. Appropriate disciplinary and legal action will be taken against students who possess weapons and with students who assist possession in any way. However, weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions or procedures to be followed before giving such authority.

Use of personal and district technology devices in violation of Policy 237 is a Level II offense where an administrator considers the student's actions sufficiently severe or disruptive to the school environment.

Terms otherwise undefined by this regulation shall be interpreted in the same manner as similar or identical terms in the Pennsylvania Crimes Code.



|               |                     |
|---------------|---------------------|
| Book          | Policy Manual       |
| Section       | 200 Pupils          |
| Title         | Terroristic Threats |
| Code          | 218.2               |
| Status        | First Reading       |
| Adopted       | August 1, 2015      |
| Last Revised  | September 27, 2021  |
| Last Reviewed | December 15, 2014   |

### **Purpose**

The Board recognizes the danger that terroristic threats by students present to the safety and welfare of district students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.

### **Definitions**

**Communicate** - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex, and similar transmissions.<sup>[1]</sup>

**Terroristic threat** - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to: terrorize another; cause evacuation of a building, place of assembly, or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror, or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.<sup>[1]</sup>

### **Authority**

The Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member, or property owned, leased, or being used by the district.

### **Delegation of Responsibility**

The Superintendent or designee, in coordination with the threat assessment team, shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations, Board policy and administrative regulations **guidelines**, the procedures set forth in the memorandum of understanding with local law enforcement officials, and the district's emergency preparedness plan.<sup>[2][3][4][5][6]</sup>

### **Guidelines**

In all cases of terroristic threats, where a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy. [\[3\]](#)[\[4\]](#)

Staff members and students shall be made aware of their responsibility for informing the threat assessment team regarding any information or knowledge relevant to a possible or actual terroristic threat. [\[4\]](#)[\[7\]](#)

The threat assessment team shall immediately inform the Superintendent or designee, School Safety and Security Coordinator and building principal of a terroristic threat, in accordance with Board policy and administrative ~~regulations~~ **guidelines**. [\[4\]](#)

The Superintendent or designee may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [\[2\]](#)[\[6\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

**The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.** [\[6\]](#)[\[9\]](#)[\[11\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form. [\[6\]](#)[\[8\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [\[6\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)

If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence from a behavioral service provider that the student does not pose a risk of harm to others. [\[4\]](#)[\[14\]](#)[\[16\]](#)

#### Legal

[1. 18 Pa. C.S.A. 2706](#)

[2. 24 P.S. 1302.1-A](#)

[3. 24 P.S. 1302-E](#)

4. Pol. 236.1

5. Pol. 805

6. Pol. 805.1

[7. 22 PA Code 12.2](#)

[8. 24 P.S. 1303-A](#)

[9. 22 PA Code 10.2](#)

[10. 22 PA Code 10.22](#)

[11. 22 PA Code 10.23](#)

[12. 20 U.S.C. 1400 et seq](#)

13. Pol. 103.1

14. Pol. 113.1

15. Pol. 113.2

16. Pol. 233

[22 PA Code 10.25](#)

[34 CFR Part 300](#)

Pol. 000



|               |                   |
|---------------|-------------------|
| Book          | Policy Manual     |
| Section       | 200 Pupils        |
| Title         | Student Integrity |
| Code          | 218.3             |
| Status        | First Reading     |
| Adopted       | August 1, 2015    |
| Last Revised  | July 25, 2022     |
| Last Reviewed | June 22, 2015     |

### **Purpose**

The district supports students' learning and academic achievement by encouraging them to produce academic work that is their own best effort, done with integrity, and displaying the best academic ethical behavior. Academic dishonesty and plagiarism are unacceptable, and those engaged in such acts will face disciplinary consequences.

### **Authority**

Violations of this policy shall subject students to disciplinary action ~~as outlined herein~~. This policy covers all school-related tests, quizzes, and in and out-of-class assignments and projects.

### **Definitions**

**Academic dishonesty** is defined as the act of cheating or participating in an act of unacceptable behavior in relation to academic expectations, class assignments, curriculum assessments or any material that contributes to a course grade. **Academic dishonesty** includes, but is not limited to: a student copying an assignment or test/**quiz** and submitting it as his/her **their** own; allowing someone to copy an assignment or test/**quiz** and submit it as his/her **their** own; unauthorized use of or communicating with notes, calculators, computers, textbooks, cell or smart phones, or any other electronic device during an exam or assignment; telling other students what is on a test or quiz or providing specific questions or answers; submitting the same work in two (2) or more courses without permission from the teachers; working with others on a project that was assigned individually; or securing **or sharing** answers in any other dishonest manner.

**Plagiarism** is defined as intentionally or unintentionally stealing and using the idea, structure, language, context or writings of another as one's own without crediting the original author through parenthetical documentation, footnotes or bibliography.

### **Guidelines**

When academic dishonesty or plagiarism takes place at the elementary school level, it shall be addressed by the classroom teacher on an individual basis.

When academic dishonesty or plagiarism takes place at the secondary levels, it shall be reported by the teacher to the building principal.

### **Secondary Action Schedule for Plagiarism and Academic Dishonesty**

**1st Offense** - Zero on the assignment/project/test/**quiz**, and parent/guardian notification.

**2nd Offense** - Zero on the assignment/project/test/**quiz**, parent/guardian notification, and Saturday School. The offense shall be categorized as a Level II offense under 218AG1.

**3rd Offense** - Zero on the assignment/project/test/**quiz**, parent/guardian notification, and a five (5) to ten (10) day external suspension. The offense shall be categorized as a Level II offense under 218AG1.

**Subsequent Offenses** - Zero on the assignment/project/test, parent/guardian notification, and a five (5) to ten (10) day external suspension. The offense shall be categorized as a Level II offense under 218AG1.

The building principal may, if s/he **they** considers an act of plagiarism or academic dishonesty sufficiently severe or disruptive to the school environment or a threat to the health, safety or welfare of others, treat any offense as a Level III offense, resulting in a zero on the assignment/project/test/**quiz** and discipline for Level III offenses as set forth in the secondary administrative action schedule in Policy 218AG1.

If a student is found to have committed academic dishonesty or plagiarism, the National Honor Society advisor will be notified.

Legal

Pol. 218



|         |                                                             |
|---------|-------------------------------------------------------------|
| Book    | Policy Manual                                               |
| Section | 100 Programs                                                |
| Title   | Procedures for Consideration of Charter School Applications |
| Code    | 140AG2                                                      |
| Status  | Review                                                      |

1. Applications for the creation of a charter school pursuant to the Charter School Law shall be filed with the Superintendent of the district, as agent for this purpose of the Board.
2. Any application for a charter school shall be deemed received on the date of actual receipt by the Superintendent.
3. Upon receipt of a charter school application, the Superintendent shall promptly: (i) advise each member of the Board of the receipt of the application, (ii) provide a copy of the application to each member of the Board, and (iii) consult with legal counsel to insure that the application is properly evaluated by the Board and that the duties of the district and the Board with respect to the application are fulfilled.
4. The Superintendent shall cause at least one public hearing to be scheduled in a timely manner with reasonable notice of the date, time and location of the hearing to be given to the applicant and to the public. The notice of said public meeting shall be in such form and substance as recommended by legal counsel and shall be published in accordance with the Sunshine Act. The Board may: (i) hold such additional hearings pertaining to any application for a charter as it deems appropriate; and (ii) may schedule, recess, postpone, adjourn, and reschedule such hearings as it deems appropriate.
5. The hearing(s) conducted by the Board are legislative in nature and are to be held for purposes of determining whether a charter should be issued in accordance with the terms and conditions of the Charter School Law and other applicable legal requirements.
6. Legal counsel retained by the district shall preside at any hearing of the Board held for purposes of considering a charter school application and shall, as the presiding official, make such rulings and establish such procedures as necessary to maintain order.
7. A hearing(s) conducted to consider a charter school application shall generally conform to the following procedure, the order of which shall be in the discretion of the presiding officer:
  - a. The hearing(s) shall be stenographically recorded at district expense. If the applicant or any other individual or entity desires to obtain a copy of the transcript of the hearing(s), they can do so at their sole cost and expense.
  - b. The application that was submitted to the district shall be made a part of the official record of the proceedings. The district shall establish a deadline for the submission of any supplemental materials by the applicant, after which no additional materials will be accepted and/or considered by the Board, except in the Board's sole discretion. Any other documents or exhibit(s) that any interested party or individual desires to present shall, if accepted and timely, be properly marked

and made a part of the official record of the proceedings. If the applicant is permitted to submit any additional materials at the hearing, the applicant must supply eleven (11) paper copies to the district, as well as a thumb drive or CD containing an electronic copy of the materials. If the district administration desires to submit any material at the hearing, it shall provide eleven (11) paper copies to the Board, as well as a thumb drive or CD containing an electronic copy of the materials and two (2) paper copies to the applicant.

c. The technical rules of evidence shall not apply. It is the intent of the Board that the hearing shall be informal. However, matters which are of minimal or no relevance to the matters at hand may be excluded and matters which cannot be offered in light of the time allotments provided by the district will not be considered.

d. The applicant, or its designated representatives, shall make a presentation which shall last no more than thirty (30) minutes, unless the presiding officer allows additional time. The individual(s) making the presentation shall take the usual oath for witnesses.

e. Public comment will be taken on the application only. Only residents or taxpayers of the district may speak at this public comment session. Each resident or taxpayer shall be limited to three (3) minutes and may speak only once. Each individual who desires to speak shall fully complete and provide all required information on the Public Comment Registration Card prior to providing public comment, and shall preface their comments by announcement of their name and township or borough.

f. Legal counsel for the district shall question the applicant or its representatives, who shall respond to the questions. Questions shall be associated with the contents of the application, including by way of example and not limitation, the identity of the applicant(s), governance, facilities, financing, insurance, fiscal and child accounting practices, food service, safety, school health services, the governing structure and administration of the school, administrative and business practices, admission policies and practices, curriculum, attendance, personnel, policies and practices to comply with all applicable law, goals and objectives of the school, educational program, school accountability, student evaluation, school support, extra-curricular activities, need for the school, school demographics, qualifications of employees or prospective employees, job descriptions, policy manual(s), administrative guidelines, and relationships with other entities, such as associations and management companies. Each individual responding on behalf of the applicant shall take the usual oath for witnesses.

g. Members of the district administration or their designees may make a presentation regarding the application. Each individual speaking on behalf of the district administration shall take the usual oath for witnesses. The presentation by the administration shall contain information that the administration deems relevant to the Board's consideration, including the prospect that education to students will be improved upon by the applicant. The district administration may submit relevant exhibits or documents to supplement its presentation.

h. Legal counsel for the district may question the district administration or its representatives, who shall respond to the questions. Questions shall be associated with the contents of the application, including by way of example and not limitation, the identity of the applicant(s), governance, facilities, financing, insurance, fiscal and child accounting practices, food service, safety, school health services, the governing structure and administration of the school, administrative and business practices, admission policies and practices, curriculum, attendance, personnel, policies and practices to comply with all applicable law, goals and objectives of the school, educational program, school accountability, student evaluation, school support, extra-curricular activities, need for the school, school demographics, qualifications of employees or prospective employees, job descriptions, policy manual(s), administrative guidelines, and relationships with other entities, such as associations and management companies.

i. The applicant shall be granted up to fifteen (15) minutes to make a closing presentation to the Board.

8. Following the completion of the hearing(s), the applicant shall be given the opportunity to file proposed findings of fact and conclusions of law to assist the Board to make the determination of whether a charter should be granted. The time for filing said proposed findings of fact and conclusions of law shall be set by the presiding officer and shall be determined in light of the complexity of the issues and the time by which the Board is to make a decision under the Charter School Law.

9. The decision by the Board shall be in the form and substance determined by the Board.

10. In the event that the district receives any application for a regional charter school where the application has also been filed with other school districts, the district may consult with the other school districts and may agree upon an orderly, cost effective and efficient method for conducting a hearing(s) and issuing a decision on the application in accordance with the Charter School Law. Any agreements in that regard that are made by the Superintendent or by legal counsel retained by district for this purpose shall supersede these procedures to the extent that such agreements are inconsistent with these procedures.

**WEST CHESTER AREA SCHOOL DISTRICT**

**May 24, 2023 SCHOOL BOARD MEETING**

**CONSENT AGENDA RESOLUTION**

**Approval of School Board Treasurer's Report and Statement of Disbursements  
Summary Schedule for the Period of April 1, 2023 to April 30, 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 April 1 to April 30, 2023 totaling \$23,295,617.96.

I so move.

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

John T. Scully  
School Board Treasurer

WEST CHESTER AREA SCHOOL DISTRICT  
CASH BALANCE STATEMENT  
APRIL 30, 2023

CASH BALANCE MARCH 31, 2023 \$ 25,545,315.44

RECEIPTS APRIL 1, 2023 - APRIL 30, 2023

|                                  |                  |
|----------------------------------|------------------|
| GENERAL FUND                     | \$ 18,964,581.82 |
| CAPITAL RESERVE FUND             | \$ 140.00        |
| CAPITAL RESERVE FUND- FACILITIES | \$ -             |
| CAPITAL PROJECTS FUND            | \$ 120.00        |
| SPECIAL REVENUE FUND-ATHLETICS   | \$ 15,135.00     |
| TRUST FUNDS                      | \$ 3,451.68      |

TOTAL RECEIPTS APRIL 1, 2023 - APRIL 30, 2023 \$ 18,983,428.50

AVAILABLE FUNDS APRIL 1, 2023 - APRIL 30, 2023 \$ 44,528,743.94

DISBURSEMENTS APRIL 1, 2023 - APRIL 30, 2023

CHECKS & EFT'S APPROVED MAY 24, 2023 ck #40092855-40092998,ck #40092999-40093111,ck #40093112,ck #40093113-40093268,ck #40093269-40093398,ck #40093399-40093414,eft #V1006503-V1006520,eft #V1006521-V1006543,eft #V1006544-V1006565,eft #V1006566-V1006585

|                                | <u>CHECKS</u>       | <u>EFT'S</u>      | <u>TOTAL</u>        |
|--------------------------------|---------------------|-------------------|---------------------|
| GENERAL FUND                   | 5,656,582.96        | 135,687.05        | 5,792,270.01        |
| CAPITAL RESERVE FUNDS          | 206,321.28          | 2,828.54          | 209,149.82          |
| CAPITAL PROJECTS FUND          | 662,631.23          | -                 | 662,631.23          |
| SPECIAL REVENUE FUND-ATHLETICS | 16,836.67           | 13,285.05         | 30,121.72           |
| TRUST FUNDS                    | 10,301.46           | -                 | 10,301.46           |
| TOTAL                          | <u>6,552,673.60</u> | <u>151,800.64</u> | <u>6,704,474.24</u> |

VOIDS AND OTHER DISBURSEMENTS APRIL 1, 2023 - APRIL 30, 2023

|                                | <u>VOIDS</u>        | <u>DEBIT MEMOS</u>   | <u>INVESTMENTS</u> | <u>TOTAL</u>         |
|--------------------------------|---------------------|----------------------|--------------------|----------------------|
| GENERAL FUND                   | (261,584.52)        | 16,190,534.80        |                    | 15,928,950.28        |
| CAPITAL RESERVE FUND           | -                   | -                    | -                  | -                    |
| CAPITAL PROJECTS FUND          | -                   | -                    | -                  | -                    |
| SPECIAL REVENUE FUND-ATHLETICS | (510.00)            | -                    | -                  | (510.00)             |
| TRUST FUNDS                    | -                   | -                    | -                  | -                    |
| TOTAL                          | <u>(262,094.52)</u> | <u>16,190,534.80</u> | <u>-</u>           | <u>15,928,440.28</u> |

TOTAL DISBURSEMENTS APRIL 1, 2023 - APRIL 30, 2023

|                                | <u>CHECKS/VOIDS</u> | <u>EFT'S/DEBIT MEMOS</u> | <u>INVESTMENTS</u> | <u>TOTAL</u>         |
|--------------------------------|---------------------|--------------------------|--------------------|----------------------|
| GENERAL FUND                   | 5,394,998.44        | 16,326,221.85            | -                  | 21,721,220.29        |
| CAPITAL RESERVE FUND           | 206,321.28          | 2,828.54                 | -                  | 209,149.82           |
| CAPITAL PROJECTS FUND          | 662,631.23          | -                        | -                  | 662,631.23           |
| SPECIAL REVENUE FUND-ATHLETICS | 16,326.67           | 13,285.05                | -                  | 29,611.72            |
| TRUST FUNDS                    | 10,301.46           | -                        | -                  | 10,301.46            |
| TOTAL                          | <u>6,290,579.08</u> | <u>16,342,335.44</u>     | <u>-</u>           | <u>22,632,914.52</u> |

CASH BALANCE APRIL 30, 2023 \$ 21,895,829.42

WEST CHESTER AREA SCHOOL DISTRICT  
DISBURSEMENT APPROVAL REPORT  
APRIL 30, 2023

|                                | <u>VOIDS</u> | <u>DEBIT MEMOS</u> | <u>INVESTMENTS</u> | <u>TOTAL</u>  |
|--------------------------------|--------------|--------------------|--------------------|---------------|
| GENERAL FUND                   | (261,584.52) | 16,190,534.80      | -                  | 15,928,950.28 |
| CAPITAL RESERVE FUND           | -            | -                  | -                  | -             |
| CAPITAL PROJECTS FUND          | -            | -                  | -                  | -             |
| SPECIAL REVENUE FUND-ATHLETICS | (510.00)     | -                  | -                  | (510.00)      |
| TRUST FUNDS                    | -            | -                  | -                  | -             |
| TOTAL                          | (262,094.52) | 16,190,534.80      | -                  | 15,928,440.28 |

CHECKS & EFT'S APPROVED MAY 24, 2023 ck #40092855-40092998,ck #40092999-40093111,ck #40093112,ck #40093113-40093268,ck #40093269-40093398,ck #40093399-40093414,eft #V1006503-V1006520,eft #V1006521-V1006543,eft #V1006544-V1006565,eft #V1006566-V1006585

|                                | <u>CHECKS</u> | <u>EFT'S</u> | <u>TOTAL</u> |
|--------------------------------|---------------|--------------|--------------|
| GENERAL FUND                   | 5,656,582.96  | 135,687.05   | 5,792,270.01 |
| CAPITAL RESERVE FUND           | 206,321.28    | 2,828.54     | 209,149.82   |
| CAPITAL PROJECTS FUND          | 662,631.23    | -            | 662,631.23   |
| SPECIAL REVENUE FUND-ATHLETICS | 16,836.67     | 13,285.05    | 30,121.72    |
| TRUST FUNDS                    | 10,301.46     | -            | 10,301.46    |
| TOTAL                          | 6,552,673.60  | 151,800.64   | 6,704,474.24 |

TOTAL DISBURSEMENTS FOR APPROVAL MAY 24, 2023

|                                | <u>CHECKS/<br/>VOIDS</u> | <u>DEBIT MEMOS/<br/>EFT'S</u> | <u>INVESTMENTS</u> | <u>TOTAL</u>  |
|--------------------------------|--------------------------|-------------------------------|--------------------|---------------|
| GENERAL FUND                   | 5,394,998.44             | 16,326,221.85                 | -                  | 21,721,220.29 |
| CAPITAL RESERVE FUND           | 206,321.28               | 2,828.54                      | -                  | 209,149.82    |
| CAPITAL PROJECTS FUND          | 662,631.23               | -                             | -                  | 662,631.23    |
| SPECIAL REVENUE FUND-ATHLETICS | 16,326.67                | 13,285.05                     | -                  | 29,611.72     |
| TRUST FUNDS                    | 10,301.46                | -                             | -                  | 10,301.46     |
| TOTAL                          | 6,290,579.08             | 16,342,335.44                 | -                  | 22,632,914.52 |

## INVESTMENT BALANCE STATEMENT

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END-OF-MONTH: April 30, 2023

| INSTRUMENT                                     | INSTITUTION      | PURCHASE<br>DATE | DUE<br>DATE | %<br>RATE | PREVIOUS<br>Mo. Balance | INTEREST<br>MONTH | AMOUNT                |
|------------------------------------------------|------------------|------------------|-------------|-----------|-------------------------|-------------------|-----------------------|
| <b><u>GENERAL FUND</u></b>                     |                  |                  |             |           |                         |                   |                       |
| PSDLAF-General Fund Acct.                      | PSDMAX-9101063   |                  | *           | 4.733%    | 125,693.89              | 488.93            | 126,182.82            |
| INVEST-Tax Appeals Fund                        | INVEST 4-001     |                  | *           | 4.763%    | 293,913.00              | 1,150.28          | 295,063.28            |
| INVEST-General Fund                            | INVEST 6-001     |                  | *           | 4.763%    | 17,035,240.35           | 71,213.98         | 20,520,073.14         |
| CRIMs General Fund                             | Fulton Financial |                  | *           |           | <u>126,723,683.81</u>   | 548,251.37        | <u>110,271,935.18</u> |
| TOTAL GENERAL FUND AT INTEREST =               |                  |                  |             |           | 144,178,531.05          |                   | 131,213,254.42        |
| <b><u>CAPITAL RESERVE FUND</u></b>             |                  |                  |             |           |                         |                   |                       |
| East Bradford Escrow 164-54                    | PLGIT/ARM 164-54 | 7/2/13           | *           | 4.78%     | 7,068.39                | 343.31            | 7,411.70              |
| WWT Maint. Escrow 164-60                       | PLGIT/ARM 164-60 | 4/25/16          | *           | 4.78%     | 82,265.85               | 4,129.52          | 86,395.37             |
| G.O.B. Series of 2021                          | PLGIT/ARM 0077   | 4/30/21          | *           | 4.78%     | 633,806.20              | 83,049.92         | 716,856.12            |
| CRIMs Capital Projects                         | Fulton Financial |                  | *           |           | <u>19,617,488.96</u>    | 88,048.96         | <u>19,705,537.92</u>  |
| TOTAL CAPITAL RESERVE FUND AT INTEREST =       |                  |                  |             |           | 20,340,674.53           |                   | 20,516,246.24         |
| <b><u>CAPITAL PROJECT FUND INVESTMENTS</u></b> |                  |                  |             |           |                         |                   |                       |
| East Bradford Escrow 164-54                    | PLGIT/ARM 164-54 | 7/2/13           | *           | 4.78%     | 80,328.50               |                   | 80,328.50             |
| WWT Maint. Escrow 164-60                       | PLGIT/ARM 164-60 | 4/25/16          | *           | 4.78%     | 968,991.10              |                   | 968,991.10            |
| G.O.B. Series of 2021                          | PLGIT/ARM 0077   | 4/30/21          | *           | 4.78%     | <u>20,508,334.87</u>    |                   | <u>20,508,334.87</u>  |
| TOTAL CAPITAL PROJECT FUND AT INTEREST =       |                  |                  |             |           | 21,557,609.34           |                   | 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           | 40092855     | 04/05/2023 | 093349        | 21ST CENTURY CYBER CHARTER          | \$23,344.11        |
|              | 40092857     | 04/05/2023 | 1003432       | AHOLD FINANCIAL SERVICES            | \$314.10           |
|              | 40092858     | 04/05/2023 | 1004912       | ALTA LANGUAGE SERVICES INC          | \$1,042.05         |
|              | 40092861     | 04/05/2023 | 1008943       | AMAZON                              | \$13,995.74        |
|              | 40092862     | 04/05/2023 | 007075        | AQUA PA                             | \$13,438.13        |
|              | 40092863     | 04/05/2023 | 1006471       | ASAP HYDRAULICS EXTON LLC           | \$180.78           |
|              | 40092864     | 04/05/2023 | 009710        | B & H PHOTO                         | \$348.32           |
|              | 40092866     | 04/05/2023 | 1007468       | BENEFIT RESOURCE INC                | \$297.00           |
|              | 40092867     | 04/05/2023 | 1006948       | BEST LINE EQUIPMENT                 | \$21.36            |
|              | 40092870     | 04/05/2023 | 014300        | BLICK ART MATERIALS                 | \$738.93           |
|              | 40092871     | 04/05/2023 | 015300        | BOROUGH OF WEST CHESTER             | \$1,741.35         |
|              | 40092872     | 04/05/2023 | 1008443       | CALICO PACKAGING LLC                | \$12,336.05        |
|              | 40092874     | 04/05/2023 | 1002593       | CAMPBELL, JOHN                      | \$70.00            |
|              | 40092875     | 04/05/2023 | 1007229       | CAMPUS OUTREACH SERVICES            | \$3,000.00         |
|              | 40092877     | 04/05/2023 | 023755        | CHESTER COUNTY INT UNIT # 24        | \$1,253.16         |
|              | 40092878     | 04/05/2023 | 024252        | CHESTER COUNTY RUNNING STORE        | \$700.00           |
|              | 40092879     | 04/05/2023 | 026710        | COLLEGIUM CHARTER SCHOOL            | \$340,400.35       |
|              | 40092880     | 04/05/2023 | 027220        | COMCAST CABLE                       | \$112.10           |
|              | 40092882     | 04/05/2023 | 1009834       | CRICK SOFTWARE INC                  | \$660.00           |
|              | 40092883     | 04/05/2023 | 1008284       | CRITICARE HOME HEALTH & NURSING SRV | \$2,145.00         |
|              | 40092886     | 04/05/2023 | 1007266       | DELAWARE COUNTY COMMUNITY COLLEGE   | \$350.00           |
|              | 40092887     | 04/05/2023 | 1001584       | DELTA-T GROUP, INC.                 | \$1,411.68         |
|              | 40092891     | 04/05/2023 | 1009474       | DISALVO, LAUREN & DEAN              | \$3,969.42         |
|              | 40092892     | 04/05/2023 | 1008878       | DR. ROBERT KETTERER CHARTER SCHOOL  | \$6,790.32         |
|              | 40092894     | 04/05/2023 | 1008353       | EI US LLC / LEARN WELL SERVICES     | \$3,544.50         |
|              | 40092895     | 04/05/2023 | 040028        | ELITE COACH                         | \$4,010.00         |
|              | 40092897     | 04/05/2023 | 1009149       | ETHOS TREATMENT LLC                 | \$450.00           |
|              | 40092899     | 04/05/2023 | 042300        | FAULKNER PONTIAC BUICK              | \$413.18           |
|              | 40092900     | 04/05/2023 | 042490        | FEDERAL EXPRESS CORP                | \$102.01           |
|              | 40092901     | 04/05/2023 | 042520        | FERGUSON ENT., INC. #501            | \$5.08             |
|              | 40092902     | 04/05/2023 | 1007608       | FICK EDUCATIONAL SERVICES, LLC      | \$1,425.00         |
|              | 40092905     | 04/05/2023 | 1006249       | GENERAL HEALTHCARE RESOURCES INC    | \$18,441.36        |
|              | 40092907     | 04/05/2023 | 1009770       | GOTO TECHNOLOGIES USA, INC          | \$12,550.00        |
|              | 40092908     | 04/05/2023 | 050075        | GREAT AMERICA FINANCIAL SERVICES    | \$6,676.96         |
|              | 40092910     | 04/05/2023 | 1006695       | GUARANTEED ON SITE                  | \$1,690.00         |
|              | 40092912     | 04/05/2023 | 1009512       | HAMPTON INN ALTOONA                 | \$992.00           |
|              | 40092913     | 04/05/2023 | 052245        | HANSON AGGREGATES PENNSYLVANIA      | \$53.95            |
|              | 40092914     | 04/05/2023 | 1009592       | HCC LIFE INSURANCE COMPANY          | \$59,916.56        |
|              | 40092915     | 04/05/2023 | 1009498       | HEGGERTY PHONEMIC AWARENESS         | \$192.24           |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                       | Transaction Amount |
|--------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 01           | 40092916     | 04/05/2023 | 1002042       | HEISER LOGISTICS                  | \$591.06           |
|              | 40092917     | 04/05/2023 | 055560        | HOME DEPOT CREDIT SERVICES        | \$1,264.67         |
|              | 40092920     | 04/05/2023 | 1007808       | IMPERIAL BAG & PAPER              | \$338.00           |
|              | 40092921     | 04/05/2023 | 1004160       | INTEGRAF LLC                      | \$367.80           |
|              | 40092922     | 04/05/2023 | 059550        | INTERSTATE TAX SERVICE, INC.      | \$1,010.94         |
|              | 40092923     | 04/05/2023 | 1007905       | ISOLVED HCM LLC                   | \$1,717.00         |
|              | 40092925     | 04/05/2023 | 061520        | JOSTENS                           | \$77.20            |
|              | 40092926     | 04/05/2023 | 1007669       | JOYLABZ                           | \$155.53           |
|              | 40092927     | 04/05/2023 | 1007627       | KAMOR-BARNES, HEATHER             | \$2,100.00         |
|              | 40092929     | 04/05/2023 | 1009073       | KELLY SERVICES INC                | \$122,624.79       |
|              | 40092931     | 04/05/2023 | 1009589       | KIRSCHNER, BILL & MCCALL, COLLEEN | \$2,349.75         |
|              | 40092933     | 04/05/2023 | 064330        | KLEIN TRANSPORTATION              | \$3,178.67         |
|              | 40092934     | 04/05/2023 | 065200        | KRAPF JR & SON INC GEORGE         | \$1,725,153.05     |
|              | 40092935     | 04/05/2023 | 065230        | KRAPF'S COACHES, INC.             | \$1,638.00         |
|              | 40092937     | 04/05/2023 | 1005310       | LIBERTY TOOL                      | \$105.42           |
|              | 40092942     | 04/05/2023 | 072070        | MCANDREWS LAW OFFICES             | \$5,000.00         |
|              | 40092943     | 04/05/2023 | 1009690       | MCCOOL BERRY, MARY F.             | \$540.00           |
|              | 40092944     | 04/05/2023 | 073020        | MCMASTER-CARR SUPPLY CO           | \$122.91           |
|              | 40092946     | 04/05/2023 | 1002849       | PMEA                              | \$399.00           |
|              | 40092947     | 04/05/2023 | 073860        | METROPOLITAN COMMUNICATIONS       | \$3,672.00         |
|              | 40092949     | 04/05/2023 | 1009159       | MOORE, MARY                       | \$1,912.50         |
|              | 40092950     | 04/05/2023 | 076080        | MOORE, SUZANNE K.                 | \$3,165.00         |
|              | 40092951     | 04/05/2023 | 094667        | MPS                               | \$71.55            |
|              | 40092952     | 04/05/2023 | 077159        | MUSIC K-8 MAGAZINE                | \$32.40            |
|              | 40092953     | 04/05/2023 | 077500        | NASCO                             | \$512.60           |
|              | 40092955     | 04/05/2023 | 10384         | NEWTON, ZAIRE                     | \$300.00           |
|              | 40092957     | 04/05/2023 | 079853        | ON THE GO KIDS, INC               | \$556,739.71       |
|              | 40092958     | 04/05/2023 | 1009366       | PA SCIENCE OLYMPIAD               | \$150.00           |
|              | 40092959     | 04/05/2023 | 1006543       | PAPCO, INC.                       | \$1,209.78         |
|              | 40092960     | 04/05/2023 | 077475        | NAPA AUTO PARTS                   | \$808.91           |
|              | 40092961     | 04/05/2023 | 082150        | PECO ENERGY COMPANY               | \$229,750.65       |
|              | 40092962     | 04/05/2023 | 080887        | PEDIATRIC THERAPEUTICS SVC INC    | \$106,663.20       |
|              | 40092963     | 04/05/2023 | 081550        | PEPPER & SON INC J W              | \$103.22           |
|              | 40092964     | 04/05/2023 | 1003736       | PETROLEUM TRADERS CORP.           | \$262.30           |
|              | 40092966     | 04/05/2023 | 1007600       | POWERSCHOOL GROUP LLC             | \$1,192.25         |
|              | 40092971     | 04/05/2023 | 1005844       | RELIANCE STANDARD LIFE            | \$23,701.93        |
|              | 40092972     | 04/05/2023 | 1005267       | RICOH USA, INC.                   | \$379.85           |
|              | 40092974     | 04/05/2023 | 085325        | ROBERTS OXYGEN COMPANY INC        | \$100.00           |
|              | 40092975     | 04/05/2023 | 1009849       | RODEWAY INN                       | \$580.00           |

## West Chester Area School District Check Register

| Fund Charged      | Check Number | Check Date | Vendor Number | Vendor Name                    | Transaction Amount    |
|-------------------|--------------|------------|---------------|--------------------------------|-----------------------|
| 01                | 40092976     | 04/05/2023 | 085750        | ROTHWELL DOCUMENT SOLUTIONS    | \$3,552.28            |
|                   | 40092977     | 04/05/2023 | 1009857       | RUDER LAW LLC                  | \$3,208.97            |
|                   | 40092979     | 04/05/2023 | 086765        | SCHOOL MATE                    | \$882.00              |
|                   | 40092982     | 04/05/2023 | 087815        | SHOP RITE OF W.C.              | \$104.28              |
|                   | 40092983     | 04/05/2023 | 1009846       | SUPER 8 ALTOONA                | \$892.26              |
|                   | 40092984     | 04/05/2023 | 1005662       | SWEETWATER SOUND INC           | \$414.00              |
|                   | 40092985     | 04/05/2023 | 1008683       | TEACHERS PAY TEACHERS          | \$23.39               |
|                   | 40092986     | 04/05/2023 | 1009850       | THERAPY CENTRAL LLC            | \$3,800.00            |
|                   | 40092988     | 04/05/2023 | 093600        | UNITED REFRIGERATION CO        | \$14.01               |
|                   | 40092989     | 04/05/2023 | 1007699       | US MEDICAL STAFFING LLC        | \$13,134.30           |
|                   | 40092992     | 04/05/2023 | 029520        | COX, W.T., SUBSCRIPTIONS, INC. | \$87.97               |
|                   | 40092993     | 04/05/2023 | 049790        | W. W. GRAINGER, INC.           | \$258.60              |
|                   | 40092994     | 04/05/2023 | 096741        | WEST CHESTER UNIVERSITY        | \$3,373.70            |
|                   | 40092997     | 04/05/2023 | 098060        | WILSON LANGUAGE TRAINING CORP  | \$1,574.64            |
| <b>01 - Total</b> |              |            |               |                                | <b>\$3,370,484.83</b> |
| 22                | 40092954     | 04/05/2023 | 1008928       | NEW ERA TECHNOLOGY PA          | \$6,609.96            |
| <b>22 - Total</b> |              |            |               |                                | <b>\$6,609.96</b>     |
| 27                | 40092996     | 04/05/2023 | 1008068       | WILLIAMS SCOTSMAN INC          | \$4,911.62            |
| <b>27 - Total</b> |              |            |               |                                | <b>\$4,911.62</b>     |
| 29                | 40092856     | 04/05/2023 | 10995         | ADAMS, MICHAEL                 | \$61.00               |
|                   | 40092865     | 04/05/2023 | 9197          | BEMILLER, THOMAS, JR           | \$117.00              |
|                   | 40092869     | 04/05/2023 | 10155         | BIEGEL, N. DALE                | \$77.00               |
|                   | 40092876     | 04/05/2023 | 10351         | CAREY, MIKE                    | \$58.00               |
|                   | 40092888     | 04/05/2023 | 10279         | DESWERT, WAYNE                 | \$66.00               |
|                   | 40092893     | 04/05/2023 | 9727          | EHNOT, JANE                    | \$77.00               |
|                   | 40092896     | 04/05/2023 | 9645          | ELY, KEITH                     | \$62.00               |
|                   | 40092898     | 04/05/2023 | 9997          | FARRELL, BILL                  | \$77.00               |
|                   | 40092903     | 04/05/2023 | 9213          | FITZGERALD, DAVID              | \$156.00              |
|                   | 40092906     | 04/05/2023 | 10877         | GENSLER, RICHARD               | \$66.00               |
|                   | 40092909     | 04/05/2023 | 9728          | GRUBAUGH, MYRON                | \$156.00              |
|                   | 40092911     | 04/05/2023 | 10599         | HALL, GARY                     | \$73.00               |
|                   | 40092918     | 04/05/2023 | 9076          | HORSEY, DIANE E                | \$77.00               |
|                   | 40092919     | 04/05/2023 | 10003         | HUMMEL, TODD                   | \$58.00               |
|                   | 40092924     | 04/05/2023 | 9871          | JEWITT, JEFF                   | \$73.00               |
|                   | 40092930     | 04/05/2023 | 9150          | KELLY, JACK                    | \$219.00              |
|                   | 40092932     | 04/05/2023 | 10485         | KIZIUK, LISA                   | \$66.00               |
|                   | 40092938     | 04/05/2023 | 10868         | LINDSAY, CHUCK                 | \$73.00               |

# West Chester Area School District Check Register

| Fund Charged      | Check Number | Check Date | Vendor Number | Vendor Name                     | Transaction Amount  |
|-------------------|--------------|------------|---------------|---------------------------------|---------------------|
| 29                | 40092939     | 04/05/2023 | 9067          | LONG, CATHY                     | \$143.00            |
|                   | 40092940     | 04/05/2023 | 10994         | MANCINELLI, PAUL                | \$212.00            |
|                   | 40092941     | 04/05/2023 | 9743          | MCANDREW, TOM                   | \$143.00            |
|                   | 40092945     | 04/05/2023 | 10116         | MCWILLIAMS, CATHY               | \$143.00            |
|                   | 40092948     | 04/05/2023 | 10609         | MITCHELL, CHRIS                 | \$77.00             |
|                   | 40092955     | 04/05/2023 | 10384         | NEWTON, ZAIRE                   | \$510.00            |
|                   | 40092956     | 04/05/2023 | 9934          | NUGENT, LAURIE                  | \$143.00            |
|                   | 40092965     | 04/05/2023 | 9304          | POWERS, JIM                     | \$77.00             |
|                   | 40092967     | 04/05/2023 | 9912          | PUGLIESE, KATHY                 | \$286.00            |
|                   | 40092968     | 04/05/2023 | 9985          | QUAY, JIM                       | \$58.00             |
|                   | 40092969     | 04/05/2023 | 9697          | RASP, GLENN                     | \$62.00             |
|                   | 40092970     | 04/05/2023 | 9182          | REED, BILL                      | \$61.00             |
|                   | 40092973     | 04/05/2023 | 10513         | RILEY, JOHN                     | \$73.00             |
|                   | 40092978     | 04/05/2023 | 9473          | SCHAEFER, KEVIN                 | \$77.00             |
|                   | 40092981     | 04/05/2023 | 10993         | SHINE, NOAH                     | \$66.00             |
|                   | 40092987     | 04/05/2023 | 9303          | TRIPP, DAVID                    | \$77.00             |
|                   | 40092990     | 04/05/2023 | 10405         | VALENTINO, JAMES                | \$73.00             |
|                   | 40092991     | 04/05/2023 | 9057          | VANSANT, WILEY S                | \$61.00             |
|                   | 40092995     | 04/05/2023 | 10899         | WHITE, JEFFREY                  | \$143.00            |
|                   | 40092998     | 04/05/2023 | 9668          | ZANESKI, JOHN                   | \$146.00            |
| <b>29 - Total</b> |              |            |               |                                 | <b>\$4,243.00</b>   |
| 30                | 40092890     | 04/05/2023 | 035100        | DI ROCCO BROS. CO.              | \$97,218.00         |
|                   | 40092904     | 04/05/2023 | 043287        | FIVE STAR INC                   | \$269,176.50        |
|                   | 40092980     | 04/05/2023 | 1007154       | SHA-NIC, INC.                   | \$169,890.48        |
| <b>30 - Total</b> |              |            |               |                                 | <b>\$536,284.98</b> |
| 40                | 40092861     | 04/05/2023 | 1008943       | AMAZON                          | \$211.69            |
|                   | 40092868     | 04/05/2023 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$56.00             |
|                   | 40092873     | 04/05/2023 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$157.00            |
|                   | 40092881     | 04/05/2023 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$239.00            |
|                   | 40092884     | 04/05/2023 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$56.00             |
|                   | 40092885     | 04/05/2023 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$56.00             |
|                   | 40092889     | 04/05/2023 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$56.00             |
|                   | 40092936     | 04/05/2023 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$157.00            |
| <b>40 - Total</b> |              |            |               |                                 | <b>\$988.69</b>     |
| 50                | 80040390     | 04/05/2023 | 1009851       | ALPHA LIT SJ-PHILLY LLC         | \$350.00            |
|                   | 80040391     | 04/05/2023 | 1008943       | AMAZON                          | \$1,091.81          |
|                   | 80040392     | 04/05/2023 | 009710        | B & H PHOTO                     | \$343.00            |

**West Chester Area School District  
Check Register**

| Fund Charged           | Check Number | Check Date | Vendor Number | Vendor Name                      | Transaction Amount    |
|------------------------|--------------|------------|---------------|----------------------------------|-----------------------|
| 50                     | 80040393     | 04/05/2023 | 1002086       | BEST BUDDIES PENNSYLVANIA        | \$550.00              |
|                        | 80040394     | 04/05/2023 | 1007229       | CAMPUS OUTREACH SERVICES         | \$1,500.00            |
|                        | 80040395     | 04/05/2023 | 040028        | ELITE COACH                      | \$300.00              |
|                        | 80040396     | 04/05/2023 | 054310        | HERSHEY PARK GROUP SALES         | \$8,769.88            |
| <b>50 - Total</b>      |              |            |               |                                  | <b>\$12,904.69</b>    |
| 51                     | 80040397     | 04/05/2023 | 1008943       | AMAZON                           | \$387.58              |
|                        | 80040398     | 04/05/2023 | 032205        | DELAWARE MUSEUM OF               | \$925.90              |
|                        | 80040399     | 04/05/2023 | 054310        | HERSHEY PARK GROUP SALES         | \$7,689.00            |
|                        | 80040400     | 04/05/2023 | 065230        | KRAPF'S COACHES, INC.            | \$1,600.00            |
|                        | 80040401     | 04/05/2023 | 090800        | STUDENT REFUNDS & REIMBURSEMENT  | \$136.00              |
|                        | 80040402     | 04/05/2023 | 082230        | PHILADELPHIA ZOO                 | \$510.00              |
|                        | 80040403     | 04/05/2023 | 1008838       | TRILLS & THRILLS MUSIC FESTIVALS | \$5,037.50            |
|                        | 80040404     | 04/05/2023 | 1009845       | WESTLAKES CAFE LLC               | \$515.00              |
| <b>51 - Total</b>      |              |            |               |                                  | <b>\$16,800.98</b>    |
| <b>Overall - Total</b> |              |            |               |                                  | <b>\$3,953,228.75</b> |

# West Chester Area School District Electronic Funds Transfer Register

| Fund Charged           | Check Number | Check Date | Vendor Number | Vendor Name                      | Transaction Amount |
|------------------------|--------------|------------|---------------|----------------------------------|--------------------|
| 01                     | V1006503     | 04/05/2023 | 010830        | BARNES & NOBLE INC.              | \$347.42           |
|                        | V1006504     | 04/05/2023 | 017340        | BSN SPORTS LLC                   | \$496.18           |
|                        | V1006505     | 04/05/2023 | 032952        | DENNEY ELECTRIC SUPPLY           | \$767.12           |
|                        | V1006506     | 04/05/2023 | 036928        | EAGLE POWER TURF & TRACTOR       | \$804.78           |
|                        | V1006507     | 04/05/2023 | 043210        | FISHER & SON COMPANY INC         | \$202.50           |
|                        | V1006508     | 04/05/2023 | 043500        | FLINN SCIENTIFIC                 | \$222.50           |
|                        | V1006509     | 04/05/2023 | 054645        | HILLYARD, INC.                   | \$472.80           |
|                        | V1006510     | 04/05/2023 | 060970        | JOHNSTONE SUPPLY INC             | \$245.74           |
|                        | V1006511     | 04/05/2023 | 064810        | KNOX EQUIPMENT RENTALS INC       | \$1,220.45         |
|                        | V1006512     | 04/05/2023 | 065400        | KURTZ BROS                       | \$473.74           |
|                        | V1006513     | 04/05/2023 | 1004344       | ROBERT E. LITTLE, INC.           | \$152.65           |
|                        | V1006514     | 04/05/2023 | 075220        | MUSIC & ARTS CENTERS             | \$190.25           |
|                        | V1006515     | 04/05/2023 | 1007124       | REPUBLIC SERVICES, INC.          | \$6,904.48         |
|                        | V1006516     | 04/05/2023 | 002820        | RIDDELL ALL AMERICAN SPORTS CORP | \$252.81           |
|                        | V1006517     | 04/05/2023 | 086700        | SCHOOL HEALTH CORPORATION        | \$367.26           |
|                        | V1006518     | 04/05/2023 | 086710        | SCHOOL SPECIALTY LLC             | \$3.49             |
|                        | V1006519     | 04/05/2023 | 1007460       | THOMSON REUTERS-WEST PUBLISHING  | \$270.87           |
|                        | V1006520     | 04/05/2023 | 095760        | WEINSTEIN SUPPLY CORPORATION     | \$495.64           |
| <b>01 - Total</b>      |              |            |               |                                  | <b>\$13,890.68</b> |
| 50                     | V5000558     | 04/05/2023 | 1002819       | BLUE DOG PRINTING AND DESIGN     | \$1,343.00         |
|                        | V5000559     | 04/05/2023 | 077165        | MUSIC IN THE PARKS               | \$400.00           |
| <b>50 - Total</b>      |              |            |               |                                  | <b>\$1,743.00</b>  |
| <b>Overall - Total</b> |              |            |               |                                  | <b>\$15,633.68</b> |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                      | Transaction Amount |
|--------------|--------------|------------|---------------|----------------------------------|--------------------|
| 01           | 40092999     | 04/11/2023 | 1003432       | AHOLD FINANCIAL SERVICES         | \$885.88           |
|              | 40093000     | 04/11/2023 | 1004912       | ALTA LANGUAGE SERVICES INC       | \$131.56           |
|              | 40093002     | 04/11/2023 | 1008943       | AMAZON                           | \$3,522.16         |
|              | 40093004     | 04/11/2023 | 007075        | AQUA PA                          | \$3,761.11         |
|              | 40093005     | 04/11/2023 | 016480        | ARTHUR J. GALLAGHER              | \$3,851.00         |
|              | 40093006     | 04/11/2023 | 010202        | BAIRD & RUDOLPH TIRE COM. INC    | \$6,709.20         |
|              | 40093007     | 04/11/2023 | 011440        | BECKER'S SCHOOL SUPPLIES         | \$6.59             |
|              | 40093008     | 04/11/2023 | 015300        | BOROUGH OF WEST CHESTER          | \$94.60            |
|              | 40093009     | 04/11/2023 | 1008961       | BRANDYWINE DIGITAL CORPORATION   | \$266.00           |
|              | 40093012     | 04/11/2023 | 1002593       | CAMPBELL, JOHN                   | \$70.00            |
|              | 40093013     | 04/11/2023 | 021581        | CDW GOVERNMENT, INC              | \$430.00           |
|              | 40093014     | 04/11/2023 | 1009620       | CENTRIC BUSINESS SYSTEMS         | \$16,518.99        |
|              | 40093015     | 04/11/2023 | 023755        | CHESTER COUNTY INT UNIT # 24     | \$15,484.56        |
|              | 40093019     | 04/11/2023 | 1007287       | CALECO                           | \$779.20           |
|              | 40093020     | 04/11/2023 | 1008424       | CRYSTAL SPRINGS                  | \$105.92           |
|              | 40093022     | 04/11/2023 | 1001785       | DAKTRONICS                       | \$3,040.00         |
|              | 40093023     | 04/11/2023 | 1009033       | DANIELS, MARY                    | \$193.25           |
|              | 40093024     | 04/11/2023 | 1001584       | DELTA-T GROUP, INC.              | \$1,500.01         |
|              | 40093025     | 04/11/2023 | 1009651       | DR. UNA MARTIN CONSULTING LLC    | \$10,874.57        |
|              | 40093026     | 04/11/2023 | 1000407       | E.M. KUTZ, INC.                  | \$7,662.00         |
|              | 40093027     | 04/11/2023 | 1003248       | EASY WAY SAFETY SERVICES, INC.   | \$340.00           |
|              | 40093028     | 04/11/2023 | 037880        | EDUCATION WEEK                   | \$35.00            |
|              | 40093030     | 04/11/2023 | 1009649       | ESSENTIAL ELEMENTS MUSIC CLASS   | \$97.50            |
|              | 40093032     | 04/11/2023 | 042520        | FERGUSON ENT., INC. #501         | \$25.50            |
|              | 40093033     | 04/11/2023 | 1008368       | FLEXIP SOLUTIONS INC             | \$4,715.19         |
|              | 40093035     | 04/11/2023 | 1006249       | GENERAL HEALTHCARE RESOURCES INC | \$11,243.91        |
|              | 40093036     | 04/11/2023 | 1008121       | GIA PUBLICATIONS                 | \$589.11           |
|              | 40093039     | 04/11/2023 | 050075        | GREAT AMERICA FINANCIAL SERVICES | \$4,879.45         |
|              | 40093040     | 04/11/2023 | 050165        | GREAT VALLEY LOCKSHOP INC        | \$30.00            |
|              | 40093044     | 04/11/2023 | 1009498       | HEGGERTY PHONEMIC AWARENESS      | \$149.04           |
|              | 40093047     | 04/11/2023 | 055560        | HOME DEPOT CREDIT SERVICES       | \$472.43           |
|              | 40093048     | 04/11/2023 | 1007968       | HONORS GRADUATION                | \$341.50           |
|              | 40093050     | 04/11/2023 | 1007808       | IMPERIAL BAG & PAPER             | \$520.21           |
|              | 40093051     | 04/11/2023 | 1000345       | KADES-MARGOLIS CAPITAL           | \$200.00           |
|              | 40093052     | 04/11/2023 | 1009073       | KELLY SERVICES INC               | \$6,229.00         |
|              | 40093056     | 04/11/2023 | 065200        | KRAPF JR & SON INC GEORGE        | \$11,973.92        |
|              | 40093059     | 04/11/2023 | 1009562       | LACAYO, SELENE                   | \$257.65           |
|              | 40093060     | 04/11/2023 | 1004209       | LOWES COMMERCIAL SERVICES        | \$3,817.99         |
|              | 40093061     | 04/11/2023 | 1009504       | MARVIC SUPPLY                    | \$215.16           |

# West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                         | Transaction Amount |
|--------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01           | 40093063     | 04/11/2023 | 9741          | MCCARRON, KATHI                     | \$72.00            |
|              | 40093067     | 04/11/2023 | 1000348       | METROPOLITAN LIFE INSURANCE CO.     | \$170.00           |
|              | 40093069     | 04/11/2023 | 1005786       | NACAC                               | \$225.00           |
|              | 40093070     | 04/11/2023 | 1009242       | NAVIGATE360                         | \$32,985.53        |
|              | 40093072     | 04/11/2023 | 080065        | PA PRINCIPALS ASSOCIATION           | \$605.00           |
|              | 40093073     | 04/11/2023 | 077475        | NAPA AUTO PARTS                     | \$144.00           |
|              | 40093075     | 04/11/2023 | 082150        | PECO ENERGY COMPANY                 | \$211,758.29       |
|              | 40093076     | 04/11/2023 | 081545        | PEOPLE'S LIGHT & THEATRE CO         | \$1,000.00         |
|              | 40093077     | 04/11/2023 | 081550        | PEPPER & SON INC J W                | \$513.23           |
|              | 40093078     | 04/11/2023 | 1003736       | PETROLEUM TRADERS CORP.             | \$39,408.87        |
|              | 40093079     | 04/11/2023 | 1009146       | PICKUP PATROL LLC                   | \$881.10           |
|              | 40093084     | 04/11/2023 | 1009862       | POWERS, JULIE                       | \$4,600.00         |
|              | 40093085     | 04/11/2023 | 1007324       | PROGRAPH INC                        | \$151.40           |
|              | 40093086     | 04/11/2023 | 1009723       | QUENCH USA INC                      | \$122.64           |
|              | 40093087     | 04/11/2023 | 084798        | RENAISSANCE ACADEMY                 | \$5,845.70         |
|              | 40093088     | 04/11/2023 | 10513         | RILEY, JOHN                         | \$80.00            |
|              | 40093089     | 04/11/2023 | 1009163       | SAF-GARD SAFETY SHOE CO.            | \$387.97           |
|              | 40093091     | 04/11/2023 | 087815        | SHOP RITE OF W.C.                   | \$284.21           |
|              | 40093092     | 04/11/2023 | 091495        | T MOBILE                            | \$1,215.00         |
|              | 40093095     | 04/11/2023 | 092615        | TIMOTHY SCHOOL CORPORATION          | \$4,230.00         |
|              | 40093096     | 04/11/2023 | 093600        | UNITED REFRIGERATION CO             | \$524.22           |
|              | 40093098     | 04/11/2023 | 1009694       | VENTRIS LEARNING LLC                | \$140.00           |
|              | 40093100     | 04/11/2023 | 1000059       | WEST CHESTER ED SUPPORT PERSONNEL   | \$2,191.77         |
|              | 40093101     | 04/11/2023 | 1000058       | TRUMARK FCU                         | \$1,142.35         |
|              | 40093102     | 04/11/2023 | 097000        | WEST GOSHEN TOWNSHIP                | \$11,479.79        |
|              | 40093103     | 04/11/2023 | 097005        | WEST GOSHEN TOWNSHIP                | \$115,981.72       |
|              | 40093104     | 04/11/2023 | 097096        | WEST WHITELAND TOWNSHIP             | \$687.50           |
|              | 40093105     | 04/11/2023 | 097430        | WESTTOWN TOWNSHIP                   | \$44,891.00        |
|              | 40093108     | 04/11/2023 | 1007278       | WILMINGTON TRUST                    | \$780.00           |
|              | 40093109     | 04/11/2023 | 098060        | WILSON LANGUAGE TRAINING CORP       | \$7,691.76         |
| 01 - Total   |              |            |               |                                     | \$612,209.21       |
| 22           | 40093071     | 04/11/2023 | 1008928       | NEW ERA TECHNOLOGY PA               | \$2,338.12         |
| 22 - Total   |              |            |               |                                     | \$2,338.12         |
| 27           | 40093002     | 04/11/2023 | 1008943       | AMAZON                              | \$1,050.00         |
|              | 40093017     | 04/11/2023 | 1009858       | CLEAN HARBORS ENVIRONMENTAL SERVICE | \$10,638.56        |
|              | 40093029     | 04/11/2023 | 1009039       | ESH'S FENCING                       | \$8,979.42         |
|              | 40093031     | 04/11/2023 | 1009567       | FENCE SENSE LLC                     | \$4,600.00         |

# West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 27           | 40093037     | 04/11/2023 | 1007706       | GOSHEN MECHANICAL CONTRACTORS INC. | \$80,000.00        |
| 27           | - Total      |            |               |                                    | \$105,267.98       |
| 29           | 40093010     | 04/11/2023 | 10933         | BREISBLATT, EVAN                   | \$73.00            |
|              | 40093011     | 04/11/2023 | 9959          | CACCHIONE, PATRICK                 | \$77.00            |
|              | 40093016     | 04/11/2023 | 9474          | CHRISTOPHER, MARY SUE              | \$220.00           |
|              | 40093018     | 04/11/2023 | 9418          | COBB, CHRISTOPHER                  | \$77.00            |
|              | 40093021     | 04/11/2023 | 9514          | CUSTER, BILL                       | \$66.00            |
|              | 40093034     | 04/11/2023 | 10492         | FORESTA, JEN                       | \$77.00            |
|              | 40093042     | 04/11/2023 | 9728          | GRUBAUGH, MYRON                    | \$140.00           |
|              | 40093043     | 04/11/2023 | 10599         | HALL, GARY                         | \$61.00            |
|              | 40093045     | 04/11/2023 | 10931         | HENDERSON, EDWARD                  | \$66.00            |
|              | 40093046     | 04/11/2023 | 10333         | HOLLAND, MARK                      | \$93.00            |
|              | 40093049     | 04/11/2023 | 10865         | HUNTER, STEVEN                     | \$117.00           |
|              | 40093053     | 04/11/2023 | 9150          | KELLY, JACK                        | \$73.00            |
|              | 40093054     | 04/11/2023 | 10485         | KIZIUK, LISA                       | \$77.00            |
|              | 40093057     | 04/11/2023 | 9655          | KUPSEY, DAVE                       | \$154.00           |
|              | 40093058     | 04/11/2023 | 9019          | KURZINSKY, BOB                     | \$78.00            |
|              | 40093062     | 04/11/2023 | 9743          | MCANDREW, TOM                      | \$143.00           |
|              | 40093064     | 04/11/2023 | 10782         | MCCARRON, RACHEL KATHI             | \$66.00            |
|              | 40093065     | 04/11/2023 | 10601         | MCKNIGHT, KEVIN                    | \$77.00            |
|              | 40093066     | 04/11/2023 | 9833          | MCNICHOL, JOHN                     | \$66.00            |
|              | 40093074     | 04/11/2023 | 9139          | PATTERSON, RICHARD                 | \$140.00           |
|              | 40093080     | 04/11/2023 | 9228          | PIERSOL, DAVID                     | \$61.00            |
|              | 40093081     | 04/11/2023 | 10226         | PORRECA, ANTHONY                   | \$78.00            |
|              | 40093082     | 04/11/2023 | 9041          | POSTUS, MIKE                       | \$77.00            |
|              | 40093083     | 04/11/2023 | 9304          | POWERS, JIM                        | \$77.00            |
|              | 40093088     | 04/11/2023 | 10513         | RILEY, JOHN                        | \$61.00            |
|              | 40093090     | 04/11/2023 | 9473          | SCHAEFER, KEVIN                    | \$77.00            |
|              | 40093093     | 04/11/2023 | 10070         | TABBUT, EDWARD                     | \$73.00            |
|              | 40093094     | 04/11/2023 | 9408          | TERRELL, TIM                       | \$77.00            |
|              | 40093097     | 04/11/2023 | 10405         | VALENTINO, JAMES                   | \$73.00            |
|              | 40093106     | 04/11/2023 | 10899         | WHITE, JEFFREY                     | \$209.00           |
|              | 40093110     | 04/11/2023 | 9838          | WINNING, DAVE                      | \$61.00            |
|              | 40093111     | 04/11/2023 | 10685         | YARNELL, MARY ELISE                | \$143.00           |
| 29           | - Total      |            |               |                                    | \$3,008.00         |
| 30           | 40093003     | 04/11/2023 | 1009552       | APPLIED TESTING & GEOSCIENCES LLC  | \$353.00           |
|              | 40093041     | 04/11/2023 | 1009019       | GROUND PENETRATING RADAR SYSTEMS   | \$11,150.00        |

# West Chester Area School District Check Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                      | Transaction Amount |
|-----------------|--------------|------------|---------------|----------------------------------|--------------------|
| 30              | 40093068     | 04/11/2023 | 075186        | MOBILE MINI, INC                 | \$1,078.56         |
|                 | 40093099     | 04/11/2023 | 1006237       | WESCOTT ELECTRIC COMPANY         | \$72,702.18        |
|                 | 40093107     | 04/11/2023 | 1008068       | WILLIAMS SCOTSMAN INC            | \$4,416.00         |
| 30 - Total      |              |            |               |                                  | \$89,699.74        |
| 40              | 40093002     | 04/11/2023 | 1008943       | AMAZON                           | \$31.95            |
|                 | 40093060     | 04/11/2023 | 1004209       | LOWES COMMERCIAL SERVICES        | \$3,400.00         |
|                 | 40093076     | 04/11/2023 | 081545        | PEOPLE'S LIGHT & THEATRE CO      | \$2,500.00         |
| 40 - Total      |              |            |               |                                  | \$5,931.95         |
| 50              | 80040405     | 04/11/2023 | 1008943       | AMAZON                           | \$384.54           |
|                 | 80040406     | 04/11/2023 | 035987        | DOWNINGTOWN COUNTRY CLUB, LLC    | \$2,398.06         |
|                 | 80040407     | 04/11/2023 | 065200        | KRAPF JR & SON INC GEORGE        | \$263.16           |
|                 | 80040408     | 04/11/2023 | 088490        | SIR SPEEDY PRINTING #7103        | \$1,005.00         |
|                 | 80040409     | 04/11/2023 | 1009852       | SMITH, REBECCA                   | \$750.00           |
| 50 - Total      |              |            |               |                                  | \$4,800.76         |
| 51              | 80040410     | 04/11/2023 | 1008943       | AMAZON                           | \$259.99           |
|                 | 80040411     | 04/11/2023 | 1008684       | ARROWHEAD DAY CAMP               | \$3,453.50         |
|                 | 80040412     | 04/11/2023 | 1007485       | CMF VENDING                      | \$99.00            |
|                 | 80040413     | 04/11/2023 | 040065        | ELMWOOD PARK ZOO                 | \$1,711.85         |
|                 | 80040414     | 04/11/2023 | 1006249       | GENERAL HEALTHCARE RESOURCES INC | \$270.00           |
|                 | 80040415     | 04/11/2023 | 065200        | KRAPF JR & SON INC GEORGE        | \$7,355.34         |
|                 | 80040416     | 04/11/2023 | 065230        | KRAPF'S COACHES, INC.            | \$2,952.00         |
|                 | 80040417     | 04/11/2023 | 1009856       | MAGIC & WONDER                   | \$4,000.00         |
|                 | 80040418     | 04/11/2023 | 1008214       | PATELMOS PIZZERIA                | \$305.95           |
|                 | 80040419     | 04/11/2023 | 1009854       | RISE VISION INC                  | \$138.00           |
| 51 - Total      |              |            |               |                                  | \$20,545.63        |
| Overall - Total |              |            |               |                                  | \$843,801.39       |

# West Chester Area School District Electronic Funds Transfer Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                         | Transaction Amount |
|-----------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01              | V1006521     | 04/11/2023 | 1007696       | AARDVARK PEST CONTROL SERVICES INC. | \$1,182.00         |
|                 | V1006522     | 04/11/2023 | 1008165       | ADVENTURE NETWORK INC               | \$1,430.92         |
|                 | V1006523     | 04/11/2023 | 1005135       | AED SUPERSTORE                      | \$174.00           |
|                 | V1006524     | 04/11/2023 | 010830        | BARNES & NOBLE INC.                 | \$991.26           |
|                 | V1006525     | 04/11/2023 | 017340        | BSN SPORTS LLC                      | \$4,824.18         |
|                 | V1006526     | 04/11/2023 | 021100        | CAROLINA BIOLOGICAL                 | \$156.85           |
|                 | V1006527     | 04/11/2023 | 1004703       | COMSTAR TECHNOLOGIES                | \$233.80           |
|                 | V1006528     | 04/11/2023 | 032900        | DEMCO INC                           | \$203.37           |
|                 | V1006529     | 04/11/2023 | 032952        | DENNEY ELECTRIC SUPPLY              | \$106.20           |
|                 | V1006530     | 04/11/2023 | 1006669       | EAI EDUCATION                       | \$59.92            |
|                 | V1006531     | 04/11/2023 | 043490        | FOLLETT CONTENT SOLUTIONS LLC       | \$1,093.53         |
|                 | V1006532     | 04/11/2023 | 054645        | HILLYARD, INC.                      | \$1,561.82         |
|                 | V1006533     | 04/11/2023 | 1008195       | INK TONER STORE                     | \$99.95            |
|                 | V1006534     | 04/11/2023 | 060970        | JOHNSTONE SUPPLY INC                | \$1,730.22         |
|                 | V1006535     | 04/11/2023 | 067222        | LEGO EDUCATION                      | \$399.95           |
|                 | V1006536     | 04/11/2023 | 075220        | MUSIC & ARTS CENTERS                | \$36.00            |
|                 | V1006537     | 04/11/2023 | 1008679       | NUTRIEN AG SOLUTIONS INC            | \$23,028.00        |
|                 | V1006538     | 04/11/2023 | 086710        | SCHOOL SPECIALTY LLC                | \$142.13           |
|                 | V1006539     | 04/11/2023 | 092000        | TAYLORS MUSIC STORE                 | \$4.80             |
|                 | V1006540     | 04/11/2023 | 1007532       | TURNITIN, LLC                       | \$13,500.00        |
|                 | V1006541     | 04/11/2023 | 093337        | TUTTLE MARKETING SVCS INC           | \$360.00           |
|                 | V1006542     | 04/11/2023 | 1000056       | UNITED WAY OF CHESTER COUNTY        | \$837.01           |
|                 | V1006543     | 04/11/2023 | 095760        | WEINSTEIN SUPPLY CORPORATION        | \$777.64           |
| 01 - Total      |              |            |               |                                     | \$52,933.55        |
| 29              | V1006525     | 04/11/2023 | 017340        | BSN SPORTS LLC                      | \$1,757.80         |
| 29 - Total      |              |            |               |                                     | \$1,757.80         |
| 51              | V5000560     | 04/11/2023 | 032900        | DEMCO INC                           | \$249.08           |
| 51 - Total      |              |            |               |                                     | \$249.08           |
| Overall - Total |              |            |               |                                     | \$54,940.43        |

# West Chester Area School District Check Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|-----------------|--------------|------------|---------------|-------------|--------------------|
| 01              | 40093112     | 04/17/2023 | 1002849       | PMEA        | \$1,596.00         |
| 01 - Total      |              |            |               |             | \$1,596.00         |
| Overall - Total |              |            |               |             | \$1,596.00         |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                         | Transaction Amount |
|--------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01           | 40093113     | 04/19/2023 | 1009830       | ACP                                 | \$1,907.97         |
|              | 40093114     | 04/19/2023 | 001164        | ACP DIRECT                          | \$52.85            |
|              | 40093115     | 04/19/2023 | 1003432       | AHOLD FINANCIAL SERVICES            | \$1,247.94         |
|              | 40093116     | 04/19/2023 | 1004912       | ALTA LANGUAGE SERVICES INC          | \$2,514.50         |
|              | 40093118     | 04/19/2023 | 1008943       | AMAZON                              | \$5,490.18         |
|              | 40093119     | 04/19/2023 | 1006528       | AMERICAN BACKFLOW PRODUCTS COMPANY  | \$1,089.21         |
|              | 40093120     | 04/19/2023 | 1009248       | ANXIETY & OCD CENTER                | \$3,280.00         |
|              | 40093121     | 04/19/2023 | 007351        | ARAMARK UNIFORM SERVICES            | \$1,150.16         |
|              | 40093122     | 04/19/2023 | 008510        | ASCD                                | \$89.00            |
|              | 40093124     | 04/19/2023 | 009710        | B & H PHOTO                         | \$3,450.55         |
|              | 40093126     | 04/19/2023 | 1009718       | BENERGY1 PRESENTATIONS LLC          | \$2,250.00         |
|              | 40093127     | 04/19/2023 | 012700        | BERKHEIMER ASSOC H A                | \$3,866.60         |
|              | 40093128     | 04/19/2023 | 015350        | BOROUGH OF WEST CHESTER             | \$18,750.00        |
|              | 40093129     | 04/19/2023 | 9567          | BRETZ, RALPH                        | \$87.50            |
|              | 40093130     | 04/19/2023 | 11004         | BRISON, GREGORY                     | \$72.00            |
|              | 40093134     | 04/19/2023 | 020465        | CAMPBILL SPECIAL SCHOOLS, INC.      | \$22,010.20        |
|              | 40093135     | 04/19/2023 | 021581        | CDW GOVERNMENT, INC                 | \$913.00           |
|              | 40093137     | 04/19/2023 | 023755        | CHESTER COUNTY INT UNIT # 24        | \$63,153.06        |
|              | 40093138     | 04/19/2023 | 1009147       | COOPER, DANIEL                      | \$5,000.00         |
|              | 40093140     | 04/19/2023 | 1008284       | CRITICARE HOME HEALTH & NURSING SRV | \$2,786.50         |
|              | 40093141     | 04/19/2023 | 1008731       | CROWN CASTLE                        | \$17,368.18        |
|              | 40093143     | 04/19/2023 | 030700        | DAILY LOCAL NEWS                    | \$68.70            |
|              | 40093145     | 04/19/2023 | 1001584       | DELTA-T GROUP, INC.                 | \$3,003.67         |
|              | 40093146     | 04/19/2023 | 1009701       | DERRY AREA SCHOOL DISTRICT          | \$3,729.96         |
|              | 40093148     | 04/19/2023 | 1005210       | DIRECT ENERGY BUSINESS              | \$60,408.41        |
|              | 40093149     | 04/19/2023 | 1009474       | DISALVO, LAUREN & DEAN              | \$6,211.30         |
|              | 40093150     | 04/19/2023 | 1001473       | EDUCERE                             | \$174.00           |
|              | 40093151     | 04/19/2023 | 1008353       | EI US LLC / LEARN WELL SERVICES     | \$4,857.75         |
|              | 40093152     | 04/19/2023 | 042300        | FAULKNER PONTIAC BUICK              | \$301.39           |
|              | 40093154     | 04/19/2023 | 042520        | FERGUSON ENT., INC. #501            | \$55.63            |
|              | 40093155     | 04/19/2023 | 090920        | FERRARO, LARRY & ANTHONY            | \$1,257.56         |
|              | 40093159     | 04/19/2023 | 1006806       | FOUNDATIONS BEHAVIORAL HEALTH       | \$14,102.50        |
|              | 40093160     | 04/19/2023 | 011425        | FRED BEANS FORD OF WEST CHESTER     | \$71.52            |
|              | 40093161     | 04/19/2023 | 1006249       | GENERAL HEALTHCARE RESOURCES INC    | \$24,146.94        |
|              | 40093162     | 04/19/2023 | 049450        | GOPHER SPORT                        | \$218.23           |
|              | 40093163     | 04/19/2023 | 050075        | GREAT AMERICA FINANCIAL SERVICES    | \$260.74           |
|              | 40093166     | 04/19/2023 | 1009219       | HALF PINT KIDS INC                  | \$528.00           |
|              | 40093167     | 04/19/2023 | 1009512       | HAMPTON INN ALTOONA                 | \$109.12           |
|              | 40093168     | 04/19/2023 | 10989         | HESSLER, CHRISTOPHER                | \$80.00            |

# West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                         | Transaction Amount |
|--------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01           | 40093169     | 04/19/2023 | 1009847       | HIGH DEFINITION MARINE&AUTOCARE LLC | \$550.00           |
|              | 40093170     | 04/19/2023 | 055560        | HOME DEPOT CREDIT SERVICES          | \$449.52           |
|              | 40093171     | 04/19/2023 | 9724          | HORTON, CHRIS                       | \$45.00            |
|              | 40093172     | 04/19/2023 | 1000165       | INGERSOLL RAND CO                   | \$1,340.83         |
|              | 40093173     | 04/19/2023 | 1002386       | JOHNSON CONTROLS, INC.              | \$13,525.00        |
|              | 40093175     | 04/19/2023 | 1007627       | KAMOR-BARNES, HEATHER               | \$3,150.00         |
|              | 40093176     | 04/19/2023 | 1008188       | KATHERINE AZAR PHOTOGRAPHY LLC      | \$745.00           |
|              | 40093178     | 04/19/2023 | 1009073       | KELLY SERVICES INC                  | \$178,415.20       |
|              | 40093179     | 04/19/2023 | 1009815       | KIDSPEACE CHILDREN'S HOSPITAL INC   | \$120.00           |
|              | 40093181     | 04/19/2023 | 10593         | KIRK, JOHN                          | \$45.00            |
|              | 40093185     | 04/19/2023 | 065200        | KRAPF JR & SON INC GEORGE           | \$9,263.61         |
|              | 40093186     | 04/19/2023 | 9655          | KUPSEY, DAVE                        | \$45.00            |
|              | 40093188     | 04/19/2023 | 065790        | LAMB MCERLANE PC                    | \$3,100.00         |
|              | 40093190     | 04/19/2023 | 1000250       | LINDAMOOD BELL LEARNING PROCESSES   | \$2,667.60         |
|              | 40093191     | 04/19/2023 | 10868         | LINDSAY, CHUCK                      | \$160.00           |
|              | 40093195     | 04/19/2023 | 9741          | MCCARRON, KATHI                     | \$72.00            |
|              | 40093196     | 04/19/2023 | 11005         | MCGILLIS, DOREEN                    | \$72.00            |
|              | 40093197     | 04/19/2023 | 073020        | MCMASTER-CARR SUPPLY CO             | \$1,379.14         |
|              | 40093199     | 04/19/2023 | 073601        | MELMARK INC.                        | \$19,490.00        |
|              | 40093200     | 04/19/2023 | 10992         | MERRICK, CHRIS                      | \$45.00            |
|              | 40093202     | 04/19/2023 | 1001365       | MONTGOMERY, DR. DAVID J, DDS        | \$860.00           |
|              | 40093204     | 04/19/2023 | 10342         | MUZZILLO, GERRY                     | \$45.00            |
|              | 40093208     | 04/19/2023 | 079660        | OCCUPATIONAL HEALTH CENTER          | \$913.00           |
|              | 40093218     | 04/19/2023 | 1009550       | ODP BUSINESS SOLUTIONS              | \$28,266.19        |
|              | 40093219     | 04/19/2023 | 079961        | ORIENTAL TRADING CO., INC           | \$139.07           |
|              | 40093220     | 04/19/2023 | 1008200       | PANERA BREAD                        | \$1,124.48         |
|              | 40093221     | 04/19/2023 | 1009671       | PARMER, TRACI JENAE                 | \$9,000.00         |
|              | 40093222     | 04/19/2023 | 077475        | NAPA AUTO PARTS                     | \$427.24           |
|              | 40093224     | 04/19/2023 | 1009335       | PENNSYLVANIA DEPT OF EDUCATION      | \$10,563.00        |
|              | 40093225     | 04/19/2023 | 081610        | PERFECTION LEARNING CORP            | \$879.91           |
|              | 40093227     | 04/19/2023 | 1003736       | PETROLEUM TRADERS CORP.             | \$19,880.03        |
|              | 40093228     | 04/19/2023 | 082467        | PIONEER ATHLETICS                   | \$580.80           |
|              | 40093229     | 04/19/2023 | 1009631       | PORT A BOWL RESTROOM CO             | \$639.00           |
|              | 40093231     | 04/19/2023 | 082870        | POTTSTOWN SCHOOL DISTRICT           | \$1,709.55         |
|              | 40093232     | 04/19/2023 | 9912          | PUGLIESE, KATHY                     | \$108.00           |
|              | 40093233     | 04/19/2023 | 1005115       | PURE WATER TECH OF CENTRAL PA INC   | \$49.00            |
|              | 40093234     | 04/19/2023 | 084064        | QUILL CORPORATION                   | \$15,418.11        |
|              | 40093237     | 04/19/2023 | 1000039       | RHYTHM BAND INSTRUMENTS             | \$4,260.00         |
|              | 40093238     | 04/19/2023 | 1005267       | RICOH USA, INC.                     | \$34,023.24        |

# West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40093242     | 04/19/2023 | 9651          | SCAVICCHIO, DUANNE                 | \$80.00            |
|              | 40093244     | 04/19/2023 | 086590        | SDIC - SCHOOL DISTRICTS            | \$1,067.78         |
|              | 40093246     | 04/19/2023 | 087815        | SHOP RITE OF W.C.                  | \$531.73           |
|              | 40093247     | 04/19/2023 | 1003412       | SIEMENS FIRE SAFETY DIVISION       | \$1,811.00         |
|              | 40093250     | 04/19/2023 | 091360        | SWEET, STEVENS, KATZ & WILLIAMS    | \$2,100.00         |
|              | 40093252     | 04/19/2023 | 091740        | TAX REFUNDS                        | \$8,339.89         |
|              | 40093253     | 04/19/2023 | 1008380       | TELCO HOLDINGS INC                 | \$170.37           |
|              | 40093254     | 04/19/2023 | 1008422       | TELESYSTEM                         | \$6,143.49         |
|              | 40093256     | 04/19/2023 | 1009820       | THE DBQ PROJECT                    | \$424.00           |
|              | 40093257     | 04/19/2023 | 1007532       | TURNITIN, LLC                      | \$13,500.00        |
|              | 40093258     | 04/19/2023 | 093600        | UNITED REFRIGERATION CO            | \$234.82           |
|              | 40093260     | 04/19/2023 | 10738         | URBINE, DANIEL                     | \$80.00            |
|              | 40093261     | 04/19/2023 | 1007699       | US MEDICAL STAFFING LLC            | \$15,447.12        |
|              | 40093263     | 04/19/2023 | 049790        | W. W. GRAINGER, INC.               | \$324.62           |
|              | 40093264     | 04/19/2023 | 1007149       | WATERPROOF CAULKING & RESTORATION  | \$7,400.00         |
|              | 40093265     | 04/19/2023 | 097000        | WEST GOSHEN TOWNSHIP               | \$18,750.00        |
|              | 40093266     | 04/19/2023 | 098060        | WILSON LANGUAGE TRAINING CORP      | \$3,586.68         |
|              | 40093268     | 04/19/2023 | 1007421       | XTEL COMMUNICATIONS, INC.          | \$1,802.00         |
| 01 - Total   |              |            |               |                                    | \$721,473.84       |
| 22           | 40093144     | 04/19/2023 | 032540        | DELL COMPUTER CORPORATION          | \$1,314.32         |
|              | 40093205     | 04/19/2023 | 1008928       | NEW ERA TECHNOLOGY PA              | \$11,711.27        |
|              | 40093262     | 04/19/2023 | 1009769       | VERTIV CORPORATION                 | \$7,802.10         |
| 22 - Total   |              |            |               |                                    | \$20,827.69        |
| 27           | 40093119     | 04/19/2023 | 1006528       | AMERICAN BACKFLOW PRODUCTS COMPANY | \$723.56           |
|              | 40093153     | 04/19/2023 | 1009567       | FENCE SENSE LLC                    | \$8,500.00         |
|              | 40093248     | 04/19/2023 | 1007453       | STANTEC CONSULTING SERVICES, INC.  | \$1,430.00         |
|              | 40093259     | 04/19/2023 | 1007132       | UNITED TECTONICS CORP.             | \$28,776.55        |
| 27 - Total   |              |            |               |                                    | \$39,430.11        |
| 29           | 40093123     | 04/19/2023 | 10062         | ASDOURIAN, CHRISTOPHER             | \$77.00            |
|              | 40093125     | 04/19/2023 | 9197          | BEMILLER, THOMAS, JR               | \$58.00            |
|              | 40093131     | 04/19/2023 | 10997         | BRUNO, ED                          | \$93.00            |
|              | 40093132     | 04/19/2023 | 11002         | CAMPBELL, ALEXA                    | \$286.00           |
|              | 40093133     | 04/19/2023 | 10134         | CAMPBELL, MIKE                     | \$286.00           |
|              | 40093136     | 04/19/2023 | 10996         | CHAPMAN, ARTHUR                    | \$78.00            |
|              | 40093139     | 04/19/2023 | 10057         | COTRUFELLO, ANDRE                  | \$74.00            |
|              | 40093142     | 04/19/2023 | 9514          | CUSTER, BILL                       | \$77.00            |
|              | 40093147     | 04/19/2023 | 10998         | DILORIO, NICK                      | \$66.00            |

# West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name              | Transaction Amount |
|--------------|--------------|------------|---------------|--------------------------|--------------------|
| 29           | 40093156     | 04/19/2023 | 9213          | FITZGERALD, DAVID        | \$78.00            |
|              | 40093157     | 04/19/2023 | 10492         | FORESTA, JEN             | \$143.00           |
|              | 40093158     | 04/19/2023 | 10494         | FOSTER, DEB              | \$77.00            |
|              | 40093164     | 04/19/2023 | 9327          | GROTHMANN, DAWN          | \$77.00            |
|              | 40093165     | 04/19/2023 | 9728          | GRUBAUGH, MYRON          | \$78.00            |
|              | 40093180     | 04/19/2023 | 10999         | KINZEL, MIKE             | \$132.00           |
|              | 40093181     | 04/19/2023 | 10593         | KIRK, JOHN               | \$66.00            |
|              | 40093182     | 04/19/2023 | 10485         | KIZIUK, LISA             | \$143.00           |
|              | 40093183     | 04/19/2023 | 10846         | KLEIN, LISA              | \$77.00            |
|              | 40093184     | 04/19/2023 | 10932         | KOTCH, STEPHEN           | \$66.00            |
|              | 40093187     | 04/19/2023 | 9019          | KURZINSKY, BOB           | \$78.00            |
|              | 40093192     | 04/19/2023 | 9347          | MACMANUS, JOHN           | \$77.00            |
|              | 40093193     | 04/19/2023 | 10994         | MANCINELLI, PAUL         | \$93.00            |
|              | 40093194     | 04/19/2023 | 9743          | MCANDREW, TOM            | \$143.00           |
|              | 40093196     | 04/19/2023 | 11005         | MCGILLIS, DOREEN         | \$66.00            |
|              | 40093198     | 04/19/2023 | 9833          | MCNICHOL, JOHN           | \$66.00            |
|              | 40093201     | 04/19/2023 | 10609         | MITCHELL, CHRIS          | \$77.00            |
|              | 40093203     | 04/19/2023 | 11003         | MUNDY, CATE              | \$143.00           |
|              | 40093206     | 04/19/2023 | 9173          | NG, RICHARD              | \$73.00            |
|              | 40093207     | 04/19/2023 | 9262          | O'BRIEN, ROBERT          | \$77.00            |
|              | 40093223     | 04/19/2023 | 9139          | PATTERSON, RICHARD       | \$78.00            |
|              | 40093230     | 04/19/2023 | 9041          | POSTUS, MIKE             | \$154.00           |
|              | 40093235     | 04/19/2023 | 9444          | RAIHALL, STEVE           | \$77.00            |
|              | 40093236     | 04/19/2023 | 11000         | REVAK, BENJAMIN          | \$66.00            |
|              | 40093239     | 04/19/2023 | 9534          | ROSS, VERNON, JR         | \$116.00           |
|              | 40093240     | 04/19/2023 | 9863          | ROWLEY, DAVID            | \$66.00            |
|              | 40093241     | 04/19/2023 | 9459          | SARACINO, ROBERT         | \$66.00            |
|              | 40093243     | 04/19/2023 | 9473          | SCHAEFER, KEVIN          | \$77.00            |
|              | 40093245     | 04/19/2023 | 9144          | SHANK, DAVID             | \$154.00           |
|              | 40093249     | 04/19/2023 | 10747         | SURKIN, RON              | \$58.00            |
|              | 40093251     | 04/19/2023 | 11001         | TATOM, MARLON            | \$78.00            |
|              | 40093255     | 04/19/2023 | 9408          | TERRELL, TIM             | \$77.00            |
|              | 40093267     | 04/19/2023 | 9141          | WILSON, ROBERT, JR       | \$73.00            |
| 29 - Total   |              |            |               |                          | \$4,065.00         |
| 30           | 40093189     | 04/19/2023 | 1008448       | LIBERTY MUTUAL INSURANCE | \$26.00            |
| 30 - Total   |              |            |               |                          | \$26.00            |
| 40           | 40093118     | 04/19/2023 | 1008943       | AMAZON                   | \$52.64            |

# West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                         | Transaction Amount |
|--------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 40           | 40093174     | 04/19/2023 | 1009491       | K CHOW STUDIOS                      | \$1,250.00         |
|              | 40093226     | 04/19/2023 | 1009821       | PERKIOMEN MOTORCOACH, LLC           | \$1,975.00         |
| 40 - Total   |              |            |               |                                     | \$3,277.64         |
| 50           | 80040420     | 04/19/2023 | 1008943       | AMAZON                              | \$418.76           |
|              | 80040421     | 04/19/2023 | 1002086       | BEST BUDDIES PENNSYLVANIA           | \$550.00           |
|              | 80040422     | 04/19/2023 | 031830        | DECA INC                            | \$625.00           |
|              | 80040423     | 04/19/2023 | 1009432       | ENTERTAINMENT NOW INC               | \$450.00           |
|              | 80040424     | 04/19/2023 | 1009874       | MCDEVITT, MEGAN                     | \$1,700.00         |
|              | 80040425     | 04/19/2023 | 1004795       | METROPOLITAN MUSEUM OF ART, THE     | \$636.00           |
|              | 80040426     | 04/19/2023 | 1002687       | NAT. ACADEMIC QUIZ TOURN., LLC      | \$362.00           |
|              | 80040427     | 04/19/2023 | 1006602       | OCEAN CITY THEATRE COMPANY          | \$2,000.00         |
|              | 80040428     | 04/19/2023 | 081098        | PA DECA                             | \$600.00           |
|              | 80040429     | 04/19/2023 | 081098        | PA DECA                             | \$1,085.00         |
|              | 80040430     | 04/19/2023 | 1009821       | PERKIOMEN MOTORCOACH, LLC           | \$301.00           |
|              | 80040431     | 04/19/2023 | 082230        | PHILADELPHIA ZOO                    | \$475.00           |
|              | 80040432     | 04/19/2023 | 1007953       | RHYTHMIX ENTERTAINMENT              | \$1,995.00         |
|              | 80040433     | 04/19/2023 | 1007277       | SKYLIGHT PUBLISHING                 | \$111.32           |
| 50 - Total   |              |            |               |                                     | \$11,309.08        |
| 51           | 80040434     | 04/19/2023 | 1000626       | ADVENTURE AQUARIUM                  | \$80.00            |
|              | 80040435     | 04/19/2023 | 1008943       | AMAZON                              | \$287.51           |
|              | 80040436     | 04/19/2023 | 1008684       | ARROWHEAD DAY CAMP                  | \$3,582.50         |
|              | 80040437     | 04/19/2023 | 1007485       | CMF VENDING                         | \$99.00            |
|              | 80040438     | 04/19/2023 | 027002        | COLONIAL PENNA PLANTATION           | \$1,512.00         |
|              | 80040439     | 04/19/2023 | 1008284       | CRITICARE HOME HEALTH & NURSING SRV | \$346.50           |
|              | 80040440     | 04/19/2023 | 1006270       | DAVID THOMAS TRANSPORTATION         | \$14,241.00        |
|              | 80040441     | 04/19/2023 | 1007709       | DELAWARE CHILDREN'S MUSEUM INC.     | \$1,475.00         |
|              | 80040442     | 04/19/2023 | 032205        | DELAWARE MUSEUM OF                  | \$810.00           |
|              | 80040443     | 04/19/2023 | 055560        | HOME DEPOT CREDIT SERVICES          | \$151.70           |
|              | 80040444     | 04/19/2023 | 1007497       | MELARD COACH LLC                    | \$110.30           |
|              | 80040445     | 04/19/2023 | 1007882       | MUSEUM OF THE AMERICAN REVOLUTION   | \$805.00           |
|              | 80040446     | 04/19/2023 | 078300        | NATIONAL CONSTITUTION CENTER        | \$855.00           |
|              | 80040447     | 04/19/2023 | 1004615       | OCTORARO NATIVE PLANT NURSERY, INC  | \$265.00           |
|              | 80040448     | 04/19/2023 | 1009550       | ODP BUSINESS SOLUTIONS              | \$57.43            |
|              | 80040449     | 04/19/2023 | 082230        | PHILADELPHIA ZOO                    | \$1,745.00         |
|              | 80040450     | 04/19/2023 | 1005115       | PURE WATER TECH OF CENTRAL PA INC   | \$49.00            |
|              | 80040451     | 04/19/2023 | 1005273       | WILMINGTON BLUE ROCKS               | \$1,505.00         |
| 51 - Total   |              |            |               |                                     | \$27,976.94        |

# West Chester Area School District Check Register

| Fund Charged           | Check Number | Check Date | Vendor Number | Vendor Name                     | Transaction Amount    |
|------------------------|--------------|------------|---------------|---------------------------------|-----------------------|
| 80                     | 5002144      | 04/19/2023 | 1005754       | ARAMARK SERVICES INC.           | \$482,677.98          |
|                        | 5002145      | 04/19/2023 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$43.25               |
| <b>80 - Total</b>      |              |            |               |                                 | <b>\$482,721.23</b>   |
| <b>Overall - Total</b> |              |            |               |                                 | <b>\$1,311,107.53</b> |

# West Chester Area School District Electronic Funds Transfer Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                     | Transaction Amount |
|-----------------|--------------|------------|---------------|---------------------------------|--------------------|
| 01              | V1006544     | 04/19/2023 | 010830        | BARNES & NOBLE INC.             | \$10.49            |
|                 | V1006545     | 04/19/2023 | 015790        | BOYLE'S FLOOR & WINDOW COVERNG  | \$97.24            |
|                 | V1006546     | 04/19/2023 | 1007077       | BROTHERS SCREEN GRAFX INC.      | \$38.00            |
|                 | V1006547     | 04/19/2023 | 017340        | BSN SPORTS LLC                  | \$6,784.00         |
|                 | V1006548     | 04/19/2023 | 032900        | DEMCO INC                       | \$310.16           |
|                 | V1006550     | 04/19/2023 | 036928        | EAGLE POWER TURF & TRACTOR      | \$221.99           |
|                 | V1006551     | 04/19/2023 | 043500        | FLINN SCIENTIFIC                | \$11.61            |
|                 | V1006552     | 04/19/2023 | 064810        | KNOX EQUIPMENT RENTALS INC      | \$83.40            |
|                 | V1006553     | 04/19/2023 | 065400        | KURTZ BROS                      | \$127.98           |
|                 | V1006554     | 04/19/2023 | 1004344       | ROBERT E. LITTLE, INC.          | \$221.28           |
|                 | V1006555     | 04/19/2023 | 075220        | MUSIC & ARTS CENTERS            | \$59.80            |
|                 | V1006556     | 04/19/2023 | 1008679       | NUTRIEN AG SOLUTIONS INC        | \$7,995.00         |
|                 | V1006557     | 04/19/2023 | 1006641       | PSX, INC.                       | \$300.00           |
|                 | V1006558     | 04/19/2023 | 086700        | SCHOOL HEALTH CORPORATION       | \$247.87           |
|                 | V1006559     | 04/19/2023 | 1000679       | SHERWIN WILLIAMS                | \$23.09            |
|                 | V1006560     | 04/19/2023 | 092000        | TAYLORS MUSIC STORE             | \$60.71            |
|                 | V1006561     | 04/19/2023 | 1007460       | THOMSON REUTERS-WEST PUBLISHING | \$331.92           |
|                 | V1006562     | 04/19/2023 | 093163        | TREVDAN BUILDING SUPPLY         | \$83.33            |
|                 | V1006563     | 04/19/2023 | 1001416       | ULINE                           | \$656.90           |
|                 | V1006564     | 04/19/2023 | 094345        | UNRUH, TURNER, BURKE & FREES    | \$20,035.50        |
|                 | V1006565     | 04/19/2023 | 097010        | WEST MUSIC CO.                  | \$250.75           |
| 01 - Total      |              |            |               |                                 | \$37,951.02        |
| 27              | V1006549     | 04/19/2023 | 032952        | DENNEY ELECTRIC SUPPLY          | \$2,828.54         |
| 27 - Total      |              |            |               |                                 | \$2,828.54         |
| 51              | V5000561     | 04/19/2023 | 1007077       | BROTHERS SCREEN GRAFX INC.      | \$546.25           |
|                 | V5000562     | 04/19/2023 | 032900        | DEMCO INC                       | \$6,560.87         |
|                 | V5000563     | 04/19/2023 | 043490        | FOLLETT CONTENT SOLUTIONS LLC   | \$350.64           |
|                 | V5000564     | 04/19/2023 | 095915        | WERNER COACH                    | \$1,917.00         |
| 51 - Total      |              |            |               |                                 | \$9,374.76         |
| Overall - Total |              |            |               |                                 | \$50,154.32        |

# West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                         | Transaction Amount |
|--------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01           | 40093269     | 04/25/2023 | 093349        | 21ST CENTURY CYBER CHARTER          | \$27,498.48        |
|              | 40093270     | 04/25/2023 | 10995         | ADAMS, MICHAEL                      | \$80.00            |
|              | 40093271     | 04/25/2023 | 1003432       | AHOLD FINANCIAL SERVICES            | \$248.39           |
|              | 40093273     | 04/25/2023 | 1009795       | ALL ABOUT LEARNING PRESS, INC       | \$117.85           |
|              | 40093274     | 04/25/2023 | 1009632       | ALL KILN SERVICES LLC               | \$302.50           |
|              | 40093275     | 04/25/2023 | 1004912       | ALTA LANGUAGE SERVICES INC          | \$9,625.10         |
|              | 40093277     | 04/25/2023 | 1008943       | AMAZON                              | \$9,159.60         |
|              | 40093278     | 04/25/2023 | 1009586       | ARBITERSPORTS LLC                   | \$3,963.33         |
|              | 40093281     | 04/25/2023 | 014300        | BLICK ART MATERIALS                 | \$436.78           |
|              | 40093285     | 04/25/2023 | 017290        | BUCKS COUNTY IU #22                 | \$199,320.00       |
|              | 40093286     | 04/25/2023 | 10937         | BURNS, HARRY                        | \$160.00           |
|              | 40093287     | 04/25/2023 | 1001381       | BUXMONT ACADEMY                     | \$7,917.92         |
|              | 40093288     | 04/25/2023 | 1007229       | CAMPUS OUTREACH SERVICES            | \$65.00            |
|              | 40093289     | 04/25/2023 | 1000940       | CAPITAL AREA INTERMEDIATE UNIT      | \$198.00           |
|              | 40093291     | 04/25/2023 | 023755        | CHESTER COUNTY INT UNIT # 24        | \$36,319.45        |
|              | 40093292     | 04/25/2023 | 024770        | CHILDREN'S BOOK WORLD               | \$1,386.66         |
|              | 40093293     | 04/25/2023 | 026710        | COLLEGIUM CHARTER SCHOOL            | \$323,059.12       |
|              | 40093294     | 04/25/2023 | 9865          | CONNER, JEFF                        | \$80.00            |
|              | 40093295     | 04/25/2023 | 1008284       | CRITICARE HOME HEALTH & NURSING SRV | \$2,444.50         |
|              | 40093296     | 04/25/2023 | 1009033       | DANIELS, MARY                       | \$86.96            |
|              | 40093297     | 04/25/2023 | 032540        | DELL COMPUTER CORPORATION           | \$7,812.00         |
|              | 40093298     | 04/25/2023 | 1009742       | DERBY, RACHEL & E. SCOTT            | \$5,763.88         |
|              | 40093299     | 04/25/2023 | 1008878       | DR. ROBERT KETTERER CHARTER SCHOOL  | \$8,487.90         |
|              | 40093301     | 04/25/2023 | 037020        | EAST GOSHEN TOWNSHIP                | \$1,141.04         |
|              | 40093302     | 04/25/2023 | 037880        | EDUCATION WEEK                      | \$79.00            |
|              | 40093303     | 04/25/2023 | 1004765       | EFFECTIVE CONTROLS EAST             | \$5,423.00         |
|              | 40093305     | 04/25/2023 | 1008353       | EI US LLC / LEARN WELL SERVICES     | \$459.00           |
|              | 40093307     | 04/25/2023 | 042490        | FEDERAL EXPRESS CORP                | \$34.04            |
|              | 40093310     | 04/25/2023 | 1009244       | FUSION LEARNING INC                 | \$8,856.00         |
|              | 40093312     | 04/25/2023 | 1006249       | GENERAL HEALTHCARE RESOURCES INC    | \$8,465.04         |
|              | 40093314     | 04/25/2023 | 050075        | GREAT AMERICA FINANCIAL SERVICES    | \$1,026.32         |
|              | 40093316     | 04/25/2023 | 9327          | GROTHMANN, DAWN                     | \$108.00           |
|              | 40093317     | 04/25/2023 | 053130        | HAWTHORNE EDUCATIONAL SVCS          | \$595.00           |
|              | 40093319     | 04/25/2023 | 055560        | HOME DEPOT CREDIT SERVICES          | \$699.46           |
|              | 40093321     | 04/25/2023 | 1008950       | HOWARD GROUP INC                    | \$9,500.00         |
|              | 40093322     | 04/25/2023 | 9945          | HUANG, NATHAN                       | \$80.00            |
|              | 40093323     | 04/25/2023 | 1007808       | IMPERIAL BAG & PAPER                | \$100.00           |
|              | 40093324     | 04/25/2023 | 1004160       | INTEGRAF LLC                        | \$214.00           |
|              | 40093326     | 04/25/2023 | 1007669       | JOYLABZ                             | \$155.53           |

# West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                       | Transaction Amount |
|--------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 01           | 40093327     | 04/25/2023 | 1000345       | KADES-MARGOLIS CAPITAL            | \$200.00           |
|              | 40093328     | 04/25/2023 | 062600        | KEEN COMPRESSED GAS CO            | \$175.72           |
|              | 40093331     | 04/25/2023 | 1009073       | KELLY SERVICES INC                | \$103,973.13       |
|              | 40093333     | 04/25/2023 | 1009401       | KENDALL ELECTRIC INC              | \$160.95           |
|              | 40093335     | 04/25/2023 | 10593         | KIRK, JOHN                        | \$90.00            |
|              | 40093336     | 04/25/2023 | 065200        | KRAPF JR & SON INC GEORGE         | \$7,983.13         |
|              | 40093338     | 04/25/2023 | 1009562       | LACAYO, SELENE                    | \$415.48           |
|              | 40093339     | 04/25/2023 | 065915        | LANGUAGE SERVICES ASSOCIATES      | \$1,615.24         |
|              | 40093341     | 04/25/2023 | 10714         | MACCARIO, JOSEPH                  | \$45.00            |
|              | 40093344     | 04/25/2023 | 1003502       | MCIU 23/PATTAN                    | \$4,680.00         |
|              | 40093347     | 04/25/2023 | 10992         | MERRICK, CHRIS                    | \$45.00            |
|              | 40093348     | 04/25/2023 | 1000348       | METROPOLITAN LIFE INSURANCE CO.   | \$170.00           |
|              | 40093349     | 04/25/2023 | 091740        | TAX REFUNDS                       | \$80.30            |
|              | 40093350     | 04/25/2023 | 10342         | MUZZILLO, GERRY                   | \$90.00            |
|              | 40093351     | 04/25/2023 | 1009483       | NO BOUNDARIES FOR LANGUAGE AND    | \$727.50           |
|              | 40093352     | 04/25/2023 | 1000637       | NOVACARE REHABILITATION           | \$2,800.00         |
|              | 40093354     | 04/25/2023 | 081098        | PA DECA                           | \$1,621.40         |
|              | 40093356     | 04/25/2023 | 052305        | PEARSON/HARCOURT ASSESSMENT       | \$2,286.07         |
|              | 40093357     | 04/25/2023 | 1002134       | PEDIATRIC CARE OF EXTON, P.C.     | \$1,800.00         |
|              | 40093358     | 04/25/2023 | 1003736       | PETROLEUM TRADERS CORP.           | \$39,020.95        |
|              | 40093360     | 04/25/2023 | 1007600       | POWERSCHOOL GROUP LLC             | \$8,571.56         |
|              | 40093361     | 04/25/2023 | 1008210       | PTCFast.COM                       | \$200.00           |
|              | 40093366     | 04/25/2023 | 085740        | ROCHESTER 100 INC                 | \$141.77           |
|              | 40093368     | 04/25/2023 | 1009163       | SAF-GARD SAFETY SHOE CO.          | \$227.98           |
|              | 40093369     | 04/25/2023 | 1001010       | SAGE SOFTWARE, INC.               | \$3,237.00         |
|              | 40093370     | 04/25/2023 | 1002114       | SCHOOLWIDE INC                    | \$715.20           |
|              | 40093372     | 04/25/2023 | 087815        | SHOP RITE OF W.C.                 | \$591.46           |
|              | 40093373     | 04/25/2023 | 10204         | SMITH, JAMES                      | \$90.00            |
|              | 40093374     | 04/25/2023 | 091390        | SWANSON, INC., ROBERT S           | \$750.00           |
|              | 40093376     | 04/25/2023 | 091360        | SWEET, STEVENS, KATZ & WILLIAMS   | \$16,404.96        |
|              | 40093377     | 04/25/2023 | 091582        | TALK INC                          | \$28,697.66        |
|              | 40093379     | 04/25/2023 | 10738         | URBINE, DANIEL                    | \$80.00            |
|              | 40093380     | 04/25/2023 | 1007699       | US MEDICAL STAFFING LLC           | \$9,036.33         |
|              | 40093383     | 04/25/2023 | 1009694       | VENTRIS LEARNING LLC              | \$90.00            |
|              | 40093384     | 04/25/2023 | 1001766       | WAYSIDE PUBLISHING                | \$6,200.00         |
|              | 40093385     | 04/25/2023 | 095857        | WENGER CORPORATION                | \$9,265.07         |
|              | 40093386     | 04/25/2023 | 1000059       | WEST CHESTER ED SUPPORT PERSONNEL | \$2,150.59         |
|              | 40093387     | 04/25/2023 | 1000058       | TRUMARK FCU                       | \$1,142.35         |
|              | 40093388     | 04/25/2023 | 097096        | WEST WHITELAND TOWNSHIP           | \$500.00           |

# West Chester Area School District Check Register

| Fund Charged      | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount  |
|-------------------|--------------|------------|---------------|------------------------------------|---------------------|
| 01                | 40093389     | 04/25/2023 | 1008485       | WHALEN, JAMES & CHERYL             | \$1,298.60          |
|                   | 40093391     | 04/25/2023 | 097960        | WIGGINS SHREDDING                  | \$625.00            |
|                   | 40093392     | 04/25/2023 | 1008068       | WILLIAMS SCOTSMAN INC              | \$1,835.00          |
|                   | 40093393     | 04/25/2023 | 1002657       | WILSON, JAMES C                    | \$100.00            |
|                   | 40093395     | 04/25/2023 | 1009809       | WORLD FUEL SERVICES INC            | \$3,202.36          |
|                   | 40093396     | 04/25/2023 | 1001056       | WPS                                | \$501.60            |
|                   | 40093398     | 04/25/2023 | 1009644       | ZOOM DRAIN PHILADELPHIA LLC        | \$854.10            |
| <b>01 - Total</b> |              |            |               |                                    | <b>\$945,957.31</b> |
| 22                | 40093290     | 04/25/2023 | 021581        | CDW GOVERNMENT, INC                | \$6,158.30          |
| <b>22 - Total</b> |              |            |               |                                    | <b>\$6,158.30</b>   |
| 27                | 40093306     | 04/25/2023 | 1008471       | EXCEL COMMUNICATIONS WORLDWIDE INC | \$1,328.00          |
|                   | 40093311     | 04/25/2023 | 1009758       | G. FEDALE ROOFING & SIDING LLC     | \$19,449.50         |
| <b>27 - Total</b> |              |            |               |                                    | <b>\$20,777.50</b>  |
| 29                | 40093272     | 04/25/2023 | 9024          | ALDERFER, HEIDI                    | \$77.00             |
|                   | 40093278     | 04/25/2023 | 1009586       | ARBITERSPORTS LLC                  | \$1,981.67          |
|                   | 40093279     | 04/25/2023 | 10062         | ASDOURIAN, CHRISTOPHER             | \$77.00             |
|                   | 40093282     | 04/25/2023 | 10111         | BORTZ, DAVID                       | \$73.00             |
|                   | 40093283     | 04/25/2023 | 10960         | BOYLE, TOM                         | \$66.00             |
|                   | 40093284     | 04/25/2023 | 10933         | BREISBLATT, EVAN                   | \$73.00             |
|                   | 40093300     | 04/25/2023 | 10874         | DUNN, MICHAEL                      | \$73.00             |
|                   | 40093304     | 04/25/2023 | 10780         | EGAN, CHRISTINE                    | \$77.00             |
|                   | 40093308     | 04/25/2023 | 10494         | FOSTER, DEB                        | \$143.00            |
|                   | 40093309     | 04/25/2023 | 10861         | FRANKHOUSER, BRYN                  | \$77.00             |
|                   | 40093313     | 04/25/2023 | 10623         | GRAY, BRIAN                        | \$132.00            |
|                   | 40093315     | 04/25/2023 | 10863         | GROSSMANN, GENEVIEVE               | \$77.00             |
|                   | 40093318     | 04/25/2023 | 9419          | HOLLOWAY, WILLIAM                  | \$61.00             |
|                   | 40093320     | 04/25/2023 | 9076          | HORSEY, DIANE E                    | \$77.00             |
|                   | 40093322     | 04/25/2023 | 9945          | HUANG, NATHAN                      | \$61.00             |
|                   | 40093325     | 04/25/2023 | 9871          | JEWITT, JEFF                       | \$73.00             |
|                   | 40093332     | 04/25/2023 | 9150          | KELLY, JACK                        | \$73.00             |
|                   | 40093334     | 04/25/2023 | 10873         | KILGALLON, KATRINA                 | \$143.00            |
|                   | 40093337     | 04/25/2023 | 9655          | KUPSEY, DAVE                       | \$66.00             |
|                   | 40093340     | 04/25/2023 | 10868         | LINDSAY, CHUCK                     | \$73.00             |
|                   | 40093342     | 04/25/2023 | 9741          | MCCARRON, KATHI                    | \$66.00             |
|                   | 40093343     | 04/25/2023 | 11005         | MCGILLIS, DOREEN                   | \$66.00             |
|                   | 40093345     | 04/25/2023 | 10601         | MCKNIGHT, KEVIN                    | \$77.00             |
|                   | 40093346     | 04/25/2023 | 9833          | MCNICHOL, JOHN                     | \$66.00             |

# West Chester Area School District Check Register

| Fund Charged      | Check Number | Check Date | Vendor Number | Vendor Name                         | Transaction Amount |
|-------------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 29                | 40093353     | 04/25/2023 | 9573          | O'DOHERTY, SEAN                     | \$77.00            |
|                   | 40093355     | 04/25/2023 | 9164          | PAWLOWSKI, LORETTA                  | \$143.00           |
|                   | 40093359     | 04/25/2023 | 9228          | PIERSOL, DAVID                      | \$73.00            |
|                   | 40093362     | 04/25/2023 | 9912          | PUGLIESE, KATHY                     | \$77.00            |
|                   | 40093363     | 04/25/2023 | 9444          | RAIHALL, STEVE                      | \$77.00            |
|                   | 40093364     | 04/25/2023 | 9182          | REED, BILL                          | \$73.00            |
|                   | 40093365     | 04/25/2023 | 10482         | REPETTO, WILLIAM                    | \$85.00            |
|                   | 40093367     | 04/25/2023 | 10926         | RUTHERFORD, KIMBERLY                | \$143.00           |
|                   | 40093371     | 04/25/2023 | 9144          | SHANK, DAVID                        | \$77.00            |
|                   | 40093378     | 04/25/2023 | 9303          | TRIPP, DAVID                        | \$77.00            |
|                   | 40093381     | 04/25/2023 | 10405         | VALENTINO, JAMES                    | \$73.00            |
|                   | 40093382     | 04/25/2023 | 9057          | VANSANT, WILEY S                    | \$146.00           |
|                   | 40093390     | 04/25/2023 | 10899         | WHITE, JEFFREY                      | \$143.00           |
|                   | 40093394     | 04/25/2023 | 9838          | WINNING, DAVE                       | \$73.00            |
|                   | 40093397     | 04/25/2023 | 10685         | YARNELL, MARY ELISE                 | \$77.00            |
| <b>29 - Total</b> |              |            |               |                                     | <b>\$5,242.67</b>  |
| 30                | 40093280     | 04/25/2023 | 1004477       | BLACKNEY HAYES ARCHITECTS           | \$36,620.51        |
| <b>30 - Total</b> |              |            |               |                                     | <b>\$36,620.51</b> |
| 40                | 40093271     | 04/25/2023 | 1003432       | AHOLD FINANCIAL SERVICES            | \$33.18            |
| <b>40 - Total</b> |              |            |               |                                     | <b>\$33.18</b>     |
| 50                | 80040452     | 04/25/2023 | 1008943       | AMAZON                              | \$1,187.64         |
|                   | 80040453     | 04/25/2023 | 040028        | ELITE COACH                         | \$7,725.00         |
|                   | 80040454     | 04/25/2023 | 055560        | HOME DEPOT CREDIT SERVICES          | \$545.22           |
|                   | 80040455     | 04/25/2023 | 035979        | PALACE BOWLING & ENTERTAINMENT CTR. | \$653.00           |
|                   | 80040456     | 04/25/2023 | 1008847       | TREEHOUSE WORLD INC                 | \$3,884.23         |
| <b>50 - Total</b> |              |            |               |                                     | <b>\$13,995.09</b> |
| 51                | 80040457     | 04/25/2023 | 1008943       | AMAZON                              | \$279.96           |
|                   | 80040458     | 04/25/2023 | 1007485       | CMF VENDING                         | \$49.50            |
|                   | 80040459     | 04/25/2023 | 1006249       | GENERAL HEALTHCARE RESOURCES INC    | \$270.00           |
|                   | 80040460     | 04/25/2023 | 054310        | HERSHEY PARK GROUP SALES            | \$1,884.45         |
|                   | 80040461     | 04/25/2023 | 1009733       | IFLY INDOOR SKYDIVING               | \$874.75           |
|                   | 80040462     | 04/25/2023 | 065230        | KRAPF'S COACHES, INC.               | \$2,268.00         |
|                   | 80040463     | 04/25/2023 | 1009600       | NEWLIN GRIST MILL                   | \$889.00           |
|                   | 80040464     | 04/25/2023 | 090800        | STUDENT REFUNDS & REIMBURSEMENT     | \$50.00            |
|                   | 80040465     | 04/25/2023 | 1008838       | TRILLS & THRILLS MUSIC FESTIVALS    | \$4,737.50         |
|                   |              |            |               |                                     |                    |

# West Chester Area School District Check Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name    | Transaction Amount |
|-----------------|--------------|------------|---------------|----------------|--------------------|
| 51              | - Total      |            |               |                | \$11,303.16        |
| 80              | 5002146      | 04/25/2023 | 1009783       | NUTRISLICE INC | \$26,134.04        |
| 80              | - Total      |            |               |                | \$26,134.04        |
| Overall - Total |              |            |               |                | \$1,066,221.76     |

# West Chester Area School District Electronic Funds Transfer Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                      | Transaction Amount |
|-----------------|--------------|------------|---------------|----------------------------------|--------------------|
| 01              | V1006566     | 04/25/2023 | 1008165       | ADVENTURE NETWORK INC            | \$1,430.92         |
|                 | V1006567     | 04/25/2023 | 010830        | BARNES & NOBLE INC.              | \$30.07            |
|                 | V1006568     | 04/25/2023 | 021100        | CAROLINA BIOLOGICAL              | \$112.26           |
|                 | V1006569     | 04/25/2023 | 036928        | EAGLE POWER TURF & TRACTOR       | \$577.92           |
|                 | V1006570     | 04/25/2023 | 043500        | FLINN SCIENTIFIC                 | \$1,777.44         |
|                 | V1006571     | 04/25/2023 | 043490        | FOLLETT CONTENT SOLUTIONS LLC    | \$557.97           |
|                 | V1006572     | 04/25/2023 | 057935        | IMPACT APPLICATIONS, INC         | \$1,460.00         |
|                 | V1006573     | 04/25/2023 | 1008195       | INK TONER STORE                  | \$141.90           |
|                 | V1006574     | 04/25/2023 | 060970        | JOHNSTONE SUPPLY INC             | \$173.36           |
|                 | V1006575     | 04/25/2023 | 065400        | KURTZ BROS                       | \$414.36           |
|                 | V1006576     | 04/25/2023 | 075220        | MUSIC & ARTS CENTERS             | \$151.08           |
|                 | V1006577     | 04/25/2023 | 002820        | RIDDELL ALL AMERICAN SPORTS CORP | \$3,386.68         |
|                 | V1006578     | 04/25/2023 | 086700        | SCHOOL HEALTH CORPORATION        | \$866.67           |
|                 | V1006579     | 04/25/2023 | 086775        | SCHOOL NURSE SUPPLY              | \$77.31            |
|                 | V1006580     | 04/25/2023 | 086710        | SCHOOL SPECIALTY LLC             | \$915.78           |
|                 | V1006581     | 04/25/2023 | 1003378       | SOCIAL THINKING                  | \$253.56           |
|                 | V1006582     | 04/25/2023 | 092000        | TAYLORS MUSIC STORE              | \$17,561.40        |
|                 | V1006583     | 04/25/2023 | 1000056       | UNITED WAY OF CHESTER COUNTY     | \$832.32           |
|                 | V1006584     | 04/25/2023 | 095760        | WEINSTEIN SUPPLY CORPORATION     | \$137.01           |
|                 | V1006585     | 04/25/2023 | 093345        | YALE ELECTRIC SUPPLY CO          | \$53.79            |
| 01 - Total      |              |            |               |                                  | \$30,911.80        |
| 29              | V1006577     | 04/25/2023 | 002820        | RIDDELL ALL AMERICAN SPORTS CORP | \$11,527.25        |
| 29 - Total      |              |            |               |                                  | \$11,527.25        |
| 51              | V5000565     | 04/25/2023 | 077165        | MUSIC IN THE PARKS               | \$20,323.00        |
| 51 - Total      |              |            |               |                                  | \$20,323.00        |
| Overall - Total |              |            |               |                                  | \$62,762.05        |

# West Chester Area School District Check Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                    | Transaction Amount |
|-----------------|--------------|------------|---------------|--------------------------------|--------------------|
| 01              | 40093399     | 04/27/2023 | 091740        | TAX REFUNDS                    | \$2,062.40         |
|                 | 40093400     | 04/27/2023 | 9907          | BENNETT, ROBERT                | \$56.00            |
|                 | 40093401     | 04/27/2023 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$100.00           |
|                 | 40093402     | 04/27/2023 | 9352          | BUSH, BOB                      | \$56.00            |
|                 | 40093403     | 04/27/2023 | 10456         | CONLEY, BETH                   | \$90.00            |
|                 | 40093404     | 04/27/2023 | 9893          | CUNNINGHAM, LYLE               | \$158.00           |
|                 | 40093406     | 04/27/2023 | 10494         | FOSTER, DEB                    | \$90.00            |
|                 | 40093407     | 04/27/2023 | 1009886       | JACP AT PFIZER                 | \$900.00           |
|                 | 40093409     | 04/27/2023 | 091740        | TAX REFUNDS                    | \$1,011.06         |
|                 | 40093410     | 04/27/2023 | 1007529       | PASTNER JAFFE, MORGAN ROSE     | \$60.53            |
|                 | 40093411     | 04/27/2023 | 091740        | TAX REFUNDS                    | \$277.78           |
| 01 - Total      |              |            |               |                                | \$4,861.77         |
| 29              | 40093405     | 04/27/2023 | 9963          | ELY, SCOTT                     | \$76.00            |
|                 | 40093408     | 04/27/2023 | 9443          | KENNEDY III, FRANK             | \$59.00            |
|                 | 40093412     | 04/27/2023 | 9651          | SCAVICCHIO, DUANNE             | \$70.00            |
|                 | 40093413     | 04/27/2023 | 9093          | THOMAS, LUTHER                 | \$73.00            |
| 29 - Total      |              |            |               |                                | \$278.00           |
| 40              | 40093414     | 04/27/2023 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$70.00            |
| 40 - Total      |              |            |               |                                | \$70.00            |
| 50              | 80040466     | 04/27/2023 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$50.00            |
| 50 - Total      |              |            |               |                                | \$50.00            |
| 51              | 80040467     | 04/27/2023 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$1,000.00         |
|                 | 80040468     | 04/27/2023 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$100.00           |
|                 | 80040469     | 04/27/2023 | 1003718       | NATIONAL LIBERTY MUSEUM        | \$1,372.00         |
| 51 - Total      |              |            |               |                                | \$2,472.00         |
| Overall - Total |              |            |               |                                | \$7,731.77         |

# Student Activity Accounts

| Location | Budget Unit | Project | Project Title                | April 30, 2023 |
|----------|-------------|---------|------------------------------|----------------|
| 221      | 50000221    | 005221  | BEST BUDDIES                 | 537.40         |
| 222      | 50000222    | 005222  | BEST BUDDIES                 | 364.27         |
| 223      | 50000223    | 005223  | BEST BUDDIES                 | 5,056.73       |
| 326      | 50000326    | 005326  | BEST BUDDIES                 | 234.19         |
| 327      | 50000327    | 005327  | BEST BUDDIES                 | 58.53          |
| 328      | 50000328    | 005328  | BEST BUDDIES                 | 3,546.34       |
| 221      | 50000221    | 006221  | BLACK STUDENT UNION          | 11,084.09      |
| 222      | 50000222    | 006222  | BLACK STUDENT UNION          | 1,836.40       |
| 223      | 50000223    | 006223  | BLACK STUDENT UNION          | 1,400.72       |
| 223      | 50000223    | 007223  | BRINGING HOPE HOME CLUB      | 1,220.00       |
| 327      | 50000327    | 008327  | 8 <sup>th</sup> GRADE DANCE  | 5.08           |
| 221      | 50000221    | 012221  | CLASS OF 2023                | 20,479.82      |
| 222      | 50000222    | 012222  | CLASS OF 2023                | 17,926.24      |
| 223      | 50000223    | 012223  | CLASS OF 2023                | 33,772.68      |
| 327      | 50000327    | 012327  | CLASS OF 2023                | 2,313.02       |
| 221      | 50000221    | 013221  | CLASS OF 2024                | 4,436.88       |
| 222      | 50000222    | 013222  | CLASS OF 2024                | 13,701.91      |
| 223      | 50000223    | 013223  | CLASS OF 2024                | 19,828.60      |
| 327      | 50000327    | 013327  | CLASS OF 2024                | 2,049.28       |
| 221      | 50000221    | 014221  | CLASS OF 2025                | 4,126.88       |
| 222      | 50000222    | 014222  | CLASS OF 2025                | 3,867.80       |
| 223      | 50000223    | 014223  | CLASS OF 2025                | 3,194.50       |
| 327      | 50000327    | 014327  | CLASS OF 2025                | 1,888.34       |
| 221      | 50000221    | 015221  | CLASS OF 2020                | 1,191.75       |
| 222      | 50000222    | 015222  | CLASS OF 2026                | 2,101.00       |
| 223      | 50000223    | 015223  | CLASS OF 2026                | 4,126.76       |
| 221      | 50000221    | 016221  | MOCK TRIAL TEAM              | 341.31         |
| 221      | 50000221    | 017221  | MODEL U.N.                   | 895.39         |
| 222      | 50000222    | 017222  | MODEL U.N.                   | 1,068.76       |
| 223      | 50000223    | 017223  | MODEL U.N.                   | 2,073.73       |
| 221      | 50000221    | 018221  | DECA                         | 1,311.01       |
| 222      | 50000222    | 018222  | DECA                         | 7,340.64       |
| 223      | 50000223    | 018223  | DECA                         | 18,743.23      |
| 223      | 50000223    | 019223  | IDRYO (LITERARY MAGAZINE)    | 49.51          |
| 222      | 50000222    | 020222  | INTERACT                     | 2,606.74       |
| 221      | 50000221    | 021221  | MULTICULTURAL CLUB           | 54.04          |
| 222      | 50000222    | 023222  | WVIK CLUB                    | 368.80         |
| 223      | 50000223    | 023223  | PHOTOGRAPHY CLUB             | 3,657.75       |
| 221      | 50000221    | 025221  | ARTNERSHIPS                  | 562.82         |
| 222      | 50000222    | 025222  | RELAY FOR LIFE               | 700.09         |
| 221      | 50000221    | 032221  | WORLD LANGUAGE HONOR SOCIETY | 650.36         |
| 221      | 50000221    | 034221  | NATIONAL HONOR SOCIETY       | 1,222.58       |
| 222      | 50000222    | 034222  | NATIONAL HONOR SOCIETY       | 3,021.37       |
| 223      | 50000223    | 034223  | NATIONAL HONOR SOCIETY       | 2,183.20       |
| 221      | 50000221    | 036221  | NEWSPAPER                    | 299.92         |
| 221      | 50000221    | 037221  | SPEECH & DEBATE              | 31.22          |
| 221      | 50000221    | 038221  | RED CROSS CLUB               | 76.01          |
| 222      | 50000222    | 038222  | FASHION CLUB                 | 525.14         |
| 223      | 50000223    | 038223  | FASHION CLUB                 | 94.31          |
| 222      | 50000222    | 039222  | HANDS TO HEARTS              | 22.52          |

# Student Activity Accounts

| Location | Budget Unit | Project | Project Title                | April 30, 2023 |
|----------|-------------|---------|------------------------------|----------------|
| 326      | 50000326    | 039326  | TOGETHER CLUB                | 1,360.00       |
| 221      | 50000221    | 040221  | S.A.D.D.                     | 43.82          |
| 222      | 50000222    | 040222  | S.A.D.D.                     | 964.99         |
| 223      | 50000223    | 040223  | S.A.D.D.                     | 1,616.22       |
| 221      | 50000221    | 041221  | SCIENCE OLYMPIAD             | 2,276.87       |
| 222      | 50000222    | 041222  | SCIENCE OLYMPIAD             | 118.79         |
| 223      | 50000223    | 041223  | SCIENCE OLYMPIAD             | 613.33         |
| 221      | 50000221    | 042221  | SKI CLUB                     | 0.21           |
| 326      | 50000326    | 042326  | SKI CLUB                     | 5,946.27       |
| 221      | 50000221    | 043221  | PHYSICS OLYMPIAD             | 473.39         |
| 326      | 50000326    | 045326  | CROSS COUNTRY                | 70.55          |
| 326      | 50000326    | 044326  | SCIENCE OLYMPIAD             | 1,809.24       |
| 327      | 50000327    | 045327  | ART CLUB                     | 21.87          |
| 221      | 50000221    | 046221  | NATIONAL ART HONOR SOCIETY   | 850.00         |
| 222      | 50000222    | 046222  | NATIONAL ART HONOR SOCIETY   | 3,536.57       |
| 221      | 50000221    | 047221  | DEFYING MENTAL ILLNESS       | 345.63         |
| 222      | 50000222    | 048222  | TEAM RED CROSS               | 190.00         |
| 222      | 50000222    | 049222  | HOUSE OF HOPE                | 4,624.00       |
| 221      | 50000221    | 050221  | STUDENT COUNCIL              | 3,085.32       |
| 222      | 50000222    | 050222  | STUDENT COUNCIL              | 13,618.56      |
| 223      | 50000223    | 050223  | STUDENT COUNCIL              | 5,793.83       |
| 326      | 50000326    | 050326  | STUDENT COUNCIL              | 4,813.01       |
| 327      | 50000327    | 050327  | STUDENT COUNCIL              | 2,511.78       |
| 328      | 50000328    | 050328  | STUDENT COUNCIL              | 15,775.33      |
| 221      | 50000221    | 051221  | GSA                          | 377.91         |
| 222      | 50000222    | 051222  | BREAST CANCER AWARENESS      | 615.50         |
| 223      | 50000223    | 051223  | RUSTIN GSA                   | 1,038.09       |
| 326      | 50000326    | 051326  | GSA                          | 452.49         |
| 221      | 50000221    | 052221  | SPECIAL OLYMPICS UNIFIED     | 308.00         |
| 222      | 50000222    | 052222  | OPERATION SMILE              | 126.00         |
| 221      | 50000221    | 053221  | WAKE UP WARRIORS             | 190.75         |
| 221      | 50000221    | 054221  | HIGH SCHOOL YEARBOOK         | 968.63         |
| 222      | 50000222    | 054222  | HIGH SCHOOL YEARBOOK         | 18,657.65      |
| 223      | 50000223    | 054223  | HIGH SCHOOL YEARBOOK         | 7,157.80       |
| 327      | 50000327    | 054327  | MIDDLE SCHOOL YEARBOOK       | 598.02         |
| 328      | 50000328    | 054328  | MIDDLE SCHOOL YEARBOOK       | 1,578.45       |
| 221      | 50000221    | 055221  | GLAMOUR GALS                 | 193.50         |
| 222      | 50000222    | 056222  | SCHOOL STORE                 | 4,335.16       |
| 221      | 50000221    | 058221  | ANIME CLUB                   | 23.67          |
| 223      | 50000223    | 060223  | GERMAN CLUB                  | 714.64         |
| 221      | 50000221    | 061221  | MU ALPHA THETA HONOR SOCIETY | 628.06         |
| 222      | 50000222    | 061222  | MATH CLUB                    | 65.83          |
| 221      | 50000221    | 062221  | ACADEMIC TEAM - HENDERSON    | 4,116.29       |
| 222      | 50000222    | 062222  | NORSE CODE NEWSPAPER         | 507.00         |
| 223      | 50000223    | 062223  | ACADEMIC TEAM - RUSTIN       | 145.32         |
| 221      | 50000221    | 063221  | HHS NEUROSCIENCE             | 85.82          |
| 221      | 50000221    | 064221  | WARRIORS CRICKET CLUB        | 203.00         |
| 222      | 50000222    | 064222  | ACADEMIC TEAM                | 250.00         |
| 223      | 50000223    | 064223  | AMERICAN LATINO PROGRAM      | 211.14         |
| 221      | 50000221    | 065221  | HOSA                         | 521.20         |

# Student Activity Accounts

| Location                      | Budget Unit | Project | Project Title             | April 30, 2023    |
|-------------------------------|-------------|---------|---------------------------|-------------------|
| 221                           | 50000221    | 070221  | SCHOOL MUSICAL            | 28,690.84         |
| 222                           | 50000222    | 070222  | BROADWAY SHOW             | 34,210.00         |
| 223                           | 50000223    | 070223  | THEATER FUND              | 28,234.38         |
| 221                           | 50000221    | 072221  | CALLIOPE                  | 678.08            |
| 221                           | 50000221    | 073221  | STUDENTS FOR ANIMALS CLU  | 300.00            |
| 326                           | 50000326    | 073326  | FOOTBALL ACTIVITY FUND    | 2,008.54          |
| 221                           | 50000221    | 074221  | LATIN APPRECIATION STUDE  | 300.00            |
| 326                           | 50000326    | 074326  | CHEER CLUB                | 1,856.05          |
| 326                           | 50000326    | 075326  | WRESTLING ACTIVITY        | 48.67             |
| 326                           | 50000326    | 076326  | TRACK & FIELD ACTIVITY    | 820.98            |
| 221                           | 50000221    | 077221  | TRI-M MUSIC HONOR SOCIETY | 1,639.58          |
| 221                           | 50000221    | 078221  | MUSIC DEPARTMENT FUND     | 1,878.12          |
| 222                           | 50000222    | 078222  | CHORAL FUND               | 639.68            |
| 223                           | 50000223    | 078223  | CHORAL FUND               | 15,865.54         |
| 221                           | 50000221    | 080221  | HHS ESPORTS               | 215.68            |
| 221                           | 50000221    | 081221  | OPERATION SMILE           | 222.00            |
| 221                           | 50000221    | 083221  | SOUTH ASIAN STUDENT ASSO  | 157.67            |
| 222                           | 50000222    | 086222  | COMPUTER ACCOUNT          | 875.55            |
| 221                           | 50000221    | 087221  | ROBOTICS CLUB             | 2,228.54          |
| 221                           | 50000221    | 090221  | DRAMA CLUB                | 5,776.20          |
| 326                           | 50000326    | 090326  | DRAMA                     | 24,917.77         |
| 327                           | 50000327    | 090327  | DRAMA                     | 6,159.66          |
| 328                           | 50000328    | 090328  | DRAMA                     | 31,552.02         |
| 221                           | 50000221    | 093221  | STUDENTS HELPING STUDENTS | 1,104.96          |
| 222                           | 50000222    | 093222  | KARE - EAST               | 935.40            |
| 326                           | 50000326    | 093326  | PEIRCE PROUD KIDS         | 1,497.69          |
| 223                           | 50000223    | 094223  | MEGA CLUB                 | 733.74            |
| 221                           | 50000221    | 095221  | FEMPOWERMENT CLUB         | 173.39            |
| 221                           | 50000221    | 096221  | KINDNESS CLUB             | 863.38            |
| 222                           | 50000222    | 098222  | FORGN LANG HONOR SOCIETY  | 1,786.48          |
| <b>Total Fund 50 Projects</b> |             |         |                           | <b>519,149.75</b> |
| 221                           | 51000221    | 130221  | ENVIRONMENTAL CLUB        | 150.55            |
| 327                           | 51000327    | 142327  | SKI CLUB                  | 1,303.40          |
| 330                           | 51000330    | 164330  | ACTIVITY FUND             | 5,416.36          |
| 432                           | 51000432    | 164432  | ACTIVITY FUND             | 956.85            |
| 437                           | 51000437    | 164437  | ACTIVITY FUND             | 4,266.60          |
| 438                           | 51000438    | 164438  | ACTIVITY FUND             | 5,853.50          |
| 440                           | 51000440    | 164440  | ACTIVITY FUND             | 9,182.76          |
| 444                           | 51000444    | 164444  | ACTIVITY FUND             | 12,583.86         |
| 445                           | 51000445    | 164445  | ACTIVITY FUND             | 7,353.62          |
| 447                           | 51000447    | 164447  | ACTIVITY FUND             | 7,843.13          |
| 448                           | 51000448    | 164448  | ACTIVITY FUND             | 4,629.43          |
| 451                           | 51000451    | 164451  | ACTIVITY FUND             | 509.25            |
| 452                           | 51000452    | 164452  | ACTIVITY FUND             | 12,236.23         |
| 453                           | 51000453    | 164453  | ACTIVITY FUND             | 2,914.66          |
| 454                           | 51000454    | 164454  | ACTIVITY FUND             | 2,942.84          |
| 931                           | 51000931    | 164931  | ACTIVITY FUND             | 676.29            |
| 955                           | 51000955    | 164955  | ACTIVITY FUND             | 34.17             |
| 980                           | 51000980    | 164980  | CYBER ACTIVITY FUND       | 337.76            |
| 451                           | 51000451    | 179451  | PHYSICAL EDUCATION        | 2,205.15          |

# Student Activity Accounts

| Location | Budget Unit | Project | Project Title                     | April 30, 2023 |
|----------|-------------|---------|-----------------------------------|----------------|
| 221      | 51000221    | 180221  | CLEARING ACCOUNT                  | 20,519.38      |
| 222      | 51000222    | 180222  | CLEARING ACCOUNT                  | 3,430.70       |
| 223      | 51000223    | 180223  | CLEARING ACCOUNT                  | 6,564.28       |
| 326      | 51000326    | 180326  | CLEARING ACCOUNT                  | 515.99         |
| 327      | 51000327    | 180327  | CLEARING ACCOUNT                  | 886.14         |
| 328      | 51000328    | 180328  | CLEARING ACCOUNT                  | 4,001.76       |
| 955      | 51000955    | 182955  | COLLEGE SCHOLRSHP FD ADM          | 4,466.62       |
| 326      | 51000326    | 190326  | DRAMA                             | 105.00         |
| 222      | 51000222    | 191222  | SCHOOL SIGN EHS                   | 3,875.14       |
| 452      | 51000452    | 193452  | LIFE SKILLS SUPPORT               | 22.05          |
| 437      | 51000437    | 194437  | FIELD TRIP FUND                   | 7,397.90       |
| 440      | 51000440    | 194440  | FIELD TRIP ACCT                   | 9,583.02       |
| 454      | 51000454    | 194454  | FIELD TRIP FUND                   | 1,034.22       |
| 221      | 51000221    | 202221  | IMPROVEMENT FUND                  | 20,121.59      |
| 222      | 51000222    | 202222  | IMPROVEMENT FUND                  | 33,114.08      |
| 223      | 51000223    | 202223  | IMPROVEMENT FUND                  | 11,061.44      |
| 326      | 51000326    | 202326  | IMPROVEMENT FUND                  | 694.63         |
| 327      | 51000327    | 202327  | IMPROVEMENT FUND                  | 11,347.38      |
| 328      | 51000328    | 202328  | IMPROVEMENT FUND                  | 3,214.57       |
| 222      | 51000222    | 203222  | HEART MONITOR/PE ACCT             | 2,781.35       |
| 223      | 51000223    | 203223  | PE HEART MONITORS                 | 196.55         |
| 222      | 51000222    | 209222  | ENGLISH DEPT                      | 6,158.82       |
| 222      | 51000222    | 210222  | LIBRARY FUND                      | 1,019.96       |
| 223      | 51000223    | 210223  | LIBRARY FUND                      | 387.42         |
| 326      | 51000326    | 210326  | LIBRARY FUND                      | 196.98         |
| 327      | 51000327    | 210327  | LIBRARY FUND                      | 2,903.74       |
| 328      | 51000328    | 210328  | LIBRARY FUND                      | 2,603.82       |
| 438      | 51000438    | 210438  | LIBRARY FUND                      | 3,329.23       |
| 440      | 51000440    | 210440  | LIBRARY FUND                      | 1,689.47       |
| 444      | 51000444    | 210444  | LIBRARY FUND                      | 7,033.09       |
| 445      | 51000445    | 210445  | LIBRARY FUND                      | 6,342.58       |
| 447      | 51000447    | 210447  | LIBRARY FUND                      | 108.76         |
| 448      | 51000448    | 210448  | LIBRARY FUND                      | 3,323.84       |
| 451      | 51000451    | 210451  | LIBRARY FUND                      | 114.23         |
| 452      | 51000452    | 210452  | LIBRARY FUND                      | 7,695.05       |
| 453      | 51000453    | 210453  | LIBRARY FUND                      | 3,625.81       |
| 454      | 51000454    | 210454  | LIBRARY FUND                      | 140.61         |
| 221      | 51000221    | 211221  | HEALTH FITNESS/HRM                | 2,291.54       |
| 326      | 51000326    | 214326  | MUSIC FUND                        | 11,065.24      |
| 327      | 51000327    | 214327  | MUSIC FUND                        | 1.99           |
| 328      | 51000328    | 214328  | MUSIC FUND                        | 12,429.72      |
| 448      | 51000448    | 214448  | MUSIC FUND                        | 11.65          |
| 222      | 51000222    | 216222  | PAVE THE WAY                      | 1,652.62       |
| 221      | 51000221    | 234221  | STUDENT ASSISTANCE FUND           | 7,326.49       |
| 222      | 51000222    | 234222  | STUDENT ASSISTANCE FUND           | 16,296.77      |
| 223      | 51000223    | 234223  | STUDENT ASSISTANCE FUND           | 3,766.43       |
| 328      | 51000328    | 234328  | STUDENT ASSISTANCE FUND           | 1,396.00       |
| 221      | 51000221    | 250221  | BRUNO SCHOLARSHIP                 | 7,581.15       |
| 953      | 51000953    | 250953  | ACTIVITY FEE WAIVER FUND STUDENT  | 108.94         |
| 221      | 51000221    | 251221  | RICK MAERKER MEMORIAL SCHOLARSHIP | 12,201.58      |

# Student Activity Accounts

| Location                                                         | Budget Unit | Project | Project Title                          | April 30, 2023 |
|------------------------------------------------------------------|-------------|---------|----------------------------------------|----------------|
| 223                                                              | 51000223    | 251223  | ARSCOTT SOCCER SCHOLARSHIP             | 119.29         |
| 221                                                              | 51000221    | 252221  | B REED HNDERSON SCHOLARSHIP            | 61,099.53      |
| 221                                                              | 51000221    | 253221  | VICKY AHLUM MEMORIAL SCHOLARSHIP       | 4,231.50       |
| 221                                                              | 51000221    | 254221  | PEER BEST BUDDIES SCHOLARSHIP          | 10.00          |
| 222                                                              | 51000222    | 254222  | CLASS OF 2005 SCHOLARSHIP              | 2,262.34       |
| 221                                                              | 51000221    | 255221  | BOYS LACROSSE BOOSTERS AWARD           | 5,806.32       |
| 222                                                              | 51000222    | 255222  | RECYCLING SCHOLARSHIP                  | 494.04         |
| 221                                                              | 51000221    | 256221  | CLASS OF 2002 BOOK SCH                 | 200.00         |
| 221                                                              | 51000221    | 257221  | JEANNE D. SCIUBBA MEMORIAL SCHOLARSHIP | 4.96           |
| 221                                                              | 51000221    | 258221  | CLASS OF 1972 SCHOLARSHIP              | 6,220.00       |
| 223                                                              | 51000223    | 258223  | BIANCA ROBERSON SCHOLARSHIP            | 8,863.67       |
| 955                                                              | 51000955    | 259955  | MATLACK MEMORIAL TRUST FUND            | 5,083.32       |
| 221                                                              | 51000221    | 261221  | TRAPNELL SCHOLARSHIP                   | 114,999.91     |
| 223                                                              | 51000223    | 263223  | CHARLES COGNATO SCHOLARSHIP            | 18,185.00      |
| 221                                                              | 51000221    | 265221  | TUKLOFF MEMORIAL TRUST                 | 25.08          |
| 222                                                              | 51000222    | 268222  | WENKE SCHOLSP FUND                     | 8,697.76       |
| 221                                                              | 51000221    | 269221  | THOMAS WEEKS SCHOLARSHIP               | 267.66         |
| 221                                                              | 51000221    | 276221  | CLASS OF 2020 SCHOLARSHIP              | 4,600.00       |
| 955                                                              | 51000955    | 290955  | UNDISTRIBUTED INCOME                   | 16,870.07      |
| <b>Total Fund 51 Projects</b>                                    |             |         |                                        | 607,174.18     |
| <b>Fund 50 / 51 - Combined Project Totals</b>                    |             |         |                                        | 1,126,323.93   |
| <b>Fund 50 / 51 - Combined Accounts Payable</b>                  |             |         |                                        | 2,679.81       |
| <b>Fund 50 / 51 - Due to / from other funds</b>                  |             |         |                                        | (47,621.87)    |
| <b>Total Student Activity and Agency Funds</b>                   |             |         |                                        | 1,081,381.87   |
| <b>Fund 50 / 51 - Cash Account Balances as of April 30, 2023</b> |             |         |                                        |                |
| <b>Total Cash</b>                                                |             |         |                                        | 1,081,381.87   |
| <b>Total Student and Agency Activity Funds</b>                   |             |         |                                        | 1,081,381.87   |

**WEST CHESTER AREA SCHOOL DISTRICT**  
**FOOD SERVICES CASH BALANCE STATEMENT AND DISBURSEMENT APPROVAL REPORT**  
**APRIL 30, 2023**

**OPERATING CASH**

CASH BALANCE MARCH 31, 2023 \$ 269,363.45

RECEIPTS APRIL 1, 2023 - APRIL 30, 2023

|                                   |                   |            |
|-----------------------------------|-------------------|------------|
| DEPOSITS                          | 32,397.43         |            |
| DEPOSITS ON ACCOUNT               | 200,816.28        |            |
| INTEREST                          | 957.42            |            |
| SALE OF EQUIPMENT                 | -                 |            |
| POS FEES RECEIVED                 | 1,561.73          |            |
| ARAMARK REIMBURSEMENT             | -                 |            |
| TRANSFER FROM INVESTMENTS ACCOUNT | <u>150,000.00</u> |            |
| TOTAL RECEIPTS                    |                   | 385,732.86 |

DISBURSEMENTS APRIL 1, 2023 - APRIL 30, 2023

|                              |            |                   |
|------------------------------|------------|-------------------|
| BANK FEES                    | 347.52     |                   |
| POS SERVICE CHARGES          | -          |                   |
| EQUIPMENT PURCHASES          | 26,134.04  |                   |
| ARAMARK PAYMENTS             | 482,677.98 |                   |
| STUDENT REFUNDS              | -          |                   |
| ARAMARK MAINTENANCE SUPPLIES | -          |                   |
| CUSTODIAL SERVICES           | -          |                   |
| OTHER                        |            |                   |
| TOTAL DISBURSEMENTS          |            | <u>509,159.54</u> |

CASH BALANCE APRIL 30, 2023 \$ 145,936.77

**INVESTMENTS**

INVESTMENT BALANCE MARCH 31, 2023 \$ 2,752,636.72

RECEIPTS APRIL 1, 2023 - APRIL 30, 2023

|                                 |            |            |
|---------------------------------|------------|------------|
| TRANSFERS FROM CHECKING ACCOUNT |            |            |
| STATE SUBSIDY                   | 185,919.16 |            |
| INTEREST                        | 10,541.24  |            |
| TOTAL ADDITIONS                 |            | 196,460.40 |

DISBURSEMENTS APRIL 1, 2023 - APRIL 30, 2023

|                              |                   |                   |
|------------------------------|-------------------|-------------------|
| TRANSFER TO CHECKING ACCOUNT | <u>150,000.00</u> |                   |
| TOTAL DISBURSEMENTS          |                   | <u>150,000.00</u> |

INVESTMENT BALANCE APRIL 30, 2023 \$ 2,799,097.12

**PREPAID STUDENT ACCOUNTS**

PREPAID STUDENT ACCOUNTS BALANCE MARCH 31, 2023 \$ 264,252.43

|                          |            |            |
|--------------------------|------------|------------|
| ADD: RECEIVED ON ACCOUNT | 223,278.13 |            |
| TOTAL ADDITIONS          |            | 223,278.13 |

|                       |            |            |
|-----------------------|------------|------------|
| DEDUCT: PREPAIDS USED | 227,822.05 |            |
| TOTAL DEDUCTIONS      |            | 227,822.05 |

PREPAID STUDENT ACCOUNTS BALANCE APRIL 30, 2023 \$ 259,708.51

WEST CHESTER AREA SCHOOL DISTRICT  
MAY 24, 2023  
STATEMENT OF DISBURSEMENTS SUMMARY  
FOR THE PERIOD APRIL 1, 2023 - APRIL 30, 2023

|                                                                      |                          |
|----------------------------------------------------------------------|--------------------------|
| GENERAL FUND DISBURSEMENTS                                           | 21,721,220.29            |
| includes Technology,<br>Federal Programs and any Special State Funds |                          |
| BILLS PAID                                                           | 21,721,220.29            |
| INVESTMENTS                                                          | 0.00                     |
| <br>CAPITAL RESERVE FUND                                             | <br>209,149.82           |
| <br>CAPITAL PROJECTS FUND                                            | <br>662,631.23           |
| <br>SPECIAL REVENUE - Athletics                                      | <br>29,611.72            |
| <br>TRUST FUNDS                                                      | <br>10,301.46            |
| <br>CAFETERIA                                                        | <br>508,855.27           |
| <br>STUDENT ACTIVITY FUND DISBURSEMENTS                              | <br>44,802.62            |
| <br>TRUST AND AGENCY FUND DISBURSEMENTS                              | <br><u>109,045.55</u>    |
| <br>TOTAL DISBURSEMENTS                                              | <br><u>23,295,617.96</u> |

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

# **WEST CHESTER AREA SCHOOL DISTRICT**

## **May 24, 2023 SCHOOL BOARD MEETING**

### **CONSENT AGENDA RESOLUTION**

#### **Approval of the April 30, 2023 Financial Report**

Approval is requested for the West Chester School District Financial Report for the month ending April 30, 2023.

I so move.

#### **2022-23 General Fund Financial Analysis**

The expenses and revenues as of April 2023 represent 10 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 \$1.7 million in interim taxes which is \$887,000 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 \$221.3 million or 104.9% 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 revenues 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 service 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 revised our debt service expense in the amount of \$100,000. In May, we reduced our educational supplies by \$165,000 as a result of the PPA carryover allowance that will be carried into the 2023-24 school year.

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 \$66.3 million at June 30th 2023, but we anticipate using \$31.8 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 April 30, 2023

|                            | CURRENT YR<br>BUDGET  | YEAR TO DATE<br>REVENUE | AVAILABLE<br>BALANCE   | YTD RECEIPTS<br>CURR VS. PRIOR<br>YR | BUDGET<br>RECEIVED<br>CURRENT YR | % OF BUDGET<br>RECEIVED VS.<br>PRIOR YR |
|----------------------------|-----------------------|-------------------------|------------------------|--------------------------------------|----------------------------------|-----------------------------------------|
| CURRENT REAL ESTATE        | 179,425,846.00        | 186,360,039.67          | (6,934,193.67)         | 6,024,369.14                         | 103.86%                          | 102.67%                                 |
| INTERIM R. E. TAXES        | 799,830.00            | 1,686,734.86            | (886,904.86)           | (2,161,981.85)                       | 210.89%                          | 467.40%                                 |
| 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         | 19,333,029.88           | 3,349,337.12           | 875,409.44                           | 85.23%                           | 92.83%                                  |
| REAL ESTATE TRANSFER       | 3,886,260.00          | 4,773,640.07            | (887,380.07)           | (2,190,380.54)                       | 122.83%                          | 182.78%                                 |
| DELIQU TAX LEVIED          | 2,858,800.00          | 2,162,687.13            | 696,112.87             | (159,256.23)                         | 75.65%                           | 81.22%                                  |
| EARNINGS-INVESTMENTS       | 362,863.00            | 5,667,256.06            | (5,304,393.06)         | 5,682,445.39                         | 1561.82%                         | -4.25%                                  |
| PARKING FEES               | 65,000.00             | 74,357.29               | (9,357.29)             | 5,687.86                             | 114.40%                          | 105.65%                                 |
| RENTALS                    | 245,000.00            | 534,959.47              | (289,959.47)           | 349,054.06                           | 218.35%                          | 75.88%                                  |
| CONTRIBUTIONS              | -                     | 225.00                  | (225.00)               | (4,100.79)                           | 0.00%                            | 0.00%                                   |
| SUMMER SCHL TUITION        | 51,000.00             | 40,568.00               | 10,432.00              | (14,241.70)                          | 79.55%                           | 107.47%                                 |
| 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             | 67,276.87               | 8,723.13               | (42,525.91)                          | 88.52%                           | 144.48%                                 |
| REF PRIOR YR EXPEN.        | 10,000.00             | 7,266.11                | 2,733.89               | 5,047.60                             | 72.66%                           | 22.19%                                  |
| ACTIVITY FEE REVENUE       | 294,490.00            | 336,965.31              | (42,475.31)            | 64,665.35                            | 114.42%                          | 92.46%                                  |
| ADVERTISING REVENUE        | -                     | -                       | -                      | -                                    | 0.00%                            | 0.00%                                   |
| <b>LOCAL REVENUES</b>      | <b>210,990,456.00</b> | <b>221,343,364.17</b>   | <b>(10,352,908.17)</b> | <b>8,495,250.07</b>                  | <b>104.91%</b>                   | <b>104.15%</b>                          |
| BASIC INSTR. SUBSIDY       | 9,575,763.00          | 7,708,857.28            | 1,866,905.72           | 1,150,545.28                         | 80.50%                           | 77.87%                                  |
| 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          | 4,172,224.09            | 1,671,028.91           | 205,987.26                           | 71.40%                           | 67.23%                                  |
| PRRI/APS DIRECT PAYMENTS   | -                     | -                       | -                      | -                                    | 0.00%                            | 0.00%                                   |
| TRANSPORTATION SUB.        | 3,087,583.00          | 2,164,307.00            | 923,276.00             | (12,428.00)                          | 70.10%                           | 70.50%                                  |
| RENT SUBSIDY               | 879,499.00            | 173,250.10              | 706,248.90             | (997,418.03)                         | 19.70%                           | 108.65%                                 |
| MEDICAL-DENTAL SVCS.       | 253,931.00            | 251,754.10              | 2,176.90               | 1,323.10                             | 99.14%                           | 98.62%                                  |
| 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                 | (6,494.05)                           | 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         | 9,084,919.02            | 10,837,440.98          | 728,919.30                           | 45.60%                           | 44.41%                                  |
| <b>STATE REVENUES</b>      | <b>48,669,663.00</b>  | <b>30,064,513.81</b>    | <b>18,605,149.19</b>   | <b>1,846,693.50</b>                  | <b>61.77%</b>                    | <b>61.39%</b>                           |
| IDEA 619 FUNDS             | 7,605.00              | -                       | 7,605.00               | -                                    | 0.00%                            | 0.00%                                   |
| IDEA PASS THROUGH          | 1,614,144.00          | -                       | 1,614,144.00           | (4,658.92)                           | 0.00%                            | 0.30%                                   |
| TITLE I                    | 555,223.00            | 365,134.70              | 190,088.30             | (86,304.50)                          | 65.76%                           | 78.56%                                  |
| TITLE II                   | 236,327.00            | 204,212.60              | 32,114.40              | (33,601.40)                          | 86.41%                           | 96.50%                                  |
| 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             | 26,759.38               | 16,456.62              | 23,880.05                            | 61.92%                           | 6.34%                                   |
| OTHER FEDERAL GRANTS       | -                     | -                       | -                      | -                                    | 0.00%                            | 0.00%                                   |
| CARES ACT                  | -                     | -                       | -                      | -                                    | 0.00%                            | 0.00%                                   |
| GOV'S EMERGENCY ED RELIEF  | -                     | -                       | -                      | (5,357.84)                           | 0.00%                            | 0.00%                                   |
| ESSERII CRRSA              | -                     | 483,855.50              | (483,855.50)           | 37,120.03                            | 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            | -                     | -                       | -                      | (33,105.65)                          | 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                    | -                     | 12,428.01               | (12,428.01)            | 12,428.01                            | 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             | 26,097.91               | (4,097.91)             | (14,280.36)                          | 118.63%                          | 134.59%                                 |
| <b>FEDERAL PROGRAMS</b>    | <b>3,650,522.00</b>   | <b>3,129,909.86</b>     | <b>520,612.14</b>      | <b>707,131.93</b>                    | <b>85.74%</b>                    | <b>68.48%</b>                           |
| <b>TOTAL REVENUES</b>      | <b>263,310,641.00</b> | <b>254,537,787.84</b>   | <b>8,772,853.16</b>    | <b>11,049,075.50</b>                 | <b>96.67%</b>                    | <b>95.91%</b>                           |

DATE: 05/15/2023  
TIME: 10:01:53

WEST CHESTER AREA SCHOOL DISTRICT  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA11

SELECTION CRITERIA: orgn.fund='01'  
ACCOUNTING PERIOD: 10/23

SORTED BY: ACCOUNT  
TOTALLED ON:  
PAGE BREAKS ON:

| ACCOUNT     | TITLE                     | BUDGET        | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|-------------|---------------------------|---------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 111         | REG SALARIES ADMIN        | 10,560,308.00 | 748,240.91             | .00                         | 8,754,023.52        | 1,806,284.48         | 82.90       |
| ACCOUNT-121 | REG SALARIES PROF         |               |                        |                             |                     |                      |             |
| 121         | REG SALARIES PROF         | 80,660,347.00 | 7,246,569.52           | .00                         | 68,922,184.68       | 11,738,162.32        | 85.45       |
| ACCOUNT-123 | EXTRA ASSIGN PROF         |               |                        |                             |                     |                      |             |
| 123         | EXTRA ASSIGN PROF         | 1,717,369.76  | 115,385.38             | .00                         | 2,007,603.59        | -290,233.83          | 116.90      |
| ACCOUNT-124 | SABBATICL LV PROF         |               |                        |                             |                     |                      |             |
| 124         | SABBATICL LV PROF         | 300,000.00    | 36,748.04              | .00                         | 256,661.65          | 43,338.35            | 85.55       |
| ACCOUNT-125 | SUBJ CHRPRSN PROF         |               |                        |                             |                     |                      |             |
| 125         | SUBJ CHRPRSN PROF         | 530,792.00    | 60,191.28              | .00                         | 589,700.13          | -58,908.13           | 111.10      |
| ACCOUNT-127 | RETIREMT SEV PROF         |               |                        |                             |                     |                      |             |
| 127         | RETIREMT SEV PROF         | 392,000.00    | .00                    | .00                         | .00                 | 392,000.00           | .00         |
| ACCOUNT-128 | HOMEBO INSTR PROF         |               |                        |                             |                     |                      |             |
| 128         | HOMEBO INSTR PROF         | 1,000.00      | .00                    | .00                         | 1,387.50            | -387.50              | 138.75      |
| ACCOUNT-135 | SUPPLEMTL CONTR PROF      |               |                        |                             |                     |                      |             |
| 135         | SUPPLEMTL CONTR PRO       | 2,167,000.00  | 245,474.16             | .00                         | 2,010,864.67        | 156,135.33           | 92.79       |
| ACCOUNT-141 | REG SALARIES TECHNCL      |               |                        |                             |                     |                      |             |
| 141         | REG SALARIES TECHNCL      | 4,185,980.00  | 338,217.11             | .00                         | 3,628,075.67        | 557,904.33           | 86.67       |
| 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  | 252,682.50             | .00                         | 2,504,995.59        | 610,651.41           | 80.40       |
| 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       | 65,488.01     | 4,485.88               | .00                         | 72,987.83           | -7,499.82            | 111.45      |
| ACCOUNT-154 | SALARIES AIDES            |               |                        |                             |                     |                      |             |
| 154         | SALARIES AIDES            | 588,596.00    | 44,124.75              | .00                         | 407,141.75          | 181,454.25           | 69.17       |
| ACCOUNT-158 | TECH AIDES                |               |                        |                             |                     |                      |             |
| 158         | TECH AIDES                | 626,763.00    | 47,547.63              | .00                         | 496,478.90          | 130,284.10           | 79.21       |
| ACCOUNT-161 | REG SALARIES O & M        |               |                        |                             |                     |                      |             |
| 161         | REG SALARIES O & M        | 5,382,213.00  | 400,672.42             | .00                         | 4,019,733.85        | 1,362,479.15         | 74.69       |
| ACCOUNT-162 | TEMP SALARIES O & M       |               |                        |                             |                     |                      |             |
| 162         | TEMP SALARIES O & M       | 85,000.00     | 7,470.90               | .00                         | 76,449.90           | 8,550.10             | 89.94       |
| ACCOUNT-163 | O/T SALARIES O & M        |               |                        |                             |                     |                      |             |
| 163         | O/T SALARIES O & M        | 193,903.48    | 23,609.11              | .00                         | 156,729.50          | 37,173.98            | 80.83       |
| 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    | 26,007.63              | .00                         | 292,868.17          | 293,376.83           | 49.96       |
| ACCOUNT-173 | EXPENSE REPORTS           |               |                        |                             |                     |                      |             |
| 173         | EXPENSE REPORTS           | .00           | .00                    | .00                         | 25,769.74           | -25,769.74           | .00         |
| ACCOUNT-191 | REG SALARIES INSTRL AIDES |               |                        |                             |                     |                      |             |
| 191         | REG SALARIES INSTRL       | 2,331,751.00  | 225,280.06             | .00                         | 1,822,461.02        | 509,289.98           | 78.16       |
| ACCOUNT-193 | O/T INSTRUCTIONAL AIDES   |               |                        |                             |                     |                      |             |
| 193         | O/T INSTRUCTIONAL A       | 55,900.00     | 1,067.28               | .00                         | 69,244.68           | -13,344.68           | 123.87      |
| ACCOUNT-211 | MEDICAL INSURANCE         |               |                        |                             |                     |                      |             |

DATE: 05/15/2023  
TIME: 10:01:53

WEST CHESTER AREA SCHOOL DISTRICT  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 2  
EXPSTA11

SELECTION CRITERIA: orgn.fund='01'  
ACCOUNTING PERIOD: 10/23

SORTED BY: ACCOUNT  
TOTALLED ON:  
PAGE BREAKS ON:

| ACCOUNT     | TITLE                     | BUDGET        | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|-------------|---------------------------|---------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 211         | MEDICAL INSURANCE         | 16,594,933.01 | 1,456,242.72           | .00                         | 14,287,717.83       | 2,307,215.18         | 86.10       |
| ACCOUNT-212 | DENTAL INSURANCE          |               |                        |                             |                     |                      |             |
| 212         | DENTAL INSURANCE          | 1,469,115.82  | 109,539.37             | .00                         | 1,035,867.58        | 433,248.24           | 70.51       |
| ACCOUNT-213 | LIFE INSURANCE            |               |                        |                             |                     |                      |             |
| 213         | LIFE INSURANCE            | 225,134.86    | 19,888.65              | .00                         | 189,490.26          | 35,644.60            | 84.17       |
| ACCOUNT-214 | INC. PROT. INS.           |               |                        |                             |                     |                      |             |
| 214         | INC. PROT. INS.           | 250,016.94    | 13,164.20              | .00                         | 128,789.27          | 121,227.67           | 51.51       |
| ACCOUNT-215 | EYE CARE INS              |               |                        |                             |                     |                      |             |
| 215         | EYE CARE INS              | 214,343.18    | 17,621.09              | .00                         | 167,491.60          | 46,851.58            | 78.14       |
| ACCOUNT-216 | PRESCRIPTION INS          |               |                        |                             |                     |                      |             |
| 216         | PRESCRIPTION INS          | 4,499,512.52  | 185,706.84             | .00                         | 1,750,556.43        | 2,748,956.09         | 38.91       |
| ACCOUNT-220 | SOCIAL SECURITY CONT      |               |                        |                             |                     |                      |             |
| 220         | SOCIAL SECURITY CON       | 8,652,012.20  | 708,527.62             | .00                         | 6,916,303.80        | 1,735,708.40         | 79.94       |
| ACCOUNT-230 | RETIREMENT CONTRIBS       |               |                        |                             |                     |                      |             |
| 230         | RETIREMENT CONTRIBS       | 39,847,613.47 | 3,410,481.91           | .00                         | 33,357,795.21       | 6,489,818.26         | 83.71       |
| ACCOUNT-231 | RETIREMENT CONTR - DC     |               |                        |                             |                     |                      |             |
| 231         | RETIREMENT CONTR -        | .00           | 28,845.79              | .00                         | 262,919.74          | -262,919.74          | .00         |
| ACCOUNT-240 | TUITION REIMBURSE         |               |                        |                             |                     |                      |             |
| 240         | TUITION REIMBURSE         | 600,000.00    | 14,726.94              | .00                         | 395,024.82          | 204,975.18           | 65.84       |
| ACCOUNT-250 | UNEMPLOYMENT COMP         |               |                        |                             |                     |                      |             |
| 250         | UNEMPLOYMENT COMP         | 380,000.00    | 1,010.94               | .00                         | 3,032.82            | 376,967.18           | .80         |
| ACCOUNT-260 | WORKMEN'S COMPENS         |               |                        |                             |                     |                      |             |
| 260         | WORKMEN'S COMPENS         | 948,761.00    | 1,067.78               | .00                         | 764,122.13          | 184,638.87           | 80.54       |
| ACCOUNT-290 | OTHER EMPLOYEE BEN        |               |                        |                             |                     |                      |             |
| 290         | OTHER EMPLOYEE BEN        | .00           | .00                    | .00                         | 541,010.58          | -541,010.58          | .00         |
| ACCOUNT-302 | PURCH PROF AIDES          |               |                        |                             |                     |                      |             |
| 302         | PURCH PROF AIDES          | 3,314,835.33  | 125,171.62             | .00                         | 859,758.32          | 2,455,077.01         | 25.94       |
| ACCOUNT-303 | PURCH PROF TSS CCIU       |               |                        |                             |                     |                      |             |
| 303         | PURCH PROF TSS CCIU       | 212,007.00    | 54,603.39              | .00                         | 117,653.34          | 94,353.66            | 55.50       |
| ACCOUNT-304 | PURCH PROF TSS CONTRACTED |               |                        |                             |                     |                      |             |
| 304         | PURCH PROF TSS CONT       | 1,396,208.00  | .00                    | .00                         | 1,203,250.03        | 192,957.97           | 86.18       |
| ACCOUNT-310 | OFFICIAL/ADMIN SVCS       |               |                        |                             |                     |                      |             |
| 310         | OFFICIAL/ADMIN SVCS       | 667,499.00    | 73,174.30              | 8.26                        | 666,284.55          | 1,206.19             | 99.82       |
| ACCOUNT-315 | PURCH PROF TEACHER SUBS   |               |                        |                             |                     |                      |             |
| 315         | PURCH PROF TEACHER        | 2,719,821.54  | 389,138.91             | .00                         | 2,619,113.82        | 100,707.72           | 96.30       |
| ACCOUNT-316 | PURCH PROF AIDES SUBS     |               |                        |                             |                     |                      |             |
| 316         | PURCH PROF AIDES SU       | 150,000.00    | 8,196.03               | .00                         | 76,281.17           | 73,718.83            | 50.85       |
| ACCOUNT-317 | PURCH PROF ADM SUPPT SUB  |               |                        |                             |                     |                      |             |
| 317         | PURCH PROF ADM SUPP       | 100,000.00    | 23,973.01              | 30,897.30                   | 130,916.63          | -61,813.93           | 161.81      |
| ACCOUNT-322 | PROF ED SVCS IU'S         |               |                        |                             |                     |                      |             |
| 322         | PROF ED SVCS IU'S         | 6,890,246.00  | 37,629.44              | .00                         | 3,994,494.02        | 2,895,751.98         | 57.97       |
| ACCOUNT-323 | PROF ED SVCS OTHER        |               |                        |                             |                     |                      |             |
| 323         | PROF ED SVCS OTHER        | 1,415,735.00  | 227,524.80             | .00                         | 1,234,454.55        | 181,280.45           | 87.20       |
| ACCOUNT-324 | PROF ED SRVS EMPL TRAIN.  |               |                        |                             |                     |                      |             |
| 324         | PROF ED SRVS EMPL T       | 186,197.84    | 4,417.99               | 1,380.00                    | 77,686.31           | 107,131.53           | 42.46       |
| ACCOUNT-329 | PROF. EDUC. SVCS- OTHER   |               |                        |                             |                     |                      |             |

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| ACCOUNT     | TITLE                     | BUDGET        | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|-------------|---------------------------|---------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 329         | PROF. EDUC. SVCS- O       | 442,123.00    | 33,162.00              | .00                         | 317,603.89          | 124,519.11           | 71.84       |
| ACCOUNT-330 | OTHER PROF SERVICES       |               |                        |                             |                     |                      |             |
| 330         | OTHER PROF SERVICES       | 2,328,915.94  | 774,180.72             | 95,263.41                   | 2,094,150.83        | 139,501.70           | 94.01       |
| ACCOUNT-340 | TECHNICAL SERVICES        |               |                        |                             |                     |                      |             |
| 340         | TECHNICAL SERVICES        | 10,010.00     | .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    | 16,518.99              | 18,897.26                   | 126,658.59          | -5,258.19            | 103.75      |
| ACCOUNT-350 | SECURITY/SAFETY SVCS      |               |                        |                             |                     |                      |             |
| 350         | SECURITY/SAFETY SVC       | 373,475.00    | 83,304.79              | 170.50                      | 255,840.18          | 117,464.32           | 68.55       |
| ACCOUNT-360 | EMPLOYEE TRAINING AND DEV |               |                        |                             |                     |                      |             |
| 360         | EMPLOYEE TRAINING A       | 1,000.00      | .00                    | .00                         | 1,000.00            | .00                  | 100.00      |
| ACCOUNT-390 | OTHER PURCH. SVCS         |               |                        |                             |                     |                      |             |
| 390         | OTHER PURCH. SVCS         | 365,845.84    | 7,960.29               | 119.50                      | 1,957,261.58        | -1,591,535.24        | 535.03      |
| ACCOUNT-422 | ELECTRICITY               |               |                        |                             |                     |                      |             |
| 422         | ELECTRICITY               | 2,136,938.00  | 162,589.51             | .00                         | 1,433,025.93        | 703,912.07           | 67.06       |
| ACCOUNT-424 | WATER/SEWAGE              |               |                        |                             |                     |                      |             |
| 424         | WATER/SEWAGE              | 661,165.00    | 167,864.77             | 75,309.99                   | 569,141.91          | 16,713.10            | 97.47       |
| ACCOUNT-430 | REPAIRS & MAINT SVCS      |               |                        |                             |                     |                      |             |
| 430         | REPAIRS & MAINT SVC       | 1,054,477.12  | 44,640.39              | 175,062.98                  | 765,747.89          | 113,666.25           | 89.22       |
| ACCOUNT-432 | REPAIRS & MAINT- SVC EQUI |               |                        |                             |                     |                      |             |
| 432         | REPAIRS & MAINT- SV       | 12,800.00     | 163.00                 | 4,338.63                    | 5,167.37            | 3,294.00             | 74.27       |
| ACCOUNT-438 | REPAIRS & MAINT- TECH     |               |                        |                             |                     |                      |             |
| 438         | REPAIRS & MAINT- TE       | 51,742.68     | 233.80                 | 662.00                      | 8,461.20            | 42,619.48            | 17.63       |
| ACCOUNT-441 | RENTAL - LAND & BLDGS     |               |                        |                             |                     |                      |             |
| 441         | RENTAL - LAND & BLD       | 143,191.58    | 1,835.00               | 5,059.53                    | 129,541.58          | 8,590.47             | 94.00       |
| ACCOUNT-442 | EQUIPMENT RENTAL          |               |                        |                             |                     |                      |             |
| 442         | EQUIPMENT RENTAL          | 196,674.84    | 13,589.50              | 36,961.31                   | 142,372.56          | 17,340.97            | 91.18       |
| ACCOUNT-444 | RENTAL VEHICLES           |               |                        |                             |                     |                      |             |
| 444         | RENTAL VEHICLES           | 4,981.51      | .00                    | .00                         | 4,258.10            | 723.41               | 85.48       |
| ACCOUNT-449 | OTHER RENTAL              |               |                        |                             |                     |                      |             |
| 449         | OTHER RENTAL              | 12,132.01     | 3,627.03               | 1,916.67                    | 9,463.48            | 751.86               | 93.80       |
| ACCOUNT-513 | CONTRACTED CARRIERS       |               |                        |                             |                     |                      |             |
| 513         | CONTRACTED CARRIERS       | 15,575,285.40 | 1,623,648.45           | 98,061.85                   | 10,007,343.13       | 5,469,880.42         | 64.88       |
| 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      | 3,851.00               | .00                         | 6,205.00            | 1,557.00             | 79.94       |
| 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       | 323,851.44    | 15,417.84              | 9,277.40                    | 216,593.89          | 97,980.15            | 69.75       |
| ACCOUNT-538 | COMMUNICATIONS-TECH       |               |                        |                             |                     |                      |             |
| 538         | COMMUNICATIONS-TECH       | 187,626.00    | 19,170.18              | 48,706.44                   | 230,835.74          | -91,916.18           | 148.99      |
| ACCOUNT-540 | ADVERTISING               |               |                        |                             |                     |                      |             |
| 540         | ADVERTISING               | 17,780.25     | 159.00                 | 1,456.77                    | 15,127.15           | 1,196.33             | 93.27       |
| ACCOUNT-550 | PRINTING AND BINDING      |               |                        |                             |                     |                      |             |
| 550         | PRINTING AND BINDIN       | 57,215.74     | 1,257.56               | -1,591.43                   | 33,221.68           | 25,585.49            | 55.28       |
| ACCOUNT-560 | TUITION                   |               |                        |                             |                     |                      |             |
| 560         | TUITION                   | 630,000.00    | 12,811.51              | .00                         | 60,990.98           | 569,009.02           | 9.68        |
| ACCOUNT-561 | TUIT TO LEA WITHIN        |               |                        |                             |                     |                      |             |
| 561         | TUIT TO LEA WITHIN        | 217,700.00    | 217,856.84             | .00                         | 315,610.64          | -97,910.64           | 144.98      |
| ACCOUNT-562 | TUITION - CHARTER SCHOOLS |               |                        |                             |                     |                      |             |
| 562         | TUITION - CHARTER S       | 10,306,060.00 | 630,213.26             | .00                         | 6,282,388.17        | 4,023,671.83         | 60.96       |
| ACCOUNT-563 | TUIT TO PRIV SCHOOLS      |               |                        |                             |                     |                      |             |
| 563         | TUIT TO PRIV SCHOOL       | 938,800.00    | 40,475.73              | .00                         | 748,409.76          | 190,390.24           | 79.72       |
| ACCOUNT-564 | TUIT TO AREA VO-TECH      |               |                        |                             |                     |                      |             |
| 564         | TUIT TO AREA VO-TEC       | 2,859,354.00  | .00                    | .00                         | 2,709,342.03        | 150,011.97           | 94.75       |
| ACCOUNT-567 | TUITION TO APP PRIV. SCHL |               |                        |                             |                     |                      |             |
| 567         | TUITION TO APP PRIV       | 2,210,000.00  | 65,598.88              | .00                         | 1,623,793.84        | 586,206.16           | 73.47       |
| ACCOUNT-568 | TUITION PRRI, ALT ED,DTEN |               |                        |                             |                     |                      |             |
| 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           | 183,235.41    | 19,441.45              | 1,119.64                    | 97,445.42           | 84,670.35            | 53.79       |
| ACCOUNT-581 | TRAVEL-PROF. DEVELOPMENT  |               |                        |                             |                     |                      |             |
| 581         | TRAVEL-PROF. DEVELO       | 170,591.70    | 16,158.42              | 270.04                      | 83,191.70           | 87,129.96            | 48.92       |
| 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          | 3,696,875.69  | 235,687.06             | 627,590.97                  | 2,362,391.79        | 706,892.93           | 80.88       |
| ACCOUNT-618 | SUPPLIES-TECHNOLOGY       |               |                        |                             |                     |                      |             |
| 618         | SUPPLIES-TECHNOLOGY       | 70.00         | .00                    | .00                         | 70.00               | .00                  | 100.00      |
| ACCOUNT-621 | NATURAL GAS               |               |                        |                             |                     |                      |             |
| 621         | NATURAL GAS               | 985,865.00    | 109,577.19             | 41,883.02                   | 856,718.16          | 87,263.82            | 91.15       |
| 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     | 4,412.14               | 20,397.64                   | 48,897.68           | 66.68                | 99.90       |
| ACCOUNT-627 | DIESEL FUEL               |               |                        |                             |                     |                      |             |
| 627         | DIESEL FUEL               | 12,000.00     | 642.03                 | 7,995.41                    | 3,761.59            | 243.00               | 97.98       |
| ACCOUNT-635 | FOOD MEALS & REFRESHMENTS |               |                        |                             |                     |                      |             |
| 635         | FOOD MEALS & REFRES       | 73,433.19     | 1,684.67               | 2,076.65                    | 39,927.60           | 31,428.94            | 57.20       |
| ACCOUNT-640 | BOOKS & PERIODICALS       |               |                        |                             |                     |                      |             |

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|--------------|---------------------------|----------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 640          | BOOKS & PERIODICALS       | 1,483,994.12   | 14,896.31              | 93,815.08                   | 1,152,880.73        | 237,298.31           | 84.01       |
| ACCOUNT-648  | BOOKS -TECHNOLOGY         |                |                        |                             |                     |                      |             |
| 648          | BOOKS -TECHNOLOGY         | 766.50         | .00                    | .00                         | 689.10              | 77.40                | 89.90       |
| ACCOUNT-650  | SUPPLIES & FEES- TECH REL |                |                        |                             |                     |                      |             |
| 650          | SUPPLIES & FEES- TE       | 2,465,445.74   | 50,119.53              | 207,633.01                  | 2,036,631.38        | 221,181.35           | 91.03       |
| 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       | .00                    | .00                         | .00                 | 4,943.81             | .00         |
| ACCOUNT-752  | CAP EQUIP- ORIG. OR ADD   |                |                        |                             |                     |                      |             |
| 752          | CAP EQUIP- ORIG. OR       | 73,437.59      | .00                    | .00                         | 50,137.59           | 23,300.00            | 68.27       |
| ACCOUNT-758  | EQUIPMENT-TECHNOLOGY      |                |                        |                             |                     |                      |             |
| 758          | EQUIPMENT-TECHNOLOG       | 1,377.00       | .00                    | 1,377.00                    | .00                 | .00                  | 100.00      |
| ACCOUNT-760  | EQUIPMENT - REPLACEMENT   |                |                        |                             |                     |                      |             |
| 760          | EQUIPMENT - REPLACE       | 20,952.07      | .00                    | 2,435.44                    | 2,408.18            | 16,108.45            | 23.12       |
| ACCOUNT-762  | CAP EQUIP- REPLACE        |                |                        |                             |                     |                      |             |
| 762          | CAP EQUIP- REPLACE        | 343,294.84     | 5,500.00               | 37,363.45                   | 272,728.19          | 33,203.20            | 90.33       |
| ACCOUNT-768  | EQUIP REPLACE-TECHNOLOGY  |                |                        |                             |                     |                      |             |
| 768          | EQUIP REPLACE-TECHN       | 1,650.00       | 672.21                 | .00                         | 1,155.20            | 494.80               | 70.01       |
| ACCOUNT-810  | DUES AND FEES             |                |                        |                             |                     |                      |             |
| 810          | DUES AND FEES             | 226,910.38     | 7,422.66               | 16,183.34                   | 169,567.98          | 41,159.06            | 81.86       |
| ACCOUNT-811  | MEMBERSHIPS               |                |                        |                             |                     |                      |             |
| 811          | MEMBERSHIPS               | 109,888.99     | 6,644.29               | 1,601.50                    | 84,441.79           | 23,845.70            | 78.30       |
| ACCOUNT-832  | INT SERIAL BONDS          |                |                        |                             |                     |                      |             |
| 832          | INT SERIAL BONDS          | 10,341,906.00  | 141,088.16             | .00                         | 6,118,077.64        | 4,223,828.36         | 59.16       |
| 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         | -112,110.00    | .00                    | .00                         | .00                 | -112,110.00          | .00         |
| ACCOUNT-899  | STUDENT ACTIVITY          |                |                        |                             |                     |                      |             |
| 899          | STUDENT ACTIVITY          | 100,000.00     | 13,714.57              | .00                         | 13,714.57           | 86,285.43            | 13.71       |
| ACCOUNT-912  | SERIAL BNDS PRN PYMT      |                |                        |                             |                     |                      |             |
| 912          | SERIAL BNDS PRN PYM       | 17,615,000.00  | 2,130,000.00           | .00                         | 2,705,000.00        | 14,910,000.00        | 15.36       |
| 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 | 23,432,218.63          | 1,666,950.56                | 216,178,015.94      | 78,995,449.50        | 73.39       |

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|-------------------|----------------------|---------------|--------------------|-------------|--------------------------|----------------------|-------------|
| R6500             | EARNINGS-INVESTMENTS | 75,000.00     | 175,571.74         | .00         | 1,283,057.27             | -1,208,057.27        | 1710.74     |
| 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           | .00                | .00         | 157,882.50               | -157,882.50          | .00         |
| TOTAL REPORT      |                      | 10,209,319.00 | 175,571.74         | .00         | 1,440,939.77             | 8,768,379.23         | 14.11       |

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PAGE BREAKS ON:

| ACCOUNT      | TITLE                     | BUDGET       | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|--------------|---------------------------|--------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 330          | OTHER PROF SERVICES       | .00          | .00                    | 1,356.00                    | .00                 | -1,356.00            | .00         |
| ACCOUNT-390  | OTHER PURCH. SVCS         |              |                        |                             |                     |                      |             |
| 390          | OTHER PURCH. SVCS         | 5,000,000.00 | .00                    | 168,240.68                  | 307.50              | 4,831,451.82         | 3.37        |
| ACCOUNT-529  | OTHER INSURANCE           |              |                        |                             |                     |                      |             |
| 529          | OTHER INSURANCE           | .00          | .00                    | .00                         | 146,850.00          | -146,850.00          | .00         |
| ACCOUNT-757  | NON CAP TECH EQUIP-ORIG   |              |                        |                             |                     |                      |             |
| 757          | NON CAP TECH EQUIP-       | 512,720.00   | 28,131.97              | 446,865.81                  | 148,805.73          | -82,951.54           | 116.18      |
| 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   | 7,802.10               | 648,270.96                  | 717,526.62          | -540,258.58          | 165.44      |
| ACCOUNT-767  | NON CAP TECH EQUIP-REPLAC |              |                        |                             |                     |                      |             |
| 767          | NON CAP TECH EQUIP-       | 2,745,002.00 | 1,481,217.00           | 147,481.49                  | 1,835,823.19        | 761,697.32           | 72.25       |
| ACCOUNT-810  | DUES AND FEES             |              |                        |                             |                     |                      |             |
| 810          | DUES AND FEES             | .00          | .00                    | .00                         | 8.75                | -8.75                | .00         |
| TOTAL REPORT |                           | 9,183,261.00 | 1,517,151.07           | 1,420,399.49                | 2,939,685.19        | 4,823,176.32         | 47.48       |

DATE: 05/15/2023  
TIME: 10:00:34

WEST CHESTER AREA SCHOOL DISTRICT  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTA11

SELECTION CRITERIA: orgn.fund='27'  
ACCOUNTING PERIOD: 10/23

SORTED BY: ACCOUNT  
TOTALLED ON:  
PAGE BREAKS ON:

| ACCOUNT - - - - - | TITLE - - - - -     | BUDGET       | PERIOD<br>RECEIPTS | RECEIVABLES | YEAR TO DATE<br>RECEIPTS | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|-------------------|---------------------|--------------|--------------------|-------------|--------------------------|----------------------|-------------|
| R9310             | GENRL FND TRANSFERS | 2,323,177.00 | .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: 05/15/2023  
TIME: 10:03:07

WEST CHESTER AREA SCHOOL DISTRICT  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA11

SELECTION CRITERIA: orgn.fund='27'  
ACCOUNTING PERIOD: 10/23

SORTED BY: ACCOUNT  
TOTALLED ON:  
PAGE BREAKS ON:

| ACCOUNT      | TITLE                   | BUDGET       | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|--------------|-------------------------|--------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 300          | PRCHSD PRO&TECH SVS     | .00          | .00                    | 5,979.19                    | 18,138.55           | -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          | 168,304.13             | 4,222,050.78                | 1,592,297.70        | -5,814,348.48        | .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                    | 5,021.66                    | 20,619.00           | -25,640.66           | .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 | 168,304.13             | 4,359,075.32                | 1,634,540.74        | -3,670,439.06        | 257.99      |

DATE: 05/15/2023  
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WEST CHESTER AREA SCHOOL DISTRICT  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTA11

SELECTION CRITERIA: orgn.fund='29'  
ACCOUNTING PERIOD: 10/23

SORTED BY: ACCOUNT  
TOTALLED ON:  
PAGE BREAKS ON:

| ACCOUNT - - - - - | TITLE - - - - - | BUDGET     | PERIOD<br>RECEIPTS | RECEIVABLES | YEAR TO DATE<br>RECEIPTS | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|-------------------|-----------------|------------|--------------------|-------------|--------------------------|----------------------|-------------|
| R6710             | GATE RECEIPTS   | 131,500.00 | 8,325.00           | .00         | 198,147.50               | -66,647.50           | 150.68      |
| TOTAL REPORT      |                 | 131,500.00 | 8,325.00           | .00         | 198,147.50               | -66,647.50           | 150.68      |

DATE: 05/15/2023  
TIME: 10:03:23

WEST CHESTER AREA SCHOOL DISTRICT  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA11

SELECTION CRITERIA: orgn.fund='29'  
ACCOUNTING PERIOD: 10/23

SORTED BY: ACCOUNT  
TOTALLED ON:  
PAGE BREAKS ON:

| ACCOUNT      | TITLE                 | BUDGET     | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|--------------|-----------------------|------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 135          | SUPPLEMTL CONTR PRO   | 12,645.00  | 6,939.80               | .00                         | 68,971.80           | -56,326.80           | 545.45      |
| ACCOUNT-220  | SOCIAL SECURITY CONT  |            |                        |                             |                     |                      |             |
| 220          | SOCIAL SECURITY CON   | .00        | 508.19                 | .00                         | 5,069.31            | -5,069.31            | .00         |
| ACCOUNT-230  | RETIREMENT CONTRIBS   |            |                        |                             |                     |                      |             |
| 230          | RETIREMENT CONTRIBS   | .00        | 2,060.92               | .00                         | 18,782.74           | -18,782.74           | .00         |
| ACCOUNT-231  | RETIREMENT CONTR - DC |            |                        |                             |                     |                      |             |
| 231          | RETIREMENT CONTR -    | .00        | 26.40                  | .00                         | 149.06              | -149.06              | .00         |
| ACCOUNT-350  | SECURITY/SAFETY SVCS  |            |                        |                             |                     |                      |             |
| 350          | SECURITY/SAFETY SVC   | 3,340.00   | .00                    | 1,000.00                    | .00                 | 2,340.00             | 29.94       |
| ACCOUNT-390  | OTHER PURCH. SVCS     |            |                        |                             |                     |                      |             |
| 390          | OTHER PURCH. SVCS     | 64,075.00  | 15,640.00              | .00                         | 44,443.00           | 19,632.00            | 69.36       |
| ACCOUNT-430  | REPAIRS & MAINT SVCS  |            |                        |                             |                     |                      |             |
| 430          | REPAIRS & MAINT SVC   | .00        | 11,527.25              | .00                         | 11,527.25           | -11,527.25           | .00         |
| ACCOUNT-513  | CONTRACTED CARRIERS   |            |                        |                             |                     |                      |             |
| 513          | CONTRACTED CARRIERS   | 3,080.00   | 6,506.28               | .00                         | 6,506.28            | -3,426.28            | 211.24      |
| ACCOUNT-580  | TRAVEL EXPENSES       |            |                        |                             |                     |                      |             |
| 580          | TRAVEL EXPENSES       | 2,010.00   | 72.44                  | .00                         | 1,090.74            | 919.26               | 54.27       |
| ACCOUNT-610  | GENERAL SUPPLIES      |            |                        |                             |                     |                      |             |
| 610          | GENERAL SUPPLIES      | 22,900.00  | -4,802.20              | 26,105.93                   | -5,803.33           | 2,597.40             | 88.66       |
| 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   | 1,981.67               | 1,680.00                    | 2,781.67            | 928.33               | 82.78       |
| TOTAL REPORT |                       | 131,500.00 | 40,460.75              | 28,785.93                   | 153,518.52          | -50,804.45           | 138.63      |

**WEST CHESTER AREA SCHOOL DISTRICT**  
**CAPITAL PROJECTS FUND**  
**Month Ending April 30, 2023**

| Project                 | Description                                   | Project Budget | Project to Date<br>Expenses at<br>Prior 6/30 | Current Fiscal Year<br>to Date Expenses | Total Expenses | Budget Balance |
|-------------------------|-----------------------------------------------|----------------|----------------------------------------------|-----------------------------------------|----------------|----------------|
| <b>Current Projects</b> |                                               |                |                                              |                                         |                |                |
| 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                                | 169,147.93                              | 17,795,039.00  | (45,039.00)    |
| C035                    | Mary C Howse Design and Construction          | 22,000,000.00  | 53,376.67                                    | 145,769.35                              | 199,146.02     | 21,800,853.98  |
| C036                    | Glen Acres Design and Construction            | 23,500,000.00  | 2,267,847.11                                 | 5,603,352.47                            | 7,871,199.58   | 15,628,800.42  |
| 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                                         | 124,376.15                              | 124,376.15     | 21,462.85      |
| 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                                 | (9,273.55)                              | 2,893,489.75   | 906,510.25     |
| 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                                         | 17,835.00                               | 17,835.00      | 257,294.00     |
| 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                                 | 236,942.19                              | 4,495,569.93   | 419,651.61     |
| Total Current Projects  |                                               | 169,114,966.80 | 72,700,159.30                                | 7,216,443.97                            | 79,916,603.27  | 89,198,363.53  |

WEST CHESTER AREA SCHOOL DISTRICT  
FOOD SERVICES FUND  
APRIL 30, 2023

|                           | 2022-23<br>CONTRACT<br>BUDGET | ACTUAL<br>APRIL 2023 | 2022-23   |
|---------------------------|-------------------------------|----------------------|-----------|
| <u>REVENUE</u>            |                               |                      |           |
| CAFETERIA SALES *         | 2,725,673                     | 235,631              | 1,975,760 |
| GOVERNMENT REIMBURSEMENTS | 769,873                       | 178,717              | 1,343,460 |
| TOTAL REVENUE             | 3,495,545                     | 414,349              | 3,319,221 |
| <u>EXPENDITURES</u>       |                               |                      |           |
| COST OF FOOD              | 1,205,102                     | 134,038              | 1,287,397 |
| <i>COMMODITY USAGE</i>    | <i>(101,150)</i>              | 27,843               | 191,455   |
| LABOR                     | 1,568,170                     | 167,887              | 1,501,250 |
| ADMINISTRATIVE EXPENSE    | 66,495                        | 6,743                | 53,941    |
| MANAGEMENT FEE            | 61,380                        | 6,224                | 49,791    |
| OTHER DIRECT EXPENSES **  | 413,684                       | 8,577                | 295,110   |
| TOTAL EXPENDITURES        | 3,213,680                     | 323,469              | 3,187,489 |
| PROFIT/LOSS               | 281,865                       | 90,880               | 131,732   |

\* Includes Catering

\*\* Includes Catering Expense

WEST CHESTER AREA SCHOOL DISTRICT  
April 2023

|                                  | 452 | 440 | 438 | 444 | 445 | 454 | 451   | 437 | 448 | 453 | 447 | Total      | 328  | 326   | 327  | 223    | 222   | 221   | Total     |       |        |
|----------------------------------|-----|-----|-----|-----|-----|-----|-------|-----|-----|-----|-----|------------|------|-------|------|--------|-------|-------|-----------|-------|--------|
|                                  | EB  | EG  | EX  | FH  | GA  | GES | HILLS | MCH | PW  | SS  | WT  | Elementary | F.M. | P.M.  | S.M. | RUSTIN | EAST  | HEND. | Secondary | OTHER | TOTAL  |
| Kindergarten                     | 68  | 80  | 57  | 41  | 63  | 79  | 77    | 67  | 58  | 84  | 69  | 743        |      |       |      |        |       |       |           |       | 743    |
| Special Education - Kinder       | 7   | 13  | 13  | 10  | 11  | 8   | 8     | 10  | 9   | 17  | 11  | 117        |      |       |      |        |       |       |           |       | 117    |
| Grade1                           | 59  | 77  | 71  | 67  | 61  | 69  | 90    | 79  | 58  | 76  | 71  | 778        |      |       |      |        |       |       |           |       | 778    |
| Special Education - Grade 1      | 12  | 7   | 11  | 10  | 13  | 10  | 7     | 8   | 8   | 8   | 13  | 107        |      |       |      |        |       |       |           |       | 107    |
| Grade 2                          | 74  | 70  | 66  | 53  | 76  | 93  | 78    | 69  | 82  | 86  | 77  | 824        |      |       |      |        |       |       |           |       | 824    |
| Special Education - Grade 2      | 12  | 5   | 16  | 7   | 10  | 13  | 7     | 7   | 8   | 19  | 11  | 115        |      |       |      |        |       |       |           |       | 115    |
| Grade 3                          | 66  | 84  | 53  | 67  | 76  | 59  | 78    | 67  | 71  | 81  | 87  | 789        |      |       |      |        |       |       |           |       | 789    |
| Special Education - Grade 3      | 12  | 12  | 18  | 15  | 15  | 21  | 14    | 8   | 16  | 13  | 11  | 155        |      |       |      |        |       |       |           |       | 155    |
| Grade 4                          | 62  | 69  | 58  | 53  | 62  | 87  | 89    | 87  | 59  | 96  | 90  | 812        |      |       |      |        |       |       |           |       | 812    |
| Special Education - Grade 4      | 11  | 12  | 9   | 8   | 18  | 16  | 16    | 12  | 10  | 17  | 13  | 142        |      |       |      |        |       |       |           |       | 142    |
| Grade 5                          | 70  | 80  | 54  | 56  | 68  | 65  | 79    | 68  | 73  | 67  | 86  | 766        |      |       |      |        |       |       |           |       | 766    |
| Special Education - Grade 5      | 20  | 13  | 21  | 11  | 12  | 18  | 11    | 8   | 13  | 17  | 14  | 158        |      |       |      |        |       |       |           |       | 158    |
| Grade 6                          |     |     |     |     |     |     |       |     |     |     |     |            | 244  | 303   | 230  |        |       |       |           |       | 777    |
| Special Education - Grade 6      |     |     |     |     |     |     |       |     |     |     |     |            | 54   | 46    | 44   |        |       |       |           |       | 144    |
| Grade 7                          |     |     |     |     |     |     |       |     |     |     |     |            | 226  | 263   | 221  |        |       |       |           |       | 710    |
| Special Education - Grade 7      |     |     |     |     |     |     |       |     |     |     |     |            | 47   | 58    | 45   |        |       |       |           |       | 150    |
| Grade 8                          |     |     |     |     |     |     |       |     |     |     |     |            | 283  | 310   | 236  |        |       |       |           |       | 829    |
| Special Education - Grade 8      |     |     |     |     |     |     |       |     |     |     |     |            | 36   | 52    | 60   |        |       |       |           |       | 148    |
| Grade 9                          |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      | 249    | 251   | 318   |           |       | 818    |
| Special Education - Grade 9      |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      | 52     | 59    | 61    |           |       | 172    |
| Grade 10                         |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      | 228    | 258   | 331   |           |       | 817    |
| Special Education - Grade 10     |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      | 53     | 53    | 43    |           |       | 149    |
| Grade 11                         |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      | 258    | 263   | 288   |           |       | 809    |
| Special Education - Grade 11     |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      | 43     | 48    | 58    |           |       | 149    |
| Grade 12                         |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      | 267    | 258   | 304   |           |       | 829    |
| Special Education - Grade 12     |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      | 51     | 48    | 39    |           |       | 138    |
| Regular Education                | 399 | 460 | 359 | 337 | 406 | 452 | 491   | 437 | 401 | 490 | 480 | 4,712      | 753  | 876   | 687  | 1,002  | 1,030 | 1,241 | 5,589     |       | 10,301 |
| Special Education                | 74  | 62  | 88  | 61  | 79  | 86  | 63    | 53  | 64  | 91  | 73  | 794        | 137  | 156   | 149  | 199    | 208   | 201   | 1,050     |       | 1,844  |
| In - District Total              | 473 | 522 | 447 | 398 | 485 | 538 | 554   | 490 | 465 | 581 | 553 | 5,506      | 890  | 1,032 | 836  | 1,201  | 1,238 | 1,442 | 6,639     |       | 12,145 |
| Out of District Totals           |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       |        |
| Alternative Ed. Reg. Ed.         |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           | 6     | 6      |
| Alternative Ed. Special Ed.      |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           | 170   | 170    |
| Charter Schools                  |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       |        |
| Achievement Cyber                |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           | 1     | 1      |
| Agora Cyber                      |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           | 1     | 1      |
| Avon Grove                       |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           | -     | -      |
| Chester County Family Academy    |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           | -     | -      |
| Chester Community Charter        |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       |        |
| Collegium                        |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           | 223   | 223    |
| Commonwealth Connections - Cyber |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           | 24    | 24     |
| Insight                          |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           | 11    | 11     |
| Ketterer Charter                 |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           | 2     | 2      |
| Pa Leadership - Cyber            |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           | 120   | 120    |
| Pennsylvania Cyber               |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           | 2     | 2      |
| Pa Virtual - Cyber               |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           | 4     | 4      |
| Reach Cyber                      |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           | 10    | 10     |
| Renaissance Academy              |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           | 5     | 5      |
| 21st Century - Cyber             |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           | 12    | 12     |
| Outside PA                       |     |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           | -     | -      |
| GRAND TOTAL                      | 473 | 522 | 447 | 398 | 485 | 538 | 554   | 490 | 465 | 581 | 553 | 5,506      | 890  | 1,032 | 836  | 1,201  | 1,238 | 1,442 | 6,639     | 591   | 12,736 |

WEST CHESTER AREA SCHOOL DISTRICT  
Enrollment Monthly Overview 2022-23

| In District Total | EB  | EG  | EX  | FH  | GA  | GES | HILLS | MCH | PW  | SS  | Total         |                 | F.M. | P.M.  | S.M. | RUSTIN | EAST  | Total |       | TOTAL  |
|-------------------|-----|-----|-----|-----|-----|-----|-------|-----|-----|-----|---------------|-----------------|------|-------|------|--------|-------|-------|-------|--------|
|                   |     |     |     |     |     |     |       |     |     |     | WT Elementary | HEND. Secondary |      |       |      |        |       |       |       |        |
| 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        | 472 | 522 | 449 | 401 | 486 | 539 | 553   | 481 | 466 | 580 | 553           | 5,502           | 892  | 1,032 | 837  | 1,203  | 1,240 | 1,443 | 6,647 | 12,149 |
| April 2023        | 473 | 522 | 447 | 398 | 485 | 538 | 554   | 490 | 465 | 581 | 553           | 5,506           | 890  | 1,032 | 836  | 1,201  | 1,238 | 1,442 | 6,639 | 12,145 |
| May 2023          |     |     |     |     |     |     |       |     |     |     |               | -               |      |       |      |        |       |       | -     | -      |
| June 2023         |     |     |     |     |     |     |       |     |     |     |               | -               |      |       |      |        |       |       | -     | -      |

**WEST CHESTER AREA SCHOOL DISTRICT**

**SCHOOL BOARD MEETING**

**May 24, 2023**

**Spellman Education Center**

**OTHER BUSINESS**

---

**Action Items**

**Approval of Board Treasurer**

Approval is requested for the appointment of Mr. John Scully as School Board Treasurer for the 2023-2024 School Year. The bond for Board Treasurer is \$20,000.

*I so move.*

**Approval of Assistant Board Secretary**

Approval is requested for the appointment of Ms. Carol DeLuca as Assistant Board Secretary for the 2023-2024 School Year. The bond for Assistant Board Secretary is \$10,000.

*I so move.*

## **WEST CHESTER AREA SCHOOL DISTRICT**

### **APPOINTMENT OF BOARD TREASURER**

Annually the School Board appoints the Board Treasurer for the coming year (PA School Code 404 and 436). Mr. John Scully has served as the Board Treasurer since September 2015. The bond for Board Treasurer is \$20,000.

*It is recommended that Mr. Scully be appointed Board Treasurer for a term of one-year, effective July 1, 2023 to June 30, 2024.*

## **WEST CHESTER AREA SCHOOL DISTRICT**

### **APPOINTMENT OF ASSISTANT BOARD SECRETARY**

Annually the School Board appoints the Assistant Board Secretary for the coming year (PA School Code 434). Ms. Carol DeLuca served as the Assistant Board Secretary since April 2013. The bond for Assistant Board Secretary is \$10,000.

*It is recommended that Ms. DeLuca be appointed Assistant Board Secretary for a term of one year, effective July 1, 2023 to June 30, 2024.*

**WEST CHESTER AREA SCHOOL DISTRICT**

**SCHOOL BOARD MEETING**

**May 24, 2023**

**Spellman Education Center**

**OTHER BUSINESS**

---

**Action Items**

**Approval of Levin Legal Group Agreement**

Approval is requested for the Levin Legal Group Agreement.

*I so move.*

**Approval of the West Chester Area School District Flexible  
Instructional Day (FID) Program Application for 2023-24 School Year**

Approval is requested of the West Chester Area School District Flexible Instructional Day (FID) Program Application for 2023-24 School Year.

*I so move.*

## Profile



|                                     |              |                            |
|-------------------------------------|--------------|----------------------------|
| <b>LEA Name</b>                     |              | <b>AUN</b>                 |
| West Chester Area SD                |              | 124159002                  |
| <b>Address Line 1</b>               |              |                            |
| 782 Springdale Drive                |              |                            |
| <b>Address Line 2</b>               |              |                            |
|                                     |              |                            |
| <b>City</b>                         | <b>State</b> | <b>Zip</b>                 |
| Exton                               | PA           | 19341                      |
| <b>LEA Phone Number</b>             |              | <b>LEA Phone Extension</b> |
| 4842661000                          |              |                            |
| <b>Single Point of Contact Name</b> |              |                            |
| Dr. Cheryl Newton-Woods             |              |                            |
| <b>Phone Number</b>                 |              | <b>Phone Extension</b>     |
| (484)266-1000                       |              |                            |
| <b>Email</b>                        |              |                            |
| cnewtonwoods@wcasd.net              |              |                            |
| <b>Chief Administrator Name</b>     |              |                            |
| Dr Kalia Reynolds                   |              |                            |
| <b>Phone Number</b>                 |              | <b>Phone Extension</b>     |
| (484)266-1000                       |              | (484)266-1000              |
| <b>Email</b>                        |              |                            |
| kreynolds@wcasd.net                 |              |                            |

## Narratives

### 1. Describe the procedure for notifying all students, parents, and professional staff prior to a flexible instructional day being instituted.

Please make sure that you address the following components in your response

- How will you notify all stakeholder groups that your district is planning to apply for the Flexible Instruction Day (FID) Program (also include details on the approval process for the application within your entity)?
- Immediately prior to or on the FID, how will you notify your stakeholders that the district has decided to implement a FID? (please identify all methods of communication including the instance where the Internet is not accessible or a power outage occurs)
- Ensure you differentiate between parents / guardians and students vs informing staff.
- Ensure the procedure for notifying all stakeholders prior to a flexible instructional day being instituted, is detailed and clear.

Once PDE approves the application, the West Chester Area School District's Superintendent will explain to all stakeholders what a Flexible Instructional Day is and how it might be used. A Flexible Instructional Day (FID) Program is a tool available to public school entities to be used as an alternate approach to delivering instruction if a circumstance arises that prevents instruction in the customary manner. The Superintendent will inform all stakeholders that the District may choose to utilize up to five (5) Flexible Instructional Days in lieu of school closures due weather, epidemic, law enforcement emergency, transportation inoperability, etc. If a Flexible Instructional Day needs to be instituted, the Superintendent will contact all stakeholders via website posting, email, auto dialer call, and text in both English and Spanish. Stakeholders include the school board, management team, staff, students, and families. A message such as the following will be sent through the District's notification system alerting families of a potential FID: The weather forecast leading into tomorrow may result in conditions unsafe for travel. You will be notified if school buildings are closed tomorrow. If the West Chester Area School District decides to close buildings tomorrow, a Flexible Instruction Day (FID) will be in effect. If you receive an announcement that school buildings are closed, information regarding FID activities will be sent home by teachers, emailed, or posted on teachers' Schoology pages by tomorrow morning.

### 2. Describe the procedure for instituting a flexible instructional day.

Please make sure that you address the following components in your response:

- Include (if applicable) the use of technology and equitable accommodations for students and professional staff lacking sufficient home access to devices and/or the Internet.
- How will the FID day be structured? Explain your daily schedule.
- Which modes of instruction will you implement during the FID?
- Include requirements pertaining to the delivery of services and specially designed instruction, which includes accommodations and modifications for students with special needs or disabilities.

All staff K-12 and all students in grades 6-12 have 1:1 devices. In the spring of 2020, the District deployed over 700 iPads and 100 hot spots to families of K-5 students who needed technology access. In the fall of 2020, the District will survey families to ascertain the need for additional Internet access. Students are

permitted to use personal devices to access lesson materials unless they require an app on a District device. If a student experiences Internet disruption or other difficulties on a Flexible Instructional Day, the parent can provide a letter which will allow the student to complete missed work upon return to school. Students will not be penalized if they provide evidence that sufficient support to complete the work was not available. Families with students in grades 3-12 have access to Schoology, and families with students in K-2 have access to SeeSaw. On a Flexible Instructional Day, new learning will be delivered directly to students by their teachers via Schoology, Seesaw, email or through other educational resources including paper packets. If time permits prior to the Flexible Instructional Day, elementary students will take home their devices or learning packets. If time does not permit, a make-up day will be scheduled instead of a Flexible Instructional Day. Reasonable and appropriate supports are in place to meet the needs of all learners. Reading specialists will offer differentiated support on Flexible Instructional Days. English Language Development teachers will provide instruction in language acquisition skills and provide differentiated support. Special Education and Gifted Resource Teachers will focus on individual goals and implementing IEPs and GIEPs, including direct instruction. School counselors can provide pro-social skills or coping skill lessons and meet with students in small groups and/or individually. Caseworkers can reach out to families as needed to help them access educational services. Other related services, such as speech and occupational therapy, may continue via tele-therapy sessions and related activities. School nurses will be available to respond to health related questions and concerns. Parents will be provided with resources to address their specific area of concern. Elementary teachers are expected to: Complete attendance by 10:00 a.m. each school day, review previous lessons; not teach new material/curriculum on FID days, participate in synchronous instructional sessions for math and E/LA, conduct 20 minutes of reading, writing and math. Special area content teachers are expected to be synchronous for 15 minutes of the class (includes reading support and pupil services). Utilize asynchronous learning through: Schoology Playgrounds, Nearpod Library, Seesaw Library, provide primarily asynchronous opportunities during an FID, be available to students and parents via email for the duration of the FID, post asynchronous work, communicate with families and include a note on Schoology/Seesaw if absent. Secondary Teachers are expected to: Complete attendance procedures for each class period each day. All period attendance must be entered in PowerSchool by 3:00 p.m., offer synchronous instructional sessions for each class period - a graphic is provided as an example. Students will follow a Secondary FID schedule with virtual lessons via Zoom, post asynchronous work and a note on Schoology if absent. End the scheduled day with a 30-minute Zoom Meeting for students to check-in as needed. Elementary Students will: Continue the day rotation on a FID, not report to school, log into their learning platform, either Seesaw or Schoology, by 9:00 a.m., complete assignments that teachers provide and submit the assignments within three school days of the FID, will be provided the day's schedule for both synchronous (zoom meetings) and asynchronous work that will be posted on either Seesaw or Schoology, and complete lessons for classes that are typically scheduled for the day including specials such as physical education, health, art, music, library, and counseling. Secondary Students Will: Continue the day rotation on a FID, respond to a Schoology prompt to verify attendance for each class period, be online during your class periods as defined by the Secondary FID schedule, engage in class discussions, group projects, and complete all work assigned to them. Children with Individualized Education Programs (IEPs) will have his or her lessons modified to address their IEP needs. The FID lesson will be designed to reflect any program modifications, specially designed instruction, and supplementary aids and services identified in the IEP. Upon return from a FID, teachers of students with IEPs will meet with students to review work submitted and check for completion and understanding. Any related services (physical therapy, occupational therapy, speech, etc.) that would have occurred during the day of closure will be provided during the FID. If necessary, the session can be rescheduled according to the

frequency requirements in the students' IEPs. Families experiencing problems with internet connectivity should submit a note to the school when the student returns for the absence to be excused.

**3. Provide a contingency plan - an alternative method of delivering instruction, should there be issues with the availability of technology or student access to the materials and instructors during a flexible instructional day.**

Please make sure that you address the following components in your response:

- Include an alternative method of delivering instruction, should there be issues with the availability of technology or student access to the materials and instructors during a flexible instructional day.
- How will you ensure access to the materials and resources required for instruction and completing assignments during the FID?
- How will professional staff provide assistance to the students that are working at home with hard copies or don't have access to technology resources?
- How will you ensure that the materials and resources are relevant when the FID is initiated?
- Your contingency plan must ensure compliance with compulsory attendance laws and addresses extenuating circumstances and what workarounds would be available for students to meet the FID requirements.
- How will instructors track attendance for those using your primary as well as your contingency plan for all students including those that need modifications or accommodations?

Students in the WCASD are provided with individual laptops/iPads, etc. If they do not have access to internet services the district provides hotspots to those families and at no cost to the family. In the event that students cannot access the internet, FID Packets for students are developed by each grade level/ department team. These are provided to students the day before a flexible instructional day. Students will be responsible for turning in FID packets within three(3) days of the FID day. Students will have access to teacher work emails in the event they have questions regarding the work. If students do not have access to technology or email access it is understood that the students will be provided the work upon return to the district and given the appropriate amount of time and support to complete that work. Attendance will be taken for each student based on the work that is turned in to the teacher for the FID day. If students are absent that FID day due to illness a required note from the parent and/or physician will be required. This is the same procedure for a non-FID day. Reasonable and appropriate supports are in place to meet the needs of all learners. Reading specialists will offer differentiated support on Flexible Instructional Days. English Language Development teachers will provide instruction in language acquisition skills and provide differentiated support. Special Education and Gifted Resource Teachers will focus on individual goals and implementing IEPs and GIEPs, including direct instruction. School counselors can provide pro-social skills or coping skill lessons and meet with students in small groups and/or individually. Caseworkers can reach out to families as needed to help them access educational services. Other related services, such as speech and occupational therapy, may continue via tele-therapy sessions and related activities. School nurses will be available to respond to health related questions and concerns. Parents will be provided with resources to address their specific area of concern.

**4. Describe the responsibilities of professional staff during a flexible instructional day.**

Please make sure that you address the following components in your response:

Make sure to include all staff members responsibility and availability.

Include teacher AND professional, administrative, tech support, and health services staff availability (hours, guidance, accessibility (phone, email, skype, etc.).

If possible, prior to the first Flexible Instructional Day, the District will host and record parent trainings in English and Spanish to show parents how to access learning materials on Schoology and Seesaw. Parents and students will have their login and password information in advance. The expectation that all students and staff abide by the District Acceptable Use Policy will be explained. Teachers are expected to share the learning activities with students and families via Schoology, Seesaw, email, or learning packets before the start of the Flexible Instructional Day. Teachers will use live or recorded video when they deliver 20-30 minutes of direct instruction per class. In addition, teachers will offer time each day to be available for small group follow up, feedback, or student-family communication during office hours. Work hours will be flexible for planning, collaboration, and attending meetings. At the elementary level, the focus will be reading, writing, and math. At Secondary, assignments will be provided for all classes that would meet on the Flexible Instructional Day. In the event a student is experiencing mental and/or health related service our mental health interventionists and/or school nurses will be notified and they can enter the class and the student can be sent to an individual break-out room with the mental health interventionist and/or school nurse.

#### **5. Describe the responsibilities of students during a flexible instructional day.**

Please make sure that you address the following components in your response for both your primary as well as your contingency plans:

- How will students participate?
- How will students complete assignments or working on ongoing projects?
- How will students prove attendance?
- To whom and how will students report if they have an issue?
- To whom and how will students report if they do not have access to the materials?

Students are expected to attend class virtually and participate through discussion posts and the completion of assignments. Students are invited to attend live (synchronous) instruction when offered; if lessons are recorded, students will have opportunities to engage in asynchronous learning. Teachers will observe student contributions during synchronous sessions and/or review assignments that students post asynchronously. Every effort will be made to provide students and families with a flexible schedule for learning and with prompt answers to questions raised during the Flexible Instructional Day. Elementary Students will: Continue the day rotation on a FID, not report to school, log into their learning platform (either Seesaw or Schoology, by 9:00 a.m.), complete assignments that teachers provide and submit the assignments within three school days of the FID, will be provided the day's schedule for both synchronous (zoom meetings) and asynchronous work that will be posted on either Seesaw or Schoology, complete lessons for classes that are typically scheduled for the day including specials such as physical education, health, art, music, library, and counseling. Secondary Students Will: Continue the day rotation on a FID, respond to a Schoology prompt to verify attendance for each class period, be online during your class periods as defined by the Secondary FID

schedule and engage in class discussions, group projects, and complete all work assigned to them. Children with Individualized Education Programs (IEPs) will have his or her lessons modified to address their IEP needs. The FID lesson will be designed to reflect any program modifications, specially designed instruction, and supplementary aids and services identified in the IEP. Upon return from a FID, teachers of students with IEPs will meet with students to review work submitted and check for completion and understanding.

**6. Describe the procedure for tracking student participation (i.e., attendance) during a flexible instructional day.**

Please make sure that you address the following components in your response:

- How do students sign in / how are they accounted for?
- How do teachers keep track of attendance? How do teachers keep track of participation? Be sure to differentiate between attendance/participation and receiving credit according to grading policy.
- If you are going to use completion of assignments as proof of participation then the assignments must be submitted on the FID or immediately upon return to school.
- Students who did not participate during the FID should be reported as having either excused or unexcused absences accordingly.

Elementary teachers will assess student attendance based on log-in analytics, discussion posts, and work completion whether digital or paper copy. Secondary students will log into homeroom via Schoology to mark their attendance. Meaningful participation can be achieved synchronously and asynchronously. If students are not participating, the teacher will contact the family and alert the principal; counselors and caseworkers are available to help as needed.

**Does your LEA offer English Language Arts courses in grades K-8?**

Yes

| Alpha Numeric Descriptor | Standard Descriptor                                                                                                 |
|--------------------------|---------------------------------------------------------------------------------------------------------------------|
| CC.1.3.1.F               | Standard - CC.1.3.1.F Identify words and phrases in stories or poems that suggest feelings or appeal to the senses. |

| Lesson Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Schoolwide Poetry Unit Lesson "Poems Make Pictures in Our Minds" Using Our Five Senses in Poetry                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Lesson Goals (planned instructional outcomes)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 1. Schoolwide Lesson Goal: "Students will use these sensory images and details found in poems to help them visualize what poets are trying to convey." 2. Students will record their ideas about the five senses related to one topic. They may turn their ideas into a poem.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Activities (step-by-step directions for ensuring active student participation in support of planned instructional outcome)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 1. Students will review the presentation linked below. The teacher will send the students the presentation to review. The teacher will send a print copy if needed to ensure all students have access to the material. Alternatively, students who are able could review the presentation with their teacher during a Zoom session. a. Linked presentation: <a href="https://docs.google.com/presentation/d/1Hc3o444Erps0Hh_4jy9d4W35E9-zoKzEypbDdujOQeQ/edit?usp=sharing">https://docs.google.com/presentation/d/1Hc3o444Erps0Hh_4jy9d4W35E9-zoKzEypbDdujOQeQ/edit?usp=sharing</a> b. During the presentation, the teacher pauses and asks questions to the students. The teacher may ask the students to pause and think, write something in their journal, or share their thoughts aloud. 2. Students will choose how they will respond to the video. The goal is to record their ideas about the five senses related to one topic. They may turn their ideas into a poem. a. Option 1: Complete Seesaw activity to be reviewed by the teacher. i. Linked Seesaw: <a href="https://app.seesaw.me/pages/shared_activity?share_token=JHsHZp9fQ96leKdp3_BVfQ&amp;prompt_id=prompt.f7262625-1a1a-43a2-b848-a81e291fc833">https://app.seesaw.me/pages/shared_activity?share_token=JHsHZp9fQ96leKdp3_BVfQ&amp;prompt_id=prompt.f7262625-1a1a-43a2-b848-a81e291fc833</a> b. Option 2: Follow directions for a journal prompt completed by pencil and paper. The journal entry could be shared to the teacher in an email or Seesaw. |
| Resources (materials and/or tools required to complete the activities)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Teacher Resources: Google slides, Schoolwide Poetry Unit, The Bill Martin Jr. Big Book of Poetry by Jr. (Ed.) Bill Martin. Student resources: Teacher presentation, Seesaw application and/or pencil and paper                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Assessment(s) (evidence of learning)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| The teacher will review and provide feedback on the students' responses.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Opportunities for Accommodations and Modifications that are provided for learners by instructors during the Flexible Instruction Day, not after the student returns to school (insert options for adaptations, alternatives, and/or assistive measures within the lesson for English Learners and students with IEPs.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 1. The presentation can be adapted to include audio recordings, or students could follow the presentation in Zoom. 2. The Seesaw application allows the teacher to individually assign students and assignment. 3. General education and special education teachers can work together to adjust and assign the activity as needed. For example, a. For this lesson, the teacher could provide a model, the activity could have students recording their voice rather than writing, or teachers can work with students via Zoom. b. Simplified directions with similar learning outcomes c. Remediation with the teacher using email, Seesaw, Zoom d. Resubmission of assignment for full credit e. Extended time for submitting assignment, extended time on assessments f. Teacher videos with step-by-step explanation g.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

Supplementary materials translated into Spanish are available and used to support our current instruction.

**Adaptations for Students Without Internet Access** (how will you provide instruction/alternative pathways for lesson completion for those without Internet access so that the work is completed at home during the FID and not when they return to school)

FID Packets for students are developed by each grade level/ department team. These are provided to students the day before a flexible instructional day. Students will be responsible for turning in FID packets within three(3) days of the FID day. Students will have access to teacher work emails in the event they have questions regarding the work. If students do not have access to technology or email access it is understood that the students will be provided the work upon return to the district and given the appropriate amount of time and support to complete that work.

**Does your LEA offer English Language Arts courses in grades 9-12?**

Yes

| Alpha Numeric Descriptor | Standard Descriptor                                                                                                                                                                                                              |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| • CC.1.3.9–10.A          | Determine a theme or central idea of a text and analyze in detail its development over the course of the text, including how it emerges and is shaped and refined by specific details; provide an objective summary of the text. |
| • CC.1.3.9–10.E          | Analyze how an author’s choices concerning how to structure a text, order events within it, and manipulate time create an effect                                                                                                 |
| • CC.1.3.9–10.H          | Analyze how an author draws on and transforms themes, topics, character types, and/or other text elements from source material in a specific wo                                                                                  |

| Lesson Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Self-Governance in “The Great City” by Walt Whitman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Lesson Goals (planned instructional outcomes)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"> <li>Students can determine how the central idea of a text develops through the language used by the author from beginning to end.</li> <li>Students can analyze a text for structural decisions made by the author to create an effect.</li> <li>Students can determine how current events from when a piece was written affects how the author creates their work.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Activities (step-by-step directions for ensuring active student participation in support of planned instructional outcome)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>1. In a recorded mini-lesson, the teacher will prepare students to read and study “The Great City” by Walt Whitman. 2. The students will read “The Great City” and write their preliminary understanding of the poem. 3. The students will read the introduction to the article “Designing the ‘The Great City’: Walt Whitman’s Vision as an Urban Planner.” (article) 4. The students will compare the article’s information to their preliminary analysis. 5. The students will read “The Great City” a second time, considering the information they learned in the introduction and from their preliminary analysis. 6. The students will answer the question: “Given the focus on self-governance in Whitman’s ‘The Great City,’ what needs to change in our society to ensure that the third stanza becomes the norm?” This question will be answered on Schoology in the form of a discussion board. 7. The students will respond to two of their classmate’s answers using the information they gleaned from both the article and the poem.</p> |
| Resources (materials and/or tools required to complete the activities)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>Link to article: Click <a href="#">HERE</a>.</li> <li>Link to poem: Click <a href="#">HERE</a>.</li> <li>Link to discussion board on Schoology.</li> <li>Computer with internet access as provided by WCASD.</li> <li>Teacher created mini-lesson posted on Schoology</li> <li>Teacher created PowerPoint for students who do not have internet access in the home.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Assessment(s) (evidence of learning)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"> <li>Students will be assessed on their understanding of the poem and the article through formative assessment measures on their responses in Schoology.</li> <li>Students who are unable to use Schoology will be assessed through the paper copies of their assignments upon their return to school.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Opportunities for Accommodations and Modifications that are provided for learners by instructors during the Flexible Instruction Day, not after the student returns to school (insert options for adaptations, alternatives, and/or assistive measures within the lesson for English Learners and students with IEPs.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>1. Students who do not have internet access in the home will be provided a paper copy of the information necessary to complete the assignment. 2. Students who do not have internet access in the</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

home will complete the preliminary analysis and answer the question in writing on paper. They will participate in the discussion upon their return to school. 3. EL teacher can contact students on the emergency day when they would normally support the student. Additionally, support can be offered through push-in or follow-up from EL teacher upon returning to school. 4. The lesson is differentiated in that it allows students to create their own interpretation of the poem through the reading of the article. 5.

Students who have IEPs or language differences will have the lesson adapted according to their needs. For example, a. Simplified directions with similar learning outcomes b. Remediation with the teacher using email, Schoology, Zoom c. Resubmission of assignments for full credit d. Extended time for submitting assignments, extended time on assessments e. Teacher videos with step-by-step explanation f. Notecards to be used on assessments for students with accommodations g.

Supplementary materials translated into Spanish are available and used to support our current instruction.

**Adaptations for Students Without Internet Access** (how will you provide instruction/alternative pathways for lesson completion for those without Internet access so that the work is completed at home during the FID and not when they return to school)

FID Packets for students are developed by each grade level/ department team. These are provided to students the day before a flexible instructional day. Students will be responsible for turning in FID packets within three(3) days of the FID day. Students will have access to teacher work emails in the event they have questions regarding the work. If students do not have access to technology or email access it is understood that the students will be provided the work upon return to the district and given the appropriate amount of time and support to complete that work.

**Does your LEA offer math courses in grades K-8?**

Yes

| Alpha Numeric Descriptor | Standard Descriptor                                                                                                                      |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| CC.2.3.5.A.1             | Graph points in the first quadrant on the coordinate plane and interpret these points when solving real world and mathematical problems. |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Lesson Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| The first quadrant of the coordinate plane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Lesson Goals</b> (planned instructional outcomes)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| I can graph points in the first quadrant on the coordinate plane and interpret the points when solving real world mathematical problems                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Activities</b> (step-by-step directions for ensuring active student participation in support of planned instructional outcome)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1. Students will watch an introductory video produced by the teacher explaining the relationships between the x and y-axes and the coordinate pair (x,y). 2. Students will complete and submit teacher designed homework problems where they plot points in the first quadrant 3. Students will participate in a Desmos Coordinate Plane Activity to further visualize the concept and provide formative feedback to the teacher. 4. Students will participate in synchronous review session via online conferencing software to answer student questions and review homework problems. 5. Students without internet access were assigned reading and practice problems using a textbook. They were also permitted to ask questions and receive instruction using traditional phone call. |
| <b>Resources</b> (materials and/or tools required to complete the activities)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1. Internet enabled computer (supplied by district as part of 1:1 initiative), or tablet or cell phone 2. <del>Holt McDougal Math in Focus Textbook</del> <b>Illustrative Math Textbook</b> 3. Teacher created videos posted on WCASD – LMS (Schoolology) 4. Desmos Coordinate Plane Activity 5. Video conference platform such as Schoolology Conferences, Zoom for instruction and remediation                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Assessment(s)</b> (evidence of learning)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 1. Students will complete the Desmos Activity to share their progression of learning. 2. Students will be provided answers for the book-assigned problems to self-assess their progress. 3. Students may post questions using a discussion board through Schoolology.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Opportunities for Accommodations and Modifications</b> that are provided for learners by instructors during the Flexible Instruction Day, not after the student returns to school (insert options for adaptations, alternatives, and/or assistive measures within the lesson for English Learners and students with IEPs.)                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1. Simplified directions for multistep problems, simplified problems with similar learning outcomes 2. Remediation with the teacher using email, Schoolology, Zoom 3. Resubmission of assignments for full credit including homework 4. Extended time for submitting all assignments, extended time on assessments 5. Teacher videos with step-by-step explanations of how to solve practice problems 6. Notecards to be used on assessments for students with accommodations 7. Supplementary materials translated into Spanish are available and used to support our current textbook instruction.                                                                                                                                                                                      |
| <b>Adaptations for Students Without Internet Access</b> (how will you provide instruction/alternative pathways for lesson completion for those without Internet access so that the work is completed at home during the FID and not when they return to school)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

FID Packets for students are developed by each grade level/ department team. These are provided to students the day before a flexible instructional day. Students will be responsible for turning in FID packets within three (3) days of the FID day. Students will have access to teacher work emails in the event they have questions regarding the work. If students do not have access to technology or email access it is understood that the students will be provided the work upon return to the district and given the appropriate amount of time and support to complete that work.

**Does your LEA offer math courses in grades 9-12?**

Yes

| Alpha Numeric Descriptor | Standard Descriptor                                                                                                        |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------|
| CC.2.2.HS.D.10           | represent, solve, and interpret equations/inequalities and systems of equations/inequalities algebraically and graphically |

| Lesson Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Visualizing equations graphically                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Lesson Goals (planned instructional outcomes)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| I can graph two-variable equations using multiple methods and strategies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Activities (step-by-step directions for ensuring active student participation in support of planned instructional outcome)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 1. Students will watch an introductory video produced by the teacher explaining the relationships between the slope and y-intercept of a given line. 2. Students will complete and submit teacher designed homework problems where they practice identifying the slope and y-intercept of a line and graphing it on a coordinate plane. Tasks will also require students to identify the slope and y-intercept of a given line on a coordinate plane. 3. Students will participate in a Desmos Marbleslides Activity to further visualize the concept and provide formative feedback to the teacher. 4. Students will participate in synchronous review session via online conferencing software to answer student questions and review homework problems. 5. Students without internet access were assigned reading and practice problems using a textbook. They were also permitted to ask questions and receive instruction using traditional phone call. |
| Resources (materials and/or tools required to complete the activities)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 1. Internet enabled computer (supplied by district as part of 1:1 initiative), or tablet or cell phone 2. <del>Holt McDougal</del> Big Ideas Algebra 1 Textbook 3. Teacher created videos posted on WCASD – LMS (Schoology) 4. Desmos Marbleslides Activity 5. Video conference platform such as Schoology Conferences, Zoom for instruction and remediation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Assessment(s) (evidence of learning)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1. Students will complete the Desmos Activity to share their progression of learning. 2. Students will be provided answers for the book-assigned problems to self-assess their progress. 3. Students may post questions using a discussion board through Schoology.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Opportunities for Accommodations and Modifications that are provided for learners by instructors during the Flexible Instruction Day, not after the student returns to school (insert options for adaptations, alternatives, and/or assistive measures within the lesson for English Learners and students with IEPs.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 1. Simplified directions for multistep problems, simplified problems with similar learning outcomes 2. Remediation with the teacher using email, Schoology, Zoom 3. Resubmission of assignments for full credit including homework 4. Extended time for submitting all assignments, extended time on assessments 5. Teacher videos with step-by-step explanations of how to solve practice problems 6. Notecards to be used on assessments for students with accommodations 7. Supplementary materials translated into Spanish are available and used to support our current textbook instruction.                                                                                                                                                                                                                                                                                                                                                           |
| Adaptations for Students Without Internet Access (how will you provide instruction/alternative pathways for lesson completion for those without Internet access so that the work is completed at home during the FID and not when they return to school)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

FID Packets for students are developed by each grade level/ department team. These are provided to students the day before a flexible instructional day. Students will be responsible for turning in FID packets within three(3) days of the FID day. Students will have access to teacher work emails in the event they have questions regarding the work. If students do not have access to technology or email access it is understood that the students will be provided the work upon return to the district and given the appropriate amount of time and support to complete that work.

## Does your LEA offer science courses in grades 9-12?

Yes

| Alpha Numeric Descriptor        | Standard Descriptor                                                                                                                                                                                                                                                    |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.2.10.A3                       | Describe phases of matter according to the kinetic molecular theory                                                                                                                                                                                                    |
| Assessment Anchor – CHEM.B.2    | Chemical Relationships and Reactions                                                                                                                                                                                                                                   |
| Anchor Descriptor – CHEM.B.2.2  | Explain how the kinetic molecular theory relates to the behavior of gases.                                                                                                                                                                                             |
| Eligible Content – CHEM.B.2.2.1 | Utilize mathematical relationships to predict changes in the number of particles, the temperature, the pressure, and the volume in a gaseous system (i.e., Boyles law, Charles's law, Dalton's law of partial pressures, the combined gas law, and the ideal gas law). |

| Lesson Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Using Kinetic Molecular Theory to predict the behavior of gas particles in a closed system. Exploring the relationships between pressure, volume, and temperature according to Boyle's law, Charles's law, and Gay-Lussac's law.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Lesson Goals (planned instructional outcomes)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1. Students will be able to explain the relationship between pressure, volume, and temperature as it applies to the Kinetic Molecular Theory and the behavior of gases. 2. Students will be able to predict changes in pressure, volume, and temperature based on the inverse and direct relationships explained by Boyle's law, Charles's law and Gay-Lussac's law. 3. Students will be able to complete a virtual lab assignment where they will be asked to collect data, make graphs, perform calculations, analyze data, and predict outcomes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Activities (step-by-step directions for ensuring active student participation in support of planned instructional outcome)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1. Students will watch an introductory video produced by the teacher explaining the relationships between pressure, volume, and temperature as evidenced by Boyle's law, Charles's law, and Gay-Lussac's law. 2. Students will complete and submit teacher designed homework problems where they explore direct and inverse relationships between pressure, volume, and temperature of gases. 3. Students will complete and submit a virtual lab activity using the PhET Interactive Simulation where they can manipulate pressure, volume, and temperature of gases. <a href="https://phet.colorado.edu/en/simulation/gas-properties">https://phet.colorado.edu/en/simulation/gas-properties</a> 4. Students will participate in synchronous review session via online conferencing software to answer student questions and review homework problems. 5. Students without internet access were assigned reading and practice problems using a textbook. They were also permitted to ask questions and receive instruction using traditional phone call. |
| Resources (materials and/or tools required to complete the activities)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 1. Internet enabled computer (supplied by district as part of 1:1 initiative), or tablet or cell phone 2. Holt McDougal – Modern Chemistry Textbook 3. Teacher created videos posted on WCASD – LMS (Schoology) 4. <a href="https://phet.colorado.edu/en/simulation/gas-properties">https://phet.colorado.edu/en/simulation/gas-properties</a> 5. Video conference platform such as Schoology Conferences, Zoom for instruction and remediation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Assessment(s) (evidence of learning)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| <p>1. Students will complete multiple teacher designed practice problems utilizing the concepts explored in Boyle's law, Charles's law, and Gay-Lussac's law. These assignments will be reviewed by teachers and students will be provided with opportunities for remediation and resubmission. 2. Students will complete a virtual lab using an instructional simulation tool available for free through the University of Colorado – PhET program. 3. Students will complete a formal assessment and submit through Schoology (LMS). 4. Students will post questions using a discussion board through Schoology.</p> |
| <p><b>Opportunities for Accommodations and Modifications</b> that are provided for learners by instructors during the Flexible Instruction Day, not after the student returns to school (insert options for adaptations, alternatives, and/or assistive measures within the lesson for English Learners and students with IEPs.)</p>                                                                                                                                                                                                                                                                                   |
| <p>1. Simplified directions for multistep problems, simplified problems with similar learning outcomes 2. Remediation with the teacher using email, Schoology, Zoom 3. Resubmission of assignments for full credit including homework and labs 4. Extended time for submitting all assignments, extended time on assessments 5. Teacher videos with step-by-step explanations of how to solve practice problems 6. Notecards to be used on assessments for students with accommodations 7. Supplementary materials translated into Spanish are available and used to support our current textbook instruction.</p>     |
| <p><b>Adaptations for Students Without Internet Access</b> (how will you provide instruction/alternative pathways for lesson completion for those without Internet access so that the work is completed at home during the FID and not when they return to school)</p>                                                                                                                                                                                                                                                                                                                                                 |
| <p>FID Packets for students are developed by each grade level/ department team. These are provided to students the day before a flexible instructional day. Students will be responsible for turning in FID packets within three(3) days of the FID day. Students will have access to teacher work emails in the event they have questions regarding the work. If students do not have access to technology or email access it is understood that the students will be provided the work upon return to the district and given the appropriate amount of time and support to complete that work.</p>                   |

**Does your LEA offer social studies courses in grades 9-12?**

Yes

| Alpha Numeric Descriptor | Standard Descriptor                                                               |
|--------------------------|-----------------------------------------------------------------------------------|
| 5.2.W.B                  | Analyze strategies used to resolve conflicts in society and government.           |
| 8.1.W.A                  | Evaluate patterns of continuity and change over time, applying context of events. |

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| <b>Lesson Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| REVOLT!                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Lesson Goals</b> (planned instructional outcomes)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| As we have been studying in class, people revolt against their governments for a variety of reasons – social, economic, and political. Today, you going to REVOLT against someone or something. You get to pick, but you need to voice your grievances and argue your position.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Activities</b> (step-by-step directions for ensuring active student participation in support of planned instructional outcome)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| All detailed in this Google Slide – Teachers will add voice over to personalize for their own students. 1. Review the “Anatomy of a Revolution” (Slide deck and previous text read in class) 2. See my example of my revolution 3. Pick someone or something you want to revolt against and identify your 4 stages of the revolution. 4. Post in FlipGrid to try to get your classmates to support your revolution. 5. Using the UpVote tool in FlipGrid, show your support for other causes and respond to AT LEAST two peers as to why you support their cause. 6. OPTIONAL – bonus                                                                                                                                                                                           |
| <b>Resources</b> (materials and/or tools required to complete the activities)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| • Student device (1:1 Initiative) • Schoology • Anatomy of a Revolution (text) • Google Slide deck • FlipGrid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Assessment(s)</b> (evidence of learning)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Student Assignment of their proposed revolution will demonstrate the students understanding of how a revolution evolves. 2 – FlipGrid Post – Students will need to present an argument to get their peers to support their cause.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Opportunities for Accommodations and Modifications</b> that are provided for learners by instructors during the Flexible Instruction Day, not after the student returns to school (insert options for adaptations, alternatives, and/or assistive measures within the lesson for English Learners and students with IEPs.)                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 1. Teachers will modify components of the lesson as needed to meet the specific needs of IEPs, GIEPs, 504, and ELD students. 2. Teachers will collaborate with case managers and ELD teachers to modify in accordance with student paperwork, for example: a. Simplified directions with similar learning outcomes b. Remediation with the teacher using email, Schoology, Zoom c. Resubmission of assignments for full credit including homework d. Extended time for submitting all assignments, extended time on assessments e. Teacher videos with step-by-step explanations f. Notecards to be used on assessments for students with accommodations g. Supplementary materials translated into Spanish are available and used to support our current textbook instruction. |
| <b>Adaptations for Students Without Internet Access</b> (how will you provide instruction/alternative pathways for lesson completion for those without Internet access so that the work is completed at home during the FID and not when they return to school)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| FID Packets for students are developed by each grade level/ department team. These are provided to students the day before a flexible instructional day. Students will be responsible for turning in FID packets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

within three(3) days of the FID day. Students will have access to teacher work emails in the event they have questions regarding the work. If students do not have access to technology or email access it is understood that the students will be provided the work upon return to the district and given the appropriate amount of time and support to complete that work.

Does your public school entity offer five (5) or more PDE approved CTE courses?

No

| CIP Code            | CIP Title   |
|---------------------|-------------|
|                     |             |
| Program/Course Name | Grade Level |
|                     |             |

**PA Academic Standard(s) Addressed** (include alpha numeric and standard descriptor)

[www.pdesas.org/Standard/View](http://www.pdesas.org/Standard/View)

| Alpha Numeric Descriptor | Standard Descriptor |
|--------------------------|---------------------|
|                          |                     |

**CTE-Programs of Study Task Grid(s) Addressed** [Career and Technical Education Framework](#) All POS programs should enter task number and description from POS State developed task grid. For all CTE programs that do not have a developed state task number and description, enter the locally developed tasks.

| Task Number | Task Description |
|-------------|------------------|
|             |                  |

|                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Lesson Title</b>                                                                                                                                                                                                                                                                                                           |
|                                                                                                                                                                                                                                                                                                                               |
| <b>Lesson Goals</b> (planned instructional outcomes)                                                                                                                                                                                                                                                                          |
|                                                                                                                                                                                                                                                                                                                               |
| <b>Activities</b> (step-by-step directions for ensuring active student participation in support of planned instructional outcome)                                                                                                                                                                                             |
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| <b>Resources</b> (materials and/or tools required to complete the activities)                                                                                                                                                                                                                                                 |
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| <b>Assessment(s)</b> (evidence of learning)                                                                                                                                                                                                                                                                                   |
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| <b>Opportunities for Accommodations and Modifications</b> that are provided for learners by instructors during the Flexible Instruction Day, not after the student returns to school (insert options for adaptations, alternatives, and/or assistive measures within the lesson for English Learners and students with IEPs.) |
|                                                                                                                                                                                                                                                                                                                               |
| <b>Adaptations for Students Without Internet Access</b> (how will you provide instruction/alternative pathways for lesson completion for those without Internet access so that the work is completed at home during the FID and not when they return to school)                                                               |
|                                                                                                                                                                                                                                                                                                                               |

| CIP Code            | CIP Title   |
|---------------------|-------------|
|                     |             |
| Program/Course Name | Grade Level |
|                     |             |

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|--|--|

**PA Academic Standard(s) Addressed** (include alpha numeric and standard descriptor)

[www.pdesas.org/Standard/View](http://www.pdesas.org/Standard/View)

| Alpha Numeric Descriptor | Standard Descriptor |
|--------------------------|---------------------|
|                          |                     |

**CTE-Programs of Study Task Grid(s) Addressed** [Career and Technical Education Framework](#) All POS programs should enter task number and description from POS State developed task grid. For all CTE programs that do not have a developed state task number and description, enter the locally developed tasks.

| Task Number | Task Description |
|-------------|------------------|
|             |                  |

|                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Lesson Title</b>                                                                                                                                                                                                                                                                                                           |
|                                                                                                                                                                                                                                                                                                                               |
| <b>Lesson Goals</b> (planned instructional outcomes)                                                                                                                                                                                                                                                                          |
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| <b>Activities</b> (step-by-step directions for ensuring active student participation in support of planned instructional outcome)                                                                                                                                                                                             |
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| <b>Resources</b> (materials and/or tools required to complete the activities)                                                                                                                                                                                                                                                 |
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| <b>Assessment(s)</b> (evidence of learning)                                                                                                                                                                                                                                                                                   |
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| <b>Opportunities for Accommodations and Modifications</b> that are provided for learners by instructors during the Flexible Instruction Day, not after the student returns to school (insert options for adaptations, alternatives, and/or assistive measures within the lesson for English Learners and students with IEPs.) |
|                                                                                                                                                                                                                                                                                                                               |
| <b>Adaptations for Students Without Internet Access</b> (how will you provide instruction/alternative pathways for lesson completion for those without Internet access so that the work is completed at home during the FID and not when they return to school)                                                               |
|                                                                                                                                                                                                                                                                                                                               |

Signatures and Assurances

Upload of School Board Minutes or Affirmation Statement

Date of Approval

Uploaded Files

Assurances

Staff, students, and parents shall be made aware of notification procedures prior to the institution of a flexible instructional day and the means of notification shall be fully accessible.

Responsibilities shall be agreed upon and expectations shall be communicated to all staff, students, and parents prior to the institution of a flexible instructional day.

Attendance shall be strictly enforced in compliance with Article XIII during a flexible instructional day.

Students shall be provided health services during a flexible instructional day in compliance with Article XIV.

Free Appropriate Public Education (FAPE) shall be afforded all students during a flexible instructional day in compliance with the Individuals with Disabilities Education Act (IDEA).

Should technology ever be employed during a flexible instructional day, policies and measures are in place to ensure the cyber-safety and security of students accessing online school services and digital resources.

Should technology ever be employed during a flexible instructional day, technical assistance and support shall be provided, as appropriate, to ensure access to instruction and resources.

| Superintendent/Chief Executive Officer/Executive Director | Date |
|-----------------------------------------------------------|------|
|                                                           |      |

**West Chester Area School District**  
782 Springdale Drive, Exton PA 19341



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**Board Affirmation Statement**

As required by the Pennsylvania Department of Education, the Board of Education for the **West Chester Area School District** reviewed and approved the Flexible Instructional Day Program at the following Board Meeting, held on **Wednesday, May 24, 2023**. The application was approved by a vote of \_\_\_\_\_ **(yes)** and \_\_\_\_\_ **(no)**.

Affirmed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_ **(Signature of Board President)**

\_\_\_\_\_ **(Print Name of Board President)**

\_\_\_\_\_ **Board of Education**