

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

Monday, September 27, 2021

7:00 pm

Fugett Middle School Auditorium

AGENDA

- I. Call to Order Mr. McCune
Salute to the Flag (led by Mishri Shah and Alexander Osavolchuk
of Peirce Middle School
- II. Roll Call Ms. Cherashore
- III. Public Comments on Agenda Items (Sign-in Required) Ms. Cherashore
- IV. Approval of Minutes of the August 23, 2021 Monthly
School Board Meeting Mr. McCune
- V. Approval of the September 27, 2021 School Board Meeting Agenda..... Mr. McCune
- VI. Superintendent’s Report Dr. Sokolowski
Student Representatives’ Report..... *Eleana Rudderow, East High School*
..... *William Porter, Henderson High School*
..... *Madison D’Ambro, Rustin High School*
- VII. Approval of Personnel Recommendations Dr. Ulmer
- VIII. Approval of Consent Agenda..... Mr. McCune
- IX. School Board Reports

Committee Reports

A. *Education*..... Mrs. Tiernan

*	1.	Approval to Establish the following Account(s): -East High School Store Account -Henderson High School Class of 2025 Account -Rustin High School Class of 2025 Account
*	2.	Approval to Terminate the following Account(s): -Henderson High School Class of 2021 Account -Henderson High School Kathy Clark Flamm Memorial Scholarship
*	3.	Approval of the Election of the following PSBA Officer Candidates: -Allison Mathis-North Hills School District, PSBA Vice President -Edward Brown-Upper Darby School District, PSBA East Zone Representative

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\*Consent Agenda Items

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|---|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |     | -Richard Freirchs, PSBA Insurance Trust Trustee (3 year term)<br>-William LaCoff, PSBA Insurance Trust Trustee (3 year term)<br>-Nathan Mains, PSBA Insurance Trust Trustee (3 year term) |
| * | 4.  | Approval of Revised Policy 218.1 Weapons, Second Reading                                                                                                                                  |
| * | 5.  | Approval of Revised Policy 218.2 – Terroristic Threats, Second Reading                                                                                                                    |
| * | 6.  | Approval of New Policy 236.1 – Threat Assessment, Second Reading                                                                                                                          |
| * | 7.  | Approval of New Administrative Guideline 236.1AG1 – Threat Assessment Administrative Guidelines , Second Reading                                                                          |
| * | 8.  | Approval of Revised Policy 247 – Hazing, Second Reading                                                                                                                                   |
| * | 9.  | Approval of Revised Policy 249 – Bullying/Cyberbullying, Second Reading                                                                                                                   |
| * | 10. | Approval of New Administrative Guideline 252AG4 – Home Access to the Internet, Second Reading                                                                                             |
| * | 11. | Approval of Revised Policy 352 – Staff Acceptable Use of the Internet, Computers, and Network Resources, Second Reading                                                                   |
| * | 12. | Approval of Revised Policy 717 – Employee Wireless Communication Devices, Second Reading                                                                                                  |
| * | 13. | Approval of Revised Policy 815.1 – Social Media, Second Reading                                                                                                                           |
| * | 14. | Approval of Revised Policy 916 – School Volunteers, Second Reading                                                                                                                        |
| * | 15. | Approval to Retire Administrative Guideline, 916AG2, Second Reading                                                                                                                       |
| * | 16. | Approval of the Election of David Schaap, PSBA President                                                                                                                                  |

**B. Pupil Services..... Ms. Chester**

|   |    |                                                               |
|---|----|---------------------------------------------------------------|
| * | 1. | Approval of three (3) Special Education Settlement Agreements |
| * | 2. | Approval of the Social Emotional Learning Plan Proposal       |
| * | 3. | Approval of the Epic Health Services (PA), LLC Nurse Contract |
| * | 4. | Approval of CCRES Contract for Student Services Consultation  |

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

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|--|----|--------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | 1. | Approval of Proposed Agreement between the West Cheater Area Education Association and the Board of Education of the West Chester Area School District |
|--|----|--------------------------------------------------------------------------------------------------------------------------------------------------------|

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

|   |    |                                                                                                                                                                |
|---|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| * | 1. | Approval of Revised Board Policy 606.3 Senior Tax Reduction Incentive Volunteer Exchange Program-formerly Retiree Substitute Volunteer Program, Second Reading |
| * | 2. | Approval of Revised Board Policy 805 Emergency Preparedness and Response-formerly Emergency Preparedness, Second Reading                                       |

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*Consent Agenda Items

*	3.	Approval of Revised Board Policy 805.2 School Security Personnel, Second Reading
*	4.	Approval of 2022-23 Budget Calendar
*	5.	Approval of 2021-22 School Board Goals

Other Reports

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

X. Other Business Mr. McCune

*	1.	Approval of School Board Treasurer’s Report and Statement of Disbursements Summary Schedule for the Period of August 1, 2021 to August 31, 2021
*	2.	Approval of the August 31, 2021 Financial Report
	3.	Approval of Family Service of Chester County Annual Contract
	4.	Approval of Addendums to the following contracts for Paraprofessional Services: <ul style="list-style-type: none"> • Kelly Services • General Health Resources, LLC dba GHR Education • US Medical Staffing, Inc. • Delta-T Group, Inc. • Pennhurst Group, LLC dba AVEANNA Development Services
	5.	Approval of Revised 2021-22 Capital Project List for Technology and Facilities and Operations
	6.	Approval of Extension to the Agreement of Sale for 829 Paoli Pike
	7.	Approval of Contract Addendum with Kelly Services Inc. for the 2021-22 school year
	8.	Approval of the District Tutoring Rate of \$75.00 per hour for work performed utilizing ESSER and other Covid relief funding
	9.	Approval of the Homebound Instruction Rate of \$75.00 per hour
	10.	Approval of the Custodial Substitute Rate of \$18.00 per hour

XI. Comments from Residents (Sign-in Required)

XII. Adjournment

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\*Consent Agenda Items

WEST CHESTER AREA SCHOOL BOARD—**Meeting of August 23, 2021**

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 7:05 p.m. in the via Zoom Webinar. Director McCune, Board President, called the meeting to order and led the public in the Pledge of Allegiance.

**II. Roll Call**

**Members Present:** Director Chester, Director Durnell, Director Gallen, Director Herrmann, President McCune, Director Shaw, Director Spackman, Vice President Tiernan.

**Members Absent:** Director Bevilacqua

**Approval to amend the August 23 School Board Meeting Agenda**

**BOARD ACTION:** It was moved by Director Spackman and seconded by Director Chester to amend the August School Board Meeting Agenda as follows:

*Item #VI. **Public Comment on Agenda Items** moved before Item #III. **Approval of Minutes of the July 26, 2021 Monthly School Board Meeting***

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

**VI. Public Comments on Agenda Items**

| Name of Resident | Summary of comments                                                                                                                                                                                                                                                                                                                                             |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fred Burns       | Asked the board to vote no to the revised HSP and favored a return to optional masks, leaving decision up to parents. We want kids in school and there are valid arguments on both sides of issue. Suggested allowing students to remove masks at desks and asked parents to speak up, step up, and come up with a resolution if they disagree and email board. |

| <b>Name of Resident</b> | <b>Summary of comments</b>                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Katrina Nolan           | Supports updated HSP. Masks are a safe and effective measure to reduce the spread of the virus and the layered approach brings children back this fall five days a week. With Delta variant cases continuing to climb, we should learn from the Southern US. She urged the board to approve plan                                                                                                      |
| Meghan Reikob           | Asked the board to approve the HSP with masking as it is a public health and disability rights issue. Feels masking provides greatest opportunity for students to stay in school. Other states without masking mandates are experiencing quarantines. Proud signer of the petition asking that masking be required.                                                                                   |
| Raktim Pal              | Recognizes that there is a divided opinion on masking, and that it is not foolproof or convenient, but for the greater good of public safety he supports the mask mandate.                                                                                                                                                                                                                            |
| Jessica Borderieux      | Urged board to approve the updated HSP. Delta variant more transmissible and elementary school students are not eligible for vaccine. Educators and medical experts call for a layered mitigation approach and states that opened schools without masks mandates are reverting to virtual learning. Learn from their mistakes and keep children safe by approving the plan.                           |
| Dianne Herrin           | Thanked the board for putting forth this policy. HSP protects everyone working in the district and their families and is the best tool to keep schools open which is what everyone wants and children need. We have a responsibility to each other and masking is our civic duty and is clearly what is best for students.                                                                            |
| Lisa Replogle           | Supports the HSP as elementary students are unable to be vaccinated and masking is the best way to keep students in school and prevent quarantines. Expressed thanks to district admin. and school board, and appreciates what you are doing for students.                                                                                                                                            |
| Stacey Whomsley         | Commented regarding the July 26 minutes and critical race theory. In her public comments, she stated that a summer course entitled Social Justice was taught using a book titled, "Race Cars," which was a children's book about white privilege. Asked district to cease and desist in its denouncement of CRT in its curriculum and acknowledge that this book was used in a course in summer 2020. |
| Richita Sachdeva        | Supports mask mandates. Look at data from states where school started without masks. Masks, social distancing and ventilation are in best interest of children and families allowing children to go to school in person. Quarantines are disruptive for everyone. It is time to set an example for our children to do what is best for the community.                                                 |
| Daniel Holland          | Felt information presented was confusing and hoped that masking was not mandated. Questioned whether the school district had authority to mandate masks. Stated it's a terrible situation to drop kids off at the school bus when they're crying because they have                                                                                                                                    |

| Name of Resident | Summary of comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                  | to wear masks and they talk about their anxieties My heart breaks and it's not fair.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Diana DeVincenzo | Discussed science of masking that overwhelmingly points to masking as a simple step to preserve in-person learning. The prudent thing is to have children wear masks to reduce transmission combined with improved ventilation. Learn from schools that opened without mask mandates and already have to quarantine. Wearing a mask is the wisest decision.                                                                                                                                                                                                                                                                               |
| Judi Di Fonzo    | Asked that the notification in the hazing policy be incorporated in the threat assessment administrative guideline so the language is parallel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Tammy Mayer      | Asked board to strengthen the HSP to encourage staff to take students outside for classes and mask breaks. Requested the incident rate chart be broken down for students under age 20. Requested documentation Dr. Shaw cited that there was overwhelming evidence to support mask wearing as well as the 40 sources documenting that masks don't work by a community member. Requested the social media policy to include a definition of immortality. Wondered why there was no mention of the incident at last month's board meeting included in the meeting minutes. Asked that her questions to school board and emails be answered. |
| Kathryn Stepan   | Stated board has power to affect short and long term health of students and the community. Asked the board to listen to experts in public health that support universal masking. Do not allow a few naysayers to cloud your judgement, the virus is spread through mouth, nose, and micro droplets and covering mouth and nose reduces the spread. It is the best chance of keeping our children and community safe.                                                                                                                                                                                                                      |
| Ada M. Nestor    | Wondered if it was the board's policy to summarize the comments they disagree with and expand on the comments they agree with or with those that praise the board and administration. Felt that was what last month's minutes reflect and had serious concerns and would like to know how it works and asked that someone get back to her. Requested to know why last month's event was completely excluded from the minutes.                                                                                                                                                                                                             |
| Suzie Smith      | Applauded Daniel Holland's bravery as many won't speak out against the district. Felt wearing masks was in direct violation of equity in education and gave a definition. Masking students stresses children and disrupts learning especially children who require special services. Felt there was no pandemic or emergency declaration or provision in PA School Code allowing mask mandates. There was no need for an exemption as the ADA supersedes masking mandates. Vaccinated teachers are close to impervious to CoVid 19 and the unions are pushing these                                                                       |

| Name of Resident | Summary of comments                                                                                                                                                                                                                                                                                                                                                                              |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                  | mandates. Felt this is illegal and immoral and families must have the right to choose.                                                                                                                                                                                                                                                                                                           |
| Neil Weissman    | Disaapointed that meetings are virtual and feels in person meetings are the only way to ensure full transparency that the public deserves. Vaccination is a private decision and the board should vote no to the plan, this is best for all students and respects right to in-school education. If people are afraid, they should take precautions and wear a mask or enroll in cyber education. |

**III. Approval of Minutes of the July 26, 2021 Monthly School Board Meeting**

**BOARD ACTION:** It was moved by Director Chester and seconded by Director Durnell to approve the minutes of the July 26, 2021 Monthly School Board Meeting.

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

*President McCune announced that the Board met in Executive Session on Monday, August 9, 2021 regarding school safety and personnel, and Thursday, August 12, 2021 regarding school safety.*

**IV. Approval of the August 23, 2021 School Board Meeting Agenda**

**BOARD ACTION:** It was moved by Director Herrmann and seconded by Director Shaw to approve the Monday, August 23, 2021 meeting agenda.

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

**V. Superintendent’s Report**

Superintendent Sokolowski gave his monthly report.

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

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

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

**VIII. Approval of Consent Agenda**

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

## Education

1. Approval to Terminate the following Account(s):
  - Rustin HS Class of 2020 Student Activity Account
2. Approval of New Policy 236.1 – Threat Assessment, First Reading
3. Approval of New Administrative Guideline 236.1AG1 – Threat Assessment Administrative Guidelines, First Reading
4. Approval of Revised Policy 218.1 Weapons, First Reading
5. Approval of Revised Policy 218.2 – Terrorist Threats, First Reading
6. Approval of Revised Policy 247 – Hazing, First Reading
7. Approval of Revised Policy 249 – Bullying/Cyberbullying, First Reading
8. Approval of New Administrative Guideline 252AG4 – Home Access to the Internet, First Reading
9. Approval of Revised Policy 352 – Staff Acceptable Use of the Internet, Computers, and Network Resources, First Reading
10. Approval of Revised Policy 717 – Employee Wireless Communication Devices, First Reading
11. Approval of Revised Policy 815.1 – Social Media, First Reading
12. Approval of Revised Policy 916 – School Volunteers, First Reading
13. Approval to retire Administrative Guideline, 916AG2, First Reading

## Pupil Services

1. Approval of four (4) Special Education Settlement Agreements
2. Approval of new Community Engagement Specialist Position and Job Description
3. Approval of the following Annual Contracts for 2021-22:
  - Bayada Home Health Care, Inc.
  - Delta-T Group, Inc.
  - Educational Based Services, Inc.
  - General Healthcare Resources, LLC dba GHR Education
  - Pennhurst Group, LLC dba AVEANNA Developmental Services
  - US Medical Staffing, Inc.
  - JustiCorp Company
  - Dr. Kalkiewicz
  - Dr. Montgomery
  - Mary Daniels Spanish Interpreter/translator

## Personnel

## Property & Finance

1. Approval of 2021-22 transportation schedules for public/private/parochial school students and authorization for the Transportation Department to make any changes when appropriate:
  - On the Go Kids (Contract 1):
    - 54 bus routes both a.m. and p.m. for Special Education services and parochial/private schools; 1 regular education public school route
    - 9 mid-day routes



- 14 aides
- Krapf Bus Company (Contract 2 & 3):
  - 126 bus routes both a.m. and p.m. for public/parochial/private schools
  - 7 late routes from non-public schools
  - 4 mid-day routes
- 2. Approval of 2021-22 Adult School Lunch Price Increase of \$3.90 in elementary and middle schools.

Other Business

1. Approval of School Board Treasurer's Report and Statement of Disbursements Summary Schedule for the Period of July 1, 2021 to July 31, 2021

WEST CHESTER AREA SCHOOL DISTRICT  
AUGUST 23, 2021  
STATEMENT OF DISBURSEMENTS SUMMARY  
FOR THE PERIOD JULY 1, 2021 - JULY 31, 2021

|                                                                         |               |                 |
|-------------------------------------------------------------------------|---------------|-----------------|
| GENERAL FUND                                                            |               |                 |
| DISBURSEMENTS                                                           |               | 48,417,025.74   |
| includes Technology,<br>Federal Programs and<br>any Special State Funds |               |                 |
| BILLS PAID                                                              | 13,417,025.74 |                 |
| INVESTMENTS                                                             | 35,000,000.00 |                 |
| <br>                                                                    |               |                 |
| CAPITAL RESERVE FUND                                                    |               | 85,257.84       |
| <br>                                                                    |               |                 |
| CAPITAL PROJECTS FUND                                                   |               | 1,287,984.18    |
| <br>                                                                    |               |                 |
| SPECIAL REVENUE - Athletics                                             |               | 6,078.30        |
| <br>                                                                    |               |                 |
| TRUST FUNDS                                                             |               | 83,501.00       |
| <br>                                                                    |               |                 |
| CAFETERIA                                                               |               | 28,285.92       |
| <br>                                                                    |               |                 |
| STUDENT ACTIVITY FUND                                                   |               |                 |
| DISBURSEMENTS                                                           |               | 6,327.54        |
| <br>                                                                    |               |                 |
| TRUST AND AGENCY FUND                                                   |               |                 |
| DISBURSEMENTS                                                           |               | <u>4,558.94</u> |

TOTAL DISBURSEMENTS 49,919,019.46

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

2. Approval of the July 31, 2021 Financial Report

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

## IX. School Board Reports

**Education Committee**— Vice President **Tiernan**

### A-14. Approval of the West Chester Area School District Health and Safety Plan for SY 2021-2022, effective August 24, 2021

**BOARD ACTION:** It was moved by Vice President Tiernan and seconded by Director Durnell to approve the West Chester Area School District Health and Safety Plan for SY 2021-2022, effective August 24, 2021.

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

**Property and Finance Committee**— Director **Gallen**

### D-3. Approval of 2021 Tax Appeals

**BOARD ACTION:** It was moved by Director Gallen and seconded by Director Spackman to approve the following 2021 Tax Appeals:

| Parcel #   | Name                             | Sale Price    | Original Assessment Appealed | Compare Original Assessed to Sales Value |
|------------|----------------------------------|---------------|------------------------------|------------------------------------------|
| 53-6-130   | Windermere Apartments LLC        | 61,000,000.00 | 23,047,750                   | 37.78%                                   |
| 67-2-46    | Windermere Apartments LLC        |               |                              |                                          |
| 41-05-41.1 | Redealer NJ-PA LLC               | 12,336,293.38 | 4,478,420                    | 36.30%                                   |
| 67-02-0023 | Fox Clearing<br>1013 Shiloh Road | 5,150,000.00  | 754,450                      | 14.65%                                   |
| 41-5-97.4  | VAI Real Estate II LLC           | 8,800,000.00  | 2,415,700                    | 27.45%                                   |

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

**D-4.Approval of Revised Board Policy 606.3 Senior Tax Reduction Incentive Volunteer Exchange Program-formerly Retiree Substitute Volunteer Program, First Reading**

**BOARD ACTION:** It was moved by Director Gallen and seconded by Vice President Tiernan to approve revised Board Policy 606.3 Senior Tax Reduction Incentive Volunteer Exchange Program-formerly Retiree Substitute Volunteer Program, First Reading.

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

**D-5. Approval of Revised Board Policy 805 Emergency Preparedness and Response-formerly Emergency Preparedness, First Reading**

**BOARD ACTION:** It was moved by Director Gallen and seconded by Director Herrmann to approve revised Board Policy 805 Emergency Preparedness and Response-formerly Emergency Preparedness, First Reading.

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

**D-6.Approval of Revised Board Policy 805.2 School Security Personnel, First Reading**

**BOARD ACTION:** It was moved by Director Gallen and seconded by Vice President Tiernan to approve revised Board Policy 805.2 School Security Personnel, First Reading.

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

**X. Comments from Residents**

| Name of Resident          | Summary of Comments                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Meghan Reikob</b>      | Was moved by last month’s public comments regarding equitable education and by Mr. Brown’s remarks during the East parent orientation regarding a transgender student who felt welcomed there. Re-stated diversity is a fact, equity is an act, and inclusion is a choice and that our community is made up of diverse people. Is appreciative of the district’s equity mission and feels that it prepares students for life beyond the district. |
| <b>Lalit Yalamanchili</b> | Supports the health and safety initiative that was voted on.                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Stacey Whomsley</b>    | Stated the mask mandate violates her son’s rights under ADA and rejects the district’s attempt to supersede parents rights. Students with disabilities do not have to get an exemption because they are already protected by the ADA. Already concerned with her son’s continued attendance at Starkweather and feels a district communication puts a target on her son’s back and is a threat to her son’s health and                            |

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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|                                   | development and overall well-being. Submitted a RTK regarding said district communication and instead of providing it, the district invoked a 30 day extension. As a result, her son is being withdrawn pending investigation, feeling that board and admin. action are threatening and intimidating and adults should embrace the PBIS behavior. Other parents feel the same way.                                                                                             |
| <b>Lou Vitali</b>                 | As a law enforcement officer having served our country in the armed forces, is concerned about the anti-law enforcement material on the district's equity page under resources. Cited videos that poison children against police. Stated children need to know police are their friend and will help them when they are in danger or distress. Finds videos personally and professionally offensive.                                                                           |
| <b>Stephanie Vitali</b>           | Is a law enforcement officer, like her husband, and spoke from a parent standpoint. Feels the resources are disheartening and doesn't want her children's peers to be afraid to come to her house or for her children to be afraid to go to other people's houses because of these videos. Many of the statements are broad strokes; the comments are very divisive; and thinks the purpose of our school district is to bring people together and the videos do the opposite. |
| <b>Elizabeth Montgomery-Lewis</b> | Asked that the boys soccer team at Rustin be able to use the turf field instead of having to share Henderson with all the fall teams practicing in the summer.                                                                                                                                                                                                                                                                                                                 |
| <b>Maria O. Proctor</b>           | Asked that parents from other countries speak about their experiences in those countries. Supports the police and asked for support from the teachers union. Wants to know that the constitution is being promoted and taught and wonders in what grades in middle and high school. Would like policemen to teach students about their jobs.                                                                                                                                   |
| <b>Maria Margro</b>               | Thanked police officers for their contributions to community and country. Feels we have an excellent district and is speaking for the first time because of the unprecedented events of the last year. Supports the board and President Chris McCune and board's leadership regarding CoVid and the solid financial position. Stated diversity and inclusion are not CRT. Stated the terrible things being said about Mr. McCune are not true.                                 |
| <b>John McDonald</b>              | Stated there's a sharp divide surrounding masks and CRT. Questions those who say his beliefs have no merit, validity, or justification and that his beliefs have no legitimacy and those sharing his concerns should go against their consciences and shut up and take it.                                                                                                                                                                                                     |

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|                             | <p>Stated we're still your neighbors and we're still human. Believes CRT is inherently evil and asked where is diversity of thought? Where's our equity and where's our inclusion? Allow us not to be a burden any more and work with us to create charter schools so that we can go our way and you can go your way. Asked members of community sharing the same beliefs to reach out to start charter schools.</p>                                                                                                                                                                                                                                                                                   |
| <p><b>Maureen Snook</b></p> | <p>Discussed the recent spirited debate on CRT, stated there's much division on it, and looks forward to more unity. There are diverse opinions and worries CRT is causing division and mistrust amongst us. Looks forward to Community Conversations and asked why the information was not posted on the website. Asked the district to reach out to all stakeholders and advertise better.</p>                                                                                                                                                                                                                                                                                                       |
| <p><b>John Page</b></p>     | <p>Stated impact of the pandemic is unprecedented. There are many divergent opinions and it is difficult to build a consensus and lead. Appreciates board service and volunteerism in navigating the pandemic, commended board on initiatives that provide children with a first rate public education.</p>                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>Dana Seaman</b></p>   | <p>Stated support for Board President McCune and his guidance and governance. Remembered when he first ran there was divisiveness in the community with some focusing on political agendas instead of what is best for children. Since then he has put children first. He is a proven leader and makes decisions based on facts, science and common sense not politics and misinterpretations</p>                                                                                                                                                                                                                                                                                                      |
| <p><b>Robin Kaliner</b></p> | <p>Expressed sadness regarding what has happened in school district community stating there's been no civility during the last year and citing attacks against Chris McCune by a small, loud group. From personal experience feels Chris McCune has done an exceptional job leading the district from negotiating contracts, implementing FDK and cyber, building consensus when necessary and pushing back on administration when needed. Stated this small group is paying attention now because it impacts them, they have their own perspective but forget that others feel differently. Hopes the quiet majority starts paying attention and speaking up for Chris McCune and his leadership.</p> |
| <p><b>Karen Horan</b></p>   | <p>Thanked the board for their service and focus on district-wide initiatives. Sorry that they have been put in potential harmful situations and asked community to come together this fall. Asked board candidates to unite district not divide it. Thanked Mr. McCune for his</p>                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|                             | <p>service and stated he leads with honesty, integrity, and collaboration to meet needs of everyone and thanked him for keeping politics out of the district.</p>                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Judy Di Fonzo</b></p> | <p>July was disability awareness month and estimated about 20% of district population is disabled. Encouraged district to have more disabled teachers to reflect the student population so these students can relate to a representative in a position of authority. Disability is a type of diversity and asked the district to make people aware of this bias and to correct it.</p>                                                                                                                                                              |
| <p><b>Tammy Mayer</b></p>   | <p>Wondered about the process of unanimously approving minutes when segments were left out. Would like clarification on why there is no feedback from committee members. Emails are not being answered and when questions aren't answered during public comment period prior to board votes, it seems like the board doesn't care about the public. Asked the board to rethink their policies and procedures during meetings to create a more respectful way to do business.</p>                                                                    |
| <p><b>Dave McClain</b></p>  | <p>Thanked board and staff for their time and commitment to WCASD children and the challenges faced over last 18 months. Moved to WC due to top ranking schools and low taxes. Has met Mr. McCune and has seen his desire for all students to develop in areas of academics and activities and that Mr. McCune works hard to make the best decisions to ensure students and schools remain top ranked.</p>                                                                                                                                          |
| <p><b>Nancy Wood</b></p>    | <p>Spoke in support of Director of Equity and Assessment, Dawn Mader. Stated a political candidate has attacked Ms. Mader's professionalism, integrity, and salary. Ms. Mader is a distinguished educator with a nearly 20-year career. The Director of Equity and Assessment position was created based on recommendations from the UPenn equity audit. Dawn Mader works to build bridges and strengthen our community.</p>                                                                                                                        |
| <p><b>Ada M. Nestor</b></p> | <p>Feels the board has no justification to mandate masks referencing loco parentis. Teachers, guidance counselors, principals and assistant principals in public schools have the right to exercise the same authority as a parent or guardian concerning conduct but does not feel this allows the district to make decisions for the health of students. Feels the board and solicitor are not being honest about the law's power over children's health or parent's rights. Others afraid to come forward but she hears from them every day.</p> |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Valerie Dougherty</b></p> | <p>Stated what the district has done during the pandemic has been inspiring and that students have been supported in many unrecognized ways. The disconnect in the community during the pandemic is disheartening. Dawn Mader’s vision is to support students. Some people are trying to be open-minded about equity and some people aren’t, it’s unfortunate.</p>                                                                                                                                                                                                                                                                                                                  |
| <p><b>Jenifer McFarland</b></p> | <p>Feels that critical race theory is being taught in the classroom based on her grandson’s classroom assignments. Has the documentation and approved budget proving it has been taught for the last 17 years under the guise of diversity, equity and inclusion. Believes board committee members were uniformed on what CRT really is. Asked the public to do the research on this.</p>                                                                                                                                                                                                                                                                                           |
| <p><b>Cheryl Whalen</b></p>     | <p>Asked that everyone agree to disagree without name calling and have respectful debate on both sides of issue instead of shutting down speech. Cited a video that was inappropriate and upsetting shown in her son’s class at Rustin during Black History Month about white privilege with curse words. Asked why federal CoVid grant wasn’t used to hire reading specialists and diverted to special education. Masking should be a parent decision and wearing a mask creates anxiety, depression and no one talks about the negative aspects of mask wearing. No one talks about the rate of suicide and kids are turned away from mental health services in the district.</p> |
| <p><b>Anita Edgarian</b></p>    | <p>Commented about board accountability and the meeting going virtual because of public safety threats yet children and staff were returning to the classroom and there was no safety issue. Feels leadership is manipulating situation to avoid facing parents and their right to advocate for kids in person. Public trust has been broken, hiding behind computer screens is censorship. Asked board to resign and bring trustworthy board members that care about kids and education.</p>                                                                                                                                                                                       |

Director McCune read the following quote, “The world will never be perfect. It’s up to each of us to make it as good as possible.” ~Chester County Court of Common Pleas in Pennsylvania Judge William Mahon

**XI. Adjournment**

**BOARD ACTION:** On motion by Director Spackman seconded by Director Durnell, the Board, on voice vote, agreed to adjourn at 9:31 p.m.

Monday, August 23, 2021

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Board Secretary



**I. Removal from Payroll**

|    |                                                                                                         |
|----|---------------------------------------------------------------------------------------------------------|
| a. | Resignations                                                                                            |
| 1. | Dr. Tracy Clark, 1.0 Computer Science Teacher at Fugett MS, effective TBD.                              |
| 2. | Nora Congialdi, 1.0 Librarian at Glen Acres ES, effective 11/19/21.                                     |
| 3. | Edward Kerr, 1.0 2 <sup>nd</sup> Shift Custodian at District, effective 9/7/21.                         |
| 4. | Kathryn Lasater, 1.0 Security Greeter at East HS, effective 8/24/21.                                    |
| 5. | Samantha Maffei, 1.0 Paraprofessional at Stetson MS, effective 8/24/21.                                 |
| 6. | Jennifer Neill, 1.0 Communications Manager, effective 9/10/21.                                          |
| 7. | Kirstin Smith, 1.0 Library Assistant at Rustin HS, effective 9/10/21.                                   |
| 8. | Jasmine Worrell, 1.0 Guidance Secretary at East HS, effective 9/3/21.                                   |
| b. | Retirements                                                                                             |
| 1. | Thomas Donnell, 1.0 Physical Education/Health Teacher at Fugett MS, effective TBD, 23 years of service. |
| 2. | Jane Gilvary, 1.0 English Teacher at East HS, effective TBD, 17 years of service.                       |

**II. Additions to Payroll**

|    |                              |                                                                                                                                                                                                                                                                                                                                                     |
|----|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. | Professional Staff: Contract |                                                                                                                                                                                                                                                                                                                                                     |
| 1. | Carissa Carlin               |                                                                                                                                                                                                                                                                                                                                                     |
|    | Placement                    | 1.0 Special Education Teacher at Stetson MS, Temporary Professional Employee (Non-Tenured), effective 9/7/21, Level 5, Step 5, \$58,600 + \$400 Stipend.                                                                                                                                                                                            |
|    | Education                    | Bachelor of Science from Liberty University, VA 2009-2013, Master of Science from Wilmington University 2016-2018                                                                                                                                                                                                                                   |
|    | Experience                   | Teacher of Autism and Severe Disabilities at Brandywine School District 8/2014 – current, Special Education Consult. Elementary ED at Christina School District 2013 – 2014, Grade 6 Math Teacher at Gateway Lab Charter School 8/2013 – 12/2013, Summer School Teacher of Autism/Severe Disabilities at Brandywine School District 6/2014 – 8/2019 |
|    | Certification                | Instructional I, Elementary K-4, Special Education PreK-8                                                                                                                                                                                                                                                                                           |
| 2. | Ryan Colley                  |                                                                                                                                                                                                                                                                                                                                                     |
|    | Placement                    | 1.0 Computer Science Teacher at Fugett MS, Professional Employee (Tenured), effective TBD, Level 5, Step 7, \$60,600.                                                                                                                                                                                                                               |
|    | Education                    | Bachelor of Arts from West Chester University of Pennsylvania 2006 – 2009, Teacher Certification from Eastern University 2010, Masters in Educational Technology from Boise State University 2015 - 2018                                                                                                                                            |
|    | Experience                   | Social Studies Teacher at Upper Darby School District 9/2013 – current, Building Substitute at West Chester Area School District 9/2012 – 6/2013                                                                                                                                                                                                    |
|    | Certification                | Instructional II, Social Studies 7-12, Bus-Computer-Info Tech PK-12                                                                                                                                                                                                                                                                                 |
| 3. | Leslie Forsyth               |                                                                                                                                                                                                                                                                                                                                                     |
|    | Placement                    | 1.0 Grade 1 Teacher at Greystone ES, Temporary Professional Employee (Non-Tenured), effective 8/30/21, Level 5, Step 5, \$58,600.                                                                                                                                                                                                                   |

Recommendations

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|                      |               |                                                                                                                                                                                                                                                         |
|----------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                      | Education     | Bachelor of Arts from Mills College, CA 2006 – 2010, Master of Arts from Mills College 2010-2011                                                                                                                                                        |
|                      | Experience    | Extended Day Kindergarten Teacher at Lower Merion SD 2/2021 – 6/2021, Grade 1 Long Term Substitute at Springfield School District 8/2019 – 6/2020, Transitional Kindergarten/Kindergarten Teacher at Baywood ES, CA 8/2012 - 6/2019                     |
|                      | Certification | Instructional I, Elementary K-4                                                                                                                                                                                                                         |
| 4. Devon Patton      |               |                                                                                                                                                                                                                                                         |
|                      | Placement     | 1.0 Kindergarten Teacher at Greystone ES, Temporary Professional Employee (Non-Tenured), effective 8/30/21, Level 1, Step 3, \$50,900.                                                                                                                  |
|                      | Education     | Bachelor of Science from Pennsylvania State University 2011 – 2015, Teaching Certificate from West Chester University of Pennsylvania 2018                                                                                                              |
|                      | Experience    | Long Term Substitute Teacher at West Chester Area School District (Grades K&2) 10/2020 – current, Grade 2 Long Term Substitute at West Chester Area School District 3/2020 – 6/2020, Building Substitute with Kelly Education Services 9/2018 – 10/2020 |
|                      | Certification | Instructional I, Elementary K-4                                                                                                                                                                                                                         |
| 5. Robert Schwartz   |               |                                                                                                                                                                                                                                                         |
|                      | Placement     | 1.0 School Counselor at Stetson MS, Temporary Professional Employee (Non-Tenured), effective 8/31/21, Level 5, Step 1, \$51,300.                                                                                                                        |
|                      | Education     | Bachelor of Arts from Shippensburg University 2010 – 2014, Masters in Education from West Chester University of Pennsylvania 2015 - 2018                                                                                                                |
|                      | Experience    | School Counselor at Elwyn Institute 9/2018 – current, High School Tutor at Team Risk Management LLC 9/2016 – 6/2018                                                                                                                                     |
|                      | Certification | Educational Specialist I, Secondary School Counselor                                                                                                                                                                                                    |
| 6. Gabriela Stephens |               |                                                                                                                                                                                                                                                         |
|                      | Placement     | 1.0 Spanish Teacher at .8 Stetson MS/.2 East HS, Professional Employee (Tenured), effective 10/29/21, Level 5, Step 1, \$51,300.                                                                                                                        |
|                      | Education     | Bachelor of Arts from West Chester University of Pennsylvania 2008-2011, Master of Arts from West Chester University of Pennsylvania 2015-2018                                                                                                          |
|                      | Experience    | .5 FLES Spanish Teacher at Kennett Consolidated School District 1/2012 - 2017, Short Term Spanish Substitute 11/2011 – 12/2011                                                                                                                          |
|                      | Certification | Instructional II, Spanish, ESL Program Specialist                                                                                                                                                                                                       |
| 7. Jeremy Travia     |               |                                                                                                                                                                                                                                                         |
|                      | Placement     | 1.0 English Teacher at East HS, Professional Employee (Tenured), effective TBD, Level 5, Step 5, \$58,600.                                                                                                                                              |
|                      | Education     | Bachelor of Science from Temple University 2009 – 2014, Master of Science from Cabrini College 2017 - 2019                                                                                                                                              |
|                      | Experience    | Grade 3 ELA Teacher at Upper Darby School District 8/2016 – current, Long Term Substitute at Wallingford Swarthmore School                                                                                                                              |

Recommendations

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|                                             |               |                                                                                                                                                                                                |
|---------------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                             |               | District 12/2015 – 4/2016, Long Term Substitute at Garnet Valley School District 10/2014 – 4/2015                                                                                              |
|                                             | Certification | Instructional II, English 7-12                                                                                                                                                                 |
| b. Professional Staff: Long Term Substitute |               |                                                                                                                                                                                                |
| 1. Hannah Gottlieb                          |               |                                                                                                                                                                                                |
|                                             | Placement     | 1.0 Special Education Teacher at Starkweather ES, Temporary Professional Employee (Non-Tenured), effective 8/31/21, Level 1, Step 1, \$46,000. During Ms. Hutton’s leave of absence.           |
|                                             | Education     | Bachelor of Science from Towson University 2017 - 2021                                                                                                                                         |
|                                             | Experience    | No experience                                                                                                                                                                                  |
|                                             | Certification | Instructional I, Special Education PreK-8, Elementary K-4                                                                                                                                      |
| 2. Janice Ryan                              |               |                                                                                                                                                                                                |
|                                             | Placement     | 1.0 Grade 1 Teacher at Glen Acres ES, Temporary Professional Employee (Non-Tenured), effective 9/17/21, Level 1, Step 1, \$46,000. During Ms. Malikowski’s leave of absence.                   |
|                                             | Education     | Bachelor of Science from West Chester University of Pennsylvania 1986-1987                                                                                                                     |
|                                             | Experience    | Building Substitute with Kelly Services- current, Grade 1 Teacher at Prince William County Schools 8/1997 – 12/2012, Grade 2, Teacher at Berkeley Township School District, NJ 9/1998 – 6/1990 |
|                                             | Certification | Instructional I, Elementary K-6                                                                                                                                                                |
| c. Administrative Staff: Contract - None    |               |                                                                                                                                                                                                |
| d. Support Staff: Non Bargaining            |               |                                                                                                                                                                                                |
| 1. Sandra Bradley                           |               |                                                                                                                                                                                                |
|                                             | Placement     | 1.0 Community Engagement Specialist at Spellman Education Center, effective 9/27/21, \$65,000.                                                                                                 |
| e. Support Staff: Contract                  |               |                                                                                                                                                                                                |
| 1. Shirin Choudhary                         |               |                                                                                                                                                                                                |
|                                             | Placement     | 1.0 Office Receptionist at Spellman Education Center, 8 hrs./day, 5 days/week, 262 days/year, effective TBD, Group 2, Step 5, \$17.07.                                                         |
| 2. Thomas Curtin                            |               |                                                                                                                                                                                                |
|                                             | Placement     | 1.0 2 <sup>nd</sup> Shift Custodian at District, 8 hrs./day, 5 days/week, 262 days/year, effective TBD, Group 5, Step 1, \$18.72.                                                              |
| 3. Kristina Fennelly                        |               |                                                                                                                                                                                                |
|                                             | Placement     | 1.0 Paraprofessional at Greystone ES, 7 hrs./day, 5 days/week, 182 days/year, effective TBD, Group 1B, Step 3, \$13.56.                                                                        |
| 4. Megan Grande                             |               |                                                                                                                                                                                                |
|                                             | Placement     | 1.0 Paraprofessional at Fugett MS, 7 hrs./day, 5 days/week, 182 days/year, effective TBD, Group 1B, Step 3, \$13.56.                                                                           |
| 5. Lemar Haywood                            |               |                                                                                                                                                                                                |
|                                             | Placement     | 1.0 3 <sup>rd</sup> Shift Custodian at District, 8 hrs./day, 5 days/week, 262 days/year, effective 9/20/21, Group 6, Step 1, \$18.79.                                                          |
| 6. Carol MacQueen                           |               |                                                                                                                                                                                                |

Recommendations  
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|    |                                  |                                                                                                                                       |
|----|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
|    | Placement                        | 1.0 Paraprofessional at East Bradford ES, 7 hrs./day, 5 days/week, 182 days/year, effective 10/4/21, Group 1B, Step 3, \$13.56.       |
| 7. | Latrell Shelton                  |                                                                                                                                       |
|    | Placement                        | 1.0 3 <sup>rd</sup> Shift Custodian at District, 8 hrs./day, 5 days/week, 262 days/year, effective 9/20/21, Group 6, Step 1, \$18.79. |
| 8. | Leigh Tobin                      |                                                                                                                                       |
|    | Placement                        | 1.0 Secretary to the Principal at East Goshen ES, 8 hrs./day, 5 days/week, 262 days/year, effective TBD, Group 3, Step 5, \$20.31.    |
| 9. | Edmund Williams                  |                                                                                                                                       |
|    | Placement                        | 1.0 Facilities Apprentice at Warehouse, 8 hrs./day, 5 days/week, 262 days/year, effective 9/27/21, Group 3, Step 4, \$26.27.          |
| f. | Support Staff: Substitute - None |                                                                                                                                       |

**III. Personnel Events**

a. Status Change

|    | Name            | Type           | From                                                                                                                                | To                                                                                                                                                                | Effective Date                     |
|----|-----------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| 1. | Wayne Birster   | Administrative | 1.0 Manager of Facilities and Operations at Warehouse                                                                               | 1.0 Director of Facilities and Operations at Warehouse                                                                                                            | 10/30/21, \$149,014                |
| 2. | Tara Czerwinski | Professional   | .8 English Teacher at (.6 English Teacher at Peirce MS/.1 Cyber English Teacher at Henderson HS/.1 English Teacher at Henderson HS) | 1.0 English Teacher at (.6 English Teacher at Peirce MS/.1 Cyber English Teacher at Henderson/.1 English Teacher at Henderson HS/.2 ELA Teacher at Cyber Program) | 9/27/21, Level 7, Step 5, \$62,000 |

b. Involuntary Transfer

|    | Name            | Type         | From                                                    | To                                                                           | Effective Date |
|----|-----------------|--------------|---------------------------------------------------------|------------------------------------------------------------------------------|----------------|
| 1. | Suzanne Brady   | Professional | 1.0 Spanish at Stetson MS                               | .6 Spanish at Stetson MS/.2 Spanish at Rustin HS/.2 Spanish at Cyber Program | 9/27/21        |
| 2. | Alicia Culleton | Professional | .9 Music at East Bradford ES/.1 MDS Music at Stetson MS | 1.0 Music at East Bradford ES                                                | 9/27/21        |

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|    | <b>Name</b>       | <b>Type</b>  | <b>From</b>                                                                        | <b>To</b>                                                                      | <b>Effective Date</b> |
|----|-------------------|--------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-----------------------|
| 3. | Elizabeth Polchin | Professional | .8 School Psychologist at East Bradford ES/.2 School Psychologist at Glen Acres ES | .8 School Psychologist at East Bradford ES/.2 School Psychologist at Peirce MS | 9/27/21               |
| 4. | Dana Ranere       | Professional | .8 Spanish at Peirce MS/.2 Spanish at Cyber Program                                | 1.0 Spanish at Peirce MS                                                       | 9/27/21               |
| 5. | Annie Seagraves   | Professional | .6 Art at Henderson HS/.4 Gifted at Cyber Program                                  | .8 Art at Henderson HS/.2 Gifted at Cyber Program                              | 9/8/21                |
| 6. | Annie Seagraves   | Professional | .8 Art at Henderson HS/.2 Gifted at Cyber Program                                  | .6 Art at Henderson HS/.2 Gifted at Cyber Program/.2 Art at Cyber Program      | 9/8/21                |

c. Voluntary Transfer

|    | <b>Name</b>     | <b>Type</b> | <b>From</b>                       | <b>To</b>                         | <b>Effective Date</b> |
|----|-----------------|-------------|-----------------------------------|-----------------------------------|-----------------------|
| 1. | Susan Silvestri | Support     | 1.0 Paraprofessional at Peirce MS | 1.0 Paraprofessional at Fugett MS | 9/27/21               |

**IV. Personnel Leave**

a. Sabbatical Leave

|    | <b>Name</b> | <b>Position</b>                       | <b>Effective Date</b> | <b>Ending Date</b> |
|----|-------------|---------------------------------------|-----------------------|--------------------|
| 1. | Roxana Rohe | 1.0 Chemistry Teacher at Henderson HS | 1/26/2022             | 6/16/2022          |

b. Unpaid Leave - None

**V. Additional Information**

|    |                                                                                                     |
|----|-----------------------------------------------------------------------------------------------------|
| 1. | Kristine Bengel's salary will be changed to Level 3, Step 2, \$52,100, paid retroactively to day 1. |
| 2. | Stephanie Bolgunas' last day was 8/26/21.                                                           |
| 3. | Abigail Buckley's start date was 8/24/21.                                                           |
| 4. | Tina Costin's start date at Rustin HS was 8/26/21.                                                  |
| 5. | Kali Gianacopoulos' start date was 8/24/21.                                                         |
| 6. | Anna Lewis is extending her medical sabbatical for the entire 2021-2022 school year.                |
| 7. | Clara Lewis' salary is Level 6, Step 2, \$57,300.                                                   |
| 8. | Lauren Mifsud's salary is Level 6, Step 2, \$57,300.                                                |
| 9. | Gary Mayo's start date was 9/1/21.                                                                  |

Recommendations

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|     |                                                                                                              |
|-----|--------------------------------------------------------------------------------------------------------------|
| 10. | Steven Mogck's start date at Peirce MS was 9/13/21.                                                          |
| 11. | Don Mosley's last day was 8/27/21.                                                                           |
| 12. | Kristan Murray's start date was 8/30/21.                                                                     |
| 13. | Matthew Ostrow's salary changed to: Level 3, Step 5, \$10,900 (\$54,500 x .2).                               |
| 14. | Brittany Saello's salary will be changed to Level 3, Step 2, \$52,100. Paid retroactively to her start date. |
| 15. | Kai Spann's start date was 9/13/21.                                                                          |
| 16. | Christian Specht's last day was 8/31/21.                                                                     |
| 17. | George Stansbury's last day was 9/3/21.                                                                      |
| 18. | Thomas Swift being paid \$900 supplemental pay for 2020-2021                                                 |
| 19. | Brianna Tomeo's start date was 8/30/21.                                                                      |
| 20. | The Translator Services Supplemental will be changed to Translator/Interpreter Services effective 9/27/21.   |
| 21. | Rosemarie Vannicolo's position is 8 hrs./day.                                                                |
| 22. | Beth Hayes will receive a 10% stipend beginning 9/13/21 until the communications manager position is filled. |

**VI. Supplemental Contracts**

| Last Name              | First Name | Location | Season | Step | % of Contract | Total Contract | Position Title               |
|------------------------|------------|----------|--------|------|---------------|----------------|------------------------------|
| <b>'21-'22</b>         |            |          |        |      |               |                |                              |
| <b>Additions: Fall</b> |            |          |        |      |               |                |                              |
| Andraos                | Serena     | FMS      | Fall   | 1    | 20.00%        | \$431.20       | Asst. Field Hockey Coach     |
| Barry                  | Matthew    | FMS      | Fall   | 1    | 100.00%       | \$2,772.00     | Asst. Football Coach         |
| Keiser                 | Thomas     | EHS      | Fall   | 1    | 34.00%        | \$1,570.80     | Asst. Marching Band Director |
| Langlois               | Matthew    | EHS      | Fall   | 1    | 26.00%        | \$1,201.20     | Asst. Marching Band Director |
| Listrani               | Erin       | SMS      | Fall   | 6    | 100.00%       | \$3,654.00     | Head Girls Soccer Coach      |
| Michetti               | Joseph     | FMS      | Fall   | 1    | 100.00%       | \$2,772.00     | Asst. Football Coach         |
| Pester                 | Gary       | SMS      | Fall   | 2    | 33.30%        | \$944.05       | Asst. Football Coach         |
| Roebuck                | Erica      | SMS      | Fall   | 3    | 100.00%       | \$2,916.00     | Head Boys Soccer Coach       |
| Roebuck                | Carolyn    | SMS      | Fall   | 1    | 100.00%       | \$2,156.00     | Asst. Boys Soccer Coach      |
| Service                | Caitlin    | RHS      | Fall   | 1    | 90.00%        | \$3,326.40     | Asst. Girls Soccer Coach     |
| Stolzer                | Peter      | SMS      | Fall   | 7    | 33.30%        | \$1,578.75     | Head Football Coach          |
| Subasic                | Kelly      | FMS      | Fall   | 2    | 80.00%        | \$2,268.00     | Head Field Hockey Coach      |
| Webb                   | Sharon     | FMS      | Fall   | 2    | 80.00%        | \$1,764.00     | Asst. Field Hockey Coach     |
| Wiegner                | Harry      | SMS      | Fall   | 1    | 33.30%        | \$923.07       | Asst. Football Coach         |
| <b>Removals:</b>       |            |          |        |      |               |                |                              |
| Passen                 | David      | FMS      | Fall   | 1    | 100.00%       | \$2,772.00     | Asst. Football Coach         |
| Persia                 | Nicholas   | FMS      | Fall   | 1    | 100.00%       | \$2,772.00     | Asst. Football Coach         |
| Zarr                   | Adam       | RHS      | Fall   | 2    | 100.00%       | \$3,780.00     | Asst. Girls Soccer Coach     |
| <b>Adjustments:</b>    |            |          |        |      |               |                |                              |
| Berkes                 | Andrew     | PMS      | Fall   | 3    | 100.00%       | \$972.00       | 6th Grade Intramurals        |
| Loescher-Velazquez     | David      | SMS      | Fall   | 4    | 100.00%       | \$1,104.00     | 6th Grade Intramurals        |
| Nefos                  | Frank      | FMS      | Fall   | 7    | 100.00%       | \$1,293.00     | 6th Grade Intramurals        |

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| Last Name                | First Name  | Location | Season | Year | % of Contract | Total Contract | Position Title           |
|--------------------------|-------------|----------|--------|------|---------------|----------------|--------------------------|
| <b>'21-'22</b>           |             |          |        |      |               |                |                          |
| <b>Additions: Annual</b> |             |          |        |      |               |                |                          |
| Byrne                    | Janice      | EBE      | Annual | 10   | 100.00%       | \$3,429.00     | Science Advocate         |
| Byrne                    | Janice      | EBE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 5th  |
| Cook                     | Karen       | EBE      | Annual | 8    | 50.00%        | \$2,944.00     | Head Teacher             |
| Cook                     | Karen       | EBE      | Annual | 1    | 50.00%        | \$1,078.00     | Proactive Program Coord. |
| Culleton                 | Alicia      | EBE      | Annual | 2    | 100.00%       | \$616.00       | School Chorus & Musical  |
| DiDomenico               | Deanne      | EBE      | Annual | 2    | 43.50%        | \$1,205.82     | Technology Advocate      |
| Dougherty                | Stacey      | EBE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: K    |
| Dunn                     | Diana       | EBE      | Annual | 8    | 100.00%       | \$3,312.00     | Math Advocate            |
| Jilek                    | Jacqueline  | EBE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 1st  |
| Loper                    | Alonzo      | EBE      | Annual | 4    | 100.00%       | \$2,835.00     | Equity Advocate          |
| Mercer                   | Allison     | EBE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 2nd  |
| Mercurio                 | Harry       | EBE      | Annual | 10   | 50.00%        | \$3,048.00     | Head Teacher             |
| Mercurio                 | Harry       | EBE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 4th  |
| Naughton                 | Bette       | EBE      | Annual | 12   | 43.50%        | \$1,589.49     | Technology Advocate      |
| Rand                     | Julie       | EBE      | Annual | 1    | 50.00%        | \$1,078.00     | Proactive Program Coord. |
| Seifert                  | Mary Jo     | EBE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 3rd  |
| Twaddle                  | William     | EBE      | Annual | 10   | 100.00%       | \$3,429.00     | After School Intramurals |
| Alexiadis                | Jennifer    | EGE      | Annual | 1    | 100.00%       | \$2,156.00     | Proactive Program Coord. |
| Atkinson                 | Nicole      | EGE      | Annual | 12   | 100.00%       | \$812.00       | School Chorus & Musical  |
| Brechbiel                | Megan       | EGE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 5th  |
| Brechbiel                | Megan       | EGE      | Annual | 8    | 43.50%        | \$1,440.72     | Technology Advocate      |
| Buddock                  | Amy         | EGE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: K    |
| Di Siro                  | Teresa      | EGE      | Annual | 1    | 43.50%        | \$1,205.82     | Technology Advocate      |
| Geist                    | Carolyn Joy | EGE      | Annual | 4    | 100.00%       | \$2,835.00     | Equity Advocate          |
| Haugh                    | Lauren      | EGE      | Annual | 1    | 100.00%       | \$2,772.00     | Science Advocate         |
| Keefer                   | Dana        | EGE      | Annual | 1    | 100.00%       | \$2,772.00     | After School Intramurals |
| Keefer                   | Dana        | EGE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 4th  |
| Marinucci                | Lisa        | EGE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 2nd  |
| Niedelman                | Lacey       | EGE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 3rd  |
| Perhacs                  | Kelly       | EGE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 1st  |
| Schmitt                  | Alicia      | EGE      | Annual | 1    | 100.00%       | \$2,772.00     | Math Advocate            |
| Tykwinski                | Paulette    | EGE      | Annual | 1    | 100.00%       | \$4,928.00     | Head Teacher             |
| Baxter                   | Mileeta     | EXE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: K    |

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| Last Name | First Name | Location | Season | Year | % of Contract | Total Contract | Position Title           |
|-----------|------------|----------|--------|------|---------------|----------------|--------------------------|
| Brown     | Marcus     | EXE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 5th  |
| Buckel    | Christina  | EXE      | Annual | 15+  | 100.00%       | \$4,140.00     | Science Advocate         |
| Davis     | Coleen     | EXE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 2nd  |
| Givey     | Ali        | EXE      | Annual | 8    | 100.00%       | \$3,312.00     | Equity Advocate          |
| Givey     | Ali        | EXE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 1st  |
| Harvey    | Sandra     | EXE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 3rd  |
| Klingler  | James      | EXE      | Annual | 8    | 100.00%       | \$3,312.00     | After School Intramurals |
| Klingler  | James      | EXE      | Annual | 12   | 100.00%       | \$812.00       | School Chorus & Musical  |
| Kulesza   | Ryan       | EXE      | Annual | 1    | 100.00%       | \$4,928.00     | Head Teacher             |
| Kulesza   | Ryan       | EXE      | Annual | 6    | 100.00%       | \$2,916.00     | Math Advocate            |
| Pezone    | Jessica    | EXE      | Annual | 1    | 100.00%       | \$2,156.00     | Proactive Program Coord. |
| Schaller  | Dorothy    | EXE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 4th  |
| Taylor    | Tammy      | EXE      | Annual | 12   | 87.00%        | \$3,178.98     | Technology Advocate      |
|           |            |          |        |      |               |                |                          |
| Bloome    | Matthew    | FHE      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                 |
| Cullen    | Stephanie  | FHE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 5th  |
| Cullen    | Stephanie  | FHE      | Annual | 8    | 43.50%        | \$1,440.72     | Technology Advocate      |
| Galajda   | Amanda     | FHE      | Annual | 1    | 100.00%       | \$4,928.00     | Head Teacher             |
| Garvey    | Heather    | FHE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 1st  |
| Gruber    | Jenna      | FHE      | Annual | 10   | 100.00%       | \$762.00       | School Chorus & Musical  |
| Jordan    | Erin       | FHE      | Annual | 1    | 50.00%        | \$1,386.00     | Equity Advocate          |
| Jordan    | Erin       | FHE      | Annual | 2    | 43.50%        | \$1,205.82     | Technology Advocate      |
| Karrmann  | Rachel     | FHE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: K    |
| Kelly     | Katelyn    | FHE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 4th  |
| Letrinko  | Christina  | FHE      | Annual | 6    | 50.00%        | \$1,458.00     | Math Advocate            |
| Letrinko  | Christina  | FHE      | Annual | 1    | 100.00%       | \$2,156.00     | Proactive Program Coord. |
| Mize      | Mercy      | FHE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 2nd  |
| Peterson  | Amy        | FHE      | Annual | 1    | 100.00%       | \$2,772.00     | Science Advocate         |
| Rivera    | Tawana     | FHE      | Annual | 1    | 50.00%        | \$1,386.00     | Equity Advocate          |
| Stang     | Michele    | FHE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 3rd  |
| Stout     | Katelyn    | FHE      | Annual | 1    | 50.00%        | \$1,386.00     | Math Advocate            |
| Tull      | Carlton    | FHE      | Annual | 4    | 100.00%       | \$2,835.00     | After School Intramurals |
|           |            |          |        |      |               |                |                          |
| Axt       | Ryan       | GAE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 5th  |
| Bowen     | Jacqueline | GAE      | Annual | 1    | 30.00%        | \$831.60       | Math Advocate            |
| Brunner   | Kelly      | GAE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 2nd  |
| Clayton   | Nicole     | GAE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: K    |



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| Last Name   | First Name  | Location | Season | Year | % of Contract | Total Contract | Position Title           |
|-------------|-------------|----------|--------|------|---------------|----------------|--------------------------|
| Eshelman    | Caitlyn     | GAE      | Annual | 1    | 100.00%       | \$2,772.00     | Equity Advocate          |
| Krasley     | Kayla       | GAE      | Annual | 8    | 100.00%       | \$736.00       | School Chorus & Musical  |
| Mountain    | Margaret    | GAE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 3rd  |
| Ousey       | Christopher | GAE      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                 |
| Ousey       | Christopher | GAE      | Annual | 10   | 100.00%       | \$6,096.00     | Head Teacher             |
| Primus      | Theresa     | GAE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 1st  |
| Rogers      | Matthew     | GAE      | Annual | 12   | 87.00%        | \$3,178.98     | Technology Advocate      |
| Root        | Kara        | GAE      | Annual | 10   | 100.00%       | \$2,667.00     | CCRC Facilitator         |
| Rude        | Cheryl      | GAE      | Annual | 8    | 70.00%        | \$2,318.40     | Math Advocate            |
| Runzer      | Martha      | GAE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 4th  |
| Stewart     | Heather     | GAE      | Annual | 1    | 100.00%       | \$2,156.00     | Proactive Program Coord. |
| Virtue-Baer | Jennifer    | GAE      | Annual | 12   | 100.00%       | \$3,654.00     | Science Advocate         |
| Yarosewick  | Michael     | GAE      | Annual | 15+  | 100.00%       | \$4,140.00     | After School Intramurals |
|             |             |          |        |      |               |                |                          |
| Altland     | Peter       | GES      | Annual | 1    | 100.00%       | \$2,772.00     | After School Intramurals |
| Altland     | Peter       | GES      | Annual | 1    | 100.00%       | \$2,772.00     | Science Advocate         |
| Berry       | Lauren      | GES      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 1st  |
| Brooks      | Candiss     | GES      | Annual | 1    | 50.00%        | \$1,386.00     | Equity Advocate          |
| Brooks      | Candiss     | GES      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 4th  |
| Brower      | Cassandra   | GES      | Annual | 1    | 43.50%        | \$1,205.82     | Technology Advocate      |
| Bushnell    | Erin        | GES      | Annual | 1    | 100.00%       | \$2,772.00     | Math Advocate            |
| Donoghue    | Danielle    | GES      | Annual | 1    | 50.00%        | \$1,078.00     | Proactive Program Coord. |
| Donoghue    | Danielle    | GES      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                 |
| Dzielawa    | Shawn       | GES      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 2nd  |
| Dzielawa    | Shawn       | GES      | Annual | 6    | 43.50%        | \$1,268.46     | Technology Advocate      |
| Dzielawa    | Shawn       | GES      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                 |
| Grello      | Melissa     | GES      | Annual | 1    | 100.00%       | \$616.00       | School Chorus & Musical  |
| Harker      | Constance   | GES      | Annual | 1    | 50.00%        | \$1,078.00     | Proactive Program Coord. |
| Jensen      | Kelsey      | GES      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 3rd  |
| McGoldrick  | Kaitlyn     | GES      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: K    |
| Ottaviani   | Nathan      | GES      | Annual | 1    | 50.00%        | \$2,464.00     | Head Teacher             |
| Sullivan    | Kinsey      | GES      | Annual | 6    | 100.00%       | \$1,296.00     | School Band & Orchestra  |
| Ulmer       | Rebekah     | GES      | Annual | 1    | 50.00%        | \$1,386.00     | Equity Advocate          |
| Vanegas     | Ashley      | GES      | Annual | 1    | 50.00%        | \$2,464.00     | Head Teacher             |
|             |             |          |        |      |               |                |                          |
| Burgess     | Donna       | HDE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 3rd  |

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| Last Name  | First Name | Location | Season | Year | % of Contract | Total Contract | Position Title              |
|------------|------------|----------|--------|------|---------------|----------------|-----------------------------|
| Colven     | Irma       | HDE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 1st     |
| DeWitt     | Kathy      | HDE      | Annual | 1    | 100.00%       | \$2,156.00     | Proactive Program<br>Coord. |
| Fitch      | Steven     | HDE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 5th     |
| Giovan     | Harry      | HDE      | Annual | 12   | 100.00%       | \$812.00       | School Chorus &<br>Musical  |
| King       | Jennifer   | HDE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 4th     |
| Korb       | Ann Marie  | HDE      | Annual | 4    | 87.00%        | \$2,466.45     | Technology Advocate         |
| Litofsky   | Erika      | HDE      | Annual | 2    | 50.00%        | \$1,386.00     | Equity Advocate             |
| Quinn      | Marilyn    | HDE      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                    |
| Quinn      | Marilyn    | HDE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader:<br>2nd  |
| Rapoport   | Renee      | HDE      | Annual | 10   | 100.00%       | \$6,096.00     | Head Teacher                |
| Thomas     | Amy        | HDE      | Annual | 10   | 100.00%       | \$3,429.00     | Math Advocate               |
| Viggiano   | Matthew    | HDE      | Annual | 10   | 100.00%       | \$3,429.00     | After School Intramurals    |
| Viggiano   | Matthew    | HDE      | Annual | 4    | 100.00%       | \$2,835.00     | Science Advocate            |
| Warner     | Allison    | HDE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: K       |
| Wheeler    | Amanda     | HDE      | Annual | 1    | 50.00%        | \$1,386.00     | Equity Advocate             |
|            |            |          |        |      |               |                |                             |
| Cheney     | Kristen    | MCH      | Annual | 2    | 100.00%       | \$2,772.00     | Science Advocate            |
| Cotellese  | Alyssa     | MCH      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader:<br>3rd  |
| Cotellese  | Alyssa     | MCH      | Annual | 1    | 50.00%        | \$1,078.00     | Proactive Program<br>Coord. |
| DeCicco    | Alyssa     | MCH      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 4th     |
| DeCicco    | Alyssa     | MCH      | Annual | 1    | 50.00%        | \$1,078.00     | Proactive Program<br>Coord. |
| Dougherty  | Sara       | MCH      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader:<br>2nd  |
| Duffy      | Ann        | MCH      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                    |
| Fabian     | F. Mark    | MCH      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 5th     |
| Jackson    | Tara       | MCH      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: K       |
| Litzenberg | Mary       | MCH      | Annual | 12   | 100.00%       | \$812.00       | School Chorus &<br>Musical  |
| McAllister | Rebecca    | MCH      | Annual | 1    | 100.00%       | \$2,772.00     | Equity Advocate             |
| McGeehin   | Rosemary   | MCH      | Annual | 10   | 100.00%       | \$6,096.00     | Head Teacher                |
| McGeehin   | Rosemary   | MCH      | Annual | 1    | 100.00%       | \$2,772.00     | Math Advocate               |
| Monte      | Rebecca    | MCH      | Annual | 6    | 100.00%       | \$2,916.00     | After School Intramurals    |
| Seese      | Desiree    | MCH      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 1st     |
| Sochacki   | Barbara    | MCH      | Annual | 8    | 87.00%        | \$2,881.44     | Technology Advocate         |
|            |            |          |        |      |               |                |                             |
| Anderson   | Pam        | PWE      | Annual | 1    | 50.00%        | \$1,386.00     | Equity Advocate             |
| Avila      | Caroline   | PWE      | Annual | 1    | 43.50%        | \$1,205.82     | Technology Advocate         |
| Bowes      | Delaney    | PWE      | Annual | 1    | 50.00%        | \$1,078.00     | Proactive Program<br>Coord. |
| Brunnquell | Elizabeth  | PWE      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                    |

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| Last Name  | First Name | Location | Season | Year | % of Contract | Total Contract | Position Title           |
|------------|------------|----------|--------|------|---------------|----------------|--------------------------|
| Cermignano | Brian      | PWE      | Annual | 1    | 50.00%        | \$2,464.00     | Head Teacher             |
| Cermignano | Brian      | PWE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 5th  |
| Davis      | Caroline   | PWE      | Annual | 8    | 100.00%       | \$3,312.00     | Science Advocate         |
| Greene     | Jennifer   | PWE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 2nd  |
| Hamblin    | Laureen    | PWE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: K    |
| Lamphere   | Christine  | PWE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 1st  |
| Lamphere   | Christine  | PWE      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                 |
| Mangold    | Linda      | PWE      | Annual | 1    | 50.00%        | \$1,386.00     | Equity Advocate          |
| Mangold    | Linda      | PWE      | Annual | 12   | 100.00%       | \$812.00       | School Chorus & Musical  |
| Mangold    | Jennifer   | PWE      | Annual | 1    | 50.00%        | \$2,464.00     | Head Teacher             |
| Mangold    | Jennifer   | PWE      | Annual | 1    | 43.50%        | \$1,205.82     | Technology Advocate      |
| Nunan      | Kelly      | PWE      | Annual | 1    | 50.00%        | \$1,078.00     | Proactive Program Coord. |
| Santangelo | Michelle   | PWE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 4th  |
| Treon      | Diane      | PWE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 3rd  |
| Zacharkiw  | Susan      | PWE      | Annual | 10   | 100.00%       | \$3,429.00     | Math Advocate            |
| Ambrosino  | Antone     | SWE      | Annual | 10   | 100.00%       | \$3,429.00     | Science Advocate         |
| Amen       | Ines       | SWE      | Annual | 1    | 50.00%        | \$1,386.00     | Equity Advocate          |
| Buckley    | Alyssa     | SWE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 4th  |
| Brown      | Kristen    | SWE      | Annual | 1    | 50.00%        | \$1,078.00     | Proactive Program Coord. |
| Caroulis   | Christina  | SWE      | Annual | 8    | 87.00%        | \$2,881.44     | Technology Advocate      |
| Dailey     | Melissa    | SWE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 2nd  |
| D'Antonio  | Jennifer   | SWE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: K    |
| Douglas    | Gina       | SWE      | Annual | 4    | 100.00%       | \$2,835.00     | After School Intramurals |
| Duffey     | Kelly      | SWE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 1st  |
| Faggiola   | Nicole     | SWE      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                 |
| Franz      | Jennifer   | SWE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 5th  |
| Jackson    | Susan      | SWE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 3rd  |
| Keys       | Amber      | SWE      | Annual | 1    | 50.00%        | \$1,386.00     | Equity Advocate          |
| Mastrilli  | Allison    | SWE      | Annual | 1    | 50.00%        | \$1,078.00     | Proactive Program Coord. |
| Morrison   | James      | SWE      | Annual | 12   | 100.00%       | \$812.00       | School Chorus & Musical  |
| Sommer     | Christine  | SWE      | Annual | 8    | 50.00%        | \$2,944.00     | Head Teacher             |
| Sommer     | Christine  | SWE      | Annual | 10   | 100.00%       | \$3,429.00     | Math Advocate            |
| Stoddard   | Lisa       | SWE      | Annual | 8    | 50.00%        | \$2,944.00     | Head Teacher             |
| Algier     | Cynthia    | WTE      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                 |

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| Last Name  | First Name | Location | Season | Year | % of Contract | Total Contract | Position Title             |
|------------|------------|----------|--------|------|---------------|----------------|----------------------------|
| Berkes     | Kate       | WTE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 2nd    |
| Davis      | James      | WTE      | Annual | 15+  | 100.00%       | \$4,140.00     | After School Intramurals   |
| Demi       | Kristyn    | WTE      | Annual | 4    | 43.50%        | \$1,233.22     | Technology Advocate        |
| Domizio    | Katherine  | WTE      | Annual | 8    | 100.00%       | \$736.00       | School Chorus & Musical    |
| Isola      | Maureen    | WTE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 3rd    |
| Kleckner   | Ashley     | WTE      | Annual | 1    | 50.00%        | \$1,078.00     | Proactive Program Coord.   |
| Kobrynich  | Taya       | WTE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 4th    |
| Labik      | Joseph     | WTE      | Annual | 2    | 43.50%        | \$1,205.82     | Technology Advocate        |
| Labik      | Joseph     | WTE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 5th    |
| Neary      | Alicia     | WTE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: K      |
| Nyholm     | Sara       | WTE      | Annual | 2    | 100.00%       | \$2,772.00     | Science Advocate           |
| O'Donnell  | Kathryn    | WTE      | Annual | 1    | 50.00%        | \$1,078.00     | Proactive Program Coord.   |
| Reilly     | Margaret   | WTE      | Annual | 6    | 100.00%       | \$2,916.00     | Math Advocate              |
| Thompson   | Jason      | WTE      | Annual | 2    | 100.00%       | \$2,772.00     | Equity Advocate            |
| Thompson   | Jason      | WTE      | Annual | 1    | 100.00%       | \$4,928.00     | Head Teacher               |
| Wein       | Nancy      | WTE      | Annual | 1    | 100.00%       | \$924.00       | Grade Level Leader: 1st    |
| Pursell    | Kyle       | EGE/HDE  | Annual | 1    | 100.00%       | \$1,232.00     | School Band                |
| Van Lenten | Lynn       | EGE/HDE  | Annual | 15+  | 100.00%       | \$1,840.00     | School Orchestra           |
| Binkley    | William    | GAE/EXE  | Annual | 15+  | 100.00%       | \$1,840.00     | School Orchestra           |
| Fuette     | Kenneth    | GAE/EXE  | Annual | 15+  | 100.00%       | \$1,840.00     | School Band                |
| Belczyk    | Mary       | MCH/FHE  | Annual | 12   | 100.00%       | \$1,624.00     | School Orchestra           |
| Letherland | Lauren     | MCH/FHE  | Annual | 4    | 100.00%       | \$1,260.00     | School Band                |
| Elder      | Megan      | PWE/WTE  | Annual | 6    | 60.00%        | \$777.60       | School Band                |
| Hess       | Madeline   | PWE/WTE  | Annual | 1    | 100.00%       | \$1,232.00     | School Orchestra           |
| Olmeda     | Brandon    | PWE/WTE  | Annual | 1    | 40.00%        | \$492.80       | School Band                |
| Cooper     | Donna      | SWE/EBE  | Annual | 12   | 100.00%       | \$1,624.00     | School Band                |
| Jurik      | Leah       | SWE/EBE  | Annual | 2    | 100.00%       | \$1,232.00     | School Orchestra           |
| Abbott     | Shayna     | FMS      | Annual | 6    | 100.00%       | \$1,296.00     | 8th Grade Team Leader      |
| Abbott     | Shayna     | FMS      | Annual | 8    | 50.00%        | \$1,472.00     | Student Activities Advisor |
| Bowen      | Malina     | FMS      | Annual | 12   | 50.00%        | \$1,624.00     | Student Activities Advisor |
| Bowen      | Malina     | FMS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                   |
| Cassidy    | Michael    | FMS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                   |

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| Last Name    | First Name | Location | Season | Year | % of Contract | Total Contract | Position Title                   |
|--------------|------------|----------|--------|------|---------------|----------------|----------------------------------|
| Celfo        | Timothy    | FMS      | Annual | 1    | 100.00%       | \$1,848.00     | Lighting & Sound Technician      |
| Dannehower   | Robin      | FMS      | Annual | N/A  | 100.00%       | \$3,932.00     | Subject Chair: ELA               |
| DiFerdinando | Julia      | FMS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                         |
| DiFerdinando | Julia      | FMS      | Annual | 1    | 50.00%        | \$1,078.00     | Best Buddies Sponsor             |
| Estrada      | Jennifer   | FMS      | Annual | N/A  | 100.00%       | \$3,696.70     | Subject Chair: Special Education |
| Giuliano     | Robbi      | FMS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                         |
| Harrison     | Katherine  | FMS      | Annual | 1    | 50.00%        | \$1,078.00     | Best Buddies Sponsor             |
| Hill         | Matthew    | FMS      | Annual | 10   | 100.00%       | \$3,429.00     | Drama Sponsor                    |
| Keogh        | Jessica    | FMS      | Annual | 4    | 100.00%       | \$2,835.00     | Equity Advocate                  |
| Knaster      | Jenna      | FMS      | Annual | 2    | 100.00%       | \$924.00       | Jazz Band                        |
| Litwa        | Jaclyn     | FMS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                         |
| McCauley     | William    | FMS      | Annual | N/A  | 100.00%       | \$3,550.78     | Subject Chair: Social Studies    |
| Mizak        | Katie      | FMS      | Annual | 3    | 87.00%        | \$2,466.45     | Technology Advocate              |
| Morales      | Carol      | FMS      | Annual | 12   | 100.00%       | \$1,624.00     | 7th Grade Team Leader            |
| Nefos        | Frank      | FMS      | Annual | 15+  | 100.00%       | \$3,680.00     | Newspaper Sponsor                |
| Nefos        | Frank      | FMS      | Annual | 12   | 100.00%       | \$1,624.00     | 6th Grade Team Leader            |
| Neufer       | Kathleen   | FMS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                         |
| O'Neill      | Karen      | FMS      | Annual | N/A  | 100.00%       | \$2,845.00     | Detention Room Supervisor        |
| O'Neill      | Karen      | FMS      | Annual | N/A  | 100.00%       | \$3,548.00     | Subject Chair: Science           |
| Page         | Christine  | FMS      | Annual | 12   | 100.00%       | \$1,624.00     | 7th Grade Team Leader            |
| Peters       | Rebecca    | FMS      | Annual | 1    | 50.00%        | \$1,078.00     | Yearbook Sponsor                 |
| Peters       | Rebecca    | FMS      | Annual | 10   | 100.00%       | \$1,524.00     | 6th Grade Team Leader            |
| Saundurs     | Todd       | FMS      | Annual | 12   | 100.00%       | \$2,436.00     | Math Counts                      |
| Scolis       | Elizabeth  | FMS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                         |
| Slack        | Kimberly   | FMS      | Annual | 1    | 100.00%       | \$1,848.00     | Drama Assistant                  |
| Subasic      | Kelly      | FMS      | Annual | 12   | 100.00%       | \$1,624.00     | 8th Grade Team Leader            |
| Subasic      | Kelly      | FMS      | Annual | N/A  | 100.00%       | \$3,630.40     | Subject Chair: Math              |
| Subasic      | Kelly      | FMS      | Annual | N/A  | 100.00%       | \$110/week     | Saturday School                  |
| Swift        | Thomas     | FMS      | Annual | 15+  | 100.00%       | \$16,560.00    | Athletic Manager                 |
| Trombley     | Joanne     | FMS      | Annual | 15+  | 100.00%       | \$4,140.00     | Science Olympiad                 |
| Trombley     | Joanne     | FMS      | Annual | N/A  | 100.00%       | \$3,955.00     | Subject Chair: Unified Arts      |
| Westley      | Cynthia    | FMS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                         |
| Wilson       | Lindsay    | FMS      | Annual | 1    | 50.00%        | \$1,078.00     | Yearbook Sponsor                 |
| Wilson       | Lindsay    | FMS      | Annual | 2    | 87.00%        | \$2,411.64     | Technology Advocate              |
|              |            |          |        |      |               |                |                                  |
| Atkins       | John       | PMS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                         |
| Atkins       | John       | PMS      | Annual | N/A  | 100.00%       | \$3,624.80     | Subject Chair: Science           |
| Bergey       | Heather    | PMS      | Annual | N/A  | 100.00%       | \$3,860.50     | Subject Chair: Unified Arts      |
| Boyd         | Denise     | PMS      | Annual | 8    | 100.00%       | \$3,312.00     | Drama Sponsor                    |

Recommendations

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| Last Name     | First Name | Location | Season | Year | % of Contract | Total Contract | Position Title                |
|---------------|------------|----------|--------|------|---------------|----------------|-------------------------------|
| Clauser       | Nicole     | PMS      | Annual | N/A  | 100.00%       | \$3,599.20     | Subject Chair: Social Studies |
| Crilley       | Danielle   | PMS      | Annual | 12   | 100.00%       | \$1,624.00     | 6th Grade Team Leader         |
| Curay-Cramer  | Michele    | PMS      | Annual | 8    | 100.00%       | \$3,312.00     | Equity Advocate               |
| Curay-Cramer  | Michele    | PMS      | Annual | N/A  | 100.00%       | \$3,948.64     | Subject Chair: ELA            |
| Czerwinski    | Tara       | PMS      | Annual | 1    | 100.00%       | \$2,464.00     | Newspaper Sponsor             |
| de Zeeuw      | Kristen    | PMS      | Annual | N/A  | 100.00%       | \$3,714.40     | Subject Chair: Math           |
| Diffendall    | Cindy      | PMS      | Annual | N/A  | 100.00%       | \$2,845.00     | Detention Room Supervisor     |
| Diffendall    | Cindy      | PMS      | Annual | 15+  | 100.00%       | \$1,840.00     | 7th Grade Team Leader         |
| Dummeldinger  | Matthew    | PMS      | Annual | 8    | 100.00%       | \$2,208.00     | Drama Assistant               |
| Dummeldinger  | Matthew    | PMS      | Annual | 8    | 100.00%       | \$2,208.00     | Math Counts                   |
| Ellis         | Dan        | PMS      | Annual | 6    | 100.00%       | \$1,296.00     | 6th Grade Team Leader         |
| Fagan         | Kathleen   | PMS      | Annual | N/A  | 100.00%       | \$3,670.00     | Subject Chair: Special Ed     |
| Gonzalez      | Kolby      | PMS      | Annual | 1    | 50.00%        | \$1,078.00     | Yearbook Sponsor              |
| Gonzalez      | Kolby      | PMS      | Annual | 2    | 87.00%        | \$2,411.64     | Technology Advocate           |
| Hoffman       | Mitchell   | PMS      | Annual | 4    | 100.00%       | \$1,260.00     | 7th Grade Team Leader         |
| Hoopes-Myers  | Megan      | PMS      | Annual | 12   | 50.00%        | \$1,624.00     | Student Activities Advisor    |
| Hoopes-Myers  | Megan      | PMS      | Annual | 8    | 100.00%       | \$1,472.00     | 8th Grade Team Leader         |
| Hurley        | Melissa    | PMS      | Annual | 1    | 66.00%        | \$1,829.52     | Drama Sponsor                 |
| Hurley        | Shane      | PMS      | Annual | 1    | 34.00%        | \$942.48       | Drama Sponsor                 |
| Jenkins       | Stephen    | PMS      | Annual | 15+  | 100.00%       | \$1,840.00     | 8th Grade Team Leader         |
| Jenkins       | Stephen    | PMS      | Annual | 8    | 50.00%        | \$1,288.00     | Yearbook Sponsor              |
| Kimberling    | Douglas    | PMS      | Annual | 15+  | 100.00%       | \$4,140.00     | Science Olympiad              |
| Liebsch       | Kevin      | PMS      | Annual | 10   | 100.00%       | \$1,524.00     | 6th Grade Team Leader         |
| McElvenny     | Linda      | PMS      | Annual | 15+  | 87.00%        | \$3,601.80     | Technology Advocate           |
| Rathman       | Ashley     | PMS      | Annual | 4    | 100.00%       | \$1,260.00     | 7th Grade Team Leader         |
| Shollenberger | Kyle       | PMS      | Annual | 12   | 100.00%       | \$1,218.00     | Jazz Band                     |
| Shollenberger | Kyle       | PMS      | Annual | 1    | 100.00%       | \$1,848.00     | Lighting & Sound Technician   |
| Squeri        | Diane      | PMS      | Annual | 4    | 100.00%       | \$1,260.00     | 8th Grade Team Leader         |
| Stolnis       | Meaghan    | PMS      | Annual | 1    | 100.00%       | \$2,156.00     | Best Buddies Sponsor          |
| Virgilio      | Sam        | PMS      | Annual | 15+  | 100.00%       | \$16,560.00    | Athletic Manager              |
| Weaver        | Tara       | PMS      | Annual | 10   | 50.00%        | \$1,524.00     | Student Activities Advisor    |
| Becker        | Robert     | SMS      | Annual | 12   | 100.00%       | \$3,654.00     | Science Olympiad              |
| Briggs        | Terri      | SMS      | Annual | N/A  | 100.00%       | \$3,955.00     | Subject Chair: Unified Arts   |
| Brown         | Danielle   | SMS      | Annual | 1    | 50.00%        | \$1,232.00     | Student Activities Advisor    |
| Busz          | Gerald     | SMS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                      |
| Cavuto        | Jeanne     | SMS      | Annual | 10   | 100.00%       | \$2,286.00     | Math Counts                   |
| Chavarria     | Courtney   | SMS      | Annual | 1    | 100.00%       | \$1,232.00     | 8th Grade Team Leader         |

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| Last Name          | First Name | Location | Season | Year | % of Contract | Total Contract | Position Title                   |
|--------------------|------------|----------|--------|------|---------------|----------------|----------------------------------|
| Chavarria          | Courtney   | SMS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                         |
| Chavarria          | Courtney   | SMS      | Annual | 3    | 87.00%        | \$2,466.45     | Technology Advocate              |
| Claffey            | Cynthia    | SMS      | Annual | 8    | 100.00%       | \$3,312.00     | Equity Advocate                  |
| Claffey            | Cynthia    | SMS      | Annual | 10   | 100.00%       | \$3,048.00     | Newspaper Sponsor                |
| Corcoran           | William    | SMS      | Annual | 15+  | 100.00%       | \$16,560.00    | Athletic Manager                 |
| Dick               | Ashley     | SMS      | Annual | 1    | 50.00%        | \$1,232.00     | Student Activities Advisor       |
| Dunn               | Melody     | SMS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                         |
| Ellis              | Ann        | SMS      | Annual | 1    | 100.00%       | \$2,772.00     | Drama Sponsor                    |
| Gomez              | Tracy      | SMS      | Annual | 1    | 100.00%       | \$1,232.00     | 6th Grade Team Leader            |
| Gomez              | Tracy      | SMS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                         |
| Jacien             | Sarah      | SMS      | Annual | 1    | 100.00%       | \$2,156.00     | Best Buddies Sponsor             |
| Loescher-Velazquez | David      | SMS      | Annual | 10   | 100.00%       | \$1,524.00     | 6th Grade Team Leader            |
| Loescher-Velazquez | David      | SMS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                         |
| Logan              | Andrew     | SMS      | Annual | N/A  | 100.00%       | \$3,460.00     | Subject Chair: Social Studies    |
| Logan              | Andrew     | SMS      | Annual | 10   | 100.00%       | \$1,524.00     | 7th Grade Team Leader            |
| Mandarino          | Therese    | SMS      | Annual | N/A  | 100.00%       | \$3,613.00     | Subject Chair: Math              |
| Melfi              | Beth       | SMS      | Annual | 1    | 100.00%       | \$1,848.00     | Drama Assistant                  |
| Morris             | Jessica    | SMS      | Annual | 1    | 100.00%       | \$1,232.00     | 8th Grade Team Leader            |
| Patton             | Keith      | SMS      | Annual | 15+  | 87.00%        | \$3,601.80     | Technology Advocate              |
| Peck               | James      | SMS      | Annual | N/A  | 100.00%       | \$3,665.76     | Subject Chair: Science           |
| Peck               | James      | SMS      | Annual | 2    | 100.00%       | \$1,232.00     | 7th Grade Team Leader            |
| Pester             | Gary       | SMS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                         |
| Risch              | Kyle       | SMS      | Annual | 1    | 100.00%       | \$924.00       | Jazz Band                        |
| Smith              | Patricia   | SMS      | Annual | N/A  | 100.00%       | \$2,845.00     | Detention Room Supervisor        |
| Trainor            | Rosemarie  | SMS      | Annual | N/A  | 100.00%       | \$3,505.00     | Subject Chair: Special Education |
| Verna              | Sophia     | SMS      | Annual | 1    | 100.00%       | \$2,156.00     | Yearbook Sponsor                 |
| White              | Andrew     | SMS      | Annual | N/A  | 100.00%       | \$4,019.36     | Subject Chair: ELA               |
| Bayley             | Jennifer   | EHS      | Annual | N/A  | 100.00%       | \$3,804.00     | Dept. Chair: Math                |
| Bennett            | Laura      | EHS      | Annual | N/A  | 100.00%       | \$3,895.60     | Dept. Chair: Special Education   |
| Bonds              | Matthew    | EHS      | Annual | 1    | 100.00%       | \$2,772.00     | Mock Trial Sponsor               |
| Boyd               | James      | EHS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                         |
| Camp               | Kelly      | EHS      | Annual | 2    | 50.00%        | \$945.00       | Sophomore Class Advisor          |
| Carozza            | Beth Ann   | EHS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                         |
| Carozza            | Beth Ann   | EHS      | Annual | 12   | 87.00%        | \$3,178.98     | Technology Advocate              |
| Carr               | Kimberly   | EHS      | Annual | 10   | 50.00%        | \$1,714.50     | Student Council/Senate Advisor   |
| Carr               | Kimberly   | EHS      | Annual | N/A  | 100.00%       | \$3,807.20     | Dept. Chair: English             |

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| Last Name    | First Name | Location | Season | Year | % of Contract | Total Contract | Position Title                 |
|--------------|------------|----------|--------|------|---------------|----------------|--------------------------------|
| Celfo        | Timothy    | EHS      | Annual | 1    | 100.00%       | \$1,848.00     | Lighting & Sound Technician    |
| Conner       | Jeffrey    | EHS      | Annual | 1    | 100.00%       | \$1,386.00     | DECA Assistant                 |
| Costin       | Douglas    | EHS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                       |
| Densmore     | Thomas     | EHS      | Annual | 10   | 50.00%        | \$1,714.50     | Science Competition            |
| DiNatale     | Danielle   | EHS      | Annual | 2    | 50.00%        | \$3,234.00     | Yearbook Sponsor               |
| Dowlin       | Rose       | EHS      | Annual | 8    | 100.00%       | \$4,784.00     | Musical Co-Director            |
| Duli         | Sandra     | EHS      | Annual | N/A  | 100.00%       | \$3,460.00     | Dept. Chair: Unified Arts      |
| Farrell      | Daniel     | EHS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                       |
| Flynn        | Erin       | EHS      | Annual | 1    | 100.00%       | \$3,696.00     | Newspaper Sponsor              |
| Gallo        | John       | EHS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                       |
| Getz         | Amanda     | EHS      | Annual | 1    | 50.00%        | \$1,848.00     | Unified Bocce Coach            |
| Giunta       | Lindsay    | EHS      | Annual | 1    | 50.00%        | \$924.00       | Freshmen Class Advisor         |
| Henderson    | Ruth       | EHS      | Annual | 10   | 50.00%        | \$1,714.50     | Science Competition            |
| Jones        | Brent      | EHS      | Annual | 4    | 100.00%       | \$2,205.00     | Academic Team Asst.            |
| Jones        | Brent      | EHS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                       |
| Keenan       | Collette   | EHS      | Annual | 9    | 87.00%        | \$2,983.23     | Technology Advocate            |
| Keiser       | Thomas     | EHS      | Annual | 1    | 34.00%        | \$1,570.80     | Asst. Marching Band Director   |
| King         | Robert     | EHS      | Annual | 2    | 100.00%       | \$2,772.00     | Equity Advocate                |
| King         | Robert     | EHS      | Annual | N/A  | 100.00%       | \$3,895.60     | Dept. Chair: Science           |
| Langlois     | Matthew    | EHS      | Annual | 1    | 26.00%        | \$1,201.20     | Asst. Marching Band Director   |
| Lauter       | Heather    | EHS      | Annual | N/A  | 33.00%        | \$938.85       | Detention Room Supervisor      |
| Lill         | Carol      | EHS      | Annual | 10   | 100.00%       | \$3,429.00     | DECA Advisor                   |
| Lindsay      | Charles    | EHS      | Annual | 2    | 100.00%       | \$2,156.00     | National Honor Society         |
| Lindsay      | Charles    | EHS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                       |
| Madonna      | Ryan       | EHS      | Annual | 6    | 100.00%       | \$2,916.00     | Asst. Musical Director         |
| McAleer      | Samantha   | EHS      | Annual | 1    | 50.00%        | \$1,848.00     | Unified Bocce Coach            |
| McCormick    | David      | EHS      | Annual | 1    | 87.00%        | \$2,411.64     | Technology Advocate            |
| Moreno-Davis | Erica      | EHS      | Annual | 15+  | 50.00%        | \$2,070.00     | Student Council/Senate Advisor |
| Moreno-Davis | Erica      | EHS      | Annual | N/A  | 100.00%       | \$3,564.10     | Dept. Chair: World Language    |
| Otto         | Lauren     | EHS      | Annual | 8    | 50.00%        | \$1,104.00     | Sophomore Class Advisor        |
| Owens        | Dean       | EHS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                       |
| Owens        | Dean       | EHS      | Annual | N/A  | 100.00%       | \$3,784.00     | Dept. Chair: Social Studies    |
| Parry        | Ann        | EHS      | Annual | 6    | 50.00%        | \$1,782.00     | Senior Class Advisor           |
| Pribish      | Jessica    | EHS      | Annual | N/A  | 33.00%        | \$938.85       | Detention Room Supervisor      |
| Pribish      | Jessica    | EHS      | Annual | 1    | 100.00%       | \$2,464.00     | Literary Magazine              |



Recommendations

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| Last Name | First Name | Location | Season | Year | % of Contract | Total Contract | Position Title                 |
|-----------|------------|----------|--------|------|---------------|----------------|--------------------------------|
| Rightmyer | Jennifer   | EHS      | Annual | N/A  | 33.00%        | \$938.85       | Detention Room Supervisor      |
| Saello    | Brittany   | EHS      | Annual | 1    | 50.00%        | \$924.00       | Freshmen Class Advisor         |
| Salcido   | Brian      | EHS      | Annual | 8    | 50.00%        | \$3,864.00     | Yearbook Sponsor               |
| Scelsa    | Meredith   | EHS      | Annual | 1    | 50.00%        | \$2,464.00     | Junior Class Advisor           |
| Scelsa    | Meredith   | EHS      | Annual | N/A  | 100.00%       | \$3,524.32     | Dept. Chair: Health & PE       |
| Schlamb   | Nathan     | EHS      | Annual | 10   | 100.00%       | \$4,191.00     | Academic Team Advisor          |
| Setlock   | Yvonne     | EHS      | Annual | N/A  | 100.00%       | \$1,500.00     | AP Coordinator                 |
| Setlock   | Yvonne     | EHS      | Annual | N/A  | 100.00%       | \$3,328.00     | Dept. Chair: Guidance          |
| Swiggett  | Julian     | EHS      | Annual | 8    | 100.00%       | \$3,680.00     | Spring Drama                   |
| Tepper    | Carrie     | EHS      | Annual | 4    | 50.00%        | \$1,296.00     | Junior Class Advisor           |
| Veith     | Gina       | EHS      | Annual | 4    | 100.00%       | \$4,095.00     | Musical Co Director: Drama     |
| Werner    | Kendra     | EHS      | Annual | 15+  | 100.00%       | \$5,980.00     | Musical Co Director: Music     |
| Zimmerman | Courtney   | EHS      | Annual | N/A  | 100.00%       | \$110/week     | Saturday School                |
| Zimmerman | Courtney   | EHS      | Annual | 6    | 50.00%        | \$1,782.00     | Senior Class Advisor           |
|           |            |          |        |      |               |                |                                |
| Abbott    | Heidi      | HHS      | Annual | 10   | 100.00%       | \$3,429.00     | Science Competition            |
| Abbott    | Heidi      | HHS      | Annual | 6    | 87.00%        | \$2,536.92     | Technology Advocate            |
| Anderson  | William    | HHS      | Annual | 12   | 50.00%        | \$2,436.00     | Newspaper Sponsor              |
| Anderson  | William    | HHS      | Annual | 8    | 50.00%        | \$1,840.00     | Spring Drama                   |
| Bagatta   | Lisa       | HHS      | Annual | 1    | 50.00%        | \$1,078.00     | National Honor Society         |
| Boosz     | Janet      | HHS      | Annual | N/A  | 100.00%       | \$3,804.00     | Dept. Chair: World Language    |
| Bott      | Jeffrey    | HHS      | Annual | N/A  | 50.00%        | \$1,748.90     | Dept. Chair: Health & PE       |
| Callanan  | Molly      | HHS      | Annual | 4    | 100.00%       | \$4,095.00     | Musical Co-Director            |
| Clark     | Kathleen   | HHS      | Annual | 8    | 50.00%        | \$1,104.00     | Freshmen Class Advisor         |
| Clark     | Kathleen   | HHS      | Annual | N/A  | 100.00%       | \$110/week     | Saturday School                |
| Clay      | Charles    | HHS      | Annual | N/A  | 100.00%       | \$110/week     | Saturday School                |
| Clay      | Charles    | HHS      | Annual | N/A  | 100.00%       | \$3,961.90     | Dept. Chair: English           |
| Coley     | Daniel     | HHS      | Annual | 1    | 100.00%       | \$2,772.00     | Mock Trial Sponsor             |
| Corr      | Maureen    | HHS      | Annual | N/A  | 100.00%       | \$110/week     | Saturday School                |
| Corr      | Maureen    | HHS      | Annual | N/A  | 100.00%       | \$3,763.00     | Dept. Chair: Special Education |
| Donley    | Dean       | HHS      | Annual | N/A  | 50.00%        | \$1,742.00     | Dept. Chair: Health & PE       |
| Dorsey    | Shanelle   | HHS      | Annual | 2    | 50.00%        | \$3,234.00     | Yearbook Sponsor               |
| Dorsey    | Shanelle   | HHS      | Annual | N/A  | 100.00%       | \$1,500.00     | AP Coordinator                 |
| Fash      | Sean       | HHS      | Annual | 1    | 100.00%       | \$2,156.00     | Debate Sponsor                 |
| Froio     | Anthony    | HHS      | Annual | 2    | 100.00%       | \$2,772.00     | Equity Advocate                |

Recommendations

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| Last Name  | First Name | Location | Season | Year | % of Contract | Total Contract | Position Title                    |
|------------|------------|----------|--------|------|---------------|----------------|-----------------------------------|
| Gamble     | Morgan     | HHS      | Annual | N/A  | 100.00%       | \$3,420.00     | Dept. Chair: Guidance             |
| Hartman    | Nicole     | HHS      | Annual | 8    | 100.00%       | \$4,784.00     | Musical Co-Director:<br>Music     |
| Hohwald    | Joan       | HHS      | Annual | N/A  | 100.00%       | \$4,076.69     | Dept. Chair: Math                 |
| Jakubowski | Candy      | HHS      | Annual | 8    | 50.00%        | \$1,104.00     | Sophomore Class<br>Advisor        |
| Johnson    | Brian      | HHS      | Annual | 1    | 100.00%       | \$2,156.00     | Academic Team Asst.               |
| Kern       | Kaitlyn    | HHS      | Annual | 6    | 50.00%        | \$1,782.00     | Senior Class Advisor              |
| Kernaghan  | Stephen    | HHS      | Annual | N/A  | 100.00%       | \$3,996.00     | Dept. Chair: Social<br>Studies    |
| Kreamer    | Jonathan   | HHS      | Annual | 8    | 100.00%       | \$4,784.00     | Musical Co-Director:<br>Drama     |
| Lammey     | Dan        | HHS      | Annual | 15+  | 50.00%        | \$2,300.00     | Spring Drama                      |
| Logothetis | Catherine  | HHS      | Annual | N/A  | 100.00%       | \$3,505.00     | Dept. Chair: Unified Arts         |
| Lunardi    | John       | HHS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                          |
| Marabella  | Brandon    | HHS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                          |
| McClintock | Whitney    | HHS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                          |
| McClintock | Whitney    | HHS      | Annual | 8    | 50.00%        | \$1,104.00     | Freshmen Class<br>Advisor         |
| McCormick  | Christina  | HHS      | Annual | 15+  | 87.00%        | \$3,601.80     | Technology Advocate               |
| McCormick  | Lauren     | HHS      | Annual | 6    | 50.00%        | \$1,782.00     | Senior Class Advisor              |
| McMahon    | Rob        | HHS      | Annual | 1    | 50.00%        | \$1,848.00     | Unified Bocce Coach               |
| Missiras   | Mary       | HHS      | Annual | 1    | 50.00%        | \$924.00       | Sophomore Class<br>Advisor        |
| Murphy     | Connor     | HHS      | Annual | 4    | 50.00%        | \$1,260.00     | Junior Class Advisor              |
| O'Connor   | Stuart     | HHS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                          |
| Orlando    | Kevin      | HHS      | Annual | N/A  | 100.00%       | \$4,090.08     | Dept. Chair: Science              |
| Peracchia  | Tara       | HHS      | Annual | 1    | 50.00%        | \$1,078.00     | National Honor Society            |
| Pierce     | Edward     | HHS      | Annual | 12   | 50.00%        | \$1,624.00     | Literary Magazine                 |
| Regrut     | Angela     | HHS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                          |
| Regrut     | Angela     | HHS      | Annual | N/A  | 100.00%       | \$2,845.00     | Detention Room<br>Supervisor      |
| Ritz       | Alicia     | HHS      | Annual | 1    | 50.00%        | \$1,848.00     | Newspaper Sponsor                 |
| Snider     | Nicole     | HHS      | Annual | 10   | 50.00%        | \$4,000.50     | Yearbook Sponsor                  |
| Sobieck    | Stephen    | HHS      | Annual | 12   | 100.00%       | \$4,466.00     | Academic Team<br>Advisor          |
| Sok        | Peter      | HHS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                          |
| Umile      | Marc       | HHS      | Annual | 12   | 50.00%        | \$1,624.00     | Literary Magazine                 |
| Vandergast | Renee      | HHS      | Annual | 5    | 87.00%        | \$2,536.92     | Technology Advocate               |
| VanEmburg  | Lucas      | HHS      | Annual | 2    | 100.00%       | \$2,772.00     | DECA Sponsor                      |
| Wagner     | Jamie      | HHS      | Annual | 1    | 50.00%        | \$1,848.00     | Unified Bocce Coach               |
| Williams   | Todd       | HHS      | Annual | 1    | 100.00%       | \$2,772.00     | Assistant Musical<br>Director     |
| Wilson     | Charles    | HHS      | Annual | 4    | 50.00%        | \$1,260.00     | Junior Class Advisor              |
| Wlodarczyk | Kelly      | HHS      | Annual | 8    | 100.00%       | \$3,312.00     | Student Council/Senate<br>Advisor |

Recommendations

Supplement to the Agenda – September 27, 2021 - p.19

| Last Name    | First Name | Location | Season | Year | % of Contract | Total Contract | Position Title                 |
|--------------|------------|----------|--------|------|---------------|----------------|--------------------------------|
| Ainsworth    | Ashley     | RHS      | Annual | 4    | 50.00%        | \$1,260.00     | Junior Class Advisor           |
| Alvanitakis  | John       | RHS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                       |
| Arndt        | Michael    | RHS      | Annual | 2    | 50.00%        | \$1,078.00     | Debate Sponsor                 |
| Arndt        | Michael    | RHS      | Annual | 8    | 50.00%        | \$1,656.00     | Student Council Advisor        |
| Arcscott     | Joseph     | RHS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                       |
| Bannister    | Jennifer   | RHS      | Annual | 8    | 50.00%        | \$3,864.00     | Yearbook Sponsor               |
| Barry        | Grace      | RHS      | Annual | 4    | 50.00%        | \$1,260.00     | Junior Class Advisor           |
| Bickel       | Katherine  | RHS      | Annual | N/A  | 100.00%       | \$3,676.00     | Dept. Chair: Special Education |
| Blankenhagen | John       | RHS      | Annual | 6    | 100.00%       | \$2,268.00     | Academic Team Assistant        |
| Bodak-Gyovai | Jennifer   | RHS      | Annual | 12   | 50.00%        | \$4,263.00     | Yearbook Sponsor               |
| Boyle        | Caitlin    | RHS      | Annual | N/A  | 50.00%        | \$750.00       | AP Coordinator                 |
| Brewer       | Sharon     | RHS      | Annual | N/A  | 100.00%       | \$110/week     | Saturday School                |
| Bryan        | Lisa       | RHS      | Annual | 1    | 100.00%       | \$2,156.00     | National Honor Society         |
| Byerly       | Scott      | RHS      | Annual | 12   | 100.00%       | \$4,060.00     | Spring Drama                   |
| Byerly       | Scott      | RHS      | Annual | 15+  | 100.00%       | \$5,980.00     | Musical Co-Director: Drama     |
| Byerly       | Scott      | RHS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                       |
| Byerly       | Scott      | RHS      | Annual | 1    | 50.00%        | \$924.00       | Freshmen Class Advisor         |
| Byerly       | Scott      | RHS      | Annual | 1    | 50.00%        | \$924.00       | Lighting & Sound Technician    |
| Byrd         | James      | RHS      | Annual | 1    | 50.00%        | \$1,078.00     | Science Olympiad Asst.         |
| Chessock     | Amy        | RHS      | Annual | 10   | 100.00%       | \$4,191.00     | Academic Team Advisor          |
| Crowe        | Bobbie     | RHS      | Annual | N/A  | 100.00%       | \$3,382.88     | Dept. Chair: Guidance          |
| Diehl        | Kevin      | RHS      | Annual | 6    | 100.00%       | \$3,888.00     | Newspaper Sponsor              |
| D'Urbano     | Robert     | RHS      | Annual | N/A  | 50.00%        | \$1,774.00     | Dept. Chair: Health & PE       |
| Ellis        | Ann        | RHS      | Annual | 12   | 100.00%       | \$5,278.00     | Musical Co-Director: Music     |
| Ernst        | Nicole     | RHS      | Annual | 3    | 87.00%        | \$2,466.45     | Technology Advocate            |
| Graham       | Marya      | RHS      | Annual | 8    | 50.00%        | \$1,104.00     | Sophomore Class Advisor        |
| Graham       | Marya      | RHS      | Annual | 4    | 100.00%       | \$2,835.00     | Equity Advocate                |
| Haid         | William    | RHS      | Annual | N/A  | 100.00%       | \$4,019.36     | Dept. Chair: Social Studies    |
| Hammond      | Marissa    | RHS      | Annual | N/A  | 50.00%        | \$1,782.05     | Dept. Chair: Health & PE       |
| Hammond      | Marissa    | RHS      | Annual | 1    | 50.00%        | \$1,848.00     | Unified Bocce Coach            |
| Harkins      | Brad       | RHS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                       |
| Harrison     | Ted        | RHS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                       |
| Harrison     | Ted        | RHS      | Annual | N/A  | 100.00%       | \$3,392.50     | Dept. Chair: Unified Arts      |
| Hatzai       | Jason      | RHS      | Annual | 10   | 87.00%        | \$2,983.23     | Technology Advocate            |

Recommendations

Supplement to the Agenda – September 27, 2021 - p.20

| Last Name  | First Name | Location | Season | Year | % of Contract | Total Contract | Position Title                     |
|------------|------------|----------|--------|------|---------------|----------------|------------------------------------|
| Hoesch     | Thomas     | RHS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                           |
| Hutchinson | Glenn      | RHS      | Annual | N/A  | 100.00%       | \$2,845.00     | Detention Room Supervisor          |
| Kline      | Rebecca    | RHS      | Annual | 6    | 50.00%        | \$1,782.00     | Senior Class Advisor               |
| McCarter   | Christine  | RHS      | Annual | 12   | 100.00%       | \$3,654.00     | DECA Sponsor                       |
| McCarter   | Christine  | RHS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                           |
| McVeigh    | Elizabeth  | RHS      | Annual | 8    | 50.00%        | \$2,024.00     | Senior Class Advisor               |
| McVeigh    | Elizabeth  | RHS      | Annual | 1    | 50.00%        | \$1,848.00     | Unified Bocce Coach                |
| Menzel     | Laura      | RHS      | Annual | N/A  | 100.00%       | \$4,028.20     | Dept. Chair: Science               |
| Phillips   | Autumn     | RHS      | Annual | 1    | 100.00%       | \$2,772.00     | Assistant Musical Director         |
| Reyna      | Chris      | RHS      | Annual | 1    | 100.00%       | \$2,772.00     | Mock Trial Sponsor                 |
| Shoremount | Michael    | RHS      | Annual | 10   | 100.00%       | \$4,953.00     | Musical Co-Director                |
| Shoremount | Michael    | RHS      | Annual | 1    | 50.00%        | \$924.00       | Freshmen Class Advisor             |
| Shoremount | Michael    | RHS      | Annual | 1    | 50.00%        | \$924.00       | Lighting & Sound Technician        |
| Suarez     | Jaime      | RHS      | Annual | 12   | 100.00%       | \$3,654.00     | Science Competition                |
| Suarez     | Jaime      | RHS      | Annual | 12   | 87.00%        | \$3,178.98     | Technology Advocate                |
| Sweeley    | Diane      | RHS      | Annual | N/A  | 100.00%       | \$3,804.00     | Dept. Chair: Math                  |
| Taglang    | Matthew    | RHS      | Annual | N/A  | 100.00%       | \$3,696.70     | Dept. Chair: World Language        |
| Turley     | Abigail    | RHS      | Annual | 12   | 100.00%       | \$3,248.00     | Literary Magazine                  |
| Turley     | Abigail    | RHS      | Annual | N/A  | 100.00%       | \$3,807.20     | Dept. Chair: English               |
| Vecchiolli | Christina  | RHS      | Annual | 8    | 50.00%        | \$1,104.00     | Sophomore Class Advisor            |
| Whitton    | Tanna      | RHS      | Annual | N/A  | 50.00%        | \$750.00       | AP Coordinator                     |
| Whitton    | Tanna      | RHS      | Annual | 1    | 50.00%        | \$1,078.00     | Science Olympiad Asst.             |
| Winfield   | Mark       | RHS      | Annual | 10   | 50.00%        | \$1,333.50     | Debate Sponsor                     |
| Winfield   | Mark       | RHS      | Annual | 12   | 50.00%        | \$1,827.00     | Student Council Advisor            |
|            |            |          |        |      |               |                |                                    |
| Celfo      | Tim        | District | Annual | 10   | 100.00%       | \$3,429.00     | District Honors Orchestra - Middle |
| Cooper     | Donna      | District | Annual | 10   | 50.00%        | \$1,714.50     | District Honors Band - Elem        |
| Domizio    | Katherine  | District | Annual | 2    | 33.00%        | \$914.76       | District Honors Chorus - Elem      |
| Ellis      | Ann        | District | Annual | 10   | 33.00%        | \$1,131.57     | District Honors Chorus - Middle    |
| Grello     | Melissa    | District | Annual | 10   | 33.00%        | \$1,131.57     | District Honors Chorus - Elem      |
| Hill       | Matthew    | District | Annual | 10   | 33.00%        | \$1,131.57     | District Honors Chorus - Middle    |
| Hurley     | Shane      | District | Annual | 1    | 33.00%        | \$914.76       | District Honors Chorus - Middle    |

Recommendations  
 Supplement to the Agenda – September 27, 2021 - p.21

| Last Name     | First Name | Location | Season | Year | % of Contract | Total Contract | Position Title                         |
|---------------|------------|----------|--------|------|---------------|----------------|----------------------------------------|
| Jurik         | Leah       | District | Annual | 2    | 50.00%        | \$1,386.00     | District Honors Orchestra - Elem       |
| Kelly         | Katrina    | District | Annual | 12   | 100.00%       | \$3,654.00     | District Honors Orchestra - High       |
| Knaster       | Jenna      | District | Annual | 2    | 33.00%        | \$914.76       | District Honors Band - Middle          |
| Krasley       | Kayla      | District | Annual | 4    | 33.00%        | \$935.55       | District Honors Chorus - Elem          |
| Letherland    | Lauren     | District | Annual | 2    | 50.00%        | \$1,386.00     | District Honors Band - Elem            |
| Risch         | Kyle       | District | Annual | 1    | 33.00%        | \$914.76       | District Honors Band - Middle          |
| Shollenberger | Kyle       | District | Annual | 12   | 33.00%        | \$1,205.82     | District Honors Band - Middle          |
| Sullivan      | Kinsey     | District | Annual | 1    | 50.00%        | \$1,386.00     | District Honors Orchestra - Elem       |
| Anskis        | Lindsay    | District | Annual | N/A  | 100.00%       | \$34.59/hr     | Translator Services                    |
| Barkley       | Asha       | District | Annual | N/A  | 100.00%       | \$34.59/hr     | Translator Services                    |
| Gallagher     | Jennifer   | District | Annual | N/A  | 100.00%       | \$34.59/hr     | Translator Services                    |
| King          | Rebecca    | District | Annual | N/A  | 100.00%       | \$34.59/hr     | Translator Services                    |
| Matos Perez   | Hilda      | District | Annual | N/A  | 100.00%       | \$34.59/hr     | Translator Services                    |
| Puente Lassen | Ana Maria  | District | Annual | N/A  | 100.00%       | \$34.59/hr     | Translator Services                    |
| Simmons       | Suzanne    | District | Annual | N/A  | 100.00%       | \$34.59/hr     | Translator Services                    |
| Singer        | Rebecca    | District | Annual | N/A  | 100.00%       | \$34.59/hr     | Translator Services                    |
| Anskis        | Lindsay    | District | Annual | 2    | 100.00%       | \$4,312.00     | District Dept. Leader: WL              |
| Bailey        | Kara       | District | Annual | 2    | 100.00%       | \$4,312.00     | District Dept. Leader: ELA             |
| Condon        | Mary       | District | Annual | 2    | 100.00%       | \$4,312.00     | District Dept. Leader: SLP             |
| Congialdi     | Nora       | District | Annual | 1    | 100.00%       | \$4,312.00     | District Dept. Leader: Library         |
| Coulter       | Kathleen   | District | Annual | 1    | 100.00%       | \$4,312.00     | District Dept. Leader: Counselors K-5  |
| Froio         | Anthony    | District | Annual | 1    | 100.00%       | \$4,312.00     | District Dept. Leader: SS              |
| Gallagher     | Jennifer   | District | Annual | 1    | 100.00%       | \$4,312.00     | District Dept. Leader: ELL             |
| Gamble        | Morgan     | District | Annual | 8    | 100.00%       | \$5,152.00     | District Dept. Leader: Counselors 6-12 |
| Kreamer       | Jonathan   | District | Annual | 1    | 100.00%       | \$4,312.00     | District Dept. Leader: Music           |
| Martin        | Michelle   | District | Annual | 1    | 100.00%       | \$4,312.00     | District Dept. Leader: Health & PE     |

Recommendations

Supplement to the Agenda – September 27, 2021 - p.22

| Last Name | First Name | Location | Season | Year | % of Contract | Total Contract | Position Title                |
|-----------|------------|----------|--------|------|---------------|----------------|-------------------------------|
| Seagraves | Annie      | District | Annual | 1    | 100.00%       | \$4,312.00     | District Dept. Leader:<br>Art |
| Hafer     | Natalie    | Cyber    | Annual | 1    | 100.00%       | \$308.00       | 7th Grade Team Leader         |
| O'Neill   | Karen      | Cyber    | Annual | 1    | 100.00%       | \$308.00       | 6th Grade Team Leader         |
| Sammarone | Chelsea    | Cyber    | Annual | 1    | 100.00%       | \$308.00       | Student Leadership<br>Advisor |
| Sammarone | Chelsea    | Cyber    | Annual | 1    | 100.00%       | \$308.00       | Newspaper Sponsor             |

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

Monday, September 27, 2021

7:00 PM

Fugett Middle School Auditorium

**CONSENT AGENDA**

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I recommend the Board approve the following consent agenda items:

**IX. School Board Reports**

| Education |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.        | Approval to Establish the following Account(s):<br>-East High School Store Account<br>-Henderson High School Class of 2025 Account<br>-Rustin High School Class of 2025 Account                                                                                                                                                                                                                                 |
| 2.        | Approval to Terminate the following Account(s):<br>-Henderson High School Class of 2021 Account<br>-Henderson High School Kathy Clark Flamm Memorial Scholarship                                                                                                                                                                                                                                                |
| 3.        | Approval of the Election of the following PSBA Officer Candidates:<br>-Allison Mathis-North Hills School District, PSBA Vice President<br>-Edward Brown-Upper Darby School District, PSBA East Zone Representative<br>-Richard Freirchs, PSBA Insurance Trust Trustee (3 year term)<br>-William LaCoff, PSBA Insurance Trust Trustee (3 year term)<br>-Nathan Mains, PSBA Insurance Trust Trustee (3 year term) |
| 4.        | Approval of Revised Policy 218.1 Weapons, Second Reading                                                                                                                                                                                                                                                                                                                                                        |
| 5.        | Approval of Revised Policy 218.2 – Terroristic Threats, Second Reading                                                                                                                                                                                                                                                                                                                                          |
| 6.        | Approval of New Policy 236.1 – Threat Assessment, Second Reading                                                                                                                                                                                                                                                                                                                                                |
| 7.        | Approval of New Administrative Guideline 236.1AG1 – Threat Assessment Administrative Guidelines , Second Reading                                                                                                                                                                                                                                                                                                |
| 8.        | Approval of Revised Policy 247 – Hazing, Second Reading                                                                                                                                                                                                                                                                                                                                                         |
| 9.        | Approval of Revised Policy 249 – Bullying/Cyberbullying, Second Reading                                                                                                                                                                                                                                                                                                                                         |
| 10.       | Approval of New Administrative Guideline 252AG4 – Home Access to the Internet, Second Reading                                                                                                                                                                                                                                                                                                                   |
| 11.       | Approval of Revised Policy 352 – Staff Acceptable Use of the Internet, Computers, and Network Resources, Second Reading                                                                                                                                                                                                                                                                                         |
| 12.       | Approval of Revised Policy 717 – Employee Wireless Communication Devices, Second Reading                                                                                                                                                                                                                                                                                                                        |
| 13.       | Approval of Revised Policy 815.1 – Social Media, Second Reading                                                                                                                                                                                                                                                                                                                                                 |
| 14.       | Approval of Revised Policy 916 – School Volunteers, Second Reading                                                                                                                                                                                                                                                                                                                                              |
| 15.       | Approval to Retire Administrative Guideline, 916AG2, Second Reading                                                                                                                                                                                                                                                                                                                                             |
| 16.       | Approval of the Election of David Schaap, PSBA President                                                                                                                                                                                                                                                                                                                                                        |

| Pupil Services |                                                               |
|----------------|---------------------------------------------------------------|
| 1.             | Approval of three (3) Special Education Settlement Agreements |
| 2.             | Approval of the Social Emotional Learning Plan Proposal       |
| 3.             | Approval of the Epic Health Services (PA), LLC Nurse Contract |
| 4.             | Approval of CCRES Contract for Student Services Consultation  |

|           |
|-----------|
| Personnel |
|-----------|

|                    |
|--------------------|
| Property & Finance |
|--------------------|

- |    |                                                                                                                                                                |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Approval of Revised Board Policy 606.3 Senior Tax Reduction Incentive Volunteer Exchange Program-formerly Retiree Substitute Volunteer Program, Second Reading |
| 2. | Approval of Revised Board Policy 805 Emergency Preparedness and Response-formerly Emergency Preparedness, Second Reading                                       |
| 3. | Approval of Revised Board Policy 805.2 School Security Personnel, Second Reading                                                                               |
| 4. | Approval of 2022-23 Budget Calendar                                                                                                                            |
| 5. | Approval of 2021-22 School Board Goals                                                                                                                         |

X. Other Business

- |    |                                                                                                                                                 |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Approval of School Board Treasurer’s Report and Statement of Disbursements Summary Schedule for the Period of August 1, 2021 to August 31, 2021 |
| 2. | Approval of the August 31, 2021 Financial Report                                                                                                |

**Responsible Staff: Dr. Sokolowski**

***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

September 27, 2021

#### Action Items

---

#### **Approval to Establish the following Account(s):**

- East High School Store Account
- Henderson High School Class of 2025 Account
- Rustin High School Class of 2025 Account

Approval is requested to establish the following Account(s):

- East High School Store Account
- Henderson High School Class of 2025 Account
- Rustin High School Class of 2025 Account

*I so move.*

#### **Approval to Terminate the following Account(s):**

- Henderson High School Class of 2021 Account
- Henderson High School Kathy Clark Flamm Memorial Scholarship

Approval is requested to terminate the following Account(s):

- Henderson High School Class of 2021 Account
- Henderson High School Kathy Clark Flamm Memorial Scholarship

*I so move.*

#### **Approval of the Election of the following PSBA Officer Candidates:**

- Allison Mathis-North Hills School District, PSBA Vice President
- Edward Brown-Upper Darby School District, PSBA East Zone Representative
- Richard Freirchs, PSBA Insurance Trust Trustee (3 year term)
- William LaCoff, PSBA Insurance Trust Trustee (3 year term)
- Nathan Mains, PSBA Insurance Trust Trustee (3 year term)

Approval is requested of the election of the following PSBA Officer Candidates:

- Allison Mathis-North Hills School District, PSBA Vice President
- Edward Brown-Upper Darby School District, PSBA East Zone Representative
- Richard Freirchs, PSBA Insurance Trust Trustee (3 year term)
- William LaCoff, PSBA Insurance Trust Trustee (3 year term)
- Nathan Mains, PSBA Insurance Trust Trustee (3 year term)

*I so move.*

**Approval of Revised Policy 218.1 - Weapons, Second Reading**

Approval is requested of Revised Policy 218.1 - Weapons, Second Reading.

*I so move.*

**Approval of Revised Policy 218.2 – Terroristic Threats, Second Reading**

Approval is requested of Revised Policy 218.2 – Terroristic Threats, Second Reading.

*I so move.*

**Approval of New Policy 236.1 – Threat Assessment, Second Reading**

Approval is requested of New Policy 236.1 - Threat Assessment, Second Reading.

*I so move.*

**Approval of New Administrative Guideline 236.1AG1 – Threat Assessment Administrative Guidelines, Second Reading**

Approval is requested of New Administrative Guideline 236.1AG1 – Threat Assessment Administrative Guidelines, Second Reading.

*I so move.*

**Approval of Revised Policy 247 – Hazing, Second Reading**

Approval is requested of Revised Policy 247 – Hazing, Second Reading.

*I so move.*

**Approval of Revised Policy 249 – Bullying/Cyberbullying, Second Reading**

Approval is requested of Revised Policy 249 – Bullying/Cyberbullying, Second Reading.

*I so move.*

**Approval of New Administrative Guideline 252AG4 – Home Access to the Internet, Second Reading**

Approval is requested New Administrative Guideline 252AG4 – Home Access to the Internet, Second Reading.

*I so move.*

**Approval of Revised Policy 352 – Staff Acceptable Use of the Internet, Computers, and Network Resources, Second Reading**

Approval is requested of Revised Policy 352 – Staff Acceptable Use of the Internet, Computers, and Network Resources, Second Reading.

*I so move.*

**Approval of Revised Policy 717 – Employee Wireless Communication Devices, Second Reading**

Approval is requested of Revised Policy 717 – Employee Wireless Communication Devices, Second Reading.

*I so move.*

**Approval of Revised Policy 815.1 – Social Media, Second Reading**

Approval is requested of Revised Policy 815.1 – Social Media, Second Reading.

*I so move.*

**Approval of Revised Policy 916 – School Volunteers, Second Reading**

Approval is requested of Revised Policy 916 – School Volunteers, Second Reading.

*I so move.*

**Approval to Retire Administrative Guideline, 916AG2, Second Reading**

Approval is requested to retire Administrative Guideline, 916AG2, Second Reading.

*I so move.*

**Approval of the Election of David Schaap, PSBA President**

Approval is requested of the Election of David Schaap, PSBA President

*I so move.*



**WEST CHESTER AREA SCHOOL DISTRICT  
Education Committee**

**September 13, 2021  
Fugett MS Auditorium  
Start: 6:32 – Finish: 7:20**

**Attending Committee Members:**

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

**Other Board Members:**

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

**Administration:**

Robert Sokolowski  Kalia Reynolds  Tammi Florio  Dawn Mader  Sara Missett  
 Leigh Ann Ranieri  Michael Wagman  Ashley Melanson  Samantha Zang

The following residents made public comment on agenda items:

| <b>Name</b>            | <b>Agenda Item</b>                     |
|------------------------|----------------------------------------|
| <b>Judy DiFonzo</b>    | Threat Assessment                      |
| <b>Stacey Whomsley</b> | Health and Safety – Not an agenda item |

**Items on Agenda:**

- Approval of the Education Committee Meeting Minutes – August 16, 2021
- Review and Approval of changes to Threat Assessment AG: 236.1AG1
- Review and Approval of changes to Social Media Policy 815.1
- Discussion of candidates for PSBA President:
  - Sabrina Backer
  - David Schaap
- Approval of the Election of Sabrina Backer, PSBA President
- Approval of the Election of David Schaap, PSBA President
- Summer Program – Part II
- Equity Update

**Education Committee Actions/Outcomes to be placed on September 27, 2021 Board Agenda for Approval:**

| <b>Agenda Item</b>                                                           | <b>Vote</b> |
|------------------------------------------------------------------------------|-------------|
| <b>Approval of the Education Committee Meeting Minutes – August 16, 2021</b> | <b>4-0</b>  |

| <b>Agenda Item</b>                                                      | <b>Vote</b> |
|-------------------------------------------------------------------------|-------------|
| <b>Review and Approval of changes to Threat Assessment AG: 236.1AG1</b> | <b>4-0</b>  |
| <b>Review and Approval of changes to Social Media Policy 815.1</b>      | <b>4-0</b>  |
| <b>Approval of the Election of Sabrina Backer, PSBA President</b>       | <b>0-4</b>  |
| <b>Approval of the Election of David Schaap, PSBA President</b>         | <b>4-0</b>  |

**Board Consent Agenda Items:**

**Approval to Establish the following Account(s):**

- East High School Store Account
- Henderson High School Class of 2025 Account
- Rustin High School Class of 2025 Account

**Approval to Terminate the following Account(s):**

- Henderson High School Class of 2021 Account
- Henderson High School Kathy Clark Flamm Memorial Scholarship

**Approval of the following PSBA Officer Candidates:**

(all are running unopposed so no action is necessary at the committee level)

- Allison Mathis-North Hills School District, PSBA Vice President
- Edward Brown-Upper Darby School District, PSBA East Zone Representative
- Richard Freirchs, PSBA Insurance Trust Trustee (3 year term)
- William LaCoff, PSBA Insurance Trust Trustee (3 year term)
- Nathan Mains, PSBA Insurance Trust Trustee (3 year term)

**Approval of the second reading of the following Board Policies/Administrative Guidelines:**

Approval of New Policy 236.1 – Threat Assessment

Approval of Revised Policy 218.1 Weapons

Approval of Revised Policy 218.2 – Terrorist Threats

Approval of Revised Policy 247 – Hazing

Approval of Revised Policy 249 – Bullying/Cyberbullying

Approval of New Administrative Guideline 252AG4 – Home Access to the Internet

Approval of Revised Policy 352 – Staff Acceptable Use of the Internet, Computers, and Network Resources

Approval of Revised Policy 717 – Employee Wireless Communication Devices

Approval of Revised Policy 916 – School Volunteers

Approval to retire Administrative Guideline, 916AG2

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



WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO ESTABLISH ACCOUNT

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

Date: 7/22/21

Check appropriate box:

Student Activity Account (Fund 50)

Building: East High School

Trust Account (Fund 51)

Name of Account: School Store Account

State the purpose for which this account is intended:

The purpose of this account is to keep deposits and payments for the school store separate from our DECA activity account.

List Source(s) of revenue:

Revenue will be incurred from sales of products in the school store.

List types of expenses to be incurred:

Expenses will be purchases related to merchandise for the school store or supplies to help the store run more efficiently.

How long do you plan to keep this account active: for the foreseeable future

Ashira Newton  
Student Officer's Signature

Ashira Newton  
Student Officer's Name Printed

Carol Lill  
Faculty Sponsor's Signature

Carol Lill  
Faculty Sponsor's Name Printed

[Signature]  
Principal's Signature

[Signature]  
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was:  APPROVED  DISAPPROVED

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

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

\_\_\_\_\_  
Board Secretary's Signature Date

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



WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO ESTABLISH ACCOUNT

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

Date: 8/6/21

Check appropriate box:

Student Activity Account (Fund 50)

Building: HHS

Trust Account (Fund 51)

Name of Account: Class of 2025 (50000221 014221)

State the purpose for which this account is intended:

Class advising for the class of 2025

List Source(s) of revenue:

Shirts, tickets etc.

List types of expenses to be incurred:

food, shirts, prom

How long do you plan to keep this account active: 4 years

Student Officer's Signature

Student Officer's Name Printed

[Signature]  
Faculty Sponsor's Signature

Katnleen Clark  
Faculty Sponsor's Name Printed

[Signature]  
Principal's Signature

[Signature]  
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was:  APPROVED

DISAPPROVED

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

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

Board Secretary's Signature

Date

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



WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO ESTABLISH ACCOUNT

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

Date: 14-Jul-21

Check appropriate box:

Student Activity Account (Fund 50)

Building: Bayard Rustin High School

Trust Account (Fund 51)

Name of Account: Class of 2025

State the purpose for which this account is intended:

**To deposit funds collected by the Class of 2025.**

List Source(s) of revenue:

**Fundraisers, dances, Homecoming T-shirt sales**

List types of expenses to be incurred:

**T-shirts for Homecoming, Decorations for Junior Prom, Venue, Caterer and DJ Services for Senior Prom**

How long do you plan to keep this account active: 4 years

Student Officer's Signature

Student Officer's Name Printed

*Scott M. Byerly*  
*Michael Shoremount*

Faculty Sponsor's Signature

Faculty Sponsor's Name Printed

**Dr. Michael Marano**

Principal's Signature

Signature of Director of Secondary Education

**BOARD OF EDUCATION ACTION**

This request was:  APPROVED

DISAPPROVED

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

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

\_\_\_\_\_  
\_\_\_\_\_

Board Secretary's Signature

Date





WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO TERMINATE ACCOUNT

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

Check appropriate box:

Date: 8/22/21  Student Activity Account (Fund 50)

Building: HHS  Trust Account (Fund 51)

Account Number: 5000221 010221

Name of Account: Class of 2021

Ending Account Balance: \$ 844.25

Disposition of Remaining Funds: \$ 281.42 to class of 2023 (5000221 012221),  
\$ 281.42 to class of 2024 (5000221 013221) & \$ 281.41 to class of 2025 (5000221 014221)

Student Officer's Signature

Student Officer's Name Printed

[Signature]  
Faculty Advisor's Signature

Kathleen Clark  
Faculty Advisor's Name Printed

[Signature]  
Principal's Signature

[Signature]  
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was  APPROVED

DISAPPROVED

by the Board of Education at their meeting held on : \_\_\_\_\_

Meeting Date

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

\_\_\_\_\_  
\_\_\_\_\_

Board Secretary's Signature

Date

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



WEST CHESTER AREA SCHOOL DISTRICT  
DEPLETION OF SENIOR CLASS FUNDS

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

Date: 8/6/21

We, the Class of 2021 (year) choose option # [please check your choice below],  
and want the remaining funds in the class treasury depleted in the following manner  
upon graduation. This form will be used as the documentation on file at the building  
noting the class purchase.

X 1.\* The remaining money to be used to purchase a class gift or to make  
a donation. We, the Class of 2021 (year) want the following  
to be purchased/donated:

Class of 2023 - \$281.42 (50000221 012221)  
Class of 2024 - \$281.42 (50000221 013221)  
Class of 2025 - \$281.41 (50000221 014221)

OR

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

\_\_\_\_\_  
Class Officer's Signature

\_\_\_\_\_  
Class Officer's Name Printed

[Signature]  
Faculty Advisor's Signature

Kathleen Clark  
Faculty Advisor's Name Printed

[Signature]  
Principal's Signature

[Signature]  
Signature of Director of Secondary Education

\*This method is preferred.



WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO TERMINATE ACCOUNT

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

Date: 8/27/21 Check appropriate box:  
 Student Activity Account (Fund 50)

Building: HHS  Trust Account (Fund 51)

Account Number: 51000221 275221

Name of Account: Kathy Clark Flamm Memorial Scholarship

Ending Account Balance: \$ 17,369.00

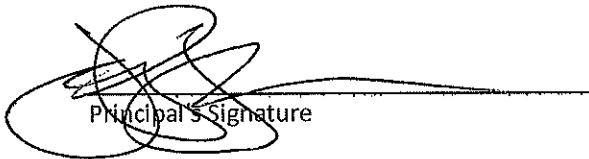
Disposition of Remaining Funds: please see attached letter

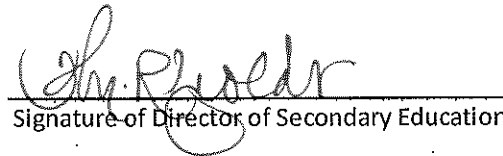
Student Officer's Signature

Student Officer's Name Printed

Faculty Advisor's Signature

Faculty Advisor's Name Printed

  
Principal's Signature

  
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was  APPROVED

DISAPPROVED

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

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

\_\_\_\_\_  
\_\_\_\_\_

Board Secretary's Signature

Date

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

August 11, 2021

Dr. Jason Sherlock  
Principal  
B. Reed Henderson High School  
400 Montgomery Avenue  
West Chester, PA 19382

Dear Dr. Sherlock,


This letter requests that the current balance of \$17,369 in the Kathy Clark Flamm scholarship be transferred to:

The Chester County Community Foundation  
c/o: Bob Ferguson  
EVP of Business Affairs  
The Lincoln Building  
28 West Market Street  
West Chester, PA 19382

We will continue to fundraise in remembrance of my wife Kathy who graduated From Henderson and look forward to granting annual awards to a Henderson graduating senior.


Should you have any questions, please feel free to contact me at 484-410-1772 or at [shorethingobx@gmail.com](mailto:shorethingobx@gmail.com).

Very truly yours,



Bruce Flamm


Cc: Bob Ferguson, CCCF



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8/26/21

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

TO: Board of School Directors  
Cc: Bob Sokolowski, EdD  
FROM: Linda Cherashore   
DATE: September 9, 2021  
RE: PSBA Election – 2022 slate of candidates

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It is PSBA election time. PSBA Policy 303-Nomination and Campaign Procedures (*attached for your reference*) require each district's school board to cast their votes in a public meeting in either August or September. This year all candidates are running unopposed except the president position. The slate of candidates follows; a summary is attached with video links.

**President-Elect**                                 **Sabrina Backer**, Franklin Area SD (Venango Co.)  
**David Schaap**, Brentwood Borough SD (Allegheny Co.)

**Vice President-Elect**                         **Allison Mathis**, North Hills SD (Allegheny Co.)

**East Zone Representative**                 **Edward Brown**, Upper Darby SD (DELCO)  
*(We are eligible to vote for the East Zone Representative as our district is in Section 8.)*

**PSBA Insurance Trust Trustees (term ends Dec. 31, 2024)** *Choose up to three candidates for a 3-year term:*

**Richard Frerichs, William LaCoff, Nathan Mains**

At the September 13 Education Committee, a discussion and vote for president will take place. The other positions will appear as consent agenda items on the September 27<sup>th</sup> board agenda.

As the person authorized to register votes on behalf of our school entity, I will do so after the September 27 board meeting and as required, will send you the PSBA voting receipt.

If you have any questions, please let me know.



Policy 303

# **Nomination and Campaign Procedures: Election of Officers, Zone Representatives & Sectional Advisors**

*Section 300 Governing Board/Executive Committee  
Adopted*

The Governing Board adopts this policy to establish guidelines necessary to carry out the process of electing PSBA officers, Zone Representatives and Sectional Advisors.

The procedures set forth in this policy apply to the election of the following elected positions of the association:

President-Elect.

Vice President.

Treasurer.

East Zone Representative.

Central Zone Representative.

West Zone Representative.

Sectional Advisors (8), PSBA Sections 1 through 8.

## **SUCCESSION**

The President-Elect shall automatically assume the office of President in the year following the term as President-Elect, without needing to stand for election, unless the President-Elect was appointed to fill a vacancy. In that case, a President will be nominated and elected by the Governing Board upon obtaining a three fourths affirmative vote of all eligible members of the Governing Board. In the event a vacancy in the office of President occurs, the President-Elect shall serve as Acting President for the remainder of the term, shall assume the office of President the following year in the normal course, and the term of the Immediate Past President shall be extended for one year.

## **TERMS**

The term of office for the offices of President, President-Elect, and Vice President is one (1) calendar year, commencing on the first day of January following the election (although not elected, the term of an Immediate Past President is also one (1) year). The term for each Zone Representative is three (3) years, staggered such that one is elected each year. The Treasurer shall serve a term of three (3) years. The elections of the Treasurer and Zone Representatives shall take place every three (3) years calculated from the year in which elected for the first full three-year term. For reference purposes, the first full three-year terms of the Treasurer and Zone Representatives commenced as follows:

Treasurer elected for three-year term commencing January 1, 2021, 2024, 2027...

West Zone Representative elected for a three-year term commencing January 1, 2021, 2024, 2027...

East Zone Representative elected for a three-year term commencing January 1, 2022, 2025, 2028...

Central Zone Representative elected for a three-year term commencing January 1, 2023, 2026, 2029...

The three (3) zones of the state from which each Zone Representative is elected are defined as follows:

The Eastern Zone consists of PSBA Sections 4 and 8.

The Central Zone consists of PSBA Sections 2, 3, 6 and 7

The Western Zone consists of PSBA Sections 1 and 5.

Sectional Advisors serve a two-year term.

## **NOMINATION**

The nominating process shall be overseen by a Nominating Committee as outlined in the PSBA Bylaws and consistent with this policy. The function of the Nominating Committee is to seek and consider, on behalf of the membership of the Association, a slate of candidates to fill the several elected positions of the Association, to carefully evaluate the qualifications of the applicants for office and identify for benefit of the voting membership those the Committee believes will best govern the Association. The committee shall engage in appropriate activities to increase awareness among the membership about Association leadership opportunities, and to identify members whose background, experiences, talents, training, involvement in Association activities and other pertinent attributes indicate potential for valuable contributions to the success of the Association at increasing levels of Association leadership and responsibility.

A candidate shall not apply for or be slated for more than one elected position in any year.

## **Committee Composition**

The Nominating Committee consists of:

The Immediate Past President serving as committee chair

The president-elect;

One sectional advisor appointed by and from among the sectional advisors;

One individual member of the Association from each PSBA zone, appointed by the president from among at least three persons nominated by each zone representative;

Two current members of the Governing Board other than officers appointed by the Governing Board;

Two past presidents of the Association appointed jointly by the president and the immediate past president;

Two school directors who are individual voting members of the Association not otherwise holding an elected position of the Association, appointed by the president;

The Governing Board and Sectional Advisors each shall designate one alternate who, in the event an appointee is unable to participate in the Committee meeting at which candidate interviews take place, will replace that appointee without need to convene the appointing body. The alternate does not become a member of the Committee until the original appointee they are to replace has resigned. A Committee member who discovers that he or she will be unable to participate in the interview meeting in person or via alternative means shall immediately notify the chairperson and tender his or her resignation so that an alternate may be activated.

All appointees and alternates to the Nominating Committee should be active members who exhibit an understanding of PSBA's organizational structure, programs, and services. The President and Immediate Past President shall confer with the Governing Board and the Sectional Advisors and department heads to ensure that in selecting persons to serve on the Nominating Committee, an appropriate geographical balance and balance of current Governing Board members and others not holding positions of leadership in the Association is sought in constituting the membership of the committee each year.

### **Committee Meetings**

The Governing Board shall establish a timeline with deadlines for submission of Applications for Nomination, completion of candidate interviews and preparation and publication of the slate of candidates, such that the Association membership can be notified of the result of the nomination slating process no later than July 31 of each year. The approved timeline shall be widely published to the membership. The approved timeline shall remain in effect for succeeding years until amended or replaced by the Governing Board.

A quorum of the Nominating Committee shall be a minimum of nine members.

Electronic participation by Committee members may be permitted, at the discretion of the Committee chairperson, for the annual meeting at which the Committee conducts interviews and deliberations. In the event a member of the Committee becomes aware that the member will be unable to attend that meeting in person, the member should notify the Committee chairperson immediately, so that alternative arrangements can be made for participation in the meeting. The Committee also may meet at the call of the chairperson at such other times and places, including via electronic means, as necessary to carry out the other functions of the Committee.

Only members or an alternate of the Committee may attend or observe the committee meeting at which interviews, deliberations and voting occur. However, the President may attend as an observer without right of participation. The Corporate Secretary of the Association (and/or their designee) may attend the meetings for the purpose of providing staff support and creating a record of the proceedings. When the President and/or Corporate Secretary attends as an observer, they may be designated by the Committee chair to take notes of the meeting, and to serve as tellers for counting ballots and reporting results of balloting in the event the Committee elects to use confidential written ballots.

### **Eligibility for elected positions**

Eligibility for election to the PSBA Governing Board requires that the candidate be a voting member of the Association in good standing (a member of the local board of a school entity having current PSBA membership) and having completed four years of service on their local board.

Eligibility for election to a Zone Representative position requires that the candidate be an elected member of the Governing Board of a school entity having current PSBA membership that is situated in a section included in the East, Central or West zone of the state represented by the Zone Representative position being sought.

To be eligible for election as a Zone Representative or an officer other than Treasurer, a candidate shall have completed a minimum of four (4) years of service as a school director in the state of Pennsylvania prior to taking office. No person may hold at the same time more than one (1) of the elected positions of the association.



Candidates for the office of Treasurer must have fiscal acumen and experience in finance and accounting, enabling an understanding of the association's financial issues including but not limited to, accounting standards, financial reports, financial statements, audits, budgets, and financial record keeping requirements.

Eligibility for election to a Sectional Advisor position requires that the candidate be a member of the Governing Board of a school entity having current PSBA membership that is situated in that PSBA section of the state. There is no requirement for years of service.

No person is eligible to be slated as a candidate for any officer, Zone Representative or Sectional Advisor position in any year for which such person accepted appointment as a member of the Nominating Committee.

To be eligible for election as an officer, Zone Representative or Sectional Advisor, the current year membership dues of the entity from which a candidate's individual membership is derived must be paid in full prior to the slating of candidates.

An individual school director is ineligible to stand for election if they are no longer serving in an elected local director position. The only exception being an individual elected to the position of president-elect may complete the succession to president and immediate past president.

### **Applications**

Position descriptions detailing the qualifications and responsibilities of officer and Zone positions, and Application for Nomination forms shall be approved by the Governing Board and widely distributed to members. Position descriptions are listed in Policy 100. Application forms may be updated from year to year to reflect current interview dates, the positions that are up for election and other administrative elements, without further action of the Governing Board, if no substantive aspects of a form are changed.

Persons seeking consideration for an elected position of the association shall file at PSBA headquarters to the attention of the Corporate Secretary an Application for Nomination on a form approved by the PSBA Governing Board, accompanied by a photograph, letters of recommendation and such other supporting materials as may be specified on the Application for Nomination form for the purpose of further documenting the candidate's involvement in activities of the association, relevant community service and leadership experiences or other qualifications.

Applications may be submitted via hand delivery, electronically or via United States Postal Service. Applications for Nomination must be marked received at PSBA headquarters no later than the application deadline specified in the timeline approved by the Governing Board in order to be considered as timely filed.

During interviews of applicants, the Committee shall also confirm whether a candidate continues to meet minimum eligibility requirements for the position sought.

### **Process**

The Nominating Committee shall review all Applications for Nomination that meet TIER 1 criteria to make a preliminary determination that applicants meet minimum eligibility requirements established in the Association Bylaws for the positions sought. The Nominating Committee shall apply a three-tiered

eligibility process to the selection of a candidate(s) for each open position:

TIER 1 – Application for a position must be received by the established deadline. The member-district must be considered in good standing and be current with PSBA dues. Candidates must meet the minimum years of service on their local board (as outlined in this policy and bylaws) and be current with all state-required training for school directors. In addition, the candidate must supply evidence that their local school board has officially adopted the PSBA Principles for Effective Governance and Leadership.

Any application received that does not meet these minimum criteria will not be provided to the Nominating Committee by the Corporate Secretary. PSBA staff will notify the committee chair of all applications received. PSBA staff will notify all applicants of their application status.

TIER 2 – Applications for nomination shall be reviewed by the Nominating Committee and all slated candidates must meet the following criteria to be slated:

A demonstrated record of service to their local board

Consistent participation in PSBA programs and services

Familiarity with PSBA structures, bylaws, and resources

A record of promoting PSBA and maintaining their fiduciary duty during past PSBA service

Exhibits ongoing support of PSBA, the platform and professional staff

All candidates meeting TIER 2 requirements shall be slated by the nominating committee.

TIER 3 - Any slated candidate that demonstrates exceptional leadership at the local and state level shall be considered for “endorsement” by the Nominating Committee and the determination shall be noted on the slate of candidates.

At the conclusion of the process, the Chair of the Nominating Committee shall provide, in writing, feedback to all applicants regarding the strengths and weaknesses of their application based on the committee review.

## **LOSS OF ELIGIBILITY**

If it appears that a candidate has ceased to meet minimum eligibility requirements after being slated, the matter shall be referred to the Credentials Committee for determination of whether the candidate remains eligible for election. The determination of the Credentials Committee shall be considered final. The applicant shall not be slated as a candidate if the Credentials Committee determines the applicant has ceased to meet eligibility requirements.

If the Credentials Committee determines that the candidate no longer is eligible for election and thus is disqualified, the candidate’s name shall be removed from subsequently published slates and ballots and other measures shall be taken to inform members of the Association of the change to the slate for that position.

On July 20, the staff will provide the Credentials Committee with a list of the candidates and the date their district paid the current year’s dues and any candidate whose district dues have not been paid will be deemed ineligible by the Committee and disqualified from the election, regardless of subsequent dues payment.

Loss of eligibility by the only candidate slated for an office after the nomination process, such that no eligible candidate remains slated and no candidate thus can be elected, results in a vacancy in that position effective upon the commencement of the term of office. The vacancy will be filled by the incoming Governing Board in accordance with the Bylaws.

## **PUBLISHED SLATES AND BALLOTS**

As soon as practicable following the Nominating Committee's candidate interviews and determinations of candidates to be designated as endorsed, and in any event no later than July 31, a slate reflecting the candidates shall be prepared and published in PSBA publications and on the Association website.

## **DISSEMINATION OF CANDIDATE INFORMATION TO THE MEMBERSHIP**

Information about slated candidates shall be disseminated to the membership as follows:

The slate with brief candidate profiles shall be published on the PSBA website.

In addition to the publication of slates and ballots, the following candidate information shall be published on the Association's website if provided by the candidate:

A good quality head shot of the candidate.

Biography and written statement from the candidate summarizing the candidate's interest in, qualifications for and goals of serving the Association in an elected position, not to exceed five hundred (500) words in length.

A video of the candidate delivering a statement addressing a brief series of points developed by the Nominating Committee, not to exceed three (3) minutes in total length.

## **VOTING PROCEDURES**

Voting and registering of votes shall take place during a period commencing eight (8) weeks prior to the annual meeting of the Delegate Assembly and ending one (1) week prior to the annual meeting of the Delegate Assembly, unless the PSBA Governing Board declares a shorter voting period. Specific dates for the first and last day of voting shall be widely publicized to the membership.

Sufficiently prior to the voting window, printed slates of candidates, along with instructions for voting, shall be distributed to the board secretary of the Governing Board of each member entity eligible to cast votes. For purposes of the PSBA election process and this policy, a Joint Operating Committee is regarded as that entity's Governing Board.

### **Casting of votes by member entities**

Each member entity whose current year PSBA dues have been paid in full shall be entitled to cast one (1) vote for each elected position presented for election.

An entity may cast a vote only for an Zone Representative position for the zone of the state to which the entity is assigned. An entity may cast a vote only for a Sectional Advisor position for the section of the state to which the entity is assigned.

The vote of the entity for each position shall be determined by simple majority vote of the entity's Governing Board (majority of a quorum), cast at a public meeting of the Board.

A candidate must receive a majority of votes of a quorum of the entity's Governing Board present and voting in order for an entity's vote to be cast for that candidate. A plurality of votes by an entity's

Governing Board for any candidate is not sufficient. If no candidate for a position receives at least a majority of votes of the quorum present and voting, a run-off shall be conducted between the two (2) candidates previously receiving the most votes. If the Board is unable to produce a majority vote for a candidate, no vote is cast by the entity for that elected position.

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

### **Tallying of votes**

The Corporate Secretary, or designee, shall implement an electronic voting system. The system may be either an internal system or provided by an external vendor. The Credentials Committee shall meet as necessary prior to the annual meeting of the Delegate Assembly to review, verify and certify the tallying of votes for the elected positions of the Association.

The Credentials Committee shall determine whether a voting entity was ineligible to vote because the entity's current year dues were not paid in full prior to the close of the voting window and shall declare void votes cast by entities that were ineligible to vote. The decision of the Credentials Committee shall be considered final.

Plurality and tie votes (reference General Counsel legal opinion dated September 9, 1987, and thereafter incorporated in PSBA policy): In any election year when two (2) or more candidates are on the ballot for a specific elected position, the winner shall be determined by a plurality of the votes cast by the member entities casting votes (i.e. the one who gets the largest number of the votes for that position cast by member entities).

In the case of a tie vote for a PSBA elected position, the winner shall be determined by a flip of a coin. The Credentials Committee chairperson shall conduct the coin toss in the presence of a majority of the committee when practical and the tied candidates or those candidates' designees shall be invited to attend.

Results of voting shall be announced at the Delegate Assembly or other suitable membership gathering following the tabulation of the election results.

### **PROHIBITED PRACTICES**

Slated candidates are encouraged to campaign actively and consistently with the provisions of this policy and the Expectations of Fairness and Civility expressed within the Information and Instructions for Candidates Seeking PSBA Elected Positions document provided to all applicants for elected positions.

Other than those staff functions necessary for the dissemination of candidate information as described in this policy, no PSBA staff or organizational support of any kind may be used for the campaign of any candidate with the exception of promoting the endorsed candidates via PSBA publications.

Other than the tasks necessary to carry out the informational aspects of the election process as outlined in this policy, PSBA staff members shall not engage in any activities supporting the campaign of any candidate and must avoid activities or making statements that might create that appearance in their

official capacities. However, PSBA staff are permitted to express personal views.

PSBA resources supplied to any candidate as part of their existing organization duties shall not be used for campaign purposes. Officers, zone representatives, sectional advisors, advisory council members and members of the Nominating Committee are not permitted to use the privileges or functions of their official positions to campaign for themselves or for others.

The foregoing provisions are not intended to limit otherwise permissible campaign activities by such officials as individuals when not performing official functions or speaking in an official capacity, nor to discourage persons holding such PSBA elected positions from speaking generally about the PSBA election process or encouraging participation in the process.

### **ALTERNATE CANDIDATE RECRUITING PROCESS**

If no person meeting eligibility requirements has filed a timely Application for Nomination for an elected position, or if the only applicant for a position ceases to meet all eligibility requirements for the position sought after the application is received, the following alternate candidate recruiting procedure shall be implemented to assist the Nominating Committee in seeking applications by interested candidates.

Not later than one week after the application submission deadline, the Nominating Committee chair shall notify the Governing Board of any position(s) for which no candidate has filed an Application for Nomination by the deadline.

Members of the Committee, the Governing Board and the Sectional Advisors will engage in appropriate activities to find and recruit interested candidates for the position lacking any applicant.

Second round Applications for Nomination must be marked received at PSBA headquarters not later than the alternate recruiting application deadline specified in the approved election timeline.

Should no applicants come forward under the alternate procedure for seeking out interested candidates, the incoming Governing Board shall fill resulting vacancies in accordance with the Bylaws and appropriate policy.

# PSBA Officer Elections - Slate of Candidates

## President-Elect

### ❖ **Sabrina Backer**

### **Franklin Area School District**

Sabrina Backer has been active in public education since her children started elementary school. She began with the executive board of their school's parent/teacher organization, moved on to her local school board in 2015, and then served as Section 1 advisor, and on the Governing Board of PSBA in 2018. Since being elected to the Franklin Area School Board, she has served as PSBA liaison, and on their Hall of Fame, Personnel Operations, and Negotiations committees, chairing both the Personnel and Operations committees. Sabrina also has served on PSBA's Bylaws and Platform committees, the Pennsylvania Public Education Foundation, been a member of the Legislative Advisory Council and the chair of the Policy Committee. Sabrina attended Fayetteville State University and is the chief clerk/county administrator for Venango County. She resides in Franklin with her husband Brian and their two children – Britton, a freshman at Penn State, and Cambree, a sophomore at Franklin Jr./Sr. High School.

**In response to the nomination form question, “Why I wish to serve in this position and what I hope to accomplish?”**

“I believe that public education is the foundation for which success begins. If we are to have upstanding productive adult members of society we must first educate them as youths. All children deserve to have a chance for success and in order for that to happen we must have a strong public education system. If not for advocates of public education the system could be flawed. We must walk a fine line between governmental involvement, local jurisdiction, and proper education. I believe this the core principle of what PSBA stands for. I have been honored to be a part of PSBA for the past few years and feel that my journey is not complete. I believe that in the role of President Elect I will be able to foster the core values and principles that the PSBA is built on. Being a dedicated and active member of an organization that is built on supporting our future leaders is not only necessary, but it truly is a pleasure. I hope to continue my passion of promoting public education in a stronger leadership role.”

[Sabrina Backer - President-Elect Video](#)

### ❖ **David Schaap**

### **Brentwood Borough School District**

David Schaap has been a school board director for the Brentwood Borough School District for 15 years. He is president and founder of Selah Publishing Co., an internationally known publisher of church music, founded in 1988. Schaap is also organist/choirmaster at Trinity Episcopal Cathedral in Pittsburgh, Pa. His undergraduate studies were at Calvin College in

Grand Rapids, Mich., with a double major in music (composition and arranging) and art (sculpture). Schaap has led workshops, plenaries, hymn festivals, and reading sessions for national and regional meetings throughout the United States.

As a representative of Brentwood's School Board, Schaap has served on the board of directors for Steel Center Career and Technical School for 14 years and the Mon Valley Area Special School District for 14 years and most of that as president. The last five years, Schaap has been an elected member of the Allegheny Intermediate Unit, serving as treasurer, vice-president, and is in his second term as president. Schaap served on the PSBA effective governance committee that rewrote the current "Principles for Governance and Leadership"; PSBA Policy committee in 2016; served as assistant PSBA regional director starting in 2010 until positions were re-configured; has been PSBA liaison for Brentwood Borough School District for most of his 15-year tenure; and presented a workshop at the 2019 PSBA Leadership Conference ("Charting the Course: A VIP Event for Brentwood Borough School District"). Schaap has attended over a dozen annual School Leadership conferences, participated in many PSBA delegate assemblies, attended several PSBA legislative forums, and completed his required school director training through PSBA.

Schaap is married to Virginia, a musician and educator, and his three children graduated from Brentwood Borough High School. His youngest child is finishing up his undergraduate studies to become an elementary school teacher.

**In response to the nomination form question, "Why I wish to serve in this position and what I hope to accomplish?"**

"I have worked with both large and small school districts and large and small budgets with the four school boards I serve. I always work to understand the history, the challenges, and the successes, and do the research and ask questions to be prepared for the meetings. I push to focus on the long-term health of each organization, challenging them to thoughtfully plan for the future. I would do no less as President-Elect of the PSBA and I will show up and do the work. It would be my honor to serve as your President-Elect."

[David Schaap - President-Elect Video](#)

## **Vice President**

❖ **Allison Mathis\***

**North Hills School District**

Allison Mathis was elected to the North Hills School District Board of Education in 2017 and has served as Board President since December of 2019. She has also chaired the school district's Education Committee. Allison has two school aged children, is a former PTA President and an

active parent volunteer. Her professional background is in project management and communications.

**In response to the nomination form question, “Why I wish to serve in this position and what I hope to accomplish?”**

“When first elected to North Hills School Board, my colleague, a long-serving board member, immediately advised me to learn about PSBA. She discussed the valuable resources and programs that PSBA offers and how my involvement would contribute to my growth as a new board member. This was probably the best advice she could have offered me. As a result, I have utilized and appreciated the resources and services from PSBA, particularly during the pandemic. I truly believe that the support, education, and camaraderie provided by PSBA has made me a better board member and a better leader.

I currently serve as a Sectional Advisor and would love the opportunity to expand my involvement by serving on the governing board as vice president. I am a dedicated school board member and exhibit professionalism in all circumstances. I would bring this dedication and professionalism to my role on the governing board. I would be a strong representative of PSBA and champion your mission, vision, and values.

I apply for this role with no specific agenda, but for to further expand my advocacy for public education, and my involvement in your organization. It would be my honor to represent the Association.”

[Allison Mathis - Vice President Video](#)

## **East Zone Representative**

### **❖ Edward Brown\***

### **Upper Darby School District**

Ed Brown has served on the Upper Darby School Board since 2017. From Vice-President in his first two years, he is now the President of the board. He is very active in his local community and currently acts as the Business Manager for a local non-profit organization he helped start. This organization provides free technology courses to the community, and back to school items for children.

**In response to the nomination form question, “Why I wish to serve in this position and what I hope to accomplish?”**

“I wish to serve in this position since I think that it gives me another opportunity to serve students and families albeit in a different way. Ultimately, I see this leadership role as another



way to provide the best possible education to children advocating and attempting to meet their needs big and small. This role also would allow me to communicate, collaborate, and learn from my colleagues in other Districts and benefit from the many different perspectives and viewpoints all trying to accomplish the same goals.

If I am selected to serve in this capacity, I hope to retain the standard of excellence that my predecessor brought to the role in terms of communication and service. I believe that the role has specific expectations so my plan would be to honor the integrity of the role but also use my creativity and add a few new ideas to make it even better by enhancing it. Based on my observation, PSBA representatives at all levels represent caring, passionate advocates who singular focus is on providing quality, fair, and equitable educational opportunities for students. I would be honored to join those ranks as the East Zone Representative.”

(No video available)

## **Section 7 Advisor**

### **❖ Justin Warren\***

### **Central Dauphin School District**

Justin Warren is a passionate community leader. He currently serves as Vice President of the Central Dauphin School Board and is acting Section 7 Advisor. During his first term in office, Justin has spearheaded several major initiatives within his district including the construction of a new elementary school, the selection of both a new Superintendent and Assistant Superintendent, and as Technology Chair, he has worked side by side with School Administration to evolve into a 1:1 device to student district.

Professionally, Warren is a career telecom & IT business executive providing both fiber & cloud infrastructure. Justin resides in the Harrisburg area and is the proud father of two college students, Victoria & Nigel.

[Justin Warren - Section 7 Advisor Video](#)

- \* Any slated candidate that demonstrates exceptional leadership at the local and state level shall be considered for “endorsement” by the Nominating Committee and the determination shall be noted on the slate of candidates. (PSBA Bylaws, Section 300 – Policy 303)

## PSBA Insurance Trust Trustees

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

### Trustee (term ends Dec. 31, 2024)

*Choose up to three candidates for a 3-year term.*

- Richard Frerichs
- William LaCoff
- Nathan Mains

## School Board Secretaries Forum Steering Committee

*\*School Board Secretary vote only\**

### Forum Steering Committee (term ends Dec. 31, 2023)

*Choose up to three incumbents for a 2-year term*

#### ❖ **Jennifer Davidson**

#### **Manheim Township School District**

Jennifer Davidson has been a School Board Secretary and an Executive to the Superintendent for a combined 12 years. Seven years at Manheim Central School District, and currently seven years at Manheim Township School District in Lancaster County with a student population of 5,800. Career highlights include a focus in event planning, governance, and employee relations training, in addition to board secretary responsibilities.

#### ❖ **Deana Lancenese**

#### **Palisades School District**

Deana is the Secretary to the Superintendent for the Palisades School District, and a Board Member for the Advocates of the Homeless of Upper Bucks County. Prior to being employed by the school district, Deana held a management role within a financial institution, and an administrative role at her church.

#### ❖ **Bethanne Zeigler**

#### **Shikellamy School District**

Beth currently serves as Chairman to PSBA Board Secretaries Forum Steering Committee. She works in the Shikellamy School District as the Board Secretary, as well as the Secretary to the

Superintendent/Supervisor of Educational Secretaries. Beth has been an active member of the executive committee since 2007. She served as President in 2013 and as Vice President in 2012, and 2017. Beth has presented at state conferences on various topics related to board meetings, minutes, as well as organization, time management, and health and wellness. In addition to her duties at Shikellamy, she is a Board Member of Sunbury Revitalization, Inc. Beth is extremely active within her community, and is married with three children.

❖ **Jaime Lynn Zimerofsky**      **Schuylkill IU 29**

Beth currently serves as Chairman to PSBA Board Secretaries Forum Steering Committee. She works in the Shikellamy School District as the Board Secretary, as well as the Secretary to the Superintendent/Supervisor of Educational Secretaries. Beth has been an active member of the executive committee since 2007. She served as President in 2013 and as Vice President in 2012, and 2017. Beth has presented at state conferences on various topics related to board meetings, minutes, as well as organization, time management, and health and wellness. In addition to her duties at Shikellamy, she is a Board Member of Sunbury Revitalization, Inc. Beth is extremely active within her community, and is married with three children.

|               |                   |
|---------------|-------------------|
| Book          | Policy Manual     |
| Section       | 200 Pupils        |
| Title         | Weapons           |
| Code          | 218.1             |
| Status        | Second Reading    |
| Adopted       | August 1, 2015    |
| Last Reviewed | December 15, 2014 |

### **Purpose**

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

### **Definitions**

**Weapon** - any animate or inanimate device, instrument, materials or substance which, under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury. **Weapons the term** shall include but **is** not be limited to any knife, cutting instrument, cutting tool, nunchaku, pepper spray, firearm, shotgun, rifle, replica of a weapon, and any **other** tool, instrument or implement capable of inflicting serious bodily injury, including: metal knuckles; straight razors; explosives; noxious, irritating or poisonous gases; poisons; or other items fashioned to use, sell, harm threaten or harass students, staff members, parents/guardians, patrons or any other person. [1][2]

**Possession** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker **or assigned storage area**; and **or** under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

### **Authority**

The Board prohibits students 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. [2][3]

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. [2][4]

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.[\[2\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.[\[10\]](#)[\[11\]](#)[\[12\]](#)

**When the behavior of a student in possession of a weapon 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. [\[14\]](#) [\[15\]](#)**

### **Guidelines**

**The Superintendent or designee shall immediately report incidents involving weapons 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.[\[2\]](#)[\[11\]](#)[\[12\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)**

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.[\[10\]](#)[\[13\]](#)

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.[\[2\]](#)

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.[\[14\]](#)[\[15\]](#)

### **Transfer Students**

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[\[2\]](#)

## Legal

1. [24 P.S. 1301-A](#)
2. [24 P.S. 1317.2](#)
3. [Pol. 218](#)
4. [Pol. 233](#)
5. [22 PA Code 10.23](#)
6. [20 U.S.C. 1400 et seq](#)
7. [Pol. 103.1](#)
8. [Pol. 113.1](#)
9. [Pol. 113.2](#)
10. [Pol. 805.1](#)
11. [24 P.S. 1302.1-A](#)
12. [Pol. 805](#)
13. [24 P.S. 1303-A](#)
14. [18 U.S.C. 921](#)
15. [18 U.S.C. 922](#)
18. [Pa. C.S.A. 912](#)
20. [U.S.C. 7114](#)
20. [U.S.C. 7151](#)
22. [PA Code 10.2](#)
22. [PA Code 10.21](#)
22. [PA Code 10.25](#)
22. [PA Code 403.1](#)
34. [CFR Part 300](#)

|               |                     |
|---------------|---------------------|
| Book          | Policy Manual       |
| Section       | 200 Pupils          |
| Title         | Terroristic Threats |
| Code          | 218.2               |
| Status        | Second Reading      |
| Adopted       | August 1, 2015      |
| 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.[\[1\]](#)

**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.  
[\[1\]](#)

### **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.

~~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.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)~~

~~If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.~~

### **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**, the procedures set forth in the memorandum of understanding with local law enforcement officials, and the district's emergency preparedness plan.[7][8][9]

## **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.**

Staff members and students shall be made aware of their responsibility for informing the **threat assessment team** ~~building principal~~ regarding any information or knowledge relevant to a possible or actual terroristic threat.[10]

The ~~building principal~~ **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.** ~~after receiving a report of such a threat.~~

**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]

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.[7][11]

**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][12][13][14][15][16]

**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][15][17]



## Legal

1. 18 Pa. C.S.A. 2706
2. 22 PA Code 10.23
3. 20 U.S.C. 1400 et seq
4. Pol. 103.1
5. Pol. 113.1
6. Pol. 113.2
7. Pol. 805.1
8. 24 P.S. 1302.1-A
9. Pol. 805
10. 22 PA Code 12.2
11. 24 P.S. 1303-A
- 22 PA Code 10.2
- 22 PA Code 10.22
- 22 PA Code 10.25
- 34 CFR Part 300
- Pol. 000
- Pol. 233



|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 200 Pupils        |
| Title   | Threat Assessment |
| Code    | 236.1             |
| Status  | Second Reading    |

### **Purpose**

The Board is committed to protecting the health, safety and welfare of its students and the school community and providing the resources and support to address identified student needs. The Board adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[\[1\]](#)

### **Authority**

The Board directs the Superintendent or designee, in consultation with the Public Safety Supervisor, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[\[1\]](#)

### **Definitions**

**Behavioral service providers** – includes, but is not limited to, a state, county or local behavioral health service provider, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county or local government to act as a behavioral health agency.[\[2\]](#)

**Bias** – the attitudes or beliefs we have about a person or group that affects our understanding, actions and decisions in a conscious or subconscious manner.[\[3\]](#)

**Individualized Management Plan** – a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team’s attention, as well as the resources and supports a student might need based on the information gathered during the assessment.

**Threat assessment** – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student other students, school employees, school facilities, the community or others.

### **Delegation of Responsibility**

The Superintendent or designee, in consultation with the Public Safety Supervisor, shall appoint individuals to a district threat assessment team. [\[1\]](#)

The Superintendent or designee shall designate a member of the team as team leader for the threat assessment team.[\[1\]](#)

The threat assessment team shall include the Public Safety Supervisor and individuals with expertise in school health; counseling, school psychology or social work; special education and school administration.[\[1\]](#)

The Superintendent or designee may assign additional staff members or designated community resources to the threat assessment team for assessment and response support.

The Superintendent or designee shall develop and implement administrative regulations (see 236.1AG1) to support the threat assessment process.

Legal

1. 24 P.S. 1302-E

2. 24 P.S. 1301-E

3. Pol. 832

|         |                                             |
|---------|---------------------------------------------|
| Book    | Policy Manual                               |
| Section | 200 Pupils                                  |
| Title   | Threat Assessment Administrative Guidelines |
| Code    | 236.1AG1                                    |
| Status  | Second Reading                              |

### Training.

The Superintendent or designee shall ensure that threat assessment team members are provided individual and/or group training on: [\[1\]](#)

1. Responsibilities of threat assessment team members.
2. Process of identifying, reporting, assessing, responding to and intervening with threats.
3. Identifying and avoiding racial, cultural or disability bias. [\[2\]](#)[\[7\]](#)
4. Confidentiality requirements under state and federal laws and regulations, and Board policies. [\[3\]](#)[\[5\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)
5. Safe2Say Something procedures. [\[5\]](#)
6. Multi-tiered systems of support (MTSS).

Threat assessment team training shall be credited toward professional education requirements and school safety and security training requirements for staff, in accordance with applicable law and Board policy. [\[1\]](#)[\[5\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

### Information for Students, Parents/Guardians and Staff

The district shall notify students, staff and parents/guardians about the existence and purpose of the threat assessment team through posting information on the district website, publishing in handbooks and through other appropriate methods. [\[1\]](#)

The threat assessment team shall make available age-appropriate informational materials to students regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Informational materials shall be available for review by parents/guardians. [\[1\]](#)[\[6\]](#)[\[7\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

The threat assessment team shall make available informational materials for school employees regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Information for school employees shall include a list of the staff members who have been appointed to the threat assessment team. [\[1\]](#)[\[6\]](#)[\[7\]](#)[\[15\]](#)[\[17\]](#)

## Reporting and Identification

The threat assessment team shall document, assess and respond to reports received regarding students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.[1]

The threat assessment team shall assist in assessing and responding to reports that are received through the Safe2Say Something Program identifying students who may be a threat to themselves or others.[1][5]

The threat assessment team shall assist in assessing and responding to reports of students exhibiting self-harm or suicide risk factors or warning signs, as identified in accordance with applicable law and Board policy.[1][6]

When the threat assessment team has made a preliminary determination that a student's reported behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others, the team shall immediately take the following steps:[1]

1. Notify the Superintendent or designee and Public Safety Supervisor of the reported threat.
2. Notify the building principal of the school the student attends of the reported threat, who shall notify the student's parent/guardian, **immediately or as soon as practicable**, of the reported threat. **The building principal shall document attempts made to reach the parent/guardian.**

When a reported student's behavior indicates that there may be an imminent threat to the safety of the student or others, or an emergency situation, a threat assessment team member shall take immediate action, which may include promptly reporting to the appropriate law enforcement agency and school administration.[1][4][5][18]

Where a threat assessment team member has reasonable cause to suspect that a reported situation indicates that a student may be a victim of child abuse, the member shall make a report of suspected child abuse in accordance with law and Board policy.[1][19][20]

## Inquiry and Assessment

In investigating, assessing and responding to threat reports, the threat assessment team shall make a determination if the report should be addressed under one or more specific Board policies or administrative regulations, based on the subject matter of the report and the requirements of law, regulations and Board policy, including, but not limited to, reports involving:

1. Discrimination/Title IX Sexual Harassment.[7][15]
2. Bullying/Cyberbullying.[17]
3. Suicide Awareness, Prevention and Response.[6]
4. Hazing.[21]

Members of the threat assessment team shall engage in an assessment of the reported student behavior that may indicate a threat, in accordance with training and established procedures. This process may include, but is not limited to:

1. Interviewing the student, other students, staff, parents/guardians or others regarding the subject(s) of the reported threat.
2. Reviewing existing academic, health and disciplinary records and assignments, as appropriate, regarding the subject(s) of the report.

3. Conducting searches of lockers, storage spaces, and other possessions on school property as applicable, in accordance with applicable law, regulations and Board policy.[22]
4. Examining outside resources such as social media sites, in coordination with law enforcement, or contacting law enforcement, juvenile probation, or community agencies to request additional information about the subject(s) of the report, in accordance with law, regulations and Board policies.
5. Where appropriate, convening the appropriate team to assess and/or address the situation that is the subject of the report, such as the Individualized Education Program (IEP) team, Section 504 Team, Behavior Support team, Student Assistance Program team, or others.[3][23][24][25][26][27]

The threat assessment team shall establish and implement procedures, in accordance with the district's Memorandum of Understanding, to address situations where the investigation of a reported threat shall be transferred to the appropriate law enforcement agency.[4][18]

The threat assessment team may request that the county agency or juvenile probation department consult and cooperate with the team in assessing the student who is the subject of a preliminary determination regarding a threat.[1]

When assessment of a student's behavior determines that it is not a threat to the student, other students, school employees, school facilities, the community or others, the threat assessment team shall document the assessment and may refer the student to other appropriate resources such as a child study team, the Student Assistance Program team, an IEP or Section 504 Team or other district supports and services.

### Response and Intervention

The threat assessment team shall develop a plan through the MTSS process for each student identified and assessed as posing a threat to the student, other students, school employees, school facilities, the community or others. The plan should document the team's evaluation of the threat and recommendations for disposition of the threat, including the information gathered during the assessment and recommendations for response and intervention. The MTSS team will monitor the plan until it is deemed no longer necessary.

Following notification to the student's parent/guardian, the threat assessment team may refer the student to an appropriate program or take action to address the reported situation in accordance with applicable Board policy, which may include, but is not limited to:[1]

1. A referral to the Student Assistance Program.[3]
2. A referral to the appropriate law enforcement agency.[4][5][18]
3. An appropriate evaluation to determine whether the student is a qualified student with a disability in need of a Section 504 Service Agreement or in need of special education services through an Individualized Education Program (IEP), in accordance with applicable law and Board policy.[23][24][27]
4. A referral to the student's IEP Team to review and address the student's IEP and/or Positive Behavior Support Plan. This could include, but is not limited to, a manifestation determination or functional behavioral assessment in accordance with applicable law, regulations and Board policy.[24][25][26][27]
5. A referral to the student's Section 504 Team to review and address the student's Section 504 Service Agreement and/or Positive Behavior Support Plan.[23]
6. With prior parental consent, a referral to a behavioral service provider, health care provider or county agency.[28]

7. Addressing behavior in accordance with applicable discipline policies and the Code of Student Conduct.[29][30][31][32]
8. Ongoing monitoring of the student by the threat assessment team, a child study team, Student Assistance Program team or other appropriate school personnel.
9. Taking steps to address the safety of any potential targets identified by the reported threat.[5][33]
10. **The building principal shall notify the parent/guardian of the referral(s) or action(s) taken by the threat assessment team.**

#### *Safe Schools Incident Reporting –*

For Safe Schools reporting purposes, the term **incident** means 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.[18][34][35][36]

When a reported threat also meets the definition of an incident under the Safe Schools Act, in accordance with reporting requirements, the Superintendent or designee shall immediately report required incidents, if not previously reported by district staff, 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.[18][29][34][35][37][38][39]

The Superintendent or designee shall notify the parent/guardian, if not previously notified by district staff, of any student directly involved in an incident on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, who is a victim or suspect, immediately, as soon as practicable. The Superintendent or designee will 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 will document attempts made to reach the parent/guardian.[18][35][40]

#### *Students With Disabilities –*

When reporting an incident committed by a student with a disability or referring a student with a disability to a law enforcement agency, 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.[8][10][41][42][43][44]

#### Records Access and Confidentiality

In order to carry out their duties and facilitate the timely assessment of and intervention with students whose behavior may indicate a threat, the threat assessment team shall have access to the following student information to the extent permitted under applicable law and regulations:[1]

1. Student health records.[45][46]
2. Prior school disciplinary records.[8][10][47]
3. Records related to adjudication under applicable law and regulations.[47][48][49][50][51][54]

4. Records of prior behavioral or mental health or psychological evaluations or screenings maintained by the district.
5. Other records or information that may be relevant to evaluating a threat or determining treatment or referral options for a student that are maintained by the district.

The threat assessment team shall use all information or records obtained in fulfilling the team's duty in accordance with law to evaluate a threat or to recommend disposition of a threat. Team members shall not redisclose any record or information obtained or otherwise use any record of a student beyond the purpose for which the disclosure was made to the team, in accordance with law.[\[1\]](#)

The threat assessment team shall maintain confidentiality and handle all student records in accordance with applicable law, regulations, Board policy, the Student Records Plan and the district's legal and investigative obligations.[\[3\]](#)[\[6\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[17\]](#)[\[41\]](#)[\[43\]](#)[\[47\]](#)[\[53\]](#)

Threat assessment members whose other assignments and roles require confidentiality of specific student communications, in accordance with law, shall ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, Board policy and administrative regulations.[\[9\]](#)[\[54\]](#)[\[55\]](#)[\[56\]](#)[\[57\]](#)

### Annual Board Report

The threat assessment team shall provide the required information to the Superintendent, in consultation with the Public Safety Supervisor, to annually develop and present to the Board, at an executive session, a report outlining the district's approach to threat assessment, which shall include:[\[1\]](#)

1. Verification that the district's threat assessment team and process complies with applicable law and regulations.
2. The number of threat assessment teams assigned in the district, and their composition.
3. The total number of threats assessed that year.
4. A summary of interactions with outside law enforcement agencies, juvenile probation and behavioral service providers.
5. An assessment of the district's threat assessment team(s) operation.
6. Recommendations for improvement of the district's threat assessment processes.
7. Any additional information required by the Superintendent or designee.

The annual threat assessment report shall be presented as part of the annual report to the Board by the Public Safety Supervisor on district safety and security practices.[\[1\]](#)[\[4\]](#)

The threat assessment team's information addressing verification of compliance with law and regulations, the number of threat assessment teams assigned in the district and their composition, the total number of threats assessed that year, and any additional information required by the Superintendent or designee shall be included in the Public Safety Supervisor's annual report on district safety and security practices that is submitted to the state's School Safety and Security Committee.[\[1\]](#)[\[4\]](#)[\[58\]](#)

### Legal

1. 24 P.S. 1302-E
2. Pol. 832
3. Pol. 236
4. Pol. 805.2



5. Pol. 805
6. Pol. 819
7. Pol. 103
8. Pol. 113.4
9. Pol. 207
10. Pol. 216
11. [24 P.S. 1205.2](#)
12. [24 P.S. 1205.5](#)
13. [24 P.S. 1310-B](#)
14. Pol. 333
15. Pol. 104
16. Pol. 105.1
17. Pol. 249
18. Pol. 805.1
19. [23 Pa. C.S.A. 6311](#)
20. Pol. 806
21. Pol. 247
22. Pol. 226
23. Pol. 103.1
24. Pol. 113
25. Pol. 113.1
26. Pol. 113.2
27. Pol. 113.3
28. Pol. 146
29. Pol. 218
30. Pol. 218.1
31. Pol. 218.2
32. Pol. 233
33. Pol. 709
34. [24 P.S. 1303-A](#)
35. [22 PA Code 10.2](#)
36. [35 P.S. 780-102](#)
37. [24 P.S. 1302.1-A](#)
38. [22 PA Code 10.21](#)
39. [22 PA Code 10.22](#)
40. [22 PA Code 10.25](#)
41. [20 U.S.C. 1232g](#)
42. [20 U.S.C. 1415](#)
43. [34 CFR Part 99](#)
44. [34 CFR Part 300](#)
45. [24 P.S. 1409](#)

- 46. Pol. 209
- 47. Pol. 216.1
- 48. 24 P.S. 1304-A
- 49. 24 P.S. 1305-A
- 50. 24 P.S. 1307-A
- 51. 42 Pa. C.S.A. 6341
- 52. Pol. 218.3
- 53. 24 P.S. 1304-D
- 54. 22 PA Code 12.12
- 55. 42 Pa. C.S.A. 5945
- 56. 42 Pa. C.S.A. 8337
- 57. 42 CFR Part 2
- 58. 24 P.S. 1309-B
- 20 U.S.C. 1400 et seq
- 24 P.S. 1301-E
- 35 P.S. 7601 et seq
- Pol. 203.1

PA Commission on Crime and Delinquency, School Safety and Security Committee Model K-12  
Threat Assessment Procedures and Guidelines

|                     |                |
|---------------------|----------------|
| Book                | Policy Manual  |
| Section             | 200 Pupils     |
| Title               | Hazing         |
| Code                | 247            |
| Status              | Second Reading |
| Adopted             | August 1, 2015 |
| Last Revised        | May 26, 2021   |
| Prior Revised Dates | 3/25/2019      |

### **Purpose**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

### **Definitions**

**Hazing** occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:  
[\[1\]](#)

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

**Aggravated hazing** occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:  
[\[2\]](#)

1. The person acts with reckless indifference to the health and safety of the student; or

2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

**Organizational hazing** occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing or aggravated hazing.[3][4]

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:[5]

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

**Student activity or organization** means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.[6][7]

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.[8]

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.[8]

### **Authority**

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.[4][5][7][9][10]

No student, parent/guardian, coach, sponsor, volunteer, or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

### **Title IX Sexual Harassment and Other Discrimination**

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer and Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.[11][12]

### **Delegation of Responsibility**

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

**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.**  
[13][14]

### **Guidelines**

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy

prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of publication in handbooks and verbal instructions by the coach or sponsor at the start of the season or program.[\[4\]](#)

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.[\[7\]](#)

### Complaint Procedure

A student who believes that they have been subject to hazing, is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to use the district's report form (247AG1), available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

### Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.[\[13\]](#)

### Referral to Law Enforcement and Safe Schools Reporting Requirements –

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, 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. [\[14\]](#)[\[15\]](#)[\[16\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, 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.[\[14\]](#)[\[15\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined 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.[\[14\]](#)[\[20\]](#)[\[21\]](#)

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.[\[15\]](#)[\[20\]](#)

### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

### Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action, up to and including expulsion.

### Consequences for Violations

#### Safe Harbor –

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.[\[13\]](#)

#### Students –

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[\[4\]](#)[\[7\]](#)[\[13\]](#)[\[22\]](#)[\[23\]](#)

#### Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.[\[24\]](#)

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

#### Criminal Prosecution –

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.[\[4\]](#)

## Legal

1. 18 Pa. C.S.A. 2802
2. 18 Pa. C.S.A. 2803
3. 18 Pa. C.S.A. 2804
4. 18 Pa. C.S.A. 2808
5. 18 Pa. C.S.A. 2806
6. 18 Pa. C.S.A. 2801
7. 24 P.S. 511
8. 18 Pa. C.S.A. 2301
9. Pol. 122
10. Pol. 123
11. Pol. 103
12. Pol. 103.1
13. 18 Pa. C.S.A. 2810
14. 22 PA Code 10.2
15. 24 P.S. 1303-A
16. 35 P.S. 780-102
17. 22 PA Code 10.21
18. 22 PA Code 10.22
19. 24 P.S. 1302.1-A
20. Pol. 805.1
21. 22 PA Code 10.25
22. Pol. 218
23. Pol. 233
24. Pol. 317
- 18 Pa. C.S.A. 2801 et seq
- 22 PA Code 10.23
- Pol. 113.1
- Pol. 916

|                     |                        |
|---------------------|------------------------|
| Book                | Policy Manual          |
| Section             | 200 Pupils             |
| Title               | Bullying/Cyberbullying |
| Code                | 249                    |
| Status              | Second Reading         |
| Adopted             | August 1, 2015         |
| Last Revised        | May 26, 2021           |
| Prior Revised Dates | 3/25/2019              |

### **Purpose**

The district recognizes that bullying and intimidation have a negative effect on the learning environment. Students who are intimidated and fearful cannot give their education the single-minded attention needed for success. Bullying can also lead to more serious violence. Every student has a right to an education and to be safe in and around school.

### **Definitions**

**Bullying** means 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.[\[1\]](#)

**Bullying**, as defined in this policy, includes cyberbullying.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.[\[1\]](#)

### **Authority**

The Board prohibits all forms of bullying by district students.[\[1\]](#)

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form (249AG1), available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action shall be taken when allegations are substantiated. The



Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

**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.**  
[\[2\]](#)[\[3\]](#)

#### Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[\[2\]](#)[\[3\]](#)

#### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

#### Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action up to and including expulsion.

#### **Delegation of Responsibility**

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or his/her designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[\[1\]](#)

District administration shall annually provide the information required by law on the Safe School Report, or the current required documentation.[\[1\]](#)

#### **Guidelines**

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[\[1\]](#)[\[4\]](#)[\[5\]](#)

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website. It shall be reviewed with students at least once every school year.[\[1\]](#)

#### Education

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[\[1\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

#### Consequences for Violations

Students found to have bullied others shall be subject to the consequences set forth in applicable Board policy, consistent with the Code of Student Conduct/Disciplinary Action Schedule. Students may also be subject to counseling.[\[1\]](#)[7]

Depending on the severity of the incident, the principal or his/her designee may also take appropriate steps to ensure student safety. These may include, but are not limited to: implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement, if appropriate, in the principal's or designee's sole discretion; and developing a supervision plan with parents/guardians.

Legal

[1. 24 P.S. 1303.1-A](#)

2. Pol. 103

3. Pol. 103.1

[4. 22 PA Code 12.3](#)

5. Pol. 218

[6. 20 U.S.C. 7118](#)

[7. 24 P.S. 1302-A](#)

8. Pol. 236

Pol. 000

Pol. 113.1

Pol. 233



|         |                             |
|---------|-----------------------------|
| Book    | Policy Manual               |
| Section | 200 Pupils                  |
| Title   | Home Access to the Internet |
| Code    | 252AG4                      |
| Status  | Second Reading              |

### Purpose

The increased reliance on Internet access for the delivery of instructional content and assignments to reinforce in-school learning necessitates connectivity to the students' homes. Equity includes equity of access to district resources whether for homework or participation in cyber and blended courses. Therefore, the district will implement strategies to ensure that all students can be connected to online district resources from home after school hours with parent or guardian consent.

### Methods of Outreach

The district will conduct periodic home Internet access surveys in English and Spanish.

The district will provide information in English and Spanish in print and digital formats regarding low-cost options with commercial Internet providers to families without broadband Internet access.

The technology department will maintain and support an inventory of mobile broadband hotspot devices or similar solution to provide both short and long-term loan, manage distribution, and provide notice of the availability of these devices.

The technology department will work closely and on an ongoing basis with the pupil services department and social workers to proactively identify and distribute mobile broadband devices or similar devices to students in need, ensuring home access to curricular materials online.

|              |                                                                   |
|--------------|-------------------------------------------------------------------|
| Book         | Policy Manual                                                     |
| Section      | 300 Employees                                                     |
| Title        | Staff Acceptable Use of Internet, Computers and Network Resources |
| Code         | 352                                                               |
| Status       | Second Reading                                                    |
| Adopted      | August 1, 2015                                                    |
| Last Revised | March 26, 2018                                                    |

### **Purpose**

Digital technology has radically changed the way the world communicates and accesses information. The Internet and mobile telecommunications represent powerful educational and productivity resources unlike anything that has preceded them.

The district provides staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For all users, the district-provided computers, Internet and other network resources including accounts and technology licensed by the district must be used for district business or academic purposes.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

### **Definitions**

**Child pornography** - under federal law, child pornography is defined as any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where: [\[1\]](#)

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Under state law, **child pornography** is defined as any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act. [\[2\]](#)

**Harmful to minors** - under federal law, harmful to minors is defined as any picture, image, graphic image file or other visual depiction that: [\[3\]](#)[\[4\]](#)

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Under state law, **harmful to minors** is defined as any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it: [\[5\]](#)

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

**Obscene** - any material or performance, if: [\[5\]](#)

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

**Incidental personal use** - use of the district's computers, Internet and other network resources by an employee for occasional, personal research and communications.

**Technology protection measure** - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors. [\[4\]](#)

### **Authority**

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources, as well as accounts and technology licensed by the district. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources. [\[6\]](#)[\[7\]](#)  
[\[8\]](#)

The purpose of the Acceptable Use Policy is to provide information, not to exclude anyone. However, the district reserves the right to prioritize the use of systems and does not intend to create a First Amendment forum for free expression purposes.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The district may decrypt and inspect encrypted internet traffic and communications to ensure compliance with this policy. The technology protection measure shall be enforced during use of computers with Internet access.[\[3\]](#)[\[4\]](#)[\[9\]](#)

Upon request by staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software for specific websites to enable access to material that is blocked through technology protection measures but is not prohibited by this policy for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering is denied, the requesting staff member may appeal the denial to the Superintendent or designee for expedited review.[\[3\]](#)[\[9\]](#)[\[10\]](#)

### **Delegation of Responsibility**

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff and other users about this policy through employee handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to a staff member, upon written request.[\[9\]](#)

Users of district networks or district-owned equipment shall read and understand the provisions of this policy, and be aware that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:[\[3\]](#)[\[4\]](#)[\[11\]](#)

1. Utilizing a technology protection measure that blocks or filters Internet access for staff to certain visual depictions that are obscene, child pornography, harmful to students with respect to use by minors, or determined inappropriate for use by students by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of staff.

The Superintendent or designee shall develop and implement administrative guidelines that ensure that staff members are educated on network etiquette and safe and appropriate online behavior, including:[\[4\]](#)

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.[\[12\]](#)[\[13\]](#)

Education will be provided through such means as professional development, the district website, and other materials.

### **Guidelines**

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

### **Incidental Personal Use**

Incidental personal use shall be permitted for employees, as defined in this policy. Personal use must comply with this policy and all other applicable policies, procedures and rules, as well as ISP, local, state and federal laws, and may not interfere with the employee's job duties and performance, with the system operations, or with other system users.

### **Safety**

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:[\[4\]](#)[\[11\]](#)

1. Control of access by students to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by students, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding students.
5. Restriction of students' access to materials harmful to them.

### **Prohibitions**

Staff members are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.[\[12\]](#)[\[13\]](#)
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.

8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.[14]
9. Access by students to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws. [15]
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

### Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Staff members shall not reveal their passwords to another individual.
2. Staff members are not to use a computer that has been logged in under another user's name.
3. Any staff member identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. **Staff members will participate in periodic network security awareness training.**

### Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.[15][16]

### District Website

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies and administrative guidelines.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

### Consequences for Inappropriate Use



Staff members shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.[9]

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for conduct and communications apply when using the Internet, in addition to the stipulations of this policy. All network users are responsible for complying with all applicable Board policies, administrative guidelines and regulations, and federal, state and local law while utilizing district equipment, network resources and Internet.[6]

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings.

**Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings. [7][8]

### Guest Accounts

Guests, which include, but are not limited to, independent contractors and adult education instructors, may receive an individual account with the approval of the Superintendent or designee, if there is a specific, district-related purpose requiring such access. Use of the CIS systems by a guest shall be specifically limited to the district-related purpose. A signed written agreement will be required prior to access being provided and parent/guardian signature will be required if the guest is a minor.

An open guest network with filtered access to the Internet, but no other network services, may be maintained at the discretion of the Superintendent or designee. Persons accessing the Internet through the open guest network do so at their own risk. The district assumes no responsibility for any damage to the guest's device or charges incurred resulting from connectivity. Guests using the open network agree to all applicable provisions of this policy and other applicable district policies.

Access to all data on, taken from, or compiled using any part of the district's network is subject to inspection and discipline or legal action by the district. District information placed on users' personal computers, networks, Internet, and electronic communications systems is subject to access by the district. The district reserves the right to legally access users' personal equipment for district information. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization; maintain usage logs; and monitor online activity.

## Legal

1. [18 U.S.C. 2256](#)
2. [18 Pa. C.S.A. 6312](#)
3. [20 U.S.C. 6777](#)
4. [47 U.S.C. 254](#)
5. [18 Pa. C.S.A. 5903](#)
6. [Pol. 218](#)
7. [Pol. 233](#)
8. [Pol. 317](#)
9. [24 P.S. 4604](#)
10. [24 P.S. 4610](#)
11. [47 CFR 54.520](#)
12. [24 P.S. 1303.1-A](#)
13. [Pol. 249](#)
14. [Pol. 237](#)
15. [Pol. 814](#)
16. [17 U.S.C. 101 et seq](#)  
[24 P.S. 4601 et seq](#)
- [Pol. 103](#)
- [Pol. 103.1](#)
- [Pol. 104](#)
- [Pol. 218.2](#)
- [Pol. 220](#)
- [Pol. 815.1](#)
- [Pol. 815.2](#)
- [Pol. 815.3](#)
- [Pol. 815.4](#)



|               |                                         |
|---------------|-----------------------------------------|
| Book          | Policy Manual                           |
| Section       | 700 Property                            |
| Title         | Employee Wireless Communication Devices |
| Code          | 717                                     |
| Status        | Second Reading                          |
| Adopted       | August 1, 2015                          |
| Last Reviewed | June 22, 2015                           |

### **Purpose**

The Board recognizes that the use of certain wireless communication devices by district personnel may be appropriate and necessary for the purposes of district safety and general welfare, and as a more efficient method of communication in conducting district business. The Board also recognizes the need to provide wireless communication devices to or reimburse expenses related to wireless communication devices for certain district personnel for such purposes, in accordance with established guidelines.

### **Authority**

The Board authorizes the purchase and employee use of wireless communication devices in accordance with this policy.

### **Delegation of Responsibility**

The Board directs the Superintendent or his/her designee to enforce this policy to regulate the use of wireless communication devices, including but not limited to cellular telephones with options including voice, text, and data.

The business office shall coordinate the monitoring of the wireless communications costs. Supervisors shall be responsible for their employees' compliance with this policy.

### **Guidelines**

The guidelines for employee use of wireless communication devices shall minimize costs to the district.

The issuance of a wireless communication device or stipend shall be subject to prior approval of the Superintendent or his/her designee.

The following considerations shall apply when determining whether wireless communication devices are necessary, along with the type of devices and services:

1. Issuance of devices will promote communication in emergency circumstances.
2. Employees' job responsibilities require their presence outside of their office areas.

3. There is a high expectation for other members of the district to be able to regularly contact employees at times other than regular business hours.
4. Other less expensive and as effective means of communication are not available including a pager, radio or standard telephone equipment.
5. There shall be no personal use of the device.

For employees who have job-related responsibilities requiring wireless communication devices, the district shall issue wireless communication devices to employees. The district-issued wireless communication devices shall be utilized only for work-related purposes.

For employees who have job-related responsibilities requiring wireless communication device use, but wish to use their personal devices for work-related responsibilities, a standard stipend amount shall be granted to defray the cost of using their personal devices for district business. The standard stipend amount shall be determined by the Superintendent or his/her designee and shall, in no event, be in excess of the employee's own expense for the wireless communication device.

**Any employee receiving a stipend or using a district-issued device must use the device's built-in passcode or biometric protected access to secure work-related communication.**

Employees whose use of wireless communication devices for district business is infrequent shall not receive stipends or district wireless communication devices. Costs, when appropriate, may be recouped through district reimbursement procedures (i.e., while on out-of-town business for the district).

Employees issued wireless communication devices or stipends shall sign agreement forms regarding their possession of wireless communication devices (717-AG-1) or acceptance of stipends (717-AG-2).

Under no circumstances shall any employee operate a wireless communication device for district business while operating a motor vehicle or other equipment that could cause harm to other or to self.

Misuse or use in violation of Board policy, administrative regulations, or state or federal law of a district-issued wireless communication device may be subject to disciplinary action.[2]

District personnel entrusted with district-provided wireless communication devices shall be responsible for the safety and security of such devices. All such equipment must be returned to the district upon separation from employment, suspension, leave of absence or upon the request of the district. Ordinary repairs or replacement of equipment shall be paid by the district; however, district personnel shall be responsible for repairs or replacement caused by their actions or negligence. Defective, lost or stolen wireless communication devices shall be reported immediately to the business office.

Employees shall not loan or allow the use of their district-issued wireless communication devices by others.

Employees shall not contract with other carriers for their district-issued wireless communication devices.

An open enrollment for wireless communication devices and/or stipends for qualified employees shall occur once a year at a time determined by the Superintendent or his/her designee. The Superintendent or his/her designee will develop an application procedure.

Tax treatment of district-issued wireless communication devices and stipends shall be in compliance with IRS regulations.

Legal

2. Pol. 317

[26 U.S.C. 1 et seq](#)

Pol. 000

Pol. 624

|               |                   |
|---------------|-------------------|
| Book          | Policy Manual     |
| Section       | 800 Operations    |
| Title         | Social Media      |
| Code          | 815.1             |
| Status        | Second Reading    |
| Adopted       | August 1, 2015    |
| Last Revised  | November 26, 2018 |
| Last Reviewed | July 27, 2015     |

### **Purpose**

~~Social media such as blogs, Facebook, and Twitter are used by individuals and organizations for communication, collaboration, and connections to their constituents. Since such communication may encompass both private and public, personal and professional voice, the district has developed guidelines to clarify how best to protect and enhance employee professional and district reputations.~~

### **Guidelines**

~~The same laws, professional expectations, and communication standards exist in social media as in face to face communication. Since online communication lacks visual cues, and is often one directional, the lines between an employee's work life and his/her personal life can become blurred. Employees should be cognizant of the three R's of social media engagement: Representation, Responsibility, and Respect.~~

~~Note that this policy applies to conduct on both work related sites, as well as personal sites. This policy is not intended to infringe upon personal interaction or commentary online, provided such activity does not result in disruption to the educational process.~~

### **Representation**

~~Since readers of social media postings may associate employees with the district, employees should be mindful of what they post and how it might impact the district and its educational mission.~~

~~An employee wishing to create a district department or activity social media page should contact his/her supervisor with information about the intended site and its use. Employee must also contact a representative from the district's communications department and notify them of their intention to create a social media page. The employee shall take responsibility for ensuring that the site is used appropriately, ensuring that others posting on the site are following rules and regulations regarding confidentiality, privacy, and copyright, all applicable Board policies and administrative regulations, and other local, state, and federal laws and regulations.[1][5]~~

### **Responsibility**

~~Employees shall not post any confidential information, including but not limited to information specifically protected by the Family Educational Rights and Privacy Act (FERPA) or Health Insurance Portability and Accountability Act (HIPAA), photos, video recordings, or audio recordings of students, other staff, parents/guardians, or other constituents of the district community except for public events such as sporting events or unless otherwise prohibited on personal social media sites. On school or district sanctioned sites, postings shall follow all applicable laws and Board policies related to the protection of confidential information and shall not include photos, video recordings, or audio recordings of students whose parents/guardians opted them out of such activities by filing Form 216AG1 with their children's schools.[2][3]~~

~~School staff shall follow all Board policies related to communication with students.~~

~~Employees should check to ensure that their postings are accurate and they are not violating any copyright or intellectual property rights. District and school logos, mascots, and symbols shall not be used except with the written permission of the district. Remember that individuals are legally liable for their postings on all social media sites and may be prosecuted for comments or photos deemed to be proprietary, copyrighted, defamatory, libelous, or obscene.~~

### Respect

~~Employees shall read and comply with the social media Terms of Service. Security warnings should be heeded and suspicious actions should be avoided unless you know they are safe.~~

~~Postings should be truthful, respectful, and in a voice that reflects positively on the individual and the district. Individuals should be sure about what they post and follow the rule of thumb, "If it gives you pause, pause" then craft a better posting.~~

### Additional Provisions

~~Social media use shall not cause disruption to the educational process and shall be in accordance with applicable Board policies and administrative regulations.[5][6]~~

~~Individuals should be careful about posting personal and/or identifying information that may be used by criminals to impersonate you. Postings about vacations and travel plans shall not be provided in cases where the employee is traveling with students.~~

~~Social media such as Wikis, blogs, and online discussion support open dialogue and the exchange of ideas that is an integral part of teaching and learning. Teachers using such tools in the classroom should comply with all Board policies and should engage in professional development for using these tools safely and effectively. The Superintendent or designee will publish, maintain, and periodically publicize to faculty and staff best practices related to social media engagement.~~

~~Personal and work related social media websites and postings which are obscene or violate Board policy, applicable School Code or other local, state, and federal law or regulations may be grounds for disciplinary action.[4][5]~~

### Purpose

**The purpose of this policy is to ensure the orderly operation of the District's schools by establishing standards for the operation of school district social media accounts and personal social media accounts, and to differentiate between personal and third party social media accounts and those accounts controlled by the District.**

### Delegation of Responsibility

**The Superintendent shall develop procedures to implement this policy, and may delegate to his/her designee(s) the right to enforce this policy.**

## **Definitions**

**Discriminatory or Harassing Comments** – comments or imagery that attack or mock an individual due to his/her real or perceived race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion.

**Limited Public Forum** – a government operated location where the public may comment and post online, subject to viewpoint neutral guidelines.

**Non-public Forum** – a government operated location where the public may not comment or post online; free expression by the public is restricted regardless of message or viewpoint.

**Personal Social Media Account** – a social media account, regardless of platform, that is operated by a school district employee or school board member for his/her personal use, including personal professional development. A personal account is not regularly used to promote or communicate about school district events or activities, or the activities of students.

**School District Social Media Account** – a social media account, regardless of platform, that is operated by a school district employee or school board member in his/her professional capacity, and that is designed to further the educational mission of the school district by communicating with members of the school district community and the general public.

**Third Party Social Media Account** – a social media account, regardless of platform, that is operated by a volunteer, student, parent, alumnus, or other member of the public on behalf of a club, foundation, sports team, or other extracurricular group affiliated with the school district. Third party social media accounts are not operated by school district employees or school board members.

If any social media post is published using school district technology resources, including computing devices, mobile devices, and networks, the District's acceptable use policy applies and is hereby incorporated by reference.

## **SCHOOL DISTRICT SOCIAL MEDIA ACCOUNTS**

School District social media accounts must remain professional, and consistent with the educational mission of the school district at all times. The operators of school district social media accounts are responsible for the content on the social media accounts that they manage.

### **Account Ownership**

School District social media accounts are owned by the School District, and operated by school district employees or school board members on behalf of the School District. The Director of Technology shall maintain a list of all social media accounts operated by the School District, along with a list of credentials to access the accounts.

### **Photos, Videos, & Livestreams of Students**

School District social media account operators may post photographs, videos, and livestreams of students engaged in the educational process or at school-related events unless the student's parents have opted the student out of FERPA's directory information sharing, or if parents have declined to sign the District's media release form. The operators of School District social media accounts are responsible for complying with this provision.

### **Public Comments**

All School District social media accounts shall operate as either a non-public forum (where the public may not comment on the District's posts), or as a limited public forum, where the public may comment publicly on the District's posts – subject to certain guidelines. Whether



**a social media account is operated as a non-public forum or limited public forum shall be determined by the account operator. [1]**

**School District social media accounts that operate as a limited public forum shall include a prominent link to the following comment guidelines, posted on the School District's website:**

- a. **Comments must be related to the original School District post**
- b. **No personal attacks**
- c. **No lewd, vulgar, or obscene posts**
- d. **No discriminatory or harassing comments**
- e. **No posts promoting violence or illegal conduct**

**Individual comments or posts that violate the above guidelines may be deleted (if possible given the social media platform) without further notice. Posts may not be deleted simply because they are critical of the School District, or because they promote an unpopular opinion, if the post otherwise complies with the above guidelines.**

**School District social media account operators may not block users from accessing the School District's social media posts. The Director of Technology shall refer any user who repeatedly violates the above guidelines to the Superintendent for further investigation and potential legal remedies.**

#### **Tagging**

**School District social media account operators may tag the social media accounts of educational applications, products, and services, so long as the District and its employees do not receive financial or other tangible compensation for the tag. [2]**

**School District social media account operators shall not tag individual students using their social media usernames or handles, but may tag other adult members of the school district community.**

**School District social media accounts shall not be used to communicate directly with students. One-to-one communication with a student shall be limited to electronic resources provided by the District such as e-mail or classroom management applications.**

#### **Accessibility [3]**

**All content posted to School District social media accounts shall be as accessible to individuals with disabilities as it is to non-disabled individuals. To ensure accessibility, so long as the social media platform allows, social media posts must:**

- a. **include alternate text or detailed captions for images**
- b. **include captions for videos**
- c. **include captions for livestreams**
- d. **avoid images of text**
- e. **avoid acronyms, wherever possible**
- f. **ensure that links to PDFs are accessible to screen readers**

**The Director of Technology or their designee shall ensure that all individuals operating School District social media accounts receive training on social media accessibility.**

#### **Copyright**

**The copyright for all content posted to School District social media accounts must be either owned by the School District, licensed by the copyright owner, or not subject to copyright protection. The operator of a School District social media account is responsible for ensuring compliance with this provision.**

#### **Retweets / Reposts**

School District social media accounts may highlight social media posts by others by retweeting or reposting their messages, so long as the retweet/repost follows these guidelines.

### **PERSONAL SOCIAL MEDIA ACCOUNTS**

School district employees may not use personal social media accounts to communicate privately (via direct message or private chat) with students concerning any school district business. One-to-one communication with a student concerning any school district business shall be limited to the electronic resources provided by the District such as e-mail or classroom management applications.

School district employees are urged to exercise extreme caution before communicating with students via social media about non-school matters. Such electronic communication may cross professional boundaries in violation of the Pennsylvania Code of Professional Practice and Conduct for Educators, and the Educator Discipline Act. School district employees are urged to maintain strict professional boundaries on social media, and to protect against even the appearance of impropriety. [4][5]

School district employees and board members shall not post personally identifiable and otherwise confidential information from educational records on their personal social media accounts. Personally identifiable information includes information that could indirectly identify a student through linkages with other information. [6]

School district employees are strongly encouraged to utilize privacy settings on personal social media accounts to ensure that a professional boundary is maintained between the employee and students and parents.

The School District does not actively monitor personal social media accounts for its employees. Nonetheless, should the School District administration or school board's attention be brought to a personal social media post that demonstrates insubordination, immorality, a disregard for Pennsylvania's Code of Professional Practice for Educators, cruelty, unlawful discrimination, other unlawful act(s), or that impedes the efficient and effective operation of the school district, the employee may be subject to disciplinary action. [7][8]

### **THIRD PARTY SOCIAL MEDIA ACCOUNTS**

Third party social media accounts are not operated or controlled by the School District. These accounts are privately created and maintained, and are not actively monitored by the District.

Third party social media accounts may not use the School District's logo, unless given express written permission by the Superintendent.

The School District encourages the operators of all third party social media accounts to be good-faith ambassadors of the school district, and to operate these private social media accounts in a manner that represents the School District in a positive light.

### **Consequences for Violation of this policy**

Employees that violate this policy may be subject to disciplinary action, up to and including dismissal.

[1] U.S. Const. Amend. I

[2] 22 Pa. Code § 235.9

[3] 28 C.F.R. § 35.160

[4] 22 Pa Code §235 et seq.

[5] 24 P.S. §§2070.1 et seq.

[6] 20 U.S.C. § 1232g; 34 C.F.R. Part 99

[7] 24 P.S. § 11-1122

[8] Pickering v. Board of Education, 391 U.S. 563 (1968)

Legal

1. Pol. 814
  2. Pol. 113.4
  3. Pol. 216
  4. Pol. 317
  5. Pol. 352
  6. Pol. 252
- Pol. 815.2

|               |                   |
|---------------|-------------------|
| Book          | Policy Manual     |
| Section       | 900 Community     |
| Title         | School Volunteers |
| Code          | 916               |
| Status        | Second Reading    |
| Adopted       | August 1, 2015    |
| Last Revised  | November 23, 2015 |
| Last Reviewed | November 23, 2015 |

### **Purpose**

The Board recognizes that community volunteers can make valuable contributions to the district's educational, athletic, and extracurricular programs. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.

### **Authority**

The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular district staff. [\[1\]](#)

The Board prohibits discrimination on the basis of race, color, marital status, creed, religion, ancestry, **handicap**/disability, age, sex, sexual orientation, **gender identity**, or national origin in the school environment and all district programs for volunteers. [\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

**The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.** [\[1\]](#)

**All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.** [\[7\]](#)

### **Definitions**

~~**Volunteer**—an individual who voluntarily offers and provides a service to the district without receiving compensation.~~

~~**Single-Event Volunteer**—an individual who voluntarily provides a service to the district, without compensation, for a single event which will be completed in one (1) to three (3) school days.~~

~~**Short-Term Volunteer**—an individual who voluntarily provides a service to the district, without compensation, on an occasional basis not exceeding two (2) weeks in the aggregate during the school year.~~

~~**Long-Term Volunteer**—an individual who voluntarily provides a service to the district, without compensation, from time to time throughout the entire school year. Service does not have to be performed on consecutive days; the intent, however, is to use the volunteer over a period of time exceeding two (2) weeks throughout the school year.~~

~~**Limited Contact Volunteer**—any individual who voluntarily provides a service to the district, without compensation, and who works directly under the supervision and direction of a teacher or administrator employed by the district. These individuals do not have direct volunteer contact with students.~~

~~**Direct Contact Volunteer**—any individual who voluntarily provides a service to the district, without compensation, and who while working under the general direction and supervision of a teacher, administrator, coach, or student activity sponsor employed by the district, may, from time to time, have or may be reasonably expected to have direct volunteer contact with students.~~

~~**Direct Volunteer Contact**—the care, supervision, guidance, or control of children and routine interaction with children.~~

~~**Routine Interaction**—regular and repeated contact that is integral to the person's volunteer responsibilities.~~

**The following words and phrases, when used in this policy, shall have the meaning given to them in this section:**

**Adult - an individual eighteen (18) years of age or older.**[\[8\]](#)

**Certifications - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.**[\[9\]](#)[\[10\]](#)

**Visitor - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.**[\[11\]](#)

**Volunteer – an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee.**[\[10\]](#)

### **Delegation of Responsibility**

In order to assure the proper support for volunteer programs of the district, the following minimum requirements shall apply:

1. Each building principal or his/her designee who uses volunteers shall be responsible for: supervising the dissemination and procurement of volunteer applications and clearances; reviewing the applications and clearances; maintaining a file of applications and clearances; and recruiting and selecting volunteers in accordance with the needs of the building.
2. Each building principal or his/her designee who uses volunteers in any capacity shall be responsible for training volunteers to perform the specific duties associated with their assignments. The Athletic Director shall be responsible for ensuring all volunteers serving as coaches receive appropriate training to perform the duties associated with their assignment.
3. The building principal or his/her designee shall assume general authority and responsibility for all volunteers serving at that building. The Athletic Director shall share this general authority and

~~responsibility for all volunteers serving as coaches.~~

- ~~4. Each building principal or his/her designee shall be responsible for terminating the services of any volunteer who violates Board policy, school rules or guidelines or whose presence and/or actions are deemed to constitute a danger or threat to the district, the school, the students, and/or the school's personnel. The building principal and/or his/her designee shall inform the Superintendent in a timely manner of the termination of any volunteer. The Athletic Director shall have the same responsibility over volunteers serving as coaches and shall immediately report any termination to the building principal.~~

**The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.**

**At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.**

**The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.**

## **Guidelines**

### General Requirements

The following general requirements shall apply to all volunteers:

1. Under no circumstances shall a volunteer be considered an employee of the district.
2. A volunteer shall receive no wages or benefits for the performance of volunteer services.
3. The volunteer position is not a right, but rather a privilege conferred by the Board and the administration. As such, any volunteer position may be eliminated at any time for any reason or no reason.
4. Volunteers shall not be asked to assume the professional responsibilities of school staff. Volunteers may provide assistance under the direction of a staff member.
5. Volunteers shall not have access to or handle any materials of a personal or confidential nature, unless the volunteer is a district employee whose job allows such and who has been assigned to do so by the building principal or designee or, as appropriate, the teacher to whom s/he has been temporarily assigned.
6. Volunteers shall exhibit behaviors considered appropriate for interaction with district students, staff, other volunteers and the public while performing volunteer functions. These behaviors include, but are not limited to:
  - a. Maintaining a warm, caring, student-centered attitude.
  - b. Respecting the roles of school employees.
  - c. Maintaining confidentiality in all matters pertaining to staff and students arising from the performance of their duties as volunteers and from their presence in the school.
  - d. Following Board policies and district rules, including the directions of the building principal and employees to whom they are assigned.
7. Volunteers shall meet any standard which may be established by federal, state or local government, or by the Board and/or administration. The volunteer shall agree to be bound by all

applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules and regulations and administrative guidelines governing the conduct of the district's professional employees and support staff.

8. Volunteers shall not use tobacco, alcohol or controlled substances, or be under the influence of alcohol or controlled substances while serving as a school volunteer, including volunteer service that takes place outside of district property.
9. Volunteers shall not administer student discipline. The exception shall be a district employee whose job allows such and who has been assigned to do so by the building principal or designee or, as appropriate, the teacher to whom s/he has been temporarily assigned.
10. Volunteers shall not administer first aid, except in the case of an emergency. The exception shall be a district employee whose job allows such and who has been assigned to do so by the building principal or designee or, as appropriate, the teacher to whom s/he has been temporarily assigned.
11. ~~All volunteers shall be issued a district identification badge which identifies the holder as an approved volunteer. Volunteers shall be required to wear and display such identification badges at all times while providing services to the district.~~
12. **11.** No volunteer shall be requested or required to transport students in district and/or personal vehicles as part of his/her volunteer duties. Any volunteer who violates this section shall be wholly responsible for liability.
13. **12.** Except as set forth above, the Board shall provide authorized volunteers with liability coverage as provided for employees of the district, to cover them while acting within the scope of their volunteer service.
14. **13.** Volunteers shall comply with the legally mandated employee requirements and procedures for ~~criminal history/child abuse/Raptor (or other such building level security program as may exist) reports or certifications~~ as set forth in this policy or as may be required by law. **In addition, volunteers shall complete the building level security program annually, to the extent it may be in existence.** If, under pertinent laws or regulations, his/her ~~criminal history/child abuse/Raptor (or other such building level security program as may exist) report or certifications~~ **or building level security program results** would preclude him/her from being hired as an employee, that person may not serve as a volunteer. However, the district may deny an application to a volunteer based upon the existence of a conviction of any criminal offense deemed by the district to preclude voluntary service to the district.[\[2\]](#)[\[3\]](#).

#### Application and Clearances-Certifications

Each volunteer shall complete a standard application, which shall be maintained in the building's files. ~~As part of that application, each applicant shall complete a Raptor scan, or other such building level security program as may exist.~~

All volunteers shall be approved by the appropriate building principal. The building principal shall maintain a record of the names, a brief description of the services performed, ~~Raptor (or other such building level security program~~ (as may **then be in existence**) results, and clearances **certifications** submitted for all volunteers in his/her respective building. The Athletic Director shall maintain the same information for volunteers serving as coaches. The record shall be maintained for a period of five (5) years.[\[2\]](#)[\[3\]](#).

Prior to the approval of any volunteer serving as a coach, the Athletic Director shall consider the impact of the approval on the district's Title IX compliance obligations.

~~Volunteers, as categorized, must acquire and/or submit the following:~~

|  | Limited Contact | Direct Contact |
|--|-----------------|----------------|
|--|-----------------|----------------|

|                     | <b>Raptor<br/>(or other such<br/>building level<br/>security program<br/>as may exist)</b> | <b>Clearances</b> | <b>Raptor<br/>(or other such<br/>building level<br/>security program<br/>as may exist)</b> | <b>Clearances</b> |
|---------------------|--------------------------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------|-------------------|
| <b>Single-Event</b> | <b>Yes</b>                                                                                 | <b>No</b>         | <b>Yes</b>                                                                                 | <b>Yes</b>        |
| <b>Short-Term</b>   | <b>Yes</b>                                                                                 | <b>No</b>         | <b>Yes</b>                                                                                 | <b>Yes</b>        |
| <b>Long-Term</b>    | <b>Yes</b>                                                                                 | <b>Yes</b>        | <b>Yes</b>                                                                                 | <b>Yes</b>        |

Prior to the start of volunteer service, ~~direct-contact-volunteers~~ must submit to the district for review and verification: (1) ~~original Criminal History Report from the Pennsylvania State Police;~~ (2) ~~original Child Abuse History Clearance from the Pennsylvania Department of Welfare;~~ and (3) ~~an original federal criminal history report or if eligible, a disclosure statement application~~ **original copies of all certifications and complete the building level security program (as may then be in existence).** [2][3]

See 916AG1 Summary of Clearance **Certification** Requirements for Adult Volunteers Working with Children

~~All non-parent volunteers must complete, sign, and submit 916AG2 Non-Parent Volunteer Disclosure Form.~~

All required ~~criminal history reports and child abuse clearances~~ **certifications** shall be provided in the form and manner proscribed by law and must not be dated more than one (1) year prior to the date of the approval by the appropriate administration official designated in this policy. [2][3]

Once obtained, ~~direct-contact-volunteers~~ shall only be required to resubmit ~~criminal history reports and clearances~~ **certifications** every five (5) years, unless the ~~direct-contact-volunteer~~ has a break in service due to unenrollment in the district. A return to service after a break in service due to unenrollment shall require the submission of new ~~reports/clearances~~ **certifications** even if five (5) years has not elapsed. All volunteers shall be required to complete a ~~Raptor scan annually, or other such building level security program~~ (as may **then be in existence**).

**Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.** [14][15]

**All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.** [16][17]

All volunteers shall be required to report to the building principal within one (1) business day or earlier as required by law any arrest or conviction of an offense under Section 111(e) or being named as a perpetrator in a founded or indicated report of child abuse that occurs after submission of the required **certifications** ~~clearances or Raptor scan (or other such building level security program~~ (as may **then be in existence**). The PDE Form 6004 (Arrest or Conviction Report) or other district-provided form shall be used to report these arrests or convictions to the building principal. The building principal shall immediately advise the Superintendent of receipt of such a form. [2]

~~Clearances~~ **Certifications** shall be obtained at the cost of the volunteer.

For district employees who volunteer, the ~~clearances~~ **certifications**/tests necessary for their employment shall be sufficient for their service as a volunteer. [2][3][5][6][7][8]

~~No individual will be approved to serve as a volunteer if the Raptor scan (or other such building level security program as may exist), criminal history reports or child abuse reports/clearances required by~~



~~this policy evidence an offense which would preclude such an individual from being employed in a Pennsylvania public school.~~

### Overnight Volunteers

~~Any volunteer who wishes to participate in any overnight field trip shall be required to submit: (1) original Criminal History Report from the Pennsylvania State Police; (2) original Child Abuse History Clearance from the Pennsylvania Department of Welfare; and (3) an original federal criminal history report or if eligible, a disclosure statement application, as well as submit to a Raptor scan, or other such building level security program as may exist. The clearances already submitted by direct contact volunteers shall be sufficient to meet this requirement.~~[\[2\]](#)[\[3\]](#)

~~For district employees who volunteer, the clearances/tests necessary for their employment shall be sufficient for their service as a volunteer.~~[\[2\]](#)[\[3\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

### Volunteers Serving in Excess of Ten (10) Hours Per Week

~~Volunteers shall undergo a tuberculosis examination, at their own expense, in accordance with this policy and the regulations of the Pennsylvania Department of Health.~~[\[9\]](#)[\[10\]](#)

~~Prior to the start of service, any volunteer who serves more than then (10) hours per week/per event with the same students, on or off campus, shall undergo a tuberculosis examination administered in accordance with the regulations of the Pennsylvania Department of Health. The test submitted shall have been obtained within the three (3) months prior to the application. Once submitted, volunteers shall not be required to obtain a test in a subsequent school year unless required by regulation.~~[\[9\]](#)[\[10\]](#)

### Unique Circumstances

The district recognizes that not all factual scenarios have been accounted for under this policy. For this reason, the Superintendent, the Director of Elementary Education and/or **Assistant Superintendent** ~~Director of Secondary Education~~ may determine health or other child safety standards, on a case-by-case basis, for situations not falling directly under this policy or as necessary for the continuation of district operations/programs. Under no circumstances shall the Raptor scan ~~(or other such building level security program~~ (as may **then be in existence**) requirement be waived.

Legal

1. [24 P.S. 510](#)
2. [24 P.S. 111](#)
3. [23 Pa. C.S.A. 6301 et seq](#)
5. Pol. 304
6. Pol. 305
7. Pol. 306
8. Pol. 307
9. [24 P.S. 1418](#)
10. [28 PA Code 23.44](#)
- [22 PA Code 8.1 et seq](#)
- Pol. 907

|              |                                      |
|--------------|--------------------------------------|
| Book         | Policy Manual                        |
| Section      | 900 Community                        |
| Title        | Non-Parent Volunteer Disclosure Form |
| Code         | 916AG2 to be retired                 |
| Status       | Second Reading                       |
| Adopted      | October 26, 2015                     |
| Last Revised | October 26, 2015                     |

Please open, print and complete the attached form.

 [916AG2 Non-Parent Volunteer Disclosure Form.pdf \(23 KB\)](#)

# PSBA Officer Elections - Slate of Candidates

## President-Elect

### ❖ **Sabrina Backer**

### **Franklin Area School District**

Sabrina Backer has been active in public education since her children started elementary school. She began with the executive board of their school's parent/teacher organization, moved on to her local school board in 2015, and then served as Section 1 advisor, and on the Governing Board of PSBA in 2018. Since being elected to the Franklin Area School Board, she has served as PSBA liaison, and on their Hall of Fame, Personnel Operations, and Negotiations committees, chairing both the Personnel and Operations committees. Sabrina also has served on PSBA's Bylaws and Platform committees, the Pennsylvania Public Education Foundation, been a member of the Legislative Advisory Council and the chair of the Policy Committee. Sabrina attended Fayetteville State University and is the chief clerk/county administrator for Venango County. She resides in Franklin with her husband Brian and their two children – Britton, a freshman at Penn State, and Cambree, a sophomore at Franklin Jr./Sr. High School.

#### **In response to the nomination form question, “Why I wish to serve in this position and what I hope to accomplish?”**

“I believe that public education is the foundation for which success begins. If we are to have upstanding productive adult members of society we must first educate them as youths. All children deserve to have a chance for success and in order for that to happen we must have a strong public education system. If not for advocates of public education the system could be flawed. We must walk a fine line between governmental involvement, local jurisdiction, and proper education. I believe this the core principle of what PSBA stands for. I have been honored to be a part of PSBA for the past few years and feel that my journey is not complete. I believe that in the role of President Elect I will be able to foster the core values and principles that the PSBA is built on. Being a dedicated and active member of an organization that is built on supporting our future leaders is not only necessary, but it truly is a pleasure. I hope to continue my passion of promoting public education in a stronger leadership role.”

[Sabrina Backer - President-Elect Video](#)

### ❖ **David Schaap**

### **Brentwood Borough School District**

David Schaap has been a school board director for the Brentwood Borough School District for 15 years. He is president and founder of Selah Publishing Co., an internationally known publisher of church music, founded in 1988. Schaap is also organist/choirmaster at Trinity Episcopal Cathedral in Pittsburgh, Pa. His undergraduate studies were at Calvin College in

Grand Rapids, Mich., with a double major in music (composition and arranging) and art (sculpture). Schaap has led workshops, plenaries, hymn festivals, and reading sessions for national and regional meetings throughout the United States.

As a representative of Brentwood's School Board, Schaap has served on the board of directors for Steel Center Career and Technical School for 14 years and the Mon Valley Area Special School District for 14 years and most of that as president. The last five years, Schaap has been an elected member of the Allegheny Intermediate Unit, serving as treasurer, vice-president, and is in his second term as president. Schaap served on the PSBA effective governance committee that rewrote the current "Principles for Governance and Leadership"; PSBA Policy committee in 2016; served as assistant PSBA regional director starting in 2010 until positions were re-configured; has been PSBA liaison for Brentwood Borough School District for most of his 15-year tenure; and presented a workshop at the 2019 PSBA Leadership Conference ("Charting the Course: A VIP Event for Brentwood Borough School District"). Schaap has attended over a dozen annual School Leadership conferences, participated in many PSBA delegate assemblies, attended several PSBA legislative forums, and completed his required school director training through PSBA.

Schaap is married to Virginia, a musician and educator, and his three children graduated from Brentwood Borough High School. His youngest child is finishing up his undergraduate studies to become an elementary school teacher.

**In response to the nomination form question, "Why I wish to serve in this position and what I hope to accomplish?"**

"I have worked with both large and small school districts and large and small budgets with the four school boards I serve. I always work to understand the history, the challenges, and the successes, and do the research and ask questions to be prepared for the meetings. I push to focus on the long-term health of each organization, challenging them to thoughtfully plan for the future. I would do no less as President-Elect of the PSBA and I will show up and do the work. It would be my honor to serve as your President-Elect."

[David Schaap - President-Elect Video](#)

WEST CHESTER AREA SCHOOL DISTRICT  
Pupil Services Committee  
September 27, 2021

**ACTION ITEMS**

**Approval of three (3) Special Education Settlement Agreements**

Approval is requested of three (3) Special Education Settlement Agreements.

*I so move.*

**Approval of the Social Emotional Learning Plan Proposal**

Approval is requested of the Social Emotional Learning Plan Proposal.

*I so move.*

**Approval of the Epic Health Services (PA), LLC Nurse Contract**

Approval is requested of the Epic Health Services (PA), LLC Nurse Contract.

*I so move.*

**Approval of the CCRES Contract for Student Services Consultation**

Approval is requested of the CCRES Contract for Student Services Consultation.

*I so move.*

**Pupil Services Meeting Minutes  
September 13, 2021  
Pupil Services Committee Meeting**

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**Ms. Chester opened the meeting at 7:21 pm.**

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

**Other Board Members:** Randell Spackman, Karen Hermann, Chris McCune, Gary Bevilacqua

**Administration:** Robert Sokolowski, Kalia Reynolds, Tammi Florio, Michael Wagman, Dawn Mader, Sara Missett, John Scully

**Items listed on the agenda:**

- August 16, 2021 Committee Meeting Minutes
- Social Emotional Learning Plan Overview
- Epic Health Services (PA), LLC nurse contract
- CCRES contract for student services consultation

**Actions and Outcomes:**

- Approval of the August 16, 2021 Committee Meeting Minutes Vote: 4-0
- Approval of the Social Emotional Learning Plan Vote: 4-0
- Approval of the Epic Health Services (PA), LLC nurse contract Vote: 4-0
- Approval of the CCRES contract for student services consultation Vote: 4-0

**Items to be placed on upcoming Board Agenda:**

**Items to be placed on the Consent Agenda:**

- Social Emotional Learning Plan Overview
- Epic Health Services (PA), LLC nurse contract
- CCRES contract for student services consultation

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

**Comments from the audience:**

None

**The meeting ended at 7:29 pm.**

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**Next Meeting: Monday, October 11, 2021 – 7:00 pm**

**WEST CHESTER AREA SCHOOL DISTRICT  
School Board Meeting  
September 27, 2021**

**PERSONNEL COMMITTEE**

**ACTION ITEMS**

**Approval of the Proposed Agreement between the West  
Chester Area Education Association and the Board of  
Education of the West Chester Area School District**

Approval is requested for the Proposed Agreement between the West Chester Area Education Association (WCAEA) and the Board of Education of the West Chester Area School District for the time period of July 1, 2022 through June 30, 2027.

*I so move.*



# **AGREEMENT**

BETWEEN THE

WEST CHESTER AREA SCHOOL DISTRICT  
BOARD OF EDUCATION

AND THE

WEST CHESTER AREA  
EDUCATION ASSOCIATION

JULY 1, 2022 THROUGH JUNE 30, 2027



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**AGREEMENT**  
**between**  
**WEST CHESTER AREA SCHOOL DISTRICT, BOARD OF EDUCATION**  
**and**  
**WEST CHESTER AREA EDUCATION ASSOCIATION**

**ARTICLE I**  
**AGREEMENT**

- 1.01 This agreement is made and entered into this 27<sup>th</sup> day of September, 2021, by and between the West Chester Area School District, Board of Education, who shall hereinafter be referred to as the "Board" and the West Chester Area Education Association, who shall hereinafter be referred to as the "Association".
- 1.02 If any provision of this Agreement or any application of this Agreement to any bargaining unit member or group of bargaining unit members is held contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- 1.03 In consideration of the mutual covenants hereinafter set forth, the parties hereto agree as follows:

**ARTICLE II**  
**VESTED BOARD AUTHORITY**

- 2.01 The Board shall at all times exercise its exclusive authority to establish policy in all matters relative to the proper conduct of the public schools within its jurisdiction. All policies must promote effective and efficient education programs.
- 2.02 The operation and management of the District and the direction of its staff are vested in the Board in accordance with the Pennsylvania School Code and sections 7.02 and 7.03 of Act 195. In accordance with the Pennsylvania School Code, the Board has, among other things, the rights to operate the District, to direct the working force, to select its supervisory personnel, to hire new employees, to assign work, to discipline and discharge bargaining unit members for cause.

**ARTICLE III**  
**RECOGNITION**

- 3.01 The Board agrees to recognize the Association as sole bargaining agent in accordance with Act 195 for all employees included in the Bargaining Unit as certified and determined by the PLRB on September 7, 1971, by case PERA-A-823-E and expanded on September 1, 1982, by case PERA-U-80-302-E as consisting of

full-time and part-time teachers, guidance counselors, nurses, librarians, subject chair people, prevention specialists, home and school visitors (social workers, truant officer, etc.), dental hygienists, Board appointed long-term substitutes and teachers in funded programs employed in the West Chester Area Schools on all matters relating to wages, hours, terms and working conditions as determined by law. The above stated list of employees will henceforth be defined as "Bargaining Unit Members".

- 3.02 Nothing herein shall prevent an individual Bargaining Unit Member or group of Bargaining Unit Members from presenting grievances through the settlement of disputes procedure as provided in Article 606 of Act 195.

#### **ARTICLE IV DUES CHECK OFF**

- 4.01 The Board agrees to make payroll deductions from the salaries of Bargaining Unit Members as requested by the Association. The Association will be responsible for giving the Board the names of Bargaining Unit Members for payroll deductions. Such deductions will be made in equal installments out of each subsequent pay during the balance of the school year. The Association shall indemnify and save the Board harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by any reasons of actions taken by the Board in reliance upon documents furnished by the Association to the Board in complying with any of the provisions of the Article.
- a. Deductions for the first pay of the school year will be made provided the list is given to the Director of Human Resources by August 15. After August 15, all additional payroll deduction lists must be submitted at least nine (9) calendar days prior to a payday.
  - b. The duplicate copy of any list will be returned to the Association and will indicate the amount of money that will be deducted in each pay for each name on the list.
  - c. All monies deducted will be turned over to the Treasurer of the Association within ten (10) calendar days following the pay date.

#### **ARTICLE V ASSOCIATION RIGHTS AND PRIVILEGES**

- 5.00 These rights are granted exclusively to the Association as the sole bargaining representative:
- 5.01 Maintenance of Membership - as provided by the Public Employees Relations Act, Article 111, paragraph eighteen (18), the Board agrees that Bargaining Unit Members who are members of the Association as of September 5, 1972, or who

- join the Association thereafter must remain members for the duration of this collective bargaining agreement so providing with the provision that any such Bargaining Unit Member or Members may resign from the Association during a period of fifteen (15) calendar days prior to the expiration of this Agreement.
- 5.02 Whenever a Bargaining Unit Member is requested by the Administration to participate in conferences, meetings, or negotiations during working hours, the Bargaining Unit Member shall suffer no loss in salary.
  - 5.03 No Bargaining Unit Member or representative of the Association shall engage in Association or non-educational activity or business during the school day except during their own non-assigned time.
  - 5.04 Upon preapproval of the building administrator or if not available, their designee, the Association shall have reasonable use of school facilities and equipment.
  - 5.05 The Association shall have the right to insert materials related to Association business in the Bargaining Unit Members' mailboxes. One (1) copy of such material shall be given to the building administrator, or if not available, their designee, not later than the time of distribution. In any case of space limitation, material related to instructional programs shall have priority.
  - 5.06 Notice of job vacancies which the Administration desires to fill will be posted within ten (10) school days of knowledge of the openings and a copy sent to the Association President. Bargaining Unit Members who desire to apply for any such vacancy shall submit their applications, in writing, or by e-mailing, to the Superintendent, or designee, within the time limits as specified in the notice. The Board agrees to give consideration to the professional background and attainments of all applicants including Bargaining Unit Members, but the decision of the Board as to the filling of such vacancies shall be final. The Bargaining Unit Member shall be notified by the Director of Human Resources of the results of their application.
  - 5.07 Association representatives shall be permitted to speak to faculties at faculty meetings when the scheduled business has been completed provided the building administrator or, if not available, their designee has been given prior notification.
  - 5.08 Executive officers of the Association, upon request to the building administrator or, if not available, their designee, shall be given consideration in schedule assignments so that they may conduct Association business without interfering with professional responsibilities.
  - 5.09 Nothing contained herein shall be construed to deny or restrict to any Bargaining Unit Member such rights as they may have provided under the Public School Code of 1949 as amended, or Act 195, or other applicable laws in effect.

- 5.10 Official delegates may be excused from work, without loss of pay, for a maximum of fourteen (14) school days during the school year, to attend the Pennsylvania State Education Association or National Education Association conventions. The request by the Association must be in writing to the building administrator or, if not available, their designee at least one (1) week prior to the absence. The Association shall reimburse the School District for the pay of the substitute employed.
- 5.11 From time to time, Association building representatives and building administrators may discuss matters of concern. Said discussions may be initiated by either party.
- 5.12 Upon request of the Association President or Vice Presidents (up to 3), and with the preapproval of the Superintendent or designee, the Association President or Vice Presidents (up to 3) will be released from duties for Association business. The Association will reimburse the School District for the cost of the substitute. The Association President or Vice Presidents (up to 3) shall suffer no loss of wages, benefits, or other contractual advantages. The Association President will not be assigned any duty periods by their building administration.
- 5.13 As per Act 48 of 1999, a professional development planning committee to determine the professional development needs of professional employees and options for meeting those needs shall be created.

The Committee shall be comprised of a representative group of Bargaining Unit Members and administrative representatives. The Bargaining Unit Members shall select the bargaining unit representatives to serve on the committee.

- 5.14 A joint labor management committee consisting of Bargaining Unit Members, the Administration and the Board shall be formed and designated as the District Advisory Committee ("Committee"). The Committee shall meet periodically during the school year for the purposes of collaborating on recommendations to the Board on areas where the District can improve the efficiency and cost-effectiveness in the delivery of District services taking into account educational and financial considerations. Committee recommendations shall be annually delivered to the Board in writing and preferably in advance of the District's adoption of its preliminary budget.
- 5.15 All Bargaining Unit Members shall be required to (1) set up a bank account that can receive direct deposit checks from the District and (2) execute any and all forms or consents that would enable mandatory direct deposit of District payroll and other checks as a precondition for receipt of any monetary payments or compensation from the District. Prior to making future changes to District payroll that would impact the Bargaining Unit Members' receipt of any monetary payment or compensation from the District, the District will meet and discuss such changes with the Association Leadership.



**ARTICLE VI**  
**SETTLEMENT OF DISPUTES**

6.00 GENERAL:

6.01 The purpose of this grievance procedure is to secure an equitable solution to any disputes or grievances which may arise out of the interpretation of the provisions of this agreement.

6.02 Failure to submit a written grievance within thirty (30) days from the date upon which the action or event giving rise to the grievance occurred shall constitute a bar to further action.

6.03 Upon selection and certification by the Association, the Board shall recognize a grievance representative for each building and a grievance committee, provided written notice has been given beforehand to the Director of Human Resources or, if not available, their designee.

6.04 Meetings for settling disputes will be held during non-assigned times or at other times mutually agreed upon beforehand.

6.05 Grievance decisions rendered during the grievance Steps I, II, and III processes will be delivered by registered mail or hand-delivered.

6.10 DEFINITIONS:

6.11 A "grievance" is a claim by a Bargaining Unit Member or Members that there has been a misinterpretation of the provisions of this Agreement.

6.12 An "aggrieved person" is the person or persons initiating a grievance. Identical individual grievances may be processed as a single grievance.

6.13 A "designee" may not appear in more than one step.

6.14 The reference to "days" when used in this article shall mean working school days unless otherwise noted.

6.20 PROCEDURE:

6.21 Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step will be considered maximum and every effort will be made to expedite the process. The time limits specified may be extended by mutual agreement, and any step in the grievance procedure may be waived by mutual agreement in order to process this to a higher step. Grievances filed within thirty (30) school days before the last day of the school term, or during the summer school term, may be submitted at the proper step to provide an

answer at Step III of the grievance procedure within ten (10) calendar days after the last day of the school term or the summer school term. A grievant may be represented at any step of the grievance procedure by the aggrieved or at the aggrieved's option, by the aggrieved's representative.

- 6.22 Any grievance, once filed, may be withdrawn at any step in the grievance procedure by the aggrieved or the Association.
- 6.23 A grievance will be considered resolved if it is not appealed to the next step within the time limits specified. The aggrieved may submit the grievance to the next higher level if the Administration fails to render a decision within the time limits specified.
- 6.24 Any grievance shall be discussed orally by the aggrieved directly or through their Association grievance representative with the immediate supervisor or building administrator with the object of resolving the matter informally.
- 6.25 If the grievance is not resolved, the aggrieved may reduce their grievance to writing on the form, mutually agreed to by the parties provided for this purpose, giving detailed facts relating to the grievance, including, but not limited to time, place, and section of this agreement involved. The grievance must be signed by the aggrieved. A copy of the grievance shall be delivered to the supervisor or building administrator, Director of Human Resources, grievance representative, and chairperson of the grievance committee. In the event the grievance is orally discussed with the building administrator and they do not resolve it at this informal level, the grievance will be filed at Step I, but, by mutual agreement with the building administrator, Step I may be waived.

#### 6.251 Step I

The building administrator or designee and the aggrieved; and/or representative, will meet to discuss the grievance within five (5) school days after filing the written grievance.

Within five (5) days after such meeting, the building administrator will give a decision in writing.

If the grievance is not resolved, the aggrieved and/or representative may appeal to Step II, provided it is done within five (5) days after the written decision has been received.

#### 6.252 Step II

The Director of Human Resources, or designee, and the building administrator, the aggrieved and/or representative, and the chairperson of the grievance committee or designee, will meet within five (5) days after

the appeal.

Within five (5) days after the meeting, the Director of Human Resources will give a decision in writing.

If the grievance is not resolved, the aggrieved and chairperson of the grievance committee or designee may appeal to Step III provided it is done within five (5) days after the written decision has been received. The chairperson of the grievance committee or designee has a right to be present as an observer if the Association is not representing the aggrieved.

An identical grievance, once filed in the respective buildings, involving more than one person in more than one building, will be initiated at this step.

#### 6.253 Step III

The Superintendent, or designee, the aggrieved and/or representative and other parties of interest who have been agreed upon beforehand, will meet to discuss the grievance within five (5) days after the date of the appeal.

Within five (5) days after this meeting, the Superintendent or designee will give a decision in writing.

If a grievance is not resolved, the Association may appeal to arbitration, provided written notice of such intent is sent to the Board and the Department of Labor and Industry within ten (10) days after the written decision has been received.

#### 6.30 ARBITRATION

The Arbitrator will be selected from a list of seven (7) Arbitrators provided by the Department of Labor and Industry in accordance with its rules which shall likewise govern the arbitration proceedings. Upon receipt of the list of names submitted by the Pennsylvania Bureau of Mediation, the Association's Representative and the Board's Representative shall meet or confer and beginning with the School District each shall alternatively eliminate the names of three (3) of the persons listed. The remaining Arbitrator on the list shall be selected as the Arbitrator. The Arbitrator shall have the authority to apply provisions of this Agreement and to render a decision on any dispute coming before the Arbitrator, but shall not have the authority to amend or modify this Agreement, or to make determinations in areas which affect the taxing power of the Board or its responsibility for public funds. Both parties agree to be bound by the decision of the Arbitrator. The fees and expenses of the Arbitrator shall be shared equally by the parties involved. The expenses of witnesses, including wages if appropriate, shall be borne by the party requiring the testimony of the witness.

**ARTICLE VII**  
**WAGES AND HOURS OF WORK**

7.01

The work year for all full-time Bargaining Unit Members shall be one hundred eighty-two (182) student days and one hundred ninety-one (191) total work days.

If the School District needs to make up more than six days due to inclement weather, the 182-day requirement will be waived and students will attend school 180 days. The two additional teacher days will be made up either after the end of the student year or made up as flex time to credit for the days. Each day to be made up will require 6 hours of professional development time. All time must be completed before the designated flex day is scheduled.

7.02 The special education liaison will work up to ten (10) additional days over the regular contract year. The additional days over the regular contract year will be worked between the last teacher day of the school year and before the first teacher day (as per District calendar) of the following school year. The schedule will be mutually developed by June 1<sup>st</sup> between the liaison and the Supervisor of Special Education. The additional days will be paid at the hourly rate of the special education liaison's salary in effect during the time worked.

7.03 The psychologist will work up to five (5) additional days over the regular contract year. The additional days over the regular contract year will be worked between the last teacher day of the school year and before the first teacher day (as per District calendar) of the following school year. The schedule will be mutually developed annually by June 1<sup>st</sup> between the psychologist and the Supervisor of Pupil Services. The additional work days will be paid at the hourly rate of the psychologist's salary in effect during the time worked.

7.04 The high school counselor will work up to ten (10) additional days over the regular contract year. The additional days over the regular contract year will be worked between the last teacher day of the school year and before the first teacher day (as per District calendar) of the following school year. The schedule will be mutually developed annually by June 1<sup>st</sup> between the counselor and the Supervisor of Pupil Services. The additional days will be paid at the hourly rate of the high school counselor's salary in effect during the time worked.

7.05 The middle school counselor will work up to four (4) additional days over the regular contract year. The additional days over the regular contract year will be worked between the last teacher day of the school year and before the first teacher day (as per District calendar) of the following school year. The schedule will be mutually developed annually by June 1<sup>st</sup> between the middle school counselor and

the Supervisor of Pupil Services. The additional days will be paid at the hourly rate of the middle school counselor's salary in effect during the time worked.

- 7.06 Bargaining Unit Members commencing their first year of regular employment with the District as professional employees will work five (5) additional days over the regular contract year. The additional days over the regular contract year will be for induction activities prior to the first teacher day of the school year. One (1) of these additional days will be for induction activities at the Association's discretion. All of these induction days will be unpaid. During the second year of employment, such Bargaining Unit Members will work the regular contract year for the position.
- 7.07 The Administration will provide a uniform seven and one-half (7-1/2) hour school day for all full-time Bargaining Unit Members. In an emergency, the full-time Bargaining Unit Members may be required to work beyond the uniform school day. The work day for the full-time Bargaining Unit Members will provide for a one-half (1/2) hour, duty-free lunch period. A Bargaining Unit Member working on an eight-tenths (.8) or greater schedule is considered a full-time employee for benefit eligibility purposes.
- 7.08 The work year and school day for Bargaining Unit Members who are employed part-time shall be based on need and/or program design each year as determined by the Board.
- 7.09 The Association and Bargaining Unit Members, recognize their professional responsibilities and obligations to meet with pupils, parents, and/or administrators to discuss matters of mutual concern before or after the normal school day.
- 7.10 Faculty and Department meetings shall no longer meet off contract time. Any additional meetings off contract time are subject to an arrangement between the Association and the Administration.
- 7.11 Unless otherwise noted, for each year of the contract, the hourly rate for Bargaining Unit Members will be determined by dividing the annual salary by 1,337, which represents the total contracted hours in each respective work year.
- 7.12 A Bargaining Unit Member who is assigned the scheduled instructional duties of another Bargaining Unit Member shall be paid an extra stipend based on the assigned Bargaining Unit Member's hourly rate for the time worked, provided it is during the regular in-school day and it is more than the usual number of periods assigned within that school or level of assignment.
- 7.13 Every elementary Bargaining Unit Member (K-5), including non-classroom bargaining unit members, shall receive at least two hundred ten (210) minutes of individual preparation time per week to be scheduled in no less than thirty (30) consecutive minutes during each student day. During this time, bargaining unit

members cannot be required to attend meetings, complete evaluations, or work with students.

- 7.14 Every secondary Bargaining Unit Member (grades 6-12), including non-classroom bargaining members, shall be scheduled to a minimum of five (5) preparation periods per week, not including team or subject meetings. During this time, bargaining unit members cannot be required to attend meetings, complete evaluations, or work with students.
- 7.15 A Bargaining Unit Member who is assigned additional duties outside the regular school hours and for which no supplemental contract is provided will be paid additional compensation as follows:
- a. Instructional assignment within certification area at the Bargaining Unit Member's hourly rate for time worked.
  - b. Non-instructional assignment, such as writing curriculum, taking inventory, etc., within certification area at an hourly rate determined by dividing the starting salary for Bargaining Unit Members on step 1 with a B.S. degree as per 7.11.
  - c. Non-instructional duties outside their certification area such as textbook selection, middle states preparation, induction, Act 48, etc. at the rate stated in 7.15b.
- 7.16 A Bargaining Unit Member who is assigned to teach summer school shall be paid at eighty percent (80%) of the hourly rate of the Bargaining Unit Member's salary in effect during the time worked.

7.17 Caseworkers and Athletic Trainers

- a. Professionally certificated caseworkers and athletic trainers will be placed on appropriate step and preparation level on-scale mutually agreed upon by the District and the Association.
- b. Caseworkers and athletic trainers who are not professionally certificated will remain on the following scale and will receive Act 1 increases for each year in this Agreement.

| <b>Non-Certificated Caseworker/Athletic Trainer<br/>Starting Salary Schedule July 1, 2022 - June 30, 2027</b> |              |       |          |
|---------------------------------------------------------------------------------------------------------------|--------------|-------|----------|
| <b>Degree</b>                                                                                                 | <b>Group</b> |       |          |
| Doctorate                                                                                                     | Group 1      | Start | \$67,234 |
|                                                                                                               |              |       |          |
| Masters                                                                                                       | Group 2      | Start | \$58,104 |
|                                                                                                               |              | MS+15 | \$59,930 |
|                                                                                                               |              | MS+30 | \$61,756 |
|                                                                                                               |              | MS+45 | \$63,582 |
|                                                                                                               |              |       |          |
| Bachelors                                                                                                     | Group 3      | Start | \$51,670 |
|                                                                                                               |              | BS+12 | \$52,880 |
|                                                                                                               |              | BS+24 | \$54,090 |

- c. A non-certificated caseworker or athletic trainer who earns their professional certification will move on scale to a comparable level mutually agreed upon by the District and the Association.
- d. The District, in their sole discretion, will be permitted to hire the best candidate for the position, either professionally certificated or not professionally certificated.

**ARTICLE VIII**  
**PROTECTION FOR BARGAINING UNIT MEMBERS**

- 8.00 The Board and the Association recognize a mutual responsibility in the area of teacher protection as it relates to health and safety.
- 8.01 The Board shall give full legal support for any assault upon a Bargaining Unit Member and where they feel the Bargaining Unit Member was acting properly in the discharge of that Bargaining Unit Member’s duties within the scope of employment. The Association President shall be notified by the appropriate administrator (Building or District) of any assault, injury, or loss of property suffered by any Bargaining Unit Member.

- 8.02 When absences arise out of or from such assault or injury, the Bargaining Unit Member shall not forfeit any sick leave or personal leave.
- 8.03 The Bargaining Unit Member's absence resulting from injuries incurred in such assault will receive salary while incapacitated during the waiting period for which no compensation is allowed under Pennsylvania Workers' Compensation Laws. The salary differentials between monies paid under Workers' Compensation and the Bargaining Unit Member's actual salary will be paid by the Board for a period of thirteen (13) weeks. Requests for payment beyond this period must be made in writing to the Superintendent through the appropriate building administrator. Bargaining Unit Members injured in the performance of their duties shall not forfeit any sick leave or personal leave.
- 8.04 The Board shall have the right to have the Bargaining Unit Member examined periodically, at Board's expense, by a physician appointed by the Board for the purpose of establishing the extent and approximate period of disability.
- 8.05 If criminal or civil proceedings are brought against a Bargaining Unit Member under the jurisdiction of the Board for any act of omission arising out of or in the course of the performance of the duties of their employment and the Bargaining Unit Member prevails in the proceedings, the Board shall reimburse the Bargaining Unit Member for reasonable counsel fees incurred through legal defense.

8.06 PROCEDURE FOR REPORTING INCIDENTS

8.061 Bargaining Unit Members shall report cases of assault suffered by them in connection with their employment to their building administrator and/or Director of Human Resources, as soon as possible. The Director of Human Resources will notify the Association President as soon as possible regarding any assault upon a Bargaining Unit Member.

8.062 Such notification shall be immediately forwarded to the Superintendent who shall subsequently comply with any reasonable request from the Bargaining Unit Member for information in the possession of the Superintendent relating to the incident or to the persons involved, and shall act in appropriate ways as liaison between that Bargaining Unit Member, proper law authorities, and the courts.

8.07 HEALTH AND SAFETY

The Administration agrees to meet with the Association when concerns of safety are brought up in order to resolve any problem. The Superintendent will include one member of the bargaining unit on the safety committee.



**ARTICLE IX**  
**EMPLOYEE BENEFITS**

9.00 All Bargaining Unit Members will be entitled to the following benefits, and under the conditions set forth as outlined below.

9.01 For purposes of eligibility under this Section, a spouse shall be defined as an individual who is married to a West Chester Area School District employee, where the employee and spouse hold a valid and current marriage license or a civil union. In order to substantiate coverage eligibility for a spouse, all employees may be required to demonstrate it meets the definition of spouse under the Contract by showing the valid and current marriage license or a civil union. A spouse may also be defined as an individual who holds a legally valid and recognized Civil Union with a West Chester Area School District employee. Because Civil Unions are not recognized in Pennsylvania, the District may require employees to show an original document evidencing a recognized legal Civil Union from another state in order to qualify for coverage for the spouse.

Same sex spousal coverage shall be available to employees who meet all of the following terms and conditions:

- (a) is married or in a legally recognized Civil Union, at least eighteen (18) years of age, resides with the other spouse, and intends to continue to reside with the other Spouse for an indefinite period of time;
- (b) is not related to the other Spouse by adoption or blood;
- (c) is the sole Spouse of the employee;
- (d) agrees to be jointly responsible for the basic living expenses and welfare of the Spouse;
- (e) demonstrates financial interdependence by submission of proof of the following documents:
  - (i) a valid and current marriage license, or a legally valid and recognized Civil Union consistent with the current Collective Bargaining Agreement between the professional employees of the Group;

And at the District's discretion may request additional documentation, including the following:

- 1) joint mortgage or lease;
- 2) a designation of one of the Spouses as beneficiary in the other Spouse's will;

- 3) a durable property and health care powers of attorney;
- 4) a joint title to an automobile, or joint bank account or credit account; or

(ii) such other proof as is sufficient to establish economic --- interdependency under the circumstances of the particular case.

9.02 Selection of carrier is the right and responsibility of the Board. Any change in insurance carrier shall be discussed with the Association at least forty-five (45) days prior to said change. Any change in carrier shall result in benefits equal to or greater than those benefits in effect prior to said change.

### 9.03 INSURANCE BENEFITS

#### 9.031 Hospitalization, Medical-Surgical and Major Medical Insurance

##### A. Plans Offered

The Board shall offer the following medical plans during the term of the Collective Bargaining Agreement, or as otherwise stated:

1. Personal Choice 10 Plan
2. Personal Choice 10/20/70 Plan
3. Personal Choice 20/30/70 Plan
4. Personal Choice 320 Subject to an annual in network out of pocket maximum of \$2,300 for single enrolled employees and \$4,600 for enrolled employees covering dependents.
5. IBC HDHP HD1-HC-1 (core plan for all Bargaining Unit Members).

a. The IRS defines a qualified high deductible health plan by mandating minimum thresholds. The district's current HDHP is considered a qualified high deductible health plan as defined by the IRS, by which contributions can be made to a Health Savings Account. If the IRS increases the thresholds above the district's current HDHP's thresholds, the district will amend the plan to meet the definition of a qualified high deductible health plan as defined by the IRS.

##### B. Allocation of Medical Benefit Premiums During the Term of this Contract

- a. Bargaining Unit Members shall make the following contributions toward the IBC HDHP HD1-HC-1 plan: 9% for the 2022-2023 school year; 9.5% for the 2023-2024 school year; 10% for the 2024-2025 school year; 10.5% for the 2025-2026 school year; and 11% for the 2026-27 school year.
- b. Bargaining Unit Members enrolled in the IBC HDHP HD1-HC-1 will be eligible for an employer HSA contribution in each year of the agreement. Those employees enrolled in the plan will receive \$500 for employee only coverage and \$1,000 for employee +1 or more coverage in each year of the agreement.
- c. Bargaining Unit Members can buy up to PC 320, PC 20/30/70, PC 10/20/70 or PC 10.
- d. Bargaining Unit Members who elect the PC 320, PC 10/20/70, the PC 20/30/70, or the PC 10 Plan will pay the difference in premiums between the Board's contribution to IBC HDHP HD1-HC-1 Plan and the plan elected, through mandatory payroll deductions in a given year.

9.032 Retiree Health Care Benefits

- A. Bargaining Unit Members who retired between July 1, 2009 through June 30, 2015, and qualified for retiree benefits under previous collective bargaining agreements shall be eligible to participate in the healthcare plans and prescription drug program available to the current members of the bargaining unit. All retired bargaining unit members who are eligible for this benefit shall contribute towards the healthcare premiums at the same rate as active bargaining unit members or at the maximum reimbursement provided by PSERS (currently \$100/month), whichever is higher.
- B. Any Bargaining Unit Member who retired between June 30, 2014 and June 30, 2015 will receive retiree benefits for single coverage according to the plan in which they enroll with contribution rates as per the 2014-2015 school year.
- C. Eligibility for such coverage under this Section shall continue until the retiree becomes eligible for Medicare.
- D. Future coverage for retired bargaining unit members under Paragraph A above who retire may be subject to future changes as

negotiated in any successor bargaining agreement between the parties.

- E. The District's obligations to retirees shall be limited to Section 5-513 of the School Code with the exception to retiree health care benefits referenced in Section 9.032 (A), (B), (C) and (D). Nothing herein shall limit or restrict non-eligible bargaining unit members and retirees' rights under 5-513 of the School Code or COBRA as applicable.

#### 9.033 Dental Plan

Premiums for individual and dependent coverage under West Chester School District self-insured plan or equivalent basic care plan will be paid by the Board. Maximum coverage is one thousand five hundred dollars (\$1,500) each calendar year. Coverage includes major restorative treatment and orthodontics providing maximum sixty percent (60%) of two thousand dollars (\$2,000) protection.

New Bargaining Unit Members will be eligible for the dental plan first of the month following the first day worked.

Bargaining Unit Members shall make the following contributions towards the dental plan premiums: 9% for the 2022-2023 school year; 9.5% for the 2023-2024 school year; 10% for the 2024-2025 school year; 10.5% for the 2025-2026 school year; and 11% for the 2026-2027 school year.

Bargaining Unit Members who do not participate in the District's medical plans have the option to participate in the District's dental plan.

#### 9.034 Prescription Drug Plan

##### A. Prescription Plan Offered

During the term of this Agreement, the individuals and dependents will purchase prescription drugs through the Program Administrator's Network or its substantial equivalent. Bargaining Unit Members shall also be required to use the mail service prescription plan and the Pharmacy Benefit Manager's Network. The prescription plan will include an Exclusive Specialty Program, a Prior Authorization Program, a Step Therapy Program and a Quantity Management Program.

Bargaining Unit Members who elect any of the medical plans shall make the following contributions towards the prescription plan premiums: 9% for the 2022-2023 school year; 9.5% for the 2023-2024 school year; 10% for the 2024-2025 school year; 10.5% for the 2025-2026 school year; and 11% for the 2026-2027 school year.

B. Copayments

1. For the 2022-23 and 2023-24 School Years, Bargaining Unit Members will pay the following copayments: \$10 copayment for Tier 1 (Generic) drugs, a \$25 copayment for Tier 2 (Preferred Brand) drugs and a \$40 copayment for Tier 3 (Non-Preferred Brand) drugs. Effective July 1, 2024 through the remainder of the agreement, Bargaining Unit Members will pay the following copayments: \$10 copayment for Tier 1 drugs, a \$25 copayment for Tier 2 drugs, a \$40 copayment for Tier 3 drugs and a \$100 copayment for Tier 4 (Specialty Brand) drugs.

The program includes Dispense As Written 2 (DAW2) In the event an Employee chooses a brand name drug when a generic drug is available, the Employee will pay the difference in the cost of the drug. An Employee may substitute a non-generic drug if a doctor prescribes the non-generic drug only due to some medical reason.

2. The mail service prescription plan shall provide for two (2) co-pays per ninety (90) day supply.

- C. New Bargaining Unit Members will be eligible for prescription benefits first of the month following their first day worked.
- D. Future coverage for a Bargaining Unit Member who retired after June 30, 1999 may be subject to future changes as negotiated in any successor collective bargaining agreement between the parties to this Agreement.

9.035 Vision Care Plan

Premiums for individual and dependent coverage for this District's plan in effect as of January 1, 1985, will be paid by the Board, but shall include biennial examinations and biennial replacement of eyeglasses or contacts, if warranted, to a maximum replacement value of one hundred dollars (\$100) per year.

New Bargaining Unit Members will be eligible for vision benefits first of the

month following their first day worked.

Bargaining Unit Members shall make the following contributions towards the vision plan premiums: 9% for the 2022-2023 school year; 9.5% for the 2023-2024 school year; 10% for the 2024-2025 school year; 10.5% for the 2025-2026 school year; and 11% for the 2026-2027 school year.

Bargaining Unit Members who do not participate in the District's medical plans have the option to participate in the District's vision plan.

#### 9.036 Life Insurance

The Board will pay the premium costs for group life and accidental death and dismemberment insurance for the plan in effect for each Bargaining Unit Member. Group life insurance in the amount of the Bargaining Unit Member's base annual salary, rounded to the nearest one hundred dollars (\$100), plus seven thousand five hundred dollars (\$7,500) shall be provided.

#### 9.037 Wellness Advocacy

The Board and Association leadership agree to support and advocate for District employee wellness initiatives. The Association leadership will meet periodically with the District administration to plan voluntary employee wellness activities and will encourage its Bargaining Unit Members to participate in the health initiatives at their Bargaining Unit Member's discretion.

9.038 Long Term Substitutes working in a WCAEA placement that accept a contracted position prior to the end of the current school year shall be entitled to WCAEA contractual benefits over the summer months (July and August). This shall not apply to any employee that is hired after the conclusion of the school year (including LTS employees hired in June, July, and August). Summer contract benefits will not be offered retroactively to any employee.

#### 9.04 Insurance Benefits for Part-Time Bargaining Unit Members

9.041 Premiums for insurance will be shared by the Board and the Bargaining Unit Member on a pro-rata basis provided the employee elects to take the coverage and pay their pro-rata share of the premium in advance. Single and dependent coverage will be provided for hospitalization, medical-surgical and major medical insurance; dental plan; prescription drug plan; and the vision care plan.

Refer to 9.03 Insurance Benefits for conditions set forth.

9.042 Group life insurance in the amount of the Bargaining Unit Member's base annual salary, rounded to the nearest one hundred dollars (\$100), plus seven thousand, five hundred dollars (\$7,500) shall be provided.

Premiums for life insurance will be shared by the Board and the Bargaining Unit Member on a pro-rata basis, and pay their share of the premiums through payroll deductions.

9.05 The Board shall pay the full money premium for an Income Protection Plan for each Bargaining Unit Member. Said plan shall provide twelve hundred dollars (\$1,200) per month coverage for up to twenty-four (24) month. Bargaining Unit Members working less than eight tenths (.8) basis shall receive this benefit on a pro-rata basis.

Said coverage shall contain:

- a. a thirty (30) calendar day waiting period for sickness;
- b. a thirty (30) calendar day benefit for accident;
- c. coverage for loss of limbs;
- d. a stipulation that if the Bargaining Unit Member should die by accident, the proceeds shall be paid directly to named beneficiary.

The Bargaining Unit Member, at their own expense and provided that such action is consistent with carrier policy, shall be entitled to purchase additional coverage with the premiums to be paid through payroll deductions by the Bargaining Unit Member.

This program shall remain in effect unless the parties mutually agree to another program of the same cost to the District.

#### 9.06 Tuition Reimbursement

9.061 Reimbursement to 90% of all graduate courses taken within the Bargaining Unit Member's assigned teaching field that leads exclusively to a first master's degree, and 40% of cost of graduate course that are part of a preapproved master's degree (beyond the first master's degree) or graduate program approved by the Superintendent subject to the following guidelines and limitations:

- a. a Bargaining Unit Member shall be limited to an allowance of 12 annual credits each school year, July 1<sup>st</sup> through June 30<sup>th</sup>

- b. Total annual amount of tuition reimbursement monies available for the entire bargaining unit will be capped at \$500,000 annually and will be distributed on a first come first served basis.
- c. The per credit reimbursement shall be limited to West Chester University graduate rate in effect as of the time of reimbursement.
- d. All credits shall be earned at an accredited college or university.
- e. Courses must be completed with a grade of "B" or better.
- f. No reimbursement for credits subsidized by other source. No reimbursement for travel to and from course work destinations.

9.062 All past practices with regard to tuition reimbursement and/or course approval prior to the settlement of this contract are null and void.

9.063 Reimbursement for the cost of graduate courses for part-time Bargaining Unit Members is on a pro-rata basis.

9.064 Board appointed long-term substitutes are not eligible for tuition reimbursement.

9.065 At the sole discretion of the Board, the District may request the Bargaining Unit Member to expand their teaching area in science, mathematics, and computers. College approved programs must be submitted to and pre-approved by the Director of Human Resources. Reimbursement is one hundred percent (100%) of the course credit cost. The Bargaining Unit Member shall agree to stay in the District for two (2) years after completion of the program, or reimburse the District at the appropriate differential rate determined by the Bargaining Unit Member's assigned teaching field.

#### 9.07 Changes in Preparation Level

9.071 Advancement on the salary schedule will be approved upon satisfactory completion of the necessary graduate credits by September 1 of each year under the following conditions:

- a. A Bargaining Unit Member shall inform the District in writing, prior to the preceding June 1, that the Bargaining Unit Member will attain the necessary credits by September 1 of the next school year.
- b. A Bargaining Unit Member shall inform the District in writing upon completion of the necessary credits and provide the District with a copy of a transcript from the graduate school attended.



- c. The graduate courses must be completed with a grade "B" or better.
- d. Movement will occur in the first teacher pay of the school year if transcripts for all applicable credits are received in the HR department by June 30 of the preceding year.
- e. Movement will occur in the sixth teacher pay of the school year if transcripts for all applicable credits are received in the HR department by October 1. Any salary adjustments for level change will be made retroactive to July 1.
- f. If transcripts for applicable credits are not received until after October 1<sup>st</sup>, these adjustments will be processed and movement will occur as they are received. However, due to the payroll processing schedule the change may not be reflected in the next pay period after which the transcripts were received in HR. The adjustment would be processed in the subsequent pay period. Salary adjustments for level change will be made retroactive to July 1.

9.072 Effective July 1, 2009, for purposes of advancement on the salary chart any course for post Master Degree credit must begin either after the Bargaining Unit Member's Master's Degree is conferred by the university or after the District is in receipt from the Bargaining Unit Member the official notification from the university all requirements for the degree have been fulfilled. Such official notification from the university must contain all of the following:

- a. A completion date (day/month/year) for the completion of the course requirements
- b. An official, dated (day/ month/ year) transcript of the grades for the courses
- c. The date (day, month, year) on which the degree is scheduled to be conferred officially (Graduation)

If all of the above requirements are met, the District will use the date of completion as stated on the transcript as the date on which the District considers that the Bargaining Unit Member has received the Master's Degree. Coursework after that date will be calculated as hours above and beyond the Master's Degree.

9.073 A previously approved college/university listing shall be maintained by the Director of Human Resources and the Association President. Credits must be on the graduate level unless written pre-approval to the contrary is granted by the District Superintendent or designee and credits must be

earned at an accredited college or university. Courses completed prior to 6/30/2017 will be allowed for horizontal movement.

9.08 Mileage Reimbursement

Bargaining Unit Members will be reimbursed at the rate, whichever is higher, of the current IRS rate or the rate paid to other District employees for use of their personal transportation, provided it is pre-approved. A final detailed account of expenses, including receipts, must be presented for reimbursement.

9.09 Conclusion of Service Pay for Pensioners

Effective for Bargaining Unit Members who retire on or after the date of this Agreement, who retire under the provision of the Pennsylvania School Employees' Retirement System and who have taught continuously (except in cases of approved leave) in the District for fifteen (15) or more years of service will be entitled to elect between the following benefits: (1) Two Hundred Dollars (\$200.00) per year for each year taught in the District; or (2) a payment based upon the number of unused but accrued sick days and unused but accrued personal days.

The payment would become an "early notification rate" in the event the District receives a notification from the Bargaining Unit Member on or before April 1<sup>st</sup> of the school year immediately preceding the end of the school year when the Bargaining Unit Member intends to retire based upon the schedule set forth below:

| <u>Number of<br/>Accrued Sick/ Personal Days</u> | <u>Daily<br/>Rate</u> | <u>Early Notification<br/>Rate</u> |
|--------------------------------------------------|-----------------------|------------------------------------|
| 1-100                                            | \$45.00               | \$60.00                            |
| 101-200                                          | \$55.00               | \$70.00                            |
| 201+                                             | \$65.00               | \$80.00                            |

Bargaining Unit members who intend to retire prior to the end of a school year must inform the District prior to prior to April 1<sup>st</sup> of the preceding school year in order to be eligible for the "early notification rate".

Pay for pensioners for each year employed as a part-time Bargaining Unit Member will be established on a pro-rata basis.

All District contributions for Conclusion of Service Pay shall be made into 403(b) accounts established for each eligible Bargaining Unit Member with a vendor on the District's 403(b) approved vendor list, who shall be exclusively responsible for administering this program.

## 9.10 National Board for Professional Teaching Standards Certification

9.101 Bargaining Unit Members who seek National Board certification are eligible for up to \$2,300 toward the registration/course fee. In the event a Bargaining Unit Member fails to complete the certification in a two (2) year period of time, the Bargaining Unit Member will pay the District fifty percent (50%) of the registration/course fee advanced by the District. Total annual amount of National Board registration/course fee monies available for the entire bargaining unit will be capped at \$2,300 annually and will be distributed on a first come first served basis.

9.102 Bargaining Unit Members who: (1) successfully complete National Board certification; (2) continue to maintain such certification; and (3) provide appropriate evidence thereto to the District Administration will be entitled to bonuses that would be paid only if the Bargaining Unit Member successfully completes a full year of active service with the District in the last pay due the Bargaining Unit Member which shall not be included in base salary for future increase purposes in the amount of \$2,000.00 per year for a period of three (3) years following such successful completion. Bargaining Unit Members will not be entitled to any bonus payments in a year that they are on a leave of absence, leave for professional development, sabbatical leave, sick leave or in the event they are no longer working for the School District for any reason.

## 9.11 Pay for Time Not Worked

All approved paid leaves are on a pro-rata basis.

### a. Sick Leave

Sick leave shall be governed by Section 1154 of the School Code.

Bargaining Unit Members shall be permitted to use up to five (5) of their accrued sick days per contract year for care of an immediate family member. Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law. Included within the immediate family is any near relative who resides in the same household.

Part-time Bargaining Unit Members are eligible for ten (10) sick days per year based on time worked. Any untaken sick leave is converted to full-time equivalent if the Bargaining Unit Member is converted to full-time or vice versa.

Bargaining Unit Members teaching in summer school who are absent due to personal illness or family quarantine, may use one (1) day of the total amount of sick days accumulated from prior years. If the Bargaining Unit

Member requests to be paid for time lost, one (1) full day will be charged against the total sick days accumulated for any full day or fractional day of absence.

b. Personal Leave Days

Each Bargaining Unit Member will be granted two (2) days of absence for personal leave upon the Bargaining Unit Member's request, without loss of pay or charged against sick leave, subject to the following conditions:

1. For a one (1) day leave, the Bargaining Unit Member must inform the building administrator in writing and obtain approval twenty-four (24) hours in advance, except in cases of emergency, of the date(s) desired.
2. Personal leave days may be accumulated. A maximum of five (5) personal days may be taken in one (1) school year. For three (3), four (4), or five (5) consecutive days of absence, the Bargaining Unit Member must inform the building administrator in writing and receive approval two (2) weeks in advance. All other conditions of 9.11 shall remain in effect.
3. Personal leave may not be taken at the following times:
  - (a) On the first or last student day as per the board approved school calendar.
  - (b) At any time which would extend a board approved school vacation period as scheduled in the school calendar (e.g. winter vacation, spring vacation and summer vacation).
4. Exceptions to 9.11b(3) are:
  - (a) Dependent graduation from high school, college and/or other advanced schooling
  - (b) Dependent move-in day for college or advanced schooling
  - (c) Extraordinary circumstances, to be determined by the discretion of the Director of Human Resources.

The decision of the Director of Human Resources is final and cannot be disputed. Documentation may be required to verify an extraordinary circumstance and should be presented to the Director of Human Resources upon request.

4. The approval of Bargaining Unit Members requesting personal leave shall be based on rank order of submission date and the total approval shall not exceed seven percent (7%) with a minimum of two (2) members per school of the total teaching staff on each eligible day.
5. In any school year, a maximum of two (2) unused personal days may be credited to each Bargaining Unit Member's salary in the amount equal to the prevailing substitute salary, on a per diem basis, and issued at the conclusion of the school year. Such payments will not become part of the base salary. Time cards must be submitted by May 15. Request for rescinding payment may be submitted on an emergency basis only.

c. Death of Member of Immediate Family

Each Bargaining Unit Member may be granted up to five (5) days of absence, without loss of pay, for death in the immediate family. Immediate family will be defined as spouse, children, grandchildren, mother, father, sister, brother, mother-in-law, father-in-law, any step-parents or any step-children.

The legal requirement for bereavement leave for a Bargaining Unit Member is three (3) days without loss of salary in event of death of a member of the immediate family and leave on the day of the funeral in the event of the death of a near relative.

The three (3) days, authorized by law for death in the immediate family are intended to cover the period of time from the date of death through the day of the funeral. Administrators will use the legal requirements as the basic guide in granting leaves for bereavement. They may authorize the two (2) extra days in instances where (1) the Bargaining Unit Member must travel a long distance to attend the funeral (2) the Bargaining Unit Member is the person who must make arrangements for the funeral (3) the Bargaining Unit Member's personal loss is such that the maximum amount of leave is justified; or (4) where there are other extenuating circumstances related to the death which justify the full amount of leave.

d. Death of Very Close Friend or Relative

Each Bargaining Unit Member may be granted one (1) day of absence, without loss of pay, to attend the funeral of a very close friend or relative.

e. Religious Obligations

If a Bargaining Unit Member verifies that two (2) personal leave days in any

contract year were used specifically for religious obligations during the work day, said Bargaining Unit Member shall be granted one (1) additional personal leave day.

f. Military Leave

Each Bargaining Unit Member shall be granted military leave in conformity with the provision of the school laws of Pennsylvania.

g. Military Training

Each Bargaining Unit Member who is in a military reserve program shall be granted a leave of absence from their assigned duties without loss of pay, time, and/or benefits, for up to fifteen (15) days in any one (1) year, upon presentation of military reserve training orders.

h. Jury Duty or Witness in Court

1. Each Bargaining Unit Member who is summoned to serve as a juror or is subpoenaed as a witness shall be entitled to differential pay equal to the difference received, if any, and the Bargaining Unit Member's regular pay.

2. The foregoing provision is not applicable to voluntary appearances.

i. Maternity Leave

Any Bargaining Unit Member whose disability is caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery, is entitled to use accumulated sick leave in the same manner as a Bargaining Unit Member entitled to use sick leave as a result of any other temporary illness or disability.

The Bargaining Unit Member is expected to provide the Administration with reasonable advanced notice of the anticipated last work day to facilitate planning.

The administration may require the Bargaining Unit Member to be examined by its own physician or require a physician's statement verifying ability or inability to perform her duties. Where the administration requires a medical opinion other than the individual's personal physician, the cost will be paid by the District.

j. Childrearing (personal) Leave

1. A written request must be submitted sixty (60) days before the leave is to begin. For an adoptive parent, the written request must be submitted when the adoption papers are approved by the adoption agency.
  2. Maximum length for leave is one (1) year from date of childbirth or custody of an adopted infant.
  3. The Bargaining Unit Member on leave is not considered in regular full-time attendance and, except for seniority for layoff purposes only, does not accrue service or credit for benefits and other privileges.
  4. Past service and benefits earned prior to the beginning of the leave will be restored to the Bargaining Unit Member upon return to duty after the leave.
  5. The Bargaining Unit Member must give thirty (30) days written notice to the Director of Human Resources of that Bargaining Unit Member's intent to return to work.
  6. The Bargaining Unit Member will be assigned to the previously held position or, if not available, to one substantially equivalent.
- k. In addition to the above, upon application, the Board may grant leaves of absence with or without pay at its sole discretion.

l. Sabbatical Leave

Sabbatical Leave and Sabbatical Leave for Professional Development shall be granted in compliance with the School Code of Pennsylvania. Applications must be submitted at least ninety (90) days prior to the date the requested leave would start, except for leaves requested for health reasons. The District will normally respond in writing within sixty (60) days of receipt of the application.

Bargaining Unit Members granted sabbatical leave will continue to be covered by the District's employee benefits as specified in Article IX.

m. Family and Medical Leave Act

The parties agree to comply with the requirements of the Family and Medical Leave Act of 1993 (FMLA). Neither the District nor the employees waive the right to exercise any prerogative or right under the Act.

If both spouses are employed by the District each employee shall be entitled

to FMLA rights.

A year for FMLA purposes shall be deemed to begin September 1 of each year and end August 31.

n. Sick Leave Bank

The parties agree to continue the sick leave bank consistent with the guidelines established by the parties.

**ARTICLE X**  
**STRIKES AND LOCKOUTS**

10.01 During the term of this Agreement there shall be no strikes, stoppages of work or any other interferences with the education process by the Association or the Bargaining Unit Members. The District agrees there will be no lockouts.

**ARTICLE XI**  
**WAGE SETTLEMENTS**

11.01

Year 1 (2022-2023): Effective July 1, 2022, each Bargaining Unit Member will be paid per the Salary Schedule in Addendum A. Bargaining Unit Members will remain on the step they were on during the 2021-2022 school year.

Year 2 (2023-2024): Effective July 1, 2023, each Bargaining Unit Member will be paid per the Salary Schedule in Addendum B. Step movement occurs.

Year 3 (2024-2025): Effective July 1, 2024, each Bargaining Unit Member will be paid per the Salary Schedule in Addendum C. Step movement occurs.

Year 4 (2025-2026): Effective July 1, 2025, each Bargaining Unit Member will be paid per the Salary Schedule in Addendum D. Step movement occurs.

Year 5 (2026-2027): Effective July 1, 2026, each Bargaining Unit Member will be paid per the Salary Schedule in Addendum E. Step movement occurs.

11.02 Any Bargaining Unit Member who is employed for at least fifty percent (50%) of the work year will advance one (1) step on the attached salary schedules, as applicable and consistent with the compensation terms in 11.01 for the length of this contract.

11.03 Newly Hired Bargaining Unit Members shall not be paid more than the District Bargaining Unit Members with the same experience.



11.04 All Bargaining Unit Members will be placed on these five (5) salary schedules for the length of this contract.

11.05 It is mutually agreed that there shall be no movement on the salary guide at the conclusion of the contract and salaries shall remain unchanged until a successor agreement is reached unless contrary to law.

11.06 Supplemental contracts payments will be made according to appropriate Addendum based on the contract year. Application for supplemental contracts will be as follows:

A. Each principal is responsible for selecting bargaining unit members to fill supplemental contracts in their school.

B. To ensure the staff that they have an equal opportunity for acquiring these contracts, the procedures for selection are as follows:

1. The principal will provide bargaining unit members with a list of all supplemental contracts for their school by January 15 for fall sport supplemental contracts, April 1 for winter sport supplemental contracts, and June 1 for spring supplemental contracts. Full year supplemental contracts will follow spring supplemental timeline.

2. Interested bargaining unit members will make their intentions known to their principals, in writing, by Feb 15 (fall sport supplemental contracts), May 1 (winter support supplemental contracts), June 15 (spring sport supplemental contracts and year-long non-sport supplemental contracts).

3. Principals will post proposed flexible supplementals positions for ten (10) days. The principal will notify the staff and will seek applicants to fill the position. Principals will make their selections no later than ten (10) calendar days after the posting is closed.

4. Principals will make their selections no later than 30 calendar days. (Appointments will be made by one (1) year only).

5. Whenever a vacancy in a supplemental contract occurs during the school year, the principal will notify the staff within ten (10) days and will seek applicants to fill the position.

6. Normally, supplemental contracts in a specific school will be filled by staff assigned to that school. If a vacancy cannot be filled because there is a lack of interest or expertise, the principal will contact the Director of Human Resources who will be responsible for informing the other principals of the vacancy. It is the desire to fill

supplemental positions with WCAEA Members. Preference shall be given to those bargaining unit members; however, the Administration shall fill the positions based on the experience and interest of all applicants.

7. Supplemental contracts can only be split if members initiate the request and administration is in agreement. Administrators cannot unilaterally split contracts or ask members to split contracts.
- C. Coaches moving from an assistant to a head coaching position in the same or a similar sport as determined within the discretion of the Board (i.e. baseball to softball within the District) will be granted one step for every three (3) years of assistant experience. Under no circumstance shall a coach going from an assistant to a head coaching position in the same or similar sport as determined by the Board receive a reduction in pay, and when necessary may be placed on the next higher step.
- D. Where the District determines a supplemental contract activity requires an additional position to be added, the District will use the following criteria:
1. For any supplemental that involves the direct supervision of students, an assistant position will be added for every 50 students involved in the supplemental (If an assistant is not already allocated).
  2. For activities which already include an assistant, the District will add additional supplemental contracts using the same number of cost units as the assistant position.
  3. For activities which do not include an assistant, the District will add additional supplemental contracts using  $\frac{1}{2}$  the number of cost units (rounded) as the activity lead position.
- 11.07 When a Long Term Substitute is hired as a permanent teacher, they will be given credit for each year of service that they were an LTS in the WCASD as long as they worked as an LTS for more than 50% of the year. They should be placed on a step equal to or higher than a permanent teacher who has the same years of service.

## **ARTICLE XII**

### **TEACHER'S RIGHTS**

- 12.01 No Bargaining Unit Member shall be disciplined, reduced in rank or compensation, or deprived of any professional advantage without just cause.

Non-tenured Bargaining Unit Members shall not be covered by this provision until they complete one (1) full calendar year of service.

- A. Whenever any Bargaining Unit Member is required to appear before the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that Bargaining Unit Member's office, position, or employment, that Bargaining Unit Member shall be entitled to have a representative present for advice.
- B. Whenever any Bargaining Unit Member is required to appear before any administrator concerning a reduction in compensation, contemplated disciplinary action, or possible termination of employment, that Bargaining Unit Member shall be entitled to have a representative present for advice.

12.02 Upon request, a Bargaining Unit Member may inspect the contents of that Bargaining Unit Member's personnel file, except for confidential letters of reference such as pre-employment information, in the presence of the Superintendent, building administrator, or designee.

The Bargaining Unit Member shall have the right to file an answer to any materials that the Bargaining Unit Member regards as derogatory and such answer shall become part of the Bargaining Unit Member's personnel file.

12.03 The parties recognize that the assignment, transfer, and promotion of personnel is a management function, vested exclusively in the Board and that nothing in this Agreement shall be construed to derogate from the power and responsibility of the Board in regard to such matters. However, transfers, where practical, will be made on a voluntary basis. When an involuntary transfer or reassignment is necessary, the Bargaining Unit Member so affected may request and shall be granted a conference with the Superintendent or designee concerning the need for such change. Normally, the Bargaining Unit Member to be involuntarily transferred shall be notified by June 1 of the school year prior to the transfer.

12.04 Bargaining Unit Members may apply for voluntary reassignment and/or transfer. Such requests will be made in writing to the Director of Human Resources, stating the grade and/or subject desired and the school or schools to which the Bargaining Unit Member desires to be transferred. Said written application will be valid for one (1) calendar year only and shall not be the basis for any transfer exceeding that time period.

Such requests for transfer will be considered when scheduling is made but this consideration is not intended to limit the flexibility of the administration.

### **ARTICLE XIII** **TERMINATION**

- 13.01 This Agreement shall become effective on the first day of July, 2022 (unless otherwise indicated), and continue in full force and effect until June 30, 2027.
- 13.02 This Agreement shall remain in effect thereafter from year to year upon the same terms and conditions as are herein contained unless sixty (60) days written notice of intention to terminate or modify is given prior to termination of any current contract by either party or the other.
- 13.03 This Agreement supersedes and cancels all previous understanding, verbal or written, between parties and constitutes the entire collective bargaining agreement between the parties. It concludes all collective bargaining negotiations as provided in Section 701 of Act 195 for the term of this Agreement.
- 13.04 This Agreement will not, in any way, restrict the right of the Association to bring to the employer on a meet and discuss basis other policy matters affecting wages, hours, terms or conditions of employment as well as the impact thereon for discussion under Sections 301 (17) and 702 of Act 195.
- 13.05 In witness whereof, the parties hereto by their respective officers who are duly authorized to act on behalf of their principals have executed this Agreement in accordance with Sections 101 and 701 of the Public Employee Relations Act (Act 195).

**WEST CHESTER AREA EDUCATION ASSOCIATION**

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**President**

ATTEST:

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**Secretary**

**WEST CHESTER AREA SCHOOL DISTRICT BOARD OF EDUCATION**

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**President**

ATTEST:

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**Secretary**

## **ADDENDUM A**

### **Year 1 (2022-2023) SALARY SCHEDULE**

| <b>Step</b> | <b>Steps to Top</b> | <b>BS</b> | <b>BS+12</b> | <b>BS+24</b> | <b>ME</b> | <b>MS</b> | <b>MS+15</b> | <b>MS+30</b> | <b>MS+45</b> | <b>MS+60</b> | <b>DOC</b> |
|-------------|---------------------|-----------|--------------|--------------|-----------|-----------|--------------|--------------|--------------|--------------|------------|
| <b>LTS</b>  | --                  | \$49,087  | --           | --           | --        | --        | --           | --           | --           | --           | --         |
| <b>1</b>    | 14                  | \$51,670  | \$52,880     | \$54,090     | \$55,278  | \$58,104  | \$59,930     | \$61,756     | \$63,582     | \$65,408     | \$67,234   |
| <b>2</b>    | 13                  | \$54,468  | \$55,678     | \$56,888     | \$58,076  | \$61,018  | \$62,844     | \$64,670     | \$66,496     | \$68,322     | \$70,148   |
| <b>3</b>    | 12                  | \$55,352  | \$56,562     | \$57,772     | \$58,960  | \$62,018  | \$63,844     | \$65,670     | \$67,496     | \$69,322     | \$71,148   |
| <b>4</b>    | 11                  | \$56,236  | \$57,446     | \$58,656     | \$59,844  | \$63,018  | \$64,844     | \$66,670     | \$68,496     | \$70,322     | \$72,148   |
| <b>5</b>    | 10                  | \$57,120  | \$58,330     | \$59,540     | \$60,728  | \$64,018  | \$65,844     | \$67,670     | \$69,496     | \$71,322     | \$73,148   |
| <b>6</b>    | 9                   | \$58,004  | \$59,214     | \$60,424     | \$61,612  | \$65,018  | \$66,844     | \$68,670     | \$70,496     | \$72,322     | \$74,148   |
| <b>7</b>    | 8                   | \$58,888  | \$60,098     | \$61,308     | \$62,496  | \$66,018  | \$67,844     | \$69,670     | \$71,496     | \$73,322     | \$75,148   |
| <b>8</b>    | 7                   | \$60,062  | \$61,272     | \$62,482     | \$63,670  | \$67,308  | \$69,134     | \$70,960     | \$72,786     | \$74,612     | \$76,438   |
| <b>9</b>    | 6                   | \$61,120  | \$62,330     | \$63,540     | \$64,728  | \$68,656  | \$70,482     | \$72,308     | \$74,134     | \$75,960     | \$77,786   |
| <b>10</b>   | 5                   | \$63,772  | \$64,982     | \$66,192     | \$67,380  | \$71,308  | \$73,134     | \$74,960     | \$76,786     | \$78,612     | \$80,438   |
| <b>11</b>   | 4                   | \$67,468  | \$68,678     | \$69,888     | \$71,076  | \$75,062  | \$76,888     | \$78,714     | \$80,540     | \$82,366     | \$84,192   |
| <b>12</b>   | 3                   | \$72,012  | \$73,222     | \$74,432     | \$75,620  | \$79,316  | \$81,142     | \$82,968     | \$84,794     | \$86,620     | \$88,446   |
| <b>13</b>   | 2                   | \$76,722  | \$77,932     | \$79,142     | \$80,330  | \$84,316  | \$86,142     | \$87,968     | \$89,794     | \$91,620     | \$93,446   |
| <b>14</b>   | 1                   | \$82,476  | \$83,686     | \$84,896     | \$86,084  | \$90,012  | \$91,838     | \$93,664     | \$95,490     | \$97,316     | \$99,142   |
| <b>15</b>   | --                  | \$89,622  | \$90,832     | \$92,042     | \$93,230  | \$96,636  | \$98,520     | \$100,346    | \$102,172    | \$103,998    | \$105,824  |

## **ADDENDUM B**

### **Year 2 (2023-2024) Salary Schedule**

| <b>Step</b> | <b>Steps to Top</b> | <b>BS</b> | <b>BS+12</b> | <b>BS+24</b> | <b>ME</b> | <b>MS</b> | <b>MS+15</b> | <b>MS+30</b> | <b>MS+45</b> | <b>MS+60</b> | <b>DOC</b> |
|-------------|---------------------|-----------|--------------|--------------|-----------|-----------|--------------|--------------|--------------|--------------|------------|
| <b>LTS</b>  | --                  | \$50,561  | --           | --           | --        | --        | --           | --           | --           | --           | --         |
| <b>1</b>    | 14                  | \$53,223  | \$54,490     | \$55,758     | \$57,107  | \$59,967  | \$61,828     | \$63,688     | \$65,549     | \$67,409     | \$69,270   |
| <b>2</b>    | 13                  | \$55,664  | \$56,932     | \$58,199     | \$59,548  | \$62,502  | \$64,362     | \$66,223     | \$68,083     | \$69,944     | \$71,804   |
| <b>3</b>    | 12                  | \$56,571  | \$57,839     | \$59,106     | \$60,455  | \$63,502  | \$65,362     | \$67,223     | \$69,083     | \$70,944     | \$72,804   |
| <b>4</b>    | 11                  | \$57,478  | \$58,746     | \$60,013     | \$61,362  | \$64,502  | \$66,362     | \$68,223     | \$70,083     | \$71,944     | \$73,804   |
| <b>5</b>    | 10                  | \$58,385  | \$59,653     | \$60,920     | \$62,269  | \$65,502  | \$67,362     | \$69,223     | \$71,083     | \$72,944     | \$74,804   |
| <b>6</b>    | 9                   | \$59,292  | \$60,560     | \$61,827     | \$63,176  | \$66,502  | \$68,362     | \$70,223     | \$72,083     | \$73,944     | \$75,804   |
| <b>7</b>    | 8                   | \$60,199  | \$61,467     | \$62,734     | \$64,083  | \$67,502  | \$69,362     | \$71,223     | \$73,083     | \$74,944     | \$76,804   |
| <b>8</b>    | 7                   | \$61,339  | \$62,606     | \$63,874     | \$65,223  | \$68,734  | \$70,595     | \$72,455     | \$74,316     | \$76,176     | \$78,037   |
| <b>9</b>    | 6                   | \$62,385  | \$63,653     | \$64,920     | \$66,269  | \$70,013  | \$71,874     | \$73,734     | \$75,595     | \$77,455     | \$79,316   |
| <b>10</b>   | 5                   | \$65,106  | \$66,374     | \$67,641     | \$68,990  | \$72,734  | \$74,595     | \$76,455     | \$78,316     | \$80,176     | \$82,037   |
| <b>11</b>   | 4                   | \$68,664  | \$69,932     | \$71,199     | \$72,548  | \$76,339  | \$78,199     | \$80,060     | \$81,920     | \$83,781     | \$85,641   |
| <b>12</b>   | 3                   | \$73,001  | \$74,269     | \$75,536     | \$76,885  | \$80,443  | \$82,304     | \$84,164     | \$86,025     | \$87,885     | \$89,746   |
| <b>13</b>   | 2                   | \$77,769  | \$79,036     | \$80,304     | \$81,653  | \$85,443  | \$87,304     | \$89,164     | \$91,025     | \$92,885     | \$94,746   |
| <b>14</b>   | 1                   | \$83,373  | \$84,641     | \$85,908     | \$87,257  | \$91,001  | \$92,862     | \$94,722     | \$96,583     | \$98,443     | \$100,304  |
| <b>15</b>   | --                  | \$90,094  | \$91,361     | \$92,629     | \$93,978  | \$97,303  | \$99,210     | \$101,071    | \$102,931    | \$104,792    | \$106,652  |

## **ADDENDUM C**

### **Year 3 (2024-2025) Salary Schedule**

| <b>Step</b> | <b>Steps to Top</b> | <b>BS</b> | <b>BS+12</b> | <b>BS+24</b> | <b>ME</b> | <b>MS</b> | <b>MS+15</b> | <b>MS+30</b> | <b>MS+45</b> | <b>MS+60</b> | <b>DOC</b> |
|-------------|---------------------|-----------|--------------|--------------|-----------|-----------|--------------|--------------|--------------|--------------|------------|
| <b>LTS</b>  | --                  | \$52,357  | --           | --           | --        | --        | --           | --           | --           | --           | --         |
| <b>1</b>    | 14                  | \$55,113  | \$56,450     | \$57,788     | \$59,333  | \$62,235  | \$64,138     | \$66,040     | \$67,943     | \$69,845     | \$71,748   |
| <b>2</b>    | 13                  | \$57,120  | \$58,458     | \$59,795     | \$61,340  | \$64,308  | \$66,210     | \$68,113     | \$70,015     | \$71,918     | \$73,820   |
| <b>3</b>    | 12                  | \$58,055  | \$59,393     | \$60,730     | \$62,275  | \$65,308  | \$67,210     | \$69,113     | \$71,015     | \$72,918     | \$74,820   |
| <b>4</b>    | 11                  | \$58,990  | \$60,328     | \$61,665     | \$63,210  | \$66,308  | \$68,210     | \$70,113     | \$72,015     | \$73,918     | \$75,820   |
| <b>5</b>    | 10                  | \$59,925  | \$61,263     | \$62,600     | \$64,145  | \$67,308  | \$69,210     | \$71,113     | \$73,015     | \$74,918     | \$76,820   |
| <b>6</b>    | 9                   | \$60,860  | \$62,198     | \$63,535     | \$65,080  | \$68,308  | \$70,210     | \$72,113     | \$74,015     | \$75,918     | \$77,820   |
| <b>7</b>    | 8                   | \$61,795  | \$63,133     | \$64,470     | \$66,015  | \$69,308  | \$71,210     | \$73,113     | \$75,015     | \$76,918     | \$78,820   |
| <b>8</b>    | 7                   | \$62,893  | \$64,230     | \$65,568     | \$67,113  | \$70,470  | \$72,373     | \$74,275     | \$76,178     | \$78,080     | \$79,983   |
| <b>9</b>    | 6                   | \$63,925  | \$65,263     | \$66,600     | \$68,145  | \$71,665  | \$73,568     | \$75,470     | \$77,373     | \$79,275     | \$81,178   |
| <b>10</b>   | 5                   | \$66,730  | \$68,068     | \$69,405     | \$70,950  | \$74,470  | \$76,373     | \$78,275     | \$80,178     | \$82,080     | \$83,983   |
| <b>11</b>   | 4                   | \$70,120  | \$71,458     | \$72,795     | \$74,340  | \$77,893  | \$79,795     | \$81,698     | \$83,600     | \$85,503     | \$87,405   |
| <b>12</b>   | 3                   | \$74,205  | \$75,543     | \$76,880     | \$78,425  | \$81,815  | \$83,718     | \$85,620     | \$87,523     | \$89,425     | \$91,328   |
| <b>13</b>   | 2                   | \$79,043  | \$80,380     | \$81,718     | \$83,263  | \$86,815  | \$88,718     | \$90,620     | \$92,523     | \$94,425     | \$96,328   |
| <b>14</b>   | 1                   | \$84,465  | \$85,803     | \$87,140     | \$88,685  | \$92,205  | \$94,108     | \$96,010     | \$97,913     | \$99,815     | \$101,718  |
| <b>15</b>   | --                  | \$90,668  | \$92,005     | \$93,343     | \$94,888  | \$98,115  | \$100,050    | \$101,953    | \$103,855    | \$105,758    | \$107,660  |



## **ADDENDUM D**

### **Year 4 (2025-2026) Salary Schedule**

| <b>Step</b> | <b>Steps to Top</b> | <b>BS</b> | <b>BS+12</b> | <b>BS+24</b> | <b>ME</b> | <b>MS</b> | <b>MS+15</b> | <b>MS+30</b> | <b>MS+45</b> | <b>MS+60</b> | <b>DOC</b> |
|-------------|---------------------|-----------|--------------|--------------|-----------|-----------|--------------|--------------|--------------|--------------|------------|
| <b>LTS</b>  | --                  | \$54,345  | --           | --           | --        | --        | --           | --           | --           | --           | --         |
| <b>1</b>    | 14                  | \$57,205  | \$58,620     | \$60,035     | \$61,797  | \$64,746  | \$66,695     | \$68,644     | \$70,593     | \$72,542     | \$74,491   |
| <b>2</b>    | 13                  | \$58,732  | \$60,147     | \$61,562     | \$63,324  | \$66,307  | \$68,256     | \$70,205     | \$72,154     | \$74,103     | \$76,052   |
| <b>3</b>    | 12                  | \$59,698  | \$61,113     | \$62,528     | \$64,290  | \$67,307  | \$69,256     | \$71,205     | \$73,154     | \$75,103     | \$77,052   |
| <b>4</b>    | 11                  | \$60,664  | \$62,079     | \$63,494     | \$65,256  | \$68,307  | \$70,256     | \$72,205     | \$74,154     | \$76,103     | \$78,052   |
| <b>5</b>    | 10                  | \$61,630  | \$63,045     | \$64,460     | \$66,222  | \$69,307  | \$71,256     | \$73,205     | \$75,154     | \$77,103     | \$79,052   |
| <b>6</b>    | 9                   | \$62,596  | \$64,011     | \$65,426     | \$67,188  | \$70,307  | \$72,256     | \$74,205     | \$76,154     | \$78,103     | \$80,052   |
| <b>7</b>    | 8                   | \$63,562  | \$64,977     | \$66,392     | \$68,154  | \$71,307  | \$73,256     | \$75,205     | \$77,154     | \$79,103     | \$81,052   |
| <b>8</b>    | 7                   | \$64,613  | \$66,028     | \$67,443     | \$69,205  | \$72,392  | \$74,341     | \$76,290     | \$78,239     | \$80,188     | \$82,137   |
| <b>9</b>    | 6                   | \$65,630  | \$67,045     | \$68,460     | \$70,222  | \$73,494  | \$75,443     | \$77,392     | \$79,341     | \$81,290     | \$83,239   |
| <b>10</b>   | 5                   | \$68,528  | \$69,943     | \$71,358     | \$73,120  | \$76,392  | \$78,341     | \$80,290     | \$82,239     | \$84,188     | \$86,137   |
| <b>11</b>   | 4                   | \$71,732  | \$73,147     | \$74,562     | \$76,324  | \$79,613  | \$81,562     | \$83,511     | \$85,460     | \$87,409     | \$89,358   |
| <b>12</b>   | 3                   | \$75,538  | \$76,953     | \$78,368     | \$80,130  | \$83,334  | \$85,283     | \$87,232     | \$89,181     | \$91,130     | \$93,079   |
| <b>13</b>   | 2                   | \$80,453  | \$81,868     | \$83,283     | \$85,045  | \$88,334  | \$90,283     | \$92,232     | \$94,181     | \$96,130     | \$98,079   |
| <b>14</b>   | 1                   | \$85,674  | \$87,089     | \$88,504     | \$90,266  | \$93,538  | \$95,487     | \$97,436     | \$99,385     | \$101,334    | \$103,283  |
| <b>15</b>   | --                  | \$91,303  | \$92,718     | \$94,133     | \$95,895  | \$99,014  | \$100,980    | \$102,929    | \$104,878    | \$106,827    | \$108,776  |

## **ADDENDUM E**

### **Year 5 (2026-2027) Salary Schedule**

| <b>Step</b> | <b>Steps to Top</b> | <b>BS</b> | <b>BS+12</b> | <b>BS+24</b> | <b>ME</b> | <b>MS</b> | <b>MS+15</b> | <b>MS+30</b> | <b>MS+45</b> | <b>MS+60</b> | <b>DOC</b> |
|-------------|---------------------|-----------|--------------|--------------|-----------|-----------|--------------|--------------|--------------|--------------|------------|
| <b>LTS</b>  | --                  | \$56,525  | --           | --           | --        | --        | --           | --           | --           | --           | --         |
| <b>1</b>    | 14                  | \$59,500  | \$61,000     | \$62,500     | \$64,500  | \$67,500  | \$69,500     | \$71,500     | \$73,500     | \$75,500     | \$77,500   |
| <b>2</b>    | 13                  | \$60,500  | \$62,000     | \$63,500     | \$65,500  | \$68,500  | \$70,500     | \$72,500     | \$74,500     | \$76,500     | \$78,500   |
| <b>3</b>    | 12                  | \$61,500  | \$63,000     | \$64,500     | \$66,500  | \$69,500  | \$71,500     | \$73,500     | \$75,500     | \$77,500     | \$79,500   |
| <b>4</b>    | 11                  | \$62,500  | \$64,000     | \$65,500     | \$67,500  | \$70,500  | \$72,500     | \$74,500     | \$76,500     | \$78,500     | \$80,500   |
| <b>5</b>    | 10                  | \$63,500  | \$65,000     | \$66,500     | \$68,500  | \$71,500  | \$73,500     | \$75,500     | \$77,500     | \$79,500     | \$81,500   |
| <b>6</b>    | 9                   | \$64,500  | \$66,000     | \$67,500     | \$69,500  | \$72,500  | \$74,500     | \$76,500     | \$78,500     | \$80,500     | \$82,500   |
| <b>7</b>    | 8                   | \$65,500  | \$67,000     | \$68,500     | \$70,500  | \$73,500  | \$75,500     | \$77,500     | \$79,500     | \$81,500     | \$83,500   |
| <b>8</b>    | 7                   | \$66,500  | \$68,000     | \$69,500     | \$71,500  | \$74,500  | \$76,500     | \$78,500     | \$80,500     | \$82,500     | \$84,500   |
| <b>9</b>    | 6                   | \$67,500  | \$69,000     | \$70,500     | \$72,500  | \$75,500  | \$77,500     | \$79,500     | \$81,500     | \$83,500     | \$85,500   |
| <b>10</b>   | 5                   | \$70,500  | \$72,000     | \$73,500     | \$75,500  | \$78,500  | \$80,500     | \$82,500     | \$84,500     | \$86,500     | \$88,500   |
| <b>11</b>   | 4                   | \$73,500  | \$75,000     | \$76,500     | \$78,500  | \$81,500  | \$83,500     | \$85,500     | \$87,500     | \$89,500     | \$91,500   |
| <b>12</b>   | 3                   | \$77,000  | \$78,500     | \$80,000     | \$82,000  | \$85,000  | \$87,000     | \$89,000     | \$91,000     | \$93,000     | \$95,000   |
| <b>13</b>   | 2                   | \$82,000  | \$83,500     | \$85,000     | \$87,000  | \$90,000  | \$92,000     | \$94,000     | \$96,000     | \$98,000     | \$100,000  |
| <b>14</b>   | 1                   | \$87,000  | \$88,500     | \$90,000     | \$92,000  | \$95,000  | \$97,000     | \$99,000     | \$101,000    | \$103,000    | \$105,000  |
| <b>15</b>   | --                  | \$92,000  | \$93,500     | \$95,000     | \$97,000  | \$100,000 | \$102,000    | \$104,000    | \$106,000    | \$108,000    | \$110,000  |

## ADDENDUM F

Unless otherwise noted, supplemental contracts will be paid based upon years of experience and the number of cost units for each position as shown in the chart below.

| Year  | Salary per Cost Unit |
|-------|----------------------|
| 1-2   | \$308                |
| 3-4   | \$315                |
| 5-6   | \$324                |
| 7-8   | \$368                |
| 9-10  | \$381                |
| 11-12 | \$406                |
| 13-14 | \$431                |
| 15+   | \$460                |

### **CONTRACT – ELEMENTARY**

### **Cost Units**

|                                                             |    |
|-------------------------------------------------------------|----|
| Bus Duty ( <i>See Note A</i> )                              | 9  |
| District Honors Band                                        | 9  |
| District Honors Chorus                                      | 9  |
| District Honors Orchestra                                   | 9  |
| Equity Advocate                                             | 9  |
| Flexible Supplemental Position ( <i>See Note b</i> )        | 9  |
| Grade Level Leader (6 per school; K-5)                      | 3  |
| Head Teacher                                                | 16 |
| Intramurals, After School ( <i>See Note C</i> )             | 9  |
| Math Advocate                                               | 9  |
| Proactive Support Coordinator                               | 7  |
| Science Advocate                                            | 9  |
| School Band ( <i>5 Positions in District</i> )              | 4  |
| School Chorus & Musical ( <i>10 Positions in District</i> ) | 2  |
| School Orchestra ( <i>5 Positions in District</i> )         | 4  |
| Technology Advocate                                         | 9  |
| Translator Services ( <i>See Note D</i> )                   |    |

#### **NOTES:**

- A. Bus Contracts – - Bargaining Unit Members who are required to work before or after the normal school day in their school will be paid at the hourly rate of a starting teacher with a BS degree. Normally, one teacher will be assigned to supervise 35 students. For the duration of this contract, the rate will be the curriculum rate.
- B. Flexible Supplemental: Requires administrative approval, cost units will be based on administrative discretion in accordance with flexible supplemental point system in Addendum I. The number of cost units listed represents the total allocation for each school.

- C. Bargaining Unit Members awarded intramurals in two (2) Elementary Schools will be paid one (1) additional unit if required to plan, organize and run a program in two (2) schools. Some Schools may have a partial contract in intramurals because of the amount of time expended.
- D. Translator Services: Compensation to be paid at curriculum rate. No employee may collect any fee for translating while working during the contracted day. Fees may only be collected on a teacher's non-teaching schedule, including before school, after school, planning period, or lunch. Translation services are not considered "duties", and must not be treated as such. Administration cannot remove teachers from class to translate. The decision to offer translation services must be a mutually agreed upon arrangement.

## ADDENDUM G

Unless otherwise noted, supplemental contracts will be paid based upon years of experience and the number of cost units for each position as shown in the chart below.

| Year  | Salary per Cost Unit |
|-------|----------------------|
| 1-2   | \$308                |
| 3-4   | \$315                |
| 5-6   | \$324                |
| 7-8   | \$368                |
| 9-10  | \$381                |
| 11-12 | \$406                |
| 13-14 | \$431                |
| 15+   | \$460                |

### **CONTRACT – MIDDLE SCHOOLS**

### **Cost Units**

#### **NON-ATHLETIC ACTIVITIES**

|                                                    |    |
|----------------------------------------------------|----|
| Bus Duty <i>(See Note A)</i>                       |    |
| Best Buddies Sponsor                               | 7  |
| District Honors Band                               | 9  |
| District Honors Chorus                             | 9  |
| District Select Strings                            | 9  |
| Dramatics Sponsor (2)                              | 7  |
| Dramatics Sponsor, Asst.                           | 6  |
| Equity Advocate                                    | 9  |
| Flexible Supplemental Position <i>(See Note B)</i> | 18 |
| Lighting and Sound Technician                      | 6  |
| Math Counts                                        | 6  |
| Newspaper, Sponsor                                 | 8  |
| School Jazz Band                                   | 3  |
| Science Olympiad                                   | 9  |
| Student Activity Advisors                          | 8  |
| Subject Chairperson <i>(See Note C)</i>            |    |
| Team Leaders <i>(See Note D)</i>                   | 4  |
| Technology Advocate (2)                            | 9  |
| Translator Services <i>(See Note E)</i>            |    |
| Yearbook, Sponsor                                  | 7  |

### **CONTRACT – MIDDLE SCHOOLS**

### **Cost**

**Units**

**ATHLETICS ACTIVITIES –7<sup>TH</sup> AND 8<sup>TH</sup> GRADES**

|                                        |    |
|----------------------------------------|----|
| Baseball, Head Coach                   | 9  |
| Baseball, Assistant Coach              | 7  |
| Basketball, Head Coach (2)             | 8  |
| Basketball, Assistant Coach (2)        | 7  |
| Athletic Manager ( <i>See Note F</i> ) | 36 |
| Football, Head Coach                   | 11 |
| Football, Assistant Coach (3)          | 9  |
| Field Hockey, Head Coach               | 9  |
| Field Hockey, Assistant Coach          | 7  |
| Lacrosse, Head Coach                   | 9  |
| Lacrosse, Assistant Coach              | 7  |
| Soccer, Head Coach (2)                 | 9  |
| Soccer, Assistant Coach (2)            | 7  |
| Softball, Head Coach                   | 9  |
| Softball, Assistant Coach              | 7  |
| Co-ed Track, Head Coach                | 9  |
| Co-ed Track, Assistant Coach (3)       | 8  |
| Girl's Volleyball, Head Coach          | 8  |
| Girl's Volleyball, Assistant Coach     | 7  |
| Wrestling, Head Coach                  | 10 |
| Wrestling, Assistant Coach             | 8  |
| X Country, Head Coach (Co-ed)          | 8  |

**ATHLETIC ACTIVITIES – 6<sup>TH</sup> GRADE**

|                       |   |
|-----------------------|---|
| Fall Intramural (2)   | 3 |
| Winter Intramural (3) | 3 |
| Spring Intramural (3) | 3 |

**NOTES:**

- A. Bus Contracts – Bargaining Unit Members who are required to work before or after the normal school day in their school will be paid at the hourly rate of a starting teacher with a BS degree. Normally, one teacher will be assigned to supervise 35 students. For the duration of this contract, the rate will be the curriculum rate.
- B. Flexible Supplemental: Requires administrative approval, cost units will be based on administrative discretion in accordance with flexible supplemental point system in Addendum I. The number of cost units listed represents the total allocation for each school.
- C. Subject Chairperson – Base of \$3,100, plus \$45 for each teacher supervised 1-16 Max First Year; \$57 for each teacher supervised 1-16 Max Second Year; \$64 for each teacher supervised 1-16 Max Third Year. The following subjects are included as subject chairpersons: Language Arts, Math, Science, Social Studies, Special Education, Unified Arts.

- D. Academic Team Leaders shall have no assigned duty periods other than to lead team meetings.
- E. Translator Services: Compensation to be paid at the curriculum rate. No employee may collect any fee for translating while working during the contracted day. Fees may only be collected on a teacher's non-teaching schedule, including before school, after school, planning period, or lunch. Translation services are not considered "duties", and must not be treated as such. Administration cannot remove teachers from class to translate. The decision to offer translation services must be a mutually agreed upon arrangement.
- F. Athletic Manager is prohibited from coaching

## ADDENDUM H

Unless otherwise noted, supplemental contracts will be paid based upon years of experience and the number of cost units for each position as shown in the chart below.

| Year  | Salary per Cost Unit |
|-------|----------------------|
| 1-2   | \$308                |
| 3-4   | \$315                |
| 5-6   | \$324                |
| 7-8   | \$368                |
| 9-10  | \$381                |
| 11-12 | \$406                |
| 13-14 | \$431                |
| 15+   | \$460                |

### **CONTRACT – HIGH SCHOOLS**

|                                                       | <b>Cost<br/>Units</b> |
|-------------------------------------------------------|-----------------------|
| Academic Competition Team, Advisor                    | 11                    |
| Academic Competition Team, Asst.                      | 7                     |
| Advanced Placement Organizer <i>(See Note A)</i>      |                       |
| Band, Marching Director                               | 23                    |
| Band, Marching, Assistant <i>(See Note B)</i>         | 15                    |
| Bus Duty <i>(See Note C)</i>                          |                       |
| Debating Club, Sponsor                                | 7                     |
| DECA Club, Sponsor                                    | 9                     |
| Detention Room Supervisor <i>(See Note D)</i>         |                       |
| Equity Advocate                                       | 9                     |
| Fall Drama                                            | 10                    |
| Flexible Supplemental Position <i>(See Note E)</i>    | 18                    |
| Fresh. Class Advisor                                  | 6                     |
| HS District Senior Strings                            | 9                     |
| Jr. Class Advisor                                     | 8                     |
| Lighting and Sound Technician                         | 6                     |
| Literary Magazine                                     | 8                     |
| Marching Band-Color Guard                             | 13                    |
| Mock Trial Sponsor                                    | 9                     |
| Musical Co-Directors (3)                              | 13                    |
| Musical Director, Asst                                | 9                     |
| National Honor Society                                | 7                     |
| Newspaper, Sponsor                                    | 12                    |
| Saturday School Supervision <i>(See Note F)</i>       |                       |
| Science Competition, Sponsor                          | 9                     |
| Science Competition, Sponsor Asst <i>(See Note G)</i> | 7                     |



|                                         |    |
|-----------------------------------------|----|
| Soph. Class Advisor                     | 6  |
| Spring Drama                            | 10 |
| Sr. Class Advisor                       | 11 |
| Student Council / Senate Advisor        | 9  |
| Subject Chairperson <i>(See Note H)</i> |    |
| Technology Advocate (3)                 | 9  |
| Translator Services <i>(see Note I)</i> |    |
| Yearbook, Sponsor                       | 21 |

**ATHLETIC ACTIVITIES**

|                                     | Cost Units |
|-------------------------------------|------------|
| Baseball, Assistant Coach (3)       | 12         |
| Baseball, Head Coach                | 15         |
| Basketball, Asst. Coach (4)         | 14         |
| Basketball, Head Coach (2)          | 19         |
| Fall Cheerleader, Assistant (2)     | 11         |
| Fall Cheerleader, Sponsor           | 15         |
| Field Hockey, Assistant Coach (3)   | 12         |
| Field Hockey, Head Coach            | 15         |
| Football, Assistant Coach (7)       | 17         |
| Football, Head Coach                | 23         |
| Girls Volleyball, Assistant Coach   | 12         |
| Girls Volleyball, Head Coach        | 15         |
| Golf, Head Coach                    | 12         |
| Intramurals, Fall (2)               | 3          |
| Intramurals, Spring (2)             | 3          |
| Intramurals, Winter (2)             | 3          |
| Lacrosse, Assistant Coach (6)       | 12         |
| Lacrosse, Head Coach (2)            | 16         |
| Soccer, Assistant Coach (6)         | 12         |
| Soccer, Head Coach (2)              | 16         |
| Softball, Assistant Coach (3)       | 12         |
| Softball, Head Coach                | 15         |
| Swimming, Assistant Coach (B&G) (2) | 12         |
| Swimming, Head Coach (B&G)          | 19         |
| Tennis, Assistant (2)               | 12         |
| Tennis, Head Coach (2)              | 15         |
| Track, Assistant Coach (4)          | 12         |
| Track, Head Coach (2)               | 15         |
| Track, Winter, Head Coach (2)       | 15         |
| Unified Bocce Coach                 | 12         |
| Winter Cheerleader, Assistant (2)   | 10         |
| Winter Cheerleader, Sponsor         | 14         |
| Wrestling, Assistant Coach (2)      | 14         |

|                           |    |
|---------------------------|----|
| Wrestling, Head Coach     | 19 |
| X Country, Head Coach (2) | 15 |

NOTES:

- A. One position at each high school. Set rate of \$1,500 each.
- B. When the number of playing band members exceeds 40, one assistant will be added. For each 25 playing marching band participants one assistant will be added.
- C. Bus Contracts for Bargaining Unit Members who are required to work before or after the normal teacher day in their schools will be paid at the hourly rate of a starting teacher with a BS degree. Normally, one teacher will be assigned to supervise thirty-five (35) students. For the duration of this contract, the rate will be the curriculum rate.
- D. Detention Room Supervisor will be paid at a rate of \$2,845
- E. Flexible Supplemental: Requires administrative approval, cost units will be based on administrative discretion in accordance with flexible supplemental point system in Addendum I. The number of cost units listed represents the total allocation for each school.
- F. Saturday School Supervisors will be paid at a rate of \$110/week
- G. More than 10 participating students are required for an assistant science competition sponsor to be added
- H. Subject Chairperson – Base of \$3,100 plus \$45 for each teacher supervised 1-20 Max first year; \$57 for each teacher supervised 1-20 Max second year; \$64 for each teacher supervised 1-20 Max third year. In addition, whenever possible they should receive no daily duty period or homeroom assignment; however, in the event of the need for coverage, these assignments will be limited to no more than 5 periods over a two-week period. The following subjects are included as Subject Chairs: World Language, Guidance, Health /PE, Language Arts, Math, Science, Social Studies, Special Ed., Unified Arts
- I. Translator Services: Compensation to be paid at the curriculum rate. No employee may collect any fee for translating while working during the contracted day. Fees may only be collected on a teacher's non-teaching schedule, including before school, after school, planning period, or lunch. Translation services are not considered "duties", and must not be treated as such. Administration cannot remove teachers from class to translate. The decision to offer translation services must be a mutually agreed upon arrangement.
- J. Pay for extended season is to be pro-rated. A time card is to be submitted to the principal.

## ADDENDUM I

### Flexible Supplemental Point System

This system is based upon the following system to award flexible supplemental positions. Principals will use this system to evaluate applications for flexible supplemental positions.

| Annual Hours | Points |
|--------------|--------|
| Less than 25 | 1      |
| 25-49        | 2      |
| 50-74        | 3      |
| 75-99        | 4      |
| 100-124      | 5      |
| 125-149      | 6      |
| 150-174      | 7      |
| 175-199      | 8      |
| 200+         | 9      |

| Students Supervised | Points |
|---------------------|--------|
| None                | 0      |
| 1-9                 | 1      |
| 10-19               | 2      |
| 20-29               | 3      |
| 30-39               | 4      |
| 40+                 | 5      |

| Responsibility Factors                                              | Points |
|---------------------------------------------------------------------|--------|
| <b>Skill Development</b>                                            |        |
| Continuously developing skill or special advanced training required | 2      |
| Instruct and oversee                                                | 1      |
| Supervise                                                           | 0      |
| <b>Major Events</b>                                                 |        |
| Competition/Performance/Major Event                                 | 1      |
| 4 or More Competitions/Performances/Major Events                    | 2      |
| <b>Publications</b>                                                 |        |
| Published Product                                                   | 1      |
| 4 or More Published Product                                         | 2      |
| <b>Other</b>                                                        |        |
| Required Fundraising/Budget                                         | 1      |
| Part of Regional/Nation Organization                                | 1      |
| Requires Staff Coordination                                         | 1      |
| Equipment/Facilities Responsibilities                               | 1      |

**Final Rating = (Students + Responsibility) x (Hours)**

## ADDENDUM J

### District Department Leaders

1. The positions of District Department Leader will be paid on the following scale:

| Year  | Salary per Cost Unit |
|-------|----------------------|
| 1-2   | \$308                |
| 3-4   | \$315                |
| 5-6   | \$324                |
| 7-8   | \$368                |
| 9-10  | \$381                |
| 11-12 | \$406                |
| 13-14 | \$431                |
| 15+   | \$460                |

#### **GROUP A: 14 cost units**

- a. K-12 Art
- b. 6-12 English/Language Arts
- c. K-12 English Learners
- d. K-12 Library/Media
- e. 6-12 Math/Comp Sciences
- f. K-12 Music
- g. K-12 Physical Education/Health
- h. K-5 School Counselors
- i. 6-12 School Counselors
- j. K-12 School Psychologists
- k. 6-12 Science
- l. 6-12 Social Studies
- m. K-12 Speech/Language Pathologists
- n. 6-12 World Language

#### **GROUP B: 10 cost units**

- a. 6-12 Family Consumer Sciences
- b. 6-12 Tech Ed

#### **GROUP C: 4 cost units**

- a. 8-12 Business Marketing
- b. 9-12 Video Production

2. Members moving from a Subject Chairperson or District Chairperson supplemental contract in the same discipline as determined within the discretion of the Board (i.e. Math Subject Chairperson to math District Department Leader) will be granted one year for every two (2) years of previous experience. Under

no circumstance shall a member going from a chairperson to a District Department Leader in the same or similar discipline as determined by the Board receive a reduction in pay.

WEST CHESTER AREA SCHOOL DISTRICT  
*Property & Finance Committee*  
September 27, 2021 – ACTION ITEMS

**Approval of Revised Board Policy 606.3 Senior Tax Reduction Incentive Volunteer Exchange Program – formerly Retiree Substitute Volunteer Program, Second Reading**

Approval is requested for Revised Board Policy 606.3 Senior Tax Reduction Incentive Volunteer Exchange Program – formerly Retiree Substitute Volunteer Program, Second Reading.

*I so move.*

**Approval of Revised Board Policy 805 Emergency Preparedness and Response – formerly Emergency Preparedness, Second Reading**

Approval is requested for Revised Board Policy 805 Emergency Preparedness and Response – formerly Emergency Preparedness, Second Reading.

*I so move.*

**Approval of Revised Board Policy 805.2 School Security Personnel, Second Reading**

Approval is requested for Revised Board Policy 805.2 School Security Personnel, Second Reading.

*I so move.*

**Approval of 2022-23 Budget Calendar**

Approval is requested for the 2022-23 Budget Calendar.

*I so move.*

**Approval of 2021-22 School Board Goals**

Approval is requested for the 2021-22 School Board Goals.

*I so move.*

Committee Meeting Minutes  
 WEST CHESTER AREA SCHOOL DISTRICT  
 September 20, 2021 – Property & Finance Committee

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

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

Administration: Mr. John Scully, Dr. Robert Sokolowski, Mr. Kevin Campbell, Mr. Michael Wagman, Dr. Leigh Ann Ranieri, Mr. Wayne Birster

Also Present: Members of the public

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Action or outcomes from the meeting: (Unless noted, all votes were 4-0.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |
| Public Comment on Agenda Items: - No public comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |
| The committee approved the August 23, 2021 Property & Finance Committee Minutes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Mr. Bevilacqua |
| Mr. Scully reviewed the Budget Forecast Model and the changes from the previous model. The 2021-22 changes to expenses include reductions in expenses for average teacher salaries and benefits of \$710,615 and a reduction in debt service in the amount of \$100,000. Changes to revenues include an increase in the projection for EIT in the amount of \$2,500,000 and State revenues for Basic Education and Special Education of \$1,198,047, and a decrease in State revenue related to Social Security and PSERS in the amount of \$106,127. The net increase in 2021-22 revenue projections total \$3,591,920. The changes to the 2021-22 projections result in an increase of \$4,402,535 which will increase the fund balance designation for future millage increases. This is an informational item and no Board action is required.                                                                                                                                           | Mr. Scully     |
| Mr. Scully reviewed the 2022-23 Budget Calendar. The calendar reflects the timeline for September 2021 through budget adoption at the May 2022 board meeting. At the December 20, 2021 board meeting, the board will need to vote to either reserve the right to apply for Act 1 exceptions or approve a resolution indicating they will not raise taxes above the Act 1 index for the 2022-23 budget. The committee recommended approval of the 2022-23 Budget Calendar.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Mr. Scully     |
| Dr. Sokolowski reviewed the 2021-22 School Board Goals. The goals focus on 6 key areas and align with the goals associated with the Districts Comprehensive Plan. The four Board goals are: <ul style="list-style-type: none"> <li>• Student Achievement – The Board will support local effectiveness measures to improve student achievement.</li> <li>• Equity – The Board will support programs that promote and ensure equity for all students.</li> <li>• Board Engagement – The Board will be actively engaged with improving communications internally and externally.</li> <li>• Accountability – The Board will hold itself accountable for its role as a school board officially by acting in an ethical and responsible manner.</li> <li>• Innovation – The Board will support innovative programs to foster student achievement.</li> <li>• Fiscal Responsibility – The Board will pass a balanced budget without compromising the quality of education for students.</li> </ul> | Dr. Sokolowski |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| The committee recommended approval of the 2021-22 School Board goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <p>Items to be placed on board agenda September 27, 2021:</p> <ul style="list-style-type: none"> <li>• Approval of 2022-23 Budget Calendar</li> <li>• Approval of 2021-22 School Board goals</li> </ul> <p>MEMO items for board agenda September 27, 2021:</p> <ul style="list-style-type: none"> <li>• Approval of Revised Board Policy 606.3 Senior Tax Reduction Incentive Volunteer Exchange Program – formerly Retiree Substitute Volunteer Program, Second Reading</li> <li>• Approval of Revised Board Policy 805 Emergency Preparedness and Response – formerly Emergency Preparedness, Second Reading</li> <li>• Approval of Revised Board Policy 805.2 School Security Personnel, Second Reading</li> </ul> |  |
| Items to discuss at a later date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |

Next Meeting Date: **October 18, 2021**





|               |                                                                                                                  |
|---------------|------------------------------------------------------------------------------------------------------------------|
| Book          | Policy Manual                                                                                                    |
| Section       | 600 Finances                                                                                                     |
| Title         | Senior Tax Reduction Incentive Volunteer Exchange Program (formerly Retiree Substitute Volunteer Program (RSVP)) |
| Code          | 606.3                                                                                                            |
| Status        | Second Reading                                                                                                   |
| Adopted       | August 1, 2015                                                                                                   |
| Last Reviewed | March 23, 2015                                                                                                   |

## **Purpose**

The West Chester Area School District offers a senior citizen tax rebate community service program designed to assist senior citizens with the burden of real estate taxes. Seniors may volunteer their services through the RSVP program. In return for their services, senior citizens may be entitled to a rebate of property taxes in accordance with the following guidelines.

## **Guidelines**

### Eligibility for Senior Citizens

All individuals who: (a) are ~~62~~ **60** years of age or older by December 31<sup>st</sup> of the year in which they are volunteering service; (b) own residential real estate in the district in which they reside as their primary residence upon which they pay school real property tax to the district **and have resided within the district for at least ninety (90) days**; and (c) are willing to volunteer their services to the district in accordance with the tax provisions of this policy shall be eligible for a tax rebate subject to the terms, conditions, limitations, and exclusions set forth in this policy and in the Business Office Procedures Manual.

**Participants receiving other compensation from the district for their services shall not be eligible for the tax credit.**

Volunteers shall be required to have state and federal criminal history reports and a child abuse clearance statement on file at the district. Clearance fees shall be paid by the volunteer.[\[1\]](#)[\[2\]](#)

### Amount of Service

Volunteers are permitted to work up to a maximum of 70 hours per school year (July 1 through June 30). The hours to be worked either on a daily, weekly, or monthly basis are to be agreed upon by the building principal, prior to the acceptance into the program, and will at all times be subject to change by the supervising principal. To the extent that the volunteer wishes to exceed 70 hours of volunteer work, they are encouraged to do so; however, it is understood that work beyond 70 hours will not result in any additional rebate against school real property tax. **The types of services that participants provide through the program must enhance and provide a direct public benefit to the academic**

**program of the district. 3] The program may not replace or supplant existing employee positions in the district.[29]**

### Credit Limitations

Property tax rebates will be made at the rate of \$8.00 per volunteered hour. The maximum rebate allowed per household is \$560.00. This is based on 70 hours of volunteered service per household. All tax bills will reflect the full amount due. The taxpayer will receive a check for the amount of the tax rebate earned. Should a participant sell his/her property and not purchase another property within the district, the rebate is forfeited. Tax rebates are not transferable to another individual. **Only one (1) participant per household shall be permitted in the program per fiscal year.** The rebate amount cannot exceed actual amount of taxes paid.

### Funding

**The district may seek private and public funding sources to support the program. [25]** The program cost will not be limited unless the Board so directs. This program will be in effect as long as funds are available. The Board reserves the right to suspend or discontinue the program at any time provided, however, participants who have earned rebates will be entitled to use them in accordance with this policy.

### Procedures

The Director of Business Affairs or designee is responsible for prescribing appropriate accounting procedures of the RSVP, which shall be maintained in the Business Office Procedures Manual.

### Legal

1. 24 P.S. 111
2. 23 Pa. C.S.A. 6344
- 23 Pa. C.S.A. 6301 et seq
- Pol. 916



|              |                                                                     |
|--------------|---------------------------------------------------------------------|
| Book         | Policy Manual                                                       |
| Section      | 800 Operations                                                      |
| Title        | Emergency Preparedness and Response formerly Emergency Preparedness |
| Code         | 805                                                                 |
| Status       | Second Reading                                                      |
| Adopted      | August 1, 2015                                                      |
| Last Revised | December 16, 2019                                                   |

### **Purpose**

The Board recognizes its responsibility to safeguard the health and welfare of district students and employees. Therefore, the Board shall provide the facilities, equipment, and training necessary to minimize the effects of all hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, terrorism, communicable diseases, and pandemics. Advance planning and comprehensive implementation are key components in ensuring the protection of the school community.[1]

### **Authority**

The district, in cooperation with the county Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA), shall develop and implement a comprehensive disaster response and emergency preparedness plan, consistent with the guidelines developed by the Pennsylvania Emergency Management Agency and other applicable state requirements.[2][3]

The Superintendent shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health, and the Pennsylvania Department of Education **and local law enforcement agencies**.[4]

The Superintendent shall ensure that emergency **preparedness**, and **emergency** evacuation **and school security** drills are conducted, ~~minimally~~ at intervals required by state law.[3][5][6]

### **Definitions**

**School security drill** – a planned exercise, other than a fire drill or natural disaster drill, designed to practice procedures to respond to an emergency situation that may include, but is not limited to, an act of terrorism, armed intruder situation or other violent threat.[5]

**School Safety and Security Assessment** – a strategic evaluation of a school entity’s facilities and programs used to identify potential safety and security threats.[7]

### **Delegation of Responsibility**

The Superintendent or his/her designee shall collaborate with relevant stakeholders, including parents/guardians, staff, community agencies, **local law enforcement agencies**, and first responders,

during the development and implementation of the emergency preparedness plan.

~~District staff shall be trained to assist in implementing the emergency preparedness plan.~~

~~The Superintendent or his/her designee shall implement a communication system to notify parents/guardians of the evacuation of students and to alert the entire school community when necessary.~~

Annually, by April 10, the Superintendent shall certify that emergency and evacuation drills have been conducted in the manner prescribed by law.[\[5\]](#)

In accordance with state law and regulations, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over school property.[\[4\]](#)[\[8\]](#)[\[9\]](#)

The Superintendent or designee shall periodically complete a School Safety and Security Assessment in accordance with the provisions of law.[\[7\]](#)[\[10\]](#)

## **Guidelines**

### **Emergency Planning**

The emergency preparedness plan shall be maintained in each district building; be reviewed at least annually; and be modified as necessary. A copy of the plan shall be provided to the county Emergency Management Agency, each local police department, and each local fire department that have jurisdiction over school property. The fact that an emergency preparedness plan exists shall be communicated to students, parents/guardians, the community, and other relevant stakeholders.[\[2\]](#)[\[3\]](#)[\[11\]](#)

**Appropriate information regarding the emergency preparedness plan shall be communicated to students, parents/guardians, staff, the community and other relevant stakeholders.**

Annually, by September 30, the district shall assemble information required by state law to assist local police and fire departments in responding to an emergency. The required information shall be deployed immediately to the Incident Command Post in the event of an emergency incident or disaster.[\[2\]](#)[\[3\]](#)[\[4\]](#)

**Schools and school buses or transportation vehicles owned or leased by the district shall be made available to local, county, and state officials for emergency planning and exercises.**

### Continuity of Student Learning/Core Operations

In the event of an emergency, local, county, or state officials may require that schools be closed to serve as mass-care facilities or to mitigate the spread of infection or illness. Local, county, or state officials may also utilize district-owned buses and other transportation vehicles, if any.[\[3\]](#)[\[12\]](#)[\[13\]](#) **The Superintendent or designee shall determine whether schools shall be closed, or the educational program suspended, to safeguard student and staff health and safety.**

**State officials may also direct schools to close in order to mitigate the spread of infection or illness in designated emergencies.**

The district shall make provisions in the emergency preparedness plan for the continuity of student learning during school closings or excessive absences, **in accordance with the law**. Such alternatives **Instructional activities** may include:[\[14\]](#)[\[15\]](#)

1. Web-based district instruction;
2. Telephone trees;

3. Mailed lessons and assignments; and/or
4. Instruction via local television or radio stations.

The continuity of core operations such as payroll and ongoing communication with students and parents/guardians shall be an essential part of the emergency preparedness plan.

### Education and Training

Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.[\[5\]](#)[\[6\]](#)

Effective infection control and prevention education and procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at district schools.[\[16\]](#)[\[17\]](#)

The district shall provide mandatory training to school employees on school safety and security based on the district's needs and in accordance with law. Training shall address any combination of one (1) or more of the following areas:[\[18\]](#)[\[19\]](#)[\[20\]](#)

1. Situational awareness.
2. ~~Trauma informed approaches.~~[\[20\]](#)
3. Behavioral health awareness.
4. Suicide and bullying awareness.[\[21\]](#)[\[22\]](#)
5. Substance use awareness.[\[23\]](#)[\[24\]](#)
6. Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.[\[25\]](#)
7. Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.

Employees are required to complete a minimum of three (3) hours of training every five (5) years.[\[19\]](#)

### Required Drills

#### *Emergency Preparedness Drill -*

The Board directs district schools to conduct a disaster response or emergency preparedness plan drill at least annually, in accordance with the provisions of law.[\[3\]](#)

#### *Fire Drills -*

The Board directs each district school to conduct fire drills at least once a month during the school year, in accordance with the provisions of law.[\[5\]](#)[\[6\]](#)

#### *School Security Drills -*

The Board directs each district school to conduct a school security drill within ninety (90) days of the beginning of each school year. The school security drill shall be conducted while school is in session, with students present.[\[5\]](#)

The school security drill may take the place of a fire drill for the month in which it is conducted.

The Superintendent or designee may conduct additional school security drills in district schools after the first ninety (90) days of the school year. Up to two (2) additional school security drills per school year may be conducted in place of the required fire drills for the month in which they are conducted.[\[5\]](#)

The Superintendent or designee shall:[\[5\]](#)

1. Oversee instruction and training of students and school employees in procedures for conducting school security drills and responding to emergency situations.
2. Notify and request assistance from local law enforcement and the emergency management agency prior to conducting a school security drill.
3. Notify parents/guardians of the students attending the school building where the school security drill is scheduled in advance of conducting the drill.

#### *Bus Evacuation Drills -*

Bus evacuation and safety drills shall be conducted in accordance with the provisions of law.[\[5\]](#)[\[26\]](#)

#### Safe2Say Something Program

The Board directs the Superintendent or designee to develop procedures for assessing and responding to reports received from the Safe2Say Something anonymous reporting program, in accordance with law. The procedures shall establish a framework within which district administration and staff will respond to program reports, coordinate with the county emergency dispatch center(s) and local law enforcement, and provide appropriate assessment and response for the safety and security of students, staff and school facilities.[\[27\]](#)

## Legal

1. Pol. 705
2. 22 PA Code 10.24
3. 35 Pa. C.S.A. 7701
4. Pol. 805.1
5. 24 P.S. 1517
6. 24 P.S. 1518
7. 24 P.S. 1301-B
8. 22 PA Code 10.11
9. 24 P.S. 1303-A
10. 24 P.S. 1303-B
11. 24 P.S. 1302.1-A
12. Pol. 804
13. 35 Pa. C.S.A. 7301 et seq
14. 24 P.S. 1501
15. 24 P.S. 1506
16. Pol. 203
17. Pol. 203.1
18. 24 P.S. 102
19. 24 P.S. 1310-B
20. Pol. 333
21. Pol. 249
22. Pol. 819
23. Pol. 227
24. Pol. 351
25. Pol. 805
26. 75 Pa. C.S.A. 4552
27. 24 P.S. 1303-D
- 24 P.S. 1205.7
- 20 U.S.C. 7112
- 20 U.S.C. 7118
- 20 U.S.C. 7801
- Pol. 146
- Pol. 236
- Pol. 709
- Pol. 810
- Pol. 909



|         |                           |
|---------|---------------------------|
| Book    | Policy Manual             |
| Section | 800 Operations            |
| Title   | School Security Personnel |
| Code    | 805.2                     |
| Status  | Second Reading            |
| Adopted | December 16, 2019         |

### **Authority**

The Board shall employ, contract for and/or assign staff to coordinate the safety and security of district students, staff, visitors and facilities.

### **Definitions**

**School security personnel** - school police officers, school resource officers and school security guards. [\[1\]](#)

**School Resource Officer (SRO)** - a law enforcement officer commissioned and employed by a law enforcement agency whose duty station is located in the district and whose stationing is established by an agreement between the law enforcement agency and the district. [\[1\]](#)

**School Security Guard** - an individual employed by the district or a third-party vendor or an independent contractor who is assigned to a school for routine safety and security duties, and has not been granted powers by the court to issue citations, detain individuals or exercise the same powers as exercised by police of the municipality in which the school property is located, in accordance with law. An independent contractor or individual employed by a third-party vendor contracted with the district shall meet the requirements of contracted services personnel, in accordance with Board policy, and the provisions of applicable law. [118\[20\]41](#)

**Independent contractor** - an individual, including a retired federal agent or retired state, municipal or military police officer or retired sheriff or deputy sheriff, whose responsibilities, including work hours, are established in a written contract with the district for the purpose of performing school security services. [\[1\]](#)

**Third-party vendor** - a company or entity approved by the Office for Safe Schools of the PA Department of Education or the PA Commission on Crime and Delinquency that provides school security services in accordance with law. [\[1\]](#)

### **Delegation of Responsibility**

The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law. [\[2\]](#)

The School Safety and Security Coordinator shall report directly to the Superintendent, and shall be responsible for the following: [\[2\]](#)



1. Oversee all school police officers or contract agreements with local police and School Resource Officers (SROs).
2. Review and provide oversight of all Board policies, administrative regulations and procedures related to school safety and security, and ensure compliance with federal and state laws and regulations regarding school safety and security.
3. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide and bullying, substance abuse, and emergency procedures and training drills, including fire, natural disaster, active shooter, hostage situation, bomb threat, and all hazard disasters.[3][4][5][6][7][8][9]
4. Coordinate a tour of the district's buildings and grounds biennially, or when a building is first occupied or reconfigured, with law enforcement and first responders responsible for protecting and securing the district to discuss and coordinate school safety and security matters.
5. **Serve on the district's threat assessment team(s) and participate in required training and the threat assessment process [10] [11]**
6. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
7. Coordinate School Safety and Security Assessments and respond to School Safety and Security surveys, as applicable.[8][10]

By June 30 of each year, the School Safety and Security Coordinator shall make a report to the Board at an executive session on the district's current safety and security practices, and identify strategies to improve school safety and security.[2][11]

The Board directs the School Safety and Security Coordinator to include the following information in the annual report:

1. **Threat assessment team information, including verification of compliance with law and regulations, the number and composition of the district's threat assessment team(s), the total number of threats assessed in the past year and any additional information on threat assessment required by the Superintendent or designee, in accordance with Board policy.[10][11]**
2. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
3. Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the district, information on referrals and services accessed by students and families, and identification of additional resources needed in the district.[12]
4. Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year.
5. Updates regarding the district's Memorandum of Understanding with local law enforcement agencies.[13]
6. Updates to laws, regulations and/or Board policies related to school safety and security.
7. Information on grants or funding applied for and/or received in support of school safety and security efforts.

A copy of the report shall be submitted to the state's School Safety and Security Committee.[2]

The Superintendent or designee shall implement job descriptions and procedures to address the responsibilities and requirements specific to each category of school security personnel in carrying out their duties.

School security personnel shall carry weapons, including firearms, in performance of their duties only if, and to the extent, authorized by the Board, including as provided in an agreement with a law enforcement agency for the stationing of a School Resource Officer or in a contract with an independent contractor or third-party vendor approved by the Board.

## **Guidelines**

### **School Police Officers**

The district shall contract with local law enforcement or a third party vendor for police coverage in its buildings and apply to the appropriate court for appointment and powers of authority, in accordance with the provisions of law.[\[1\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

### **School Resource Officers (SROs)**

The district shall establish an agreement with local municipal governments or third party vendors, in accordance with the provisions of law, for the assignment of a School Resource Officer(s) to specified district schools.[\[1\]](#)[\[19\]](#)

The agreement shall address the powers and duties conferred on SROs, which shall include but not be limited to:[\[20\]](#)

1. Assist in identification of physical changes in the environment which may reduce crime in or around a school.
2. Develop and educate students in crime prevention and safety.
3. Train students in conflict resolution, restorative justice and crime awareness.
4. Address crime and violence issues, gangs and drug activities affecting or occurring in or around a school.
5. Other duties as agreed upon between the district and municipal agency.

**Prior to assignment in the district, the district shall confirm that the law enforcement agency has completed a law enforcement agency background investigation and received the SRO's separation record, when required, in compliance with applicable law and regulations. The district shall coordinate with the law enforcement agency in making required reports regarding hiring and separation, and maintaining all required records, in accordance with applicable law and regulations. [\[2630\]](#)**

SROs shall successfully complete required training, in accordance with law.[\[20\]](#)

### **School Security Guards**

**The district shall employ or contract for one or more security guards, in accordance with the provisions of law. [\[1\]](#)[\[19\]](#)[\[20\]](#)[41\]](#)**

**School security guards shall provide the following services, as directed by the district:[\[41\]](#)**

- 1. School safety support services.**
- 2. Enhanced campus supervision.**
- 3. Assistance with disruptive students.**

**4. Monitoring visitors on campus.**

**5. Coordination with law enforcement officials including school police offices and including SROs.**

**6. Security functions which improve and maintain school safety.**

**School security guards shall successfully complete required training, in accordance with law, and applicable staff training in accordance with Board policy.[41]**

**School security guards authorized to carry a firearm shall maintain an appropriate license and successfully complete required firearm training in accordance with law.[41]**

**The district shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.**

## Legal

1. [24 P.S. 1301-C](#)
2. [24 P.S. 1309-B](#)
3. Pol. 146
4. Pol. 227
5. Pol. 236
6. Pol. 249
7. Pol. 351
8. Pol. 805
9. Pol. 819
10. [24 P.S. 1305-B](#)
11. Pol. 006
12. Pol. 235
13. Pol. 805.1
14. [24 P.S. 1302-C](#)
15. [24 P.S. 1310-C](#)
16. [24 P.S. 1311-C](#)
17. Pol. 304
18. Pol. 818
19. Pol. 909
20. [24 P.S. 1313-C](#)
- [24 P.S. 1303-C](#)
- [24 P.S. 1304-C](#)
- [24 P.S. 1305-C](#)
- [24 P.S. 1306-C](#)
- [24 P.S. 1307-C](#)
- [22 PA Code 10.23](#)
- [22 PA Code 14.104](#)
- [22 PA Code 14.133](#)
- [42 Pa. C.S.A. 8953](#)
- [53 Pa. C.S.A. 2301 et seq](#)
- Pol. 113.2
- Pol. 705
- Pol. 709
- Pol. 907

# WEST CHESTER AREA SCHOOL DISTRICT

## 2022-23 BUDGET CALENDAR

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Review of Budget Calendar</li> <li>Budget Forecast Model Review</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p style="text-align: center;">September 20,<br/>2021 P&amp;FC</p>                                                                       | <p style="text-align: center;">* If Board adopts Resolution of intent to not raise rate of tax by more than its index, use alternative calendar:</p>                                                                                                                                                                                                                                                                |                                                                                                                                          |
| <ul style="list-style-type: none"> <li>Budget Forecast Model Review</li> <li>2022-23 Enrollment Projection (Info Item)</li> <li>2022-23 Per Pupil Allocation Recommendation</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p style="text-align: center;">October 18, 2021<br/>P&amp;FC</p>                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                          |
| <ul style="list-style-type: none"> <li>Budget Forecast Model Review</li> <li>Staffing/Employee Benefits/Teacher Substitutes</li> <li>Debt Service &amp; Capital Reserve</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p style="text-align: center;">November 15, 2021<br/>P&amp;FC</p>                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                          |
| <ul style="list-style-type: none"> <li>Budget Forecast Model Review</li> <li>Review of Draft Resolutions for: (1) Authorizing Display &amp; Advertising of 2022-23 Proposed Preliminary Budget &amp; (2) <u>Notice of Intent</u> to File for Budget Exceptions (Act 1 Mandate 2/24/22)</li> <li>Board Approval of <u>Resolution</u> Authorizing the Display of 2022-23 Proposed Preliminary Budget in PDE format (by 1/4/22) &amp; Advertising our Intent to Adopt 10 Days Prior (by 1/14/22) to Adoption Date 1-24-22 (adoption deadline 2/16/22)</li> </ul> <p>* Board Approval of <u>Resolution</u> to Publicize the District's Intent to <u>Request</u> Approval of 2022-23 Budget Exceptions 1 week prior to Filing Exceptions by 2/24/22</p> | <p style="text-align: center;">December 20, 2021<br/>P&amp;FC</p> <p style="text-align: center;">December 20, 2021<br/>Board Meeting</p> | <ul style="list-style-type: none"> <li>Budget Forecast Model Review</li> <li>Board Approval of Resolution (Accelerated Budget Opt Out Resolution) indicating the District will NOT raise taxes above the state's index (by 1/27/22). No later than 5 days after resolution adoption, District must submit information on proposed increase to PDE for approval together with the resolution (by 2/1/22).</li> </ul> | <p style="text-align: center;">December 20, 2021<br/>P&amp;FC</p> <p style="text-align: center;">December 20, 2021<br/>Board Meeting</p> |
| <ul style="list-style-type: none"> <li>Display (1/04/22) &amp; Advertise (1/14/22) the Proposed Preliminary Budget in PDE Format &amp; Publish Notice of Intent to Obtain PDE Approval of 2022-23 Budget Exceptions at least 7 days (one week) prior to filing (ACT 1 Mandate for Exceptions publication by 2/24/22; also must post on website)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                         | <p style="text-align: center;">January 2022</p>                                                                                          | <ul style="list-style-type: none"> <li>Budget Forecast Model Review &amp; Budget Work Session</li> </ul>                                                                                                                                                                                                                                                                                                            | <p style="text-align: center;">(Tuesday)<br/>January 18, 2022<br/>P&amp;FC</p>                                                           |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Budget Forecast Model Review</li> <li>Capital &amp; Capital Reserve Fund Projects for 2022-23</li> <li>Technology Projects in Capital Reserve Fund for 2022-23</li> <li>Special Board Work Session</li> </ul><br><ul style="list-style-type: none"> <li>Adoption of Preliminary Budget (deadline 2/16/22)</li> <li>File for Budget Exceptions by 3/3/22</li> </ul>                                                        | <p>(Tuesday)<br/>January 18, 2022<br/>P&amp;FC</p><br><p>January 24, 2022<br/>Board Meeting</p>         |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                         |
| <ul style="list-style-type: none"> <li>Budget Forecast Model Review</li> <li>Budget Work Session</li> </ul>                                                                                                                                                                                                                                                                                                                                                      | <p>(Tuesday)<br/>February 22, 2022<br/>P&amp;FC<br/>Board Work Session</p>                              | <ul style="list-style-type: none"> <li>Budget Forecast Model Review &amp; Budget Work Session</li> </ul>                                                                                                                                                                                                                                                                                                                        | <p>(Tuesday)<br/>February 22, 2022<br/>P&amp;FC</p>                                                     |
| <ul style="list-style-type: none"> <li>Budget Forecast Model Review &amp; Budget Work Session</li> </ul>                                                                                                                                                                                                                                                                                                                                                         | <p>March 21, 2022<br/>P&amp;FC</p>                                                                      | <ul style="list-style-type: none"> <li>Budget Forecast Model Review &amp; Budget Work Session</li> </ul>                                                                                                                                                                                                                                                                                                                        | <p>March 21, 2022<br/>P&amp;FC</p>                                                                      |
| <ul style="list-style-type: none"> <li>Budget Work Session &amp; Public Hearing</li> <li>Board Approval of <u>Resolution</u> authorizing the Display of 2022-23 Proposed Final Budget in PDE Format &amp; Advertising Intent to Adopt (ACT 1 Mandate: 30 days prior to adoption – no later than 4/25/22)</li> <li>Deadline to <u>Display</u> in PDE Format the Proposed Final Budget (ACT 1 Mandate: 20 days prior to adoption) no later than 5/5/22.</li> </ul> | <p>(Tuesday)<br/>April 19, 2022<br/>P&amp;FC</p><br><p>April 25, 2022<br/>Board Meeting</p>             | <ul style="list-style-type: none"> <li>Budget Work Session &amp; Public Hearing</li> <li>Board approval of <u>Resolution</u> authorizing the Display of 2022-23 Proposed Budget in PDE format &amp; Advertising Intent to Adopt (by 4/25/22)-must be at least 30 days before final budget adoption on 5/25/22 &amp; be available for public inspection in PDE format at least 20 days prior to adoption (by 5/5/22).</li> </ul> | <p>(Tuesday)<br/>April 19, 2022<br/>P&amp;FC</p><br><p>April 25, 2022<br/>Board Meeting</p>             |
| <ul style="list-style-type: none"> <li>Publish Legal Notice of Intent to Adopt the Final Budget (ACT 1 Mandate: 10 days prior to adoption) no later than 5/15/22.</li> <li>ADOPTION of FINAL 2022-23 BUDGET</li> </ul>                                                                                                                                                                                                                                           | <p><i>Must Publish by</i><br/>May 15, 2022</p><br><p>(Wednesday)<br/>May 25, 2022<br/>Board Meeting</p> | <ul style="list-style-type: none"> <li>Publish Legal Notice of Intent to Adopt Final Budget (10 days prior to adoption) no later than 5/15/22.</li> <li>ADOPTION of FINAL 2022-23 BUDGET</li> </ul>                                                                                                                                                                                                                             | <p><i>Must Publish by</i><br/>May 15, 2022</p><br><p>(Wednesday)<br/>May 25, 2022<br/>Board Meeting</p> |

## 2021-22 School Board Goals

**Comprehensive Plan Goals-Gol One: Access to District Programming, Goal Two: Innovative Teaching and Learning, Goal Three: Secondary Master Scheduling, Goal Four: Fiscal and Capital Planning**

| <i><b>Student Achievement - The Board will support local effectiveness measures to improve student achievement.</b></i> |                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 |
|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
|                                                                                                                         | <b>Goals</b>                                                                                                                                                                      | <b>Assessment</b>                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Progress</b> |
| 1.                                                                                                                      | The board will monitor Local Effectiveness Measures and assessments as compared to pandemic learning results.                                                                     | End of Year Local Effectiveness Measures and assessments will return to pre-pandemic levels as a baseline for improvement.                                                                                                                                                                                                                                                                                                         | <b>1</b>        |
| 2.                                                                                                                      | The Board will monitor multiple measures of student progress in addition to Keystone Exams, and PSSA (e.g. SAT, AP, ACT, etc.) to improve overall school and student performance. | SAT, AP, and ACT exams will remain at or near historically high achievement levels.<br><br>The school district will remain in the top 5% to 7% in Niche, and School Digger ratings.                                                                                                                                                                                                                                                | <b>1,2</b>      |
| 3.                                                                                                                      | The Board will monitor personalized professional learning plans of staff.                                                                                                         | Staff survey of professional development will indicate an 85% satisfaction rate.                                                                                                                                                                                                                                                                                                                                                   | <b>1,2</b>      |
| 4.                                                                                                                      | The Board will monitor Social and Emotional Learning plans for each building.                                                                                                     | We will conduct pre and post Climate Walks and surveys of students and staff that will indicate growth in the competency areas of Social and Emotional Learning. Data will be gathered in the fall and spring.                                                                                                                                                                                                                     | <b>1,2</b>      |
| 5.                                                                                                                      | The Board will monitor the fifth year of full-day kindergarten (FDK) to support the program for students and parents.                                                             | Current fourth-grade students will perform as well or better than fourth-grade students last year on the Schoolwide reading assessments.<br><br>Current fourth-grade students will perform as well or better than fourth-grade students last year on the STAR math assessments.<br><br>Assessment of 21-22 kindergarten students will show 10% increases as compared to the 20-21 kindergarten class. At least 80% of kindergarten | <b>1,2</b>      |

Board Approved: \_\_\_\_\_

## 2021-22 School Board Goals

**Comprehensive Plan Goals-Gol One: Access to District Programming, Goal Two: Innovative Teaching and Learning, Goal Three: Secondary Master Scheduling, Goal Four: Fiscal and Capital Planning**

|  |                                                       |  |
|--|-------------------------------------------------------|--|
|  | students will be reading at/above grade level by May. |  |
|--|-------------------------------------------------------|--|

**Equity** - *The Board will support programs that promote and ensure equity for all students.*

|    | Goals                                                                                                                          | Assessment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Progress | Comp Plan Goal |
|----|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|
| 1. | The Board will support efforts to improve access to district programming as outlined in Goal Area 1 of the Comprehensive Plan. | <p>Local Effectiveness Measures will show improvement in the areas of student access to districting programming (higher level courses, extra-curricular activities, etc.) as compared to 2020-21 data.</p> <p>Continue efforts to increase the hiring of diverse teachers, staff, and administrators (e.g. race, gender, country of origin, disability, language)</p> <p>National, state, and local assessment measures for students identified in historically under achieving groups will improve by 5% while historically high achieving groups will improve by 2%.</p> |          | 1,2            |
| 2. | Continue to review curriculum for culturally relevant materials and resources.                                                 | Work to be led by Director of Teaching and Learning, the Director of Equity and Assessment, and the Assistant Directors for Teaching and Learning to determine curricular areas in need of culturally relevant materials and resources. These areas will be identified in the 22-23 Curriculum Proposals.                                                                                                                                                                                                                                                                  |          | 1,2            |
| 3. | The Board will support Community Conversations about Equity as well as Healing and Learning.                                   | <p>Conduct three Community Conversations</p> <p>Report on the key findings of the Community Conversations.</p> <p>80% of participants will express an understanding of the district's Equity work and its positive impact on all</p>                                                                                                                                                                                                                                                                                                                                       |          | 1,2            |

Board Approved: \_\_\_\_\_



## 2021-22 School Board Goals

**Comprehensive Plan Goals-Gol One: Access to District Programming, Goal Two: Innovative Teaching and Learning, Goal Three: Secondary Master Scheduling, Goal Four: Fiscal and Capital Planning**

|  |                                       |  |
|--|---------------------------------------|--|
|  | students through participant surveys. |  |
|--|---------------------------------------|--|

**Board Engagement - The Board will be actively engaged with improving communications internally and externally.**

|    | Goals                                                                                                                                                                                                                    | Assessment                                                                                                                                                                                            | Progress | Comp Plan Goal |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|
| 1. | The Board will engage with the community to develop the 2022-2025 Comprehensive Plan.                                                                                                                                    | The board will approve the 2022-2025 Comprehensive Plan by March of 2022.                                                                                                                             |          | 1,2,3,4        |
| 2. | The Board will attend Community Conversations: “Where Do We Go From Here? – Community or Chaos”                                                                                                                          | Each board member will attend at least one of the Community Conversations.                                                                                                                            |          | 1              |
| 3. | Every Board member will participate in an “Adopt-A-School” program and be assigned a group of schools to attend functions. District based organizations will also be included such as WCA Education Foundation and PTOC. | Each Board member will attend at least two functions at each of his/her assigned group of schools.                                                                                                    |          | 1              |
| 4. | As needed, the Board will engage parents, staff, and community with a legislative committee in support of Board-approved resolutions on upcoming or pending legislation.                                                 | The Legislative Action Committee will engage electronically to address areas such as state testing, graduation requirements, and any legislation that would hinder the district’s ability to operate. |          | 1,2,3,4        |

Board Approved: \_\_\_\_\_

## 2021-22 School Board Goals

**Comprehensive Plan Goals-Goal One: Access to District Programming, Goal Two: Innovative Teaching and Learning, Goal Three: Secondary Master Scheduling, Goal Four: Fiscal and Capital Planning**

**Accountability** - *The Board will hold itself accountable for its role as a school board official by acting in an ethical and responsible manner.*

| Goals |                                                                                                                                                  | Assessment                                                                                                                    | Progress | Comp Plan Goal |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------|----------------|
| 1.    | The Board will continue to review Board Policies through respective committees to maintain an up-to-date policy manual.                          | Policies will be updated monthly at respective committee meetings.                                                            |          | 1,2,4          |
| 2.    | The Board will review the administration's process for creating a new high school master schedule.                                               | The Board will consider approving a new high school master schedule for the 2022-23 school year.                              |          | 3              |
| 3.    | The Board will monitor the progress of the 2021-22 Health and Safety Plan.                                                                       | Quarterly updates will be reviewed by the Board and presented to the community on the progress of the Health and Safety Plan. |          | 1              |
| 4.    | The Board will evaluate the current Comprehensive and Special Education Plans in order to establish goals and action steps for new 3 year plans. | The 2022-2025 Comprehensive and Special Education Plans will be approved by the board prior to June 30, 2022.                 |          | 1,2,3,4        |

**Innovation** - *The Board will support innovative programs to foster student achievement.*

| Goals |                                                                                | Assessment                                                                                                                                                                                                                                                                      | Progress | Comp Plan Goal |
|-------|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|
| 1.    | The Board will support and monitor student access to dual enrollment programs. | <p>There will be a 5% increase in the number of students taking dual enrollment courses with West Chester University or other colleges and universities.</p> <p>The district will utilize Title 4 funding to increase scholarship opportunities for students in need by 5%.</p> |          | 1,2            |

Board Approved: \_\_\_\_\_

## 2021-22 School Board Goals

**Comprehensive Plan Goals-Goal One: Access to District Programming, Goal Two: Innovative Teaching and Learning, Goal Three: Secondary Master Scheduling, Goal Four: Fiscal and Capital Planning**

***Innovation - The Board will support innovative programs to foster student achievement.***

| <b>Goals</b> |                                                                                                                                             | <b>Assessment</b>                                                                                                                                                                                                                                                                                                                          | <b>Progress</b> | <b>Comp Plan Goal</b> |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------|
| 2.           | The Board will review and monitor the use of technology for professional development.                                                       | Staff surveys will show an 80% satisfaction rate with professional development in the area of instructional technology.                                                                                                                                                                                                                    |                 | 1,2                   |
| 3.           | The Board will support the cyber-school program to attract cyber charter school students back from charter schools.                         | Staff and parents will demonstrate an 80% satisfaction rate with the cyber learning program.<br><br>Charter school enrollments will show a decrease of at least 20 students enrolled in cyber or charter schools. This decrease will reflect a tuition expenditure reduction of at least \$260,000 as compared to the 2020-21 school year. |                 | 1,2,4                 |
| 4.           | The Board will monitor student survey data that pertains to instructional practices that improve the instructional experience for students. | Student survey data will show a 3% increase in the areas of technology use, meaningful homework, expectations for kindness, and caring about each student.                                                                                                                                                                                 |                 | 1,2                   |

***Fiscal Responsibility - The Board will pass a balanced budget without compromising the quality of education for students.***

| <b>Goals</b> |                                                                                             | <b>Assessment</b>                                                                                                          | <b>Progress</b> | <b>Comp Plan Goal</b> |
|--------------|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------|
| 1.           | The Board will pass a balanced budget without adversely impacting the quality of education. | The board will pass a budget within the Act 1 guidelines.                                                                  |                 | 4                     |
| 2.           | The Board will prioritize goals and funding for areas in the comprehensive plan.            | The board and administration will prioritize any expenditure reductions to protect the integrity of classroom instruction. |                 | 4                     |

Board Approved: \_\_\_\_\_

## 2021-22 School Board Goals

**Comprehensive Plan Goals-Goal One: Access to District Programming, Goal Two: Innovative Teaching and Learning, Goal Three: Secondary Master Scheduling, Goal Four: Fiscal and Capital Planning**

| <b>Fiscal Responsibility - The Board will pass a balanced budget without compromising the quality of education for students.</b> |                                                                                                               |                                                                                                                                                                                                                                                                                                                                          |                 |                       |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------|
| <b>Goals</b>                                                                                                                     |                                                                                                               | <b>Assessment</b>                                                                                                                                                                                                                                                                                                                        | <b>Progress</b> | <b>Comp Plan Goal</b> |
| 3.                                                                                                                               | The Board will support plans for use of federal ESSER funding.                                                | A final report detailing the various allocations will be shared with the Board and Community by April of 2022.                                                                                                                                                                                                                           |                 | 4                     |
| 4.                                                                                                                               | The Board will support the Capital Projects plan and make revisions as necessary based on student enrollment. | Capital projects to be completed to address enrollment increases include: <ul style="list-style-type: none"> <li>● Begin construction of the Glen Acres renovation</li> <li>● Begin the addition for Westtown-Thornbury</li> <li>● Begin the design phase for Mary C. Howse</li> <li>● Conduct analysis for new developments.</li> </ul> |                 | 4                     |
| 5.                                                                                                                               | The Board will support the administration seeking alternative funding sources to offset expenses.             | In addition to the state grants for coronavirus, the school district will seek funding from at least three other sources.                                                                                                                                                                                                                |                 | 4                     |

Board Approved: \_\_\_\_\_

**WEST CHESTER AREA SCHOOL DISTRICT**

**September 27, 2021 SCHOOL BOARD MEETING**

**CONSENT AGENDA RESOLUTION**

**Approval of School Board Treasurer's Report and Statement of Disbursements  
Summary Schedule for the Period of August 1, 2021 to August 31, 2021**

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

Approval is requested for the Treasurer's Report and the disbursements listed on the Statement of Disbursements Summary for the period of August 1 to August 31, 2021 totaling \$116,577,517.20. This amount includes transfers in the amount of \$101,000,000 into the District investment account.

I so move.

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

John T. Scully  
School Board Treasurer

WEST CHESTER AREA SCHOOL DISTRICT  
CASH BALANCE STATEMENT  
AUGUST 31, 2021

CASH BALANCE JULY 31, 2021 \$ 23,457,593.83

RECEIPTS AUGUST 1, 2021 - AUGUST 31, 2021

|                                  |                   |
|----------------------------------|-------------------|
| GENERAL FUND                     | \$ 111,881,665.41 |
| CAPITAL RESERVE FUND             | \$ 87,003.98      |
| CAPITAL RESERVE FUND- FACILITIES | \$ -              |
| CAPITAL PROJECTS FUND            | \$ 2,000,000.00   |
| SPECIAL REVENUE FUND-ATHLETICS   | \$ 9,244.00       |
| TRUST FUNDS                      | \$ 378.11         |

TOTAL RECEIPTS AUGUST 1, 2021 - AUGUST 31, 2021 \$ 113,978,291.50

AVAILABLE FUNDS AUGUST 1, 2021 - AUGUST 31, 2021 \$ 137,435,885.33

DISBURSEMENTS AUGUST 1, 2021 - AUGUST 31, 2021

CHECKS & EFT'S APPROVED SEPTEMBER 27, 2021 ck #40082292-40082368,ck #40082369-40082440,ck #40082441,ck #40082442-40082525,ck #40082526-40082587,ck #40082588-40082676,eft #V1004858-V1004866,eft #V1004867-V1004878,eft #V1004879-V1004896,eft #V1004897-V1004906,eft #V1004907-V1004929

|                                | <u>CHECKS</u> | <u>EFT'S</u> | <u>TOTAL</u> |
|--------------------------------|---------------|--------------|--------------|
| GENERAL FUND                   | 2,543,430.43  | 315,815.28   | 2,859,245.71 |
| CAPITAL RESERVE FUNDS          | 509,187.53    | 2,993.38     | 512,180.91   |
| CAPITAL PROJECTS FUND          | 2,366,471.58  | 131,124.31   | 2,497,595.89 |
| SPECIAL REVENUE FUND-ATHLETICS | 3,115.56      | -            | 3,115.56     |
| TRUST FUNDS                    | 95.00         | -            | 95.00        |
| TOTAL                          | 5,422,300.10  | 449,932.97   | 5,872,233.07 |

VOIDS AND OTHER DISBURSEMENTS AUGUST 1, 2021 - AUGUST 31, 2021

|                                | <u>VOIDS</u> | <u>DEBIT MEMOS</u> | <u>INVESTMENTS</u> | <u>TOTAL</u>   |
|--------------------------------|--------------|--------------------|--------------------|----------------|
| GENERAL FUND                   | (25,895.56)  | 9,476,986.90       | 101,000,000.00     | 110,451,091.34 |
| CAPITAL RESERVE FUND           | -            | -                  | -                  | -              |
| CAPITAL PROJECTS FUND          | -            | -                  | -                  | -              |
| SPECIAL REVENUE FUND-ATHLETICS | (75.00)      | -                  | -                  | (75.00)        |
| TRUST FUNDS                    | (95.00)      | -                  | -                  | (95.00)        |
| TOTAL                          | (26,065.56)  | 9,476,986.90       | 101,000,000.00     | 110,450,921.34 |

TOTAL DISBURSEMENTS AUGUST 1, 2021 - AUGUST 31, 2021

|                                | <u>CHECKS/VOIDS</u> | <u>EFT'S/DEBIT MEMOS</u> | <u>INVESTMENTS</u> | <u>TOTAL</u>   |
|--------------------------------|---------------------|--------------------------|--------------------|----------------|
| GENERAL FUND                   | 2,517,534.87        | 9,792,802.18             | 101,000,000.00     | 113,310,337.05 |
| CAPITAL RESERVE FUND           | 509,187.53          | 2,993.38                 | -                  | 512,180.91     |
| CAPITAL PROJECTS FUND          | 2,366,471.58        | 131,124.31               | -                  | 2,497,595.89   |
| SPECIAL REVENUE FUND-ATHLETICS | 3,040.56            | -                        | -                  | 3,040.56       |
| TRUST FUNDS                    | -                   | -                        | -                  | -              |
| TOTAL                          | 5,396,234.54        | 9,926,919.87             | 101,000,000.00     | 116,323,154.41 |

CASH BALANCE AUGUST 31, 2021 \$ 21,112,730.92

WEST CHESTER AREA SCHOOL DISTRICT  
DISBURSEMENT APPROVAL REPORT  
AUGUST 31, 2021

|                                | <u>VOIDS</u>       | <u>DEBIT MEMOS</u>  | <u>INVESTMENTS</u>    | <u>TOTAL</u>          |
|--------------------------------|--------------------|---------------------|-----------------------|-----------------------|
| GENERAL FUND                   | (25,895.56)        | 9,476,986.90        | 101,000,000.00        | 110,451,091.34        |
| CAPITAL RESERVE FUND           | -                  | -                   | -                     | -                     |
| CAPITAL PROJECTS FUND          | -                  | -                   | -                     | -                     |
| SPECIAL REVENUE FUND-ATHLETICS | (75.00)            | -                   | -                     | (75.00)               |
| TRUST FUNDS                    | (95.00)            | -                   | -                     | (95.00)               |
| <b>TOTAL</b>                   | <b>(26,065.56)</b> | <b>9,476,986.90</b> | <b>101,000,000.00</b> | <b>110,450,921.34</b> |

CHECKS & EFT'S APPROVED SEPTEMBER 27, 2021 ck #40082292-40082368,ck #40082369-40082440,ck #40082441,ck #40082442-40082525,ck #40082526-40082587,ck #40082588-40082676,eft #V1004858-V1004866,eft #V1004867-V1004878,eft #V1004879-V1004896,eft #V1004897-V1004906,eft #V1004907-V1004929

|                                | <u>CHECKS</u>       | <u>EFT'S</u>      | <u>TOTAL</u>        |
|--------------------------------|---------------------|-------------------|---------------------|
| GENERAL FUND                   | 2,543,430.43        | 315,815.28        | 2,859,245.71        |
| CAPITAL RESERVE FUND           | 509,187.53          | 2,993.38          | 512,180.91          |
| CAPITAL PROJECTS FUND          | 2,366,471.58        | 131,124.31        | 2,497,595.89        |
| SPECIAL REVENUE FUND-ATHLETICS | 3,115.56            | -                 | 3,115.56            |
| TRUST FUNDS                    | 95.00               | -                 | 95.00               |
| <b>TOTAL</b>                   | <b>5,422,300.10</b> | <b>449,932.97</b> | <b>5,872,233.07</b> |

TOTAL DISBURSEMENTS FOR APPROVAL SEPTEMBER 27, 2021

|                                | <u>CHECKS/<br/>VOIDS</u> | <u>DEBIT MEMOS/<br/>EFT'S</u> | <u>INVESTMENTS</u>    | <u>TOTAL</u>          |
|--------------------------------|--------------------------|-------------------------------|-----------------------|-----------------------|
| GENERAL FUND                   | 2,517,534.87             | 9,792,802.18                  | 101,000,000.00        | 113,310,337.05        |
| CAPITAL RESERVE FUND           | 509,187.53               | 2,993.38                      | -                     | 512,180.91            |
| CAPITAL PROJECTS FUND          | 2,366,471.58             | 131,124.31                    | -                     | 2,497,595.89          |
| SPECIAL REVENUE FUND-ATHLETICS | 3,040.56                 | -                             | -                     | 3,040.56              |
| TRUST FUNDS                    | -                        | -                             | -                     | -                     |
| <b>TOTAL</b>                   | <b>5,396,234.54</b>      | <b>9,926,919.87</b>           | <b>101,000,000.00</b> | <b>116,323,154.41</b> |

## INVESTMENT BALANCE STATEMENT

Page 3

**END-OF-MONTH: August 31, 2021**

| INSTRUMENT                                     | INSTITUTION      | PURCHASE DATE | DUE DATE | % RATE | PREVIOUS Mo. Balance                            | INTEREST MONTH | AMOUNT                |
|------------------------------------------------|------------------|---------------|----------|--------|-------------------------------------------------|----------------|-----------------------|
| <b><u>GENERAL FUND</u></b>                     |                  |               |          |        |                                                 |                |                       |
| PSDLAF-General Fund Acct.                      | PSDMAX-9101063   |               | *        | 0.007% | 122,659.28                                      | 0.77           | 122,660.05            |
| INVEST-Tax Appeals Fund                        | INVEST 4-001     |               | *        | 0.010% | 286,224.54                                      | 2.50           | 286,227.04            |
| INVEST-General Fund                            | INVEST 6-001     |               | *        | 0.010% | 8,038,520.02                                    | 104.35         | 15,742,450.37         |
| CRIMs General Fund                             | Fulton Financial |               | *        |        | <u>68,057,584.33</u>                            | -1,844.89      | <u>169,055,739.44</u> |
|                                                |                  |               |          |        | <b>TOTAL GENERAL FUND AT INTEREST =</b>         |                | <b>76,504,988.17</b>  |
|                                                |                  |               |          |        |                                                 |                | <b>185,207,076.90</b> |
| <b><u>CAPITAL RESERVE FUND</u></b>             |                  |               |          |        |                                                 |                |                       |
| East Bradford Escrow 164-54                    | PLGIT/ARM 164-54 | 7/2/13        | *        | 0.02%  | 4,803.05                                        | 1.54           | 4,804.59              |
| WWT Maint. Escrow 164-60                       | PLGIT/ARM 164-60 | 4/25/16       | *        | 0.02%  | 55,017.27                                       | 18.55          | 55,035.82             |
| G.O.B. Series of 2019 164-68                   | PLGIT/ARM 164-68 | 8/27/19       | *        | 0.02%  | 312,534.25                                      | 43.14          | 312,577.39            |
| G.O.B. Series of 2021                          | PLGIT/ARM 0077   | 4/30/21       | *        | 0.02%  | 1,226.46                                        | 634.13         | 1,860.59              |
| CRIMs Capital Projects                         | Fulton Financial |               | *        |        | <u>19,220,369.72</u>                            | -1,525.06      | <u>19,218,844.66</u>  |
|                                                |                  |               |          |        | <b>TOTAL CAPITAL RESERVE FUND AT INTEREST =</b> |                | <b>19,593,950.75</b>  |
|                                                |                  |               |          |        |                                                 |                | <b>19,593,123.05</b>  |
| <b><u>CAPITAL PROJECT FUND INVESTMENTS</u></b> |                  |               |          |        |                                                 |                |                       |
| East Bradford Escrow 164-54                    | PLGIT/ARM 164-54 | 7/2/13        | *        | 0.02%  | 80,328.50                                       |                | 80,328.50             |
| WWT Maint. Escrow 164-60                       | PLGIT/ARM 164-60 | 4/25/16       | *        | 0.02%  | 968,991.10                                      |                | 968,991.10            |
| G.O.B. Series of 2019 164-68                   | PLGIT/ARM 164-68 | 8/27/19       | *        | 0.02%  | 3,005,791.86                                    |                | 1,005,791.86          |
| G.O.B. Series of 2021                          | PLGIT/ARM 0077   | 4/30/21       | *        | 0.02%  | <u>35,008,334.87</u>                            |                | <u>35,008,334.87</u>  |
|                                                |                  |               |          |        | <b>TOTAL CAPITAL PROJECT FUND AT INTEREST =</b> |                | <b>39,063,446.33</b>  |
|                                                |                  |               |          |        |                                                 |                | <b>37,063,446.33</b>  |

\*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           | 40082292     | 08/03/2021 | 1007051       | ACE HARDWARE                      | \$439.80           |
|              | 40082293     | 08/03/2021 | 1008943       | AMAZON                            | \$1,405.51         |
|              | 40082294     | 08/03/2021 | 1009303       | AMPLIFY EDUCATION INC             | \$72.00            |
|              | 40082295     | 08/03/2021 | 006750        | AMSTERDAM PRINTING & LITHO COR    | \$211.33           |
|              | 40082296     | 08/03/2021 | 091740        | TAX REFUNDS                       | \$1,171.31         |
|              | 40082297     | 08/03/2021 | 007075        | AQUA PA                           | \$6,497.63         |
|              | 40082298     | 08/03/2021 | 091740        | TAX REFUNDS                       | \$352.67           |
|              | 40082299     | 08/03/2021 | 1006591       | BAYADA HOME HEALTH CARE           | \$650.00           |
|              | 40082300     | 08/03/2021 | 1007468       | BENEFIT RESOURCE, INC.            | \$333.00           |
|              | 40082302     | 08/03/2021 | 091740        | TAX REFUNDS                       | \$1,415.27         |
|              | 40082303     | 08/03/2021 | 091740        | TAX REFUNDS                       | \$706.22           |
|              | 40082304     | 08/03/2021 | 1007181       | BUSINESSOLVER.COM, INC.           | \$2,469.72         |
|              | 40082305     | 08/03/2021 | 091740        | TAX REFUNDS                       | \$1,150.68         |
|              | 40082306     | 08/03/2021 | 020465        | CAMPHILL SPECIAL SCHOOLS, INC.    | \$43,433.00        |
|              | 40082307     | 08/03/2021 | 1009292       | CARR & DUFF INC                   | \$758.00           |
|              | 40082309     | 08/03/2021 | 023620        | CHESTER COUNTY HISTORICAL SOCIETY | \$140.00           |
|              | 40082310     | 08/03/2021 | 091740        | TAX REFUNDS                       | \$451.61           |
|              | 40082311     | 08/03/2021 | 091740        | TAX REFUNDS                       | \$411.88           |
|              | 40082312     | 08/03/2021 | 091740        | TAX REFUNDS                       | \$529.40           |
|              | 40082313     | 08/03/2021 | 1009030       | COOPER, MR. & MRS. DARYL          | \$6,533.67         |
|              | 40082314     | 08/03/2021 | 1008424       | CRYSTAL SPRINGS                   | \$113.94           |
|              | 40082315     | 08/03/2021 | 1000482       | DELAWARE VALLEY FRIENDS SCHOOL    | \$40,885.00        |
|              | 40082316     | 08/03/2021 | 1001584       | DELTA-T GROUP, INC.               | \$3,457.36         |
|              | 40082317     | 08/03/2021 | 091740        | TAX REFUNDS                       | \$1,812.07         |
|              | 40082318     | 08/03/2021 | 091740        | TAX REFUNDS                       | \$149.83           |
|              | 40082319     | 08/03/2021 | 091740        | TAX REFUNDS                       | \$461.23           |
|              | 40082320     | 08/03/2021 | 1009307       | ERBACHER, THERESA A.              | \$2,500.00         |
|              | 40082321     | 08/03/2021 | 042490        | FEDERAL EXPRESS CORP              | \$28.07            |
|              | 40082322     | 08/03/2021 | 1009284       | FESTIVAL FUN PARKS                | \$719.76           |
|              | 40082323     | 08/03/2021 | 1006249       | GENERAL HEALTHCARE RESOURCES INC  | \$5,916.07         |
|              | 40082324     | 08/03/2021 | 091740        | TAX REFUNDS                       | \$419.49           |
|              | 40082325     | 08/03/2021 | 050075        | GREAT AMERICA FINANCIAL SERVICES  | \$4,599.36         |
|              | 40082326     | 08/03/2021 | 091740        | TAX REFUNDS                       | \$1,159.11         |
|              | 40082328     | 08/03/2021 | 1008825       | HOME DEPOT PRO, THE               | \$3,865.93         |
|              | 40082329     | 08/03/2021 | 1007202       | IXL LEARNING                      | \$15,558.00        |
|              | 40082330     | 08/03/2021 | 1009278       | KALBACH, ALICIA                   | \$1,430.00         |
|              | 40082331     | 08/03/2021 | 1009073       | KELLY SERVICES INC                | \$12,410.44        |
|              | 40082333     | 08/03/2021 | 091740        | TAX REFUNDS                       | \$412.83           |
|              | 40082334     | 08/03/2021 | 091740        | TAX REFUNDS                       | \$840.97           |

**West Chester Area School District  
Check Register**

| Fund Charged      | Check Number      | Check Date | Vendor Number | Vendor Name                        | Transaction Amount           |                     |
|-------------------|-------------------|------------|---------------|------------------------------------|------------------------------|---------------------|
| 01                | 40082335          | 08/03/2021 | 065200        | KRAPF JR & SON INC GEORGE          | \$413.97                     |                     |
|                   | 40082336          | 08/03/2021 | 091740        | TAX REFUNDS                        | \$2,831.34                   |                     |
|                   | 40082337          | 08/03/2021 | 073020        | MCMASTER-CARR SUPPLY CO            | \$511.88                     |                     |
|                   | 40082340          | 08/03/2021 | 080190        | PA DEPT OF LABOR & INDUSTRY-B      | \$545.32                     |                     |
|                   | 40082341          | 08/03/2021 | 080100        | PAECT,                             | \$35.00                      |                     |
|                   | 40082342          | 08/03/2021 | 082830        | POSTMASTER OF WEST CHESTER         | \$2,061.71                   |                     |
|                   | 40082343          | 08/03/2021 | 1005348       | PREPARING ADOLESCENTS WITH AUTISM  | \$40,000.00                  |                     |
|                   | 40082344          | 08/03/2021 | 1000303       | PROQUEST                           | \$5,150.00                   |                     |
|                   | 40082345          | 08/03/2021 | 1007519       | RAINBOW PRINTING AND ULTRA PLASTIC | \$646.00                     |                     |
|                   | 40082346          | 08/03/2021 | 1009312       | RETHINK AUTISM INC                 | \$9,380.00                   |                     |
|                   | 40082347          | 08/03/2021 | 091740        | TAX REFUNDS                        | \$18.04                      |                     |
|                   | 40082348          | 08/03/2021 | 1009163       | SAF-GARD SAFETY SHOE CO.           | \$299.97                     |                     |
|                   | 40082349          | 08/03/2021 | 091740        | TAX REFUNDS                        | \$569.89                     |                     |
|                   | 40082351          | 08/03/2021 | 1003412       | SIEMENS FIRE SAFETY DIVISION       | \$6,460.00                   |                     |
|                   | 40082353          | 08/03/2021 | 091740        | TAX REFUNDS                        | \$449.00                     |                     |
|                   | 40082355          | 08/03/2021 | 029320        | TRUSTMARK HEALTH BENEFITS INC      | \$1,584.00                   |                     |
|                   | 40082356          | 08/03/2021 | 1007699       | US MEDICAL STAFFING, INC.          | \$4,792.28                   |                     |
|                   | 40082357          | 08/03/2021 | 1002676       | VERIZON WIRELESS                   | \$1,322.69                   |                     |
|                   | 40082359          | 08/03/2021 | 049790        | W. W. GRAINGER, INC.               | \$866.86                     |                     |
|                   | 40082360          | 08/03/2021 | 091740        | TAX REFUNDS                        | \$979.71                     |                     |
|                   | 40082362          | 08/03/2021 | 091740        | TAX REFUNDS                        | \$941.86                     |                     |
|                   | 40082364          | 08/03/2021 | 091740        | TAX REFUNDS                        | \$1,038.66                   |                     |
|                   | 40082365          | 08/03/2021 | 1003574       | WILLIS TOWERS WATSON NORTHEAST INC | \$49,500.00                  |                     |
|                   | 40082366          | 08/03/2021 | 098060        | WILSON LANGUAGE TRAINING CORP      | \$91,990.46                  |                     |
|                   | 40082367          | 08/03/2021 | 091740        | TAX REFUNDS                        | \$529.24                     |                     |
|                   | 40082368          | 08/03/2021 | 091740        | TAX REFUNDS                        | \$1,020.16                   |                     |
|                   | <b>01 - Total</b> |            |               |                                    |                              | <b>\$389,810.20</b> |
|                   | 22                | 40082308   | 08/03/2021    | 021581                             | CDW GOVERNMENT, INC          | \$31,680.00         |
|                   | <b>22 - Total</b> |            |               |                                    |                              | <b>\$31,680.00</b>  |
|                   | 27                | 40082332   | 08/03/2021    | 1008531                            | KEYSTONE SPORTS CONSTRUCTION | \$77,314.00         |
| 40082339          |                   | 08/03/2021 | 1008971       | P. C. CURRY FLOOR COVERING INC     | \$76,635.00                  |                     |
| 40082352          |                   | 08/03/2021 | 1004437       | SNYDER HOFFMAN ASSOCIATES, INC.    | \$270.00                     |                     |
| <b>27 - Total</b> |                   |            |               |                                    | <b>\$154,219.00</b>          |                     |
| 30                | 40082301          | 08/03/2021 | 1008879       | BLUEFIN LLC                        | \$5,200.00                   |                     |
|                   | 40082327          | 08/03/2021 | 1007152       | GUY M. COOPER, INC.                | \$3,068.50                   |                     |
|                   | 40082338          | 08/03/2021 | 1009028       | METAL ALLIANCE INC                 | \$402,741.00                 |                     |
|                   | 40082350          | 08/03/2021 | 1007154       | SHA-NIC, INC.                      | \$221,792.49                 |                     |

**West Chester Area School District  
Check Register**

| Fund Charged           | Check Number   | Check Date | Vendor Number | Vendor Name                     | Transaction Amount    |
|------------------------|----------------|------------|---------------|---------------------------------|-----------------------|
| 30                     | 40082354       | 08/03/2021 | 1008647       | TRAFFIC PLANNING AND DESIGN INC | \$571.25              |
|                        | 40082358       | 08/03/2021 | 1007680       | VISION MECHANICAL, INC.         | \$5,640.15            |
|                        | 40082361       | 08/03/2021 | 1008854       | WATTS SERVICES LLC              | \$688,973.25          |
|                        | 40082363       | 08/03/2021 | 097430        | WESTTOWN TOWNSHIP               | \$32,929.24           |
| <b>30</b>              | <b>- Total</b> |            |               |                                 | <b>\$1,360,915.88</b> |
| 50                     | 80039450       | 08/03/2021 | 1007768       | PLAYSCRIPTS INC                 | \$1,385.00            |
| <b>50</b>              | <b>- Total</b> |            |               |                                 | <b>\$1,385.00</b>     |
| 51                     | 80039451       | 08/03/2021 | 028984        | WATERLOGIC EAST LLC             | \$291.44              |
| <b>51</b>              | <b>- Total</b> |            |               |                                 | <b>\$291.44</b>       |
| 80                     | 50001663       | 08/03/2021 | 090800        | STUDENT REFUNDS & REIMBURSMNT   | \$93.90               |
| <b>80</b>              | <b>- Total</b> |            |               |                                 | <b>\$93.90</b>        |
| <b>Overall - Total</b> |                |            |               |                                 | <b>\$1,938,395.42</b> |

## West Chester Area School District Electronic Funds Transfer Register

| Fund Charged           | Check Number | Check Date | Vendor Number | Vendor Name                  | Transaction Amount |
|------------------------|--------------|------------|---------------|------------------------------|--------------------|
| 01                     | V1004858     | 08/03/2021 | 032952        | DENNEY ELECTRIC SUPPLY       | \$97.70            |
|                        | V1004859     | 08/03/2021 | 043210        | FISHER & SON COMPANY INC     | \$693.26           |
|                        | V1004860     | 08/03/2021 | 064810        | KNOX EQUIPMENT RENTALS INC   | \$145.47           |
|                        | V1004861     | 08/03/2021 | 065420        | L.J.C. DISTRIBUTORS          | \$405.00           |
|                        | V1004862     | 08/03/2021 | 075220        | MUSIC & ARTS CENTERS         | \$983.46           |
|                        | V1004863     | 08/03/2021 | 080980        | PENN OFFICE PRODUCTS         | \$1,445.31         |
|                        | V1004864     | 08/03/2021 | 086710        | SCHOOL SPECIALTY LLC         | \$2,332.46         |
|                        | V1004865     | 08/03/2021 | 1000679       | SHERWIN WILLIAMS             | \$38.82            |
|                        | V1004866     | 08/03/2021 | 1003378       | SOCIAL THINKING              | \$129.85           |
| <b>01 - Total</b>      |              |            |               |                              | <b>\$6,271.33</b>  |
| 50                     | V5000420     | 08/03/2021 | 095760        | WEINSTEIN SUPPLY CORPORATION | \$694.00           |
| <b>50 - Total</b>      |              |            |               |                              | <b>\$694.00</b>    |
| 51                     | V5000421     | 08/03/2021 | 075220        | MUSIC & ARTS CENTERS         | \$104.91           |
| <b>51 - Total</b>      |              |            |               |                              | <b>\$104.91</b>    |
| <b>Overall - Total</b> |              |            |               |                              | <b>\$7,070.24</b>  |

**West Chester Area School District  
Check Register**

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40082369     | 08/09/2021 | 1007456       | 21ST CENTURY MEDIA NEWSPAPERS LLC  | \$115.11           |
|              | 40082370     | 08/09/2021 | 1003432       | AHOLD FINANCIAL SERVICES           | \$128.45           |
|              | 40082371     | 08/09/2021 | 1008943       | AMAZON                             | \$2,561.66         |
|              | 40082372     | 08/09/2021 | 1006528       | AMERICAN BACKFLOW PRODUCTS COMPANY | \$482.52           |
|              | 40082374     | 08/09/2021 | 007075        | AQUA PA                            | \$13,279.25        |
|              | 40082375     | 08/09/2021 | 008510        | ASCD                               | \$59.00            |
|              | 40082376     | 08/09/2021 | 009710        | B & H PHOTO                        | \$347.00           |
|              | 40082377     | 08/09/2021 | 010830        | BARNES & NOBLE INC.                | \$99.80            |
|              | 40082378     | 08/09/2021 | 011473        | BEARINGS, BELTS & CHAIN, INC       | \$80.28            |
|              | 40082380     | 08/09/2021 | 014300        | BLICK ART MATERIALS                | \$62.42            |
|              | 40082381     | 08/09/2021 | 015300        | BOROUGH OF WEST CHESTER            | \$359.59           |
|              | 40082383     | 08/09/2021 | 017340        | BSN SPORTS LLC                     | \$1,226.56         |
|              | 40082385     | 08/09/2021 | 1009033       | DANIELS, MARY                      | \$328.60           |
|              | 40082386     | 08/09/2021 | 1001584       | DELTA-T GROUP, INC.                | \$2,044.11         |
|              | 40082387     | 08/09/2021 | 035280        | DISTRICT ONE ATHLETIC DIR ASSN     | \$50.00            |
|              | 40082388     | 08/09/2021 | 035280        | DISTRICT ONE ATHLETIC DIR ASSN     | \$50.00            |
|              | 40082389     | 08/09/2021 | 1008659       | EDPUZZLE INC                       | \$4,350.00         |
|              | 40082390     | 08/09/2021 | 1009311       | EDUCATION LAW PARTNERS PC          | \$5,000.00         |
|              | 40082391     | 08/09/2021 | 1000507       | ENCYCLOPEDIA BRITANNICA INC        | \$4,483.00         |
|              | 40082392     | 08/09/2021 | 1003001       | EPS-SCHOOL SPECIALTY               | \$116.48           |
|              | 40082393     | 08/09/2021 | 1008105       | EXPLORELEARNING LLC                | \$5,895.00         |
|              | 40082394     | 08/09/2021 | 042520        | FERGUSON ENT., INC. #501           | \$10.65            |
|              | 40082395     | 08/09/2021 | 1009316       | FERRIS, JULIE                      | \$179.20           |
|              | 40082396     | 08/09/2021 | 1007608       | FICK EDUCATIONAL SERVICES, LLC     | \$5,812.50         |
|              | 40082397     | 08/09/2021 | 1006249       | GENERAL HEALTHCARE RESOURCES INC   | \$5,780.56         |
|              | 40082398     | 08/09/2021 | 050075        | GREAT AMERICA FINANCIAL SERVICES   | \$2,184.76         |
|              | 40082399     | 08/09/2021 | 1007808       | IMPERIAL BAG & PAPER               | \$4,023.59         |
|              | 40082400     | 08/09/2021 | 1007714       | INTRADO INTERACTIVE SERVICES CORP  | \$20,400.00        |
|              | 40082403     | 08/09/2021 | 1000345       | KADES-MARGOLIS CAPITAL             | \$200.00           |
|              | 40082404     | 08/09/2021 | 1009278       | KALBACH, ALICIA                    | \$1,430.00         |
|              | 40082406     | 08/09/2021 | 1009073       | KELLY SERVICES INC                 | \$3,493.04         |
|              | 40082408     | 08/09/2021 | 065200        | KRAPF JR & SON INC GEORGE          | \$76,263.28        |
|              | 40082409     | 08/09/2021 | 065710        | LAKESHORE LEARNING MATERIALS       | \$381.54           |
|              | 40082410     | 08/09/2021 | 1000346       | LINCOLN INVESTMENT PLANNING, INC.  | \$625.00           |
|              | 40082411     | 08/09/2021 | 069270        | MACGILL & CO, WILLIAM V.           | \$221.53           |
|              | 40082412     | 08/09/2021 | 1008942       | MEDIA LEADERS LLC                  | \$9,950.00         |
|              | 40082413     | 08/09/2021 | 1000348       | METROPOLITAN LIFE INSURANCE CO.    | \$138.89           |
|              | 40082414     | 08/09/2021 | 1007168       | MICHAELS STORE # 4806              | \$110.70           |
|              | 40082415     | 08/09/2021 | 1006622       | MULCH & MORE                       | \$176.74           |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                    | Transaction Amount |
|--------------|--------------|------------|---------------|--------------------------------|--------------------|
| 01           | 40082416     | 08/09/2021 | 077180        | MUSIC IN MOTION                | \$301.10           |
|              | 40082417     | 08/09/2021 | 079580        | OFFICE BASICS INC              | \$23,708.00        |
|              | 40082421     | 08/09/2021 | 082150        | PECO ENERGY COMPANY            | \$5,455.34         |
|              | 40082422     | 08/09/2021 | 082150        | PECO ENERGY COMPANY            | \$196,915.21       |
|              | 40082423     | 08/09/2021 | 1004467       | PIAA DISTRICT ONE              | \$700.00           |
|              | 40082424     | 08/09/2021 | 081155        | PIAA FOUNDATION                | \$250.00           |
|              | 40082425     | 08/09/2021 | 1008210       | PTCFAST.COM                    | \$100.00           |
|              | 40082426     | 08/09/2021 | 008190        | QUADIENT LEASING USA INC       | \$1,050.69         |
|              | 40082427     | 08/09/2021 | 1005844       | RELIANCE STANDARD LIFE         | \$23,115.64        |
|              | 40082428     | 08/09/2021 | 1008746       | RENAISSANCE LEARNING INC       | \$32,440.00        |
|              | 40082429     | 08/09/2021 | 1007167       | BLACKBOARD INC.                | \$46,591.09        |
|              | 40082430     | 08/09/2021 | 090875        | STROUD WATER RESEARCH CENTER   | \$90.76            |
|              | 40082431     | 08/09/2021 | 1005662       | SWEETWATER SOUND, INC.         | \$3,064.00         |
|              | 40082432     | 08/09/2021 | 091495        | T MOBILE                       | \$1,616.00         |
|              | 40082433     | 08/09/2021 | 1008751       | TRANE SUPPLY                   | \$167.76           |
|              | 40082434     | 08/09/2021 | 093600        | UNITED REFRIGERATION CO        | \$221.70           |
|              | 40082435     | 08/09/2021 | 093395        | US GAMES                       | \$1,216.87         |
|              | 40082436     | 08/09/2021 | 1007837       | VOYAGER SOPRIS LEARNING, INC.  | \$8,454.16         |
|              | 40082437     | 08/09/2021 | 095412        | WAREHOUSE BATTERY OUTLET       | \$28.52            |
| 40082438     | 08/09/2021   | 1000058    | TRUMARK FCU   | \$1,197.36                     |                    |
| 01           | - Total      |            |               |                                | \$519,185.01       |
| 22           | 40082379     | 08/09/2021 | 012700        | BERKHEIMER ASSOC H A           | \$47,135.25        |
|              | 40082418     | 08/09/2021 | 079550        | OFFICE DEPOT                   | \$2,864.56         |
| 22           | - Total      |            |               |                                | \$49,999.81        |
| 27           | 40082407     | 08/09/2021 | 1008531       | KEYSTONE SPORTS CONSTRUCTION   | \$196,041.84       |
|              | 40082440     | 08/09/2021 | 1008068       | WILLIAMS SCOTSMAN, INC         | \$5,871.62         |
| 27           | - Total      |            |               |                                | \$201,913.46       |
| 29           | 40082419     | 08/09/2021 | 9139          | PATTERSON, RICHARD             | \$75.00            |
| 29           | - Total      |            |               |                                | \$75.00            |
| 30           | 40082382     | 08/09/2021 | 015790        | BOYLE'S FLOOR & WINDOW COVERNG | \$25,401.00        |
|              | 40082384     | 08/09/2021 | 1008820       | CHARLES A. HIGGINS & SONS, INC | \$4,605.00         |
|              | 40082401     | 08/09/2021 | 1002239       | ISIGN                          | \$19,300.00        |
|              | 40082402     | 08/09/2021 | 1006736       | JBM MECHANICAL, INC.           | \$188,082.06       |
|              | 40082405     | 08/09/2021 | 1004476       | KCBA ARCHITECTS                | \$7,569.80         |
|              | 40082420     | 08/09/2021 | 082140        | PECO ENERGY                    | \$1,432.80         |

**West Chester Area School District  
Check Register**

| Fund Charged           | Check Number | Check Date | Vendor Number | Vendor Name                    | Transaction Amount    |
|------------------------|--------------|------------|---------------|--------------------------------|-----------------------|
| 30                     | - Total      |            |               |                                | \$246,390.66          |
| 40                     | 40082439     | 08/09/2021 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$95.00               |
| 40                     | - Total      |            |               |                                | \$95.00               |
| 51                     | 80039452     | 08/09/2021 | 1004513       | PURE HEALTH SOLUTIONS INC      | \$44.00               |
| 51                     | - Total      |            |               |                                | \$44.00               |
| 80                     | 50001664     | 08/09/2021 | 1005754       | ARAMARK SERVICES INC.          | \$217,994.10          |
|                        | 50001665     | 08/09/2021 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$4.05                |
|                        | 50001666     | 08/09/2021 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$50.80               |
| 80                     | - Total      |            |               |                                | \$218,048.95          |
| <b>Overall - Total</b> |              |            |               |                                | <b>\$1,235,751.89</b> |

## West Chester Area School District Electronic Funds Transfer Register

| Fund Charged           | Check Number | Check Date | Vendor Number | Vendor Name                  | Transaction Amount |
|------------------------|--------------|------------|---------------|------------------------------|--------------------|
| 01                     | V1004867     | 08/09/2021 | 1005433       | COLT PLUMBING                | \$143.92           |
|                        | V1004868     | 08/09/2021 | 043500        | FLINN SCIENTIFIC             | \$267.91           |
|                        | V1004869     | 08/09/2021 | 065400        | KURTZ BROS                   | \$450.20           |
|                        | V1004870     | 08/09/2021 | 080980        | PENN OFFICE PRODUCTS         | \$3,899.65         |
|                        | V1004871     | 08/09/2021 | 084465        | REALLY GOOD STUFF            | \$1,230.24         |
|                        | V1004872     | 08/09/2021 | 1007124       | REPUBLIC SERVICES, INC.      | \$5,474.83         |
|                        | V1004873     | 08/09/2021 | 086700        | SCHOOL HEALTH CORPORATION    | \$43.00            |
|                        | V1004874     | 08/09/2021 | 086710        | SCHOOL SPECIALTY LLC         | \$65.90            |
|                        | V1004876     | 08/09/2021 | 094345        | UNRUH, TURNER, BURKE & FREES | \$10,166.96        |
|                        | V1004878     | 08/09/2021 | 097010        | WEST MUSIC CO.               | \$3,013.65         |
| <b>01 - Total</b>      |              |            |               |                              | <b>\$24,756.26</b> |
| 22                     | V1004877     | 08/09/2021 | 094820        | VIRCO INC.                   | \$2,070.60         |
| <b>22 - Total</b>      |              |            |               |                              | <b>\$2,070.60</b>  |
| 30                     | V1004875     | 08/09/2021 | 1001416       | ULINE                        | \$364.32           |
|                        | V1004876     | 08/09/2021 | 094345        | UNRUH, TURNER, BURKE & FREES | \$4,305.59         |
| <b>30 - Total</b>      |              |            |               |                              | <b>\$4,669.91</b>  |
| <b>Overall - Total</b> |              |            |               |                              | <b>\$31,496.77</b> |



**West Chester Area School District  
Check Register**

| <b>Fund Charged</b>    | <b>Check Number</b> | <b>Check Date</b> | <b>Vendor Number</b> | <b>Vendor Name</b>         | <b>Transaction Amount</b> |
|------------------------|---------------------|-------------------|----------------------|----------------------------|---------------------------|
| 01                     | 40082441            | 08/16/2021        | 082830               | POSTMASTER OF WEST CHESTER | \$810.98                  |
| <b>01 - Total</b>      |                     |                   |                      |                            | <b>\$810.98</b>           |
| <b>Overall - Total</b> |                     |                   |                      |                            | <b>\$810.98</b>           |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                      | Transaction Amount |
|--------------|--------------|------------|---------------|----------------------------------|--------------------|
| 01           | 40082442     | 08/17/2021 | 1006947       | A. G. MAURO COMPANY              | \$450.00           |
|              | 40082443     | 08/17/2021 | 1003244       | ABINGTON SCHOOL DISTRICT         | \$200.00           |
|              | 40082444     | 08/17/2021 | 1008964       | ACCELERATE EDUCATION INC         | \$22,893.00        |
|              | 40082445     | 08/17/2021 | 001525        | ADI                              | \$1,388.78         |
|              | 40082446     | 08/17/2021 | 1001574       | AG INDUSTRIAL, INC.              | \$2,117.00         |
|              | 40082447     | 08/17/2021 | 1003432       | AHOLD FINANCIAL SERVICES         | \$175.06           |
|              | 40082448     | 08/17/2021 | 1008943       | AMAZON                           | \$2,155.44         |
|              | 40082449     | 08/17/2021 | 007075        | AQUA PA                          | \$192.47           |
|              | 40082450     | 08/17/2021 | 007351        | ARAMARK UNIFORM SERVICES         | \$235.28           |
|              | 40082451     | 08/17/2021 | 008510        | ASCD                             | \$397.00           |
|              | 40082452     | 08/17/2021 | 1006591       | BAYADA HOME HEALTH CARE          | \$1,137.50         |
|              | 40082453     | 08/17/2021 | 011440        | BECKER'S SCHOOL SUPPLIES         | \$55.34            |
|              | 40082454     | 08/17/2021 | 011860        | BENCHMARK SCHOOL                 | \$14,420.00        |
|              | 40082455     | 08/17/2021 | 014300        | BLICK ART MATERIALS              | \$918.85           |
|              | 40082456     | 08/17/2021 | 015790        | BOYLE'S FLOOR & WINDOW COVERNG   | \$420.00           |
|              | 40082457     | 08/17/2021 | 1009205       | BRISTOL TOWNSHIP SCHOOL DISTRICT | \$9,536.00         |
|              | 40082458     | 08/17/2021 | 016520        | BROOKE & ASSOCIATES, ROBERT      | \$1,465.00         |
|              | 40082461     | 08/17/2021 | 023755        | CHESTER COUNTY INT UNIT # 24     | \$21,486.63        |
|              | 40082462     | 08/17/2021 | 030700        | DAILY LOCAL NEWS                 | \$1,185.48         |
|              | 40082463     | 08/17/2021 | 1001785       | DAKTRONICS                       | \$70.00            |
|              | 40082464     | 08/17/2021 | 1009033       | DANIELS, MARY                    | \$69.18            |
|              | 40082465     | 08/17/2021 | 1000482       | DELAWARE VALLEY FRIENDS SCHOOL   | \$39,000.00        |
|              | 40082466     | 08/17/2021 | 1001584       | DELTA-T GROUP, INC.              | \$2,644.12         |
|              | 40082467     | 08/17/2021 | 1005210       | DIRECT ENERGY BUSINESS           | \$2.93             |
|              | 40082468     | 08/17/2021 | 037255        | ECONOMY GLASS SPECIALISTS        | \$526.00           |
|              | 40082469     | 08/17/2021 | 042520        | FERGUSON ENT., INC. #501         | \$276.59           |
|              | 40082470     | 08/17/2021 | 1008368       | FLEXIP SOLUTIONS INC             | \$4,765.12         |
|              | 40082471     | 08/17/2021 | 1009281       | FLOORS & FIREPROOFING LLC        | \$5,000.00         |
|              | 40082474     | 08/17/2021 | 1000942       | GARNET VALLEY HIGH SCHOOL        | \$325.00           |
|              | 40082475     | 08/17/2021 | 049690        | GOVCONNECTION, INC               | \$838.67           |
|              | 40082476     | 08/17/2021 | 1000328       | GRAVELY HOCKESSIN                | \$3,778.56         |
|              | 40082477     | 08/17/2021 | 090800        | STUDENT REFUNDS & REIMBURSMET    | \$344.50           |
|              | 40082478     | 08/17/2021 | 1009267       | HANDS UP EDUCATION COMMUNITY     | \$16,407.00        |
|              | 40082479     | 08/17/2021 | 054645        | HILLYARD, INC.                   | \$2,320.00         |
|              | 40082480     | 08/17/2021 | 056400        | HOUGHTON MIFFLIN HARCOURT CO     | \$10,492.58        |
|              | 40082481     | 08/17/2021 | 1007808       | IMPERIAL BAG & PAPER             | \$1,464.62         |
|              | 40082482     | 08/17/2021 | 1007905       | ISOLVED HCM LLC                  | \$1,552.75         |
|              | 40082483     | 08/17/2021 | 1009179       | JOHN & JULIE COTTAGE             | \$27,479.04        |
|              | 40082484     | 08/17/2021 | 1007681       | JOTTAN, INC.                     | \$1,321.94         |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                         | Transaction Amount |
|--------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01           | 40082485     | 08/17/2021 | 1009278       | KALBACH, ALICIA                     | \$1,430.00         |
|              | 40082486     | 08/17/2021 | 1007627       | KAMOR-BARNES, HEATHER               | \$2,528.75         |
|              | 40082487     | 08/17/2021 | 1008553       | KAPCZYNSKI, STEPHEN & KRISTA        | \$4,382.50         |
|              | 40082488     | 08/17/2021 | 1009073       | KELLY SERVICES INC                  | \$15,094.95        |
|              | 40082489     | 08/17/2021 | 065200        | KRAPF JR & SON INC GEORGE           | \$6,978.55         |
|              | 40082490     | 08/17/2021 | 065710        | LAKESHORE LEARNING MATERIALS        | \$775.50           |
|              | 40082491     | 08/17/2021 | 1009269       | LIMBACH COMPANY                     | \$7,865.00         |
|              | 40082492     | 08/17/2021 | 069270        | MACGILL & CO, WILLIAM V.            | \$500.46           |
|              | 40082493     | 08/17/2021 | 1006731       | MADONNA, RYAN ANTHONY               | \$300.00           |
|              | 40082494     | 08/17/2021 | 073020        | MCMASTER-CARR SUPPLY CO             | \$1,120.07         |
|              | 40082495     | 08/17/2021 | 073860        | METROPOLITAN COMMUNICATIONS         | \$5,700.00         |
|              | 40082496     | 08/17/2021 | 073860        | METROPOLITAN COMMUNICATIONS         | \$4,940.00         |
|              | 40082497     | 08/17/2021 | 077430        | NATIONAL ASSOC FOR MUSIC ED         | \$660.00           |
|              | 40082498     | 08/17/2021 | 1009242       | NAVIGATE360                         | \$42,287.99        |
|              | 40082499     | 08/17/2021 | 079660        | OCCUPATIONAL HEALTH CENTER          | \$562.80           |
|              | 40082500     | 08/17/2021 | 1009251       | O'FLYNN, MR & MRS. DENNIS           | \$25,575.00        |
|              | 40082501     | 08/17/2021 | 077475        | NAPA AUTO PARTS                     | \$985.85           |
|              | 40082502     | 08/17/2021 | 1008316       | PEAR DECK INC                       | \$8,719.30         |
|              | 40082503     | 08/17/2021 | 1008674       | PENNSYLVANIA PAPER & SUPPLY CO. INC | \$1,683.70         |
|              | 40082504     | 08/17/2021 | 082445        | PIPE LINE PLASTICS, INC             | \$163.50           |
|              | 40082505     | 08/17/2021 | 1009279       | PUT IN CUPS LLC                     | \$125.00           |
|              | 40082506     | 08/17/2021 | 1005267       | RICOH USA, INC.                     | \$243.10           |
|              | 40082507     | 08/17/2021 | 086660        | SCHOLASTIC MAGAZINES                | \$5,376.76         |
|              | 40082508     | 08/17/2021 | 1008533       | SEESAW LEARNING                     | \$37,416.41        |
|              | 40082509     | 08/17/2021 | 1008459       | SHELLER OIL COMPANY                 | \$6,790.24         |
|              | 40082510     | 08/17/2021 | 090890        | STRATFORD FRIENDS SCHOOL            | \$43,000.00        |
|              | 40082511     | 08/17/2021 | 091390        | SWANSON, INC., ROBERT S             | \$103.00           |
|              | 40082512     | 08/17/2021 | 1008422       | TELESYSTEM                          | \$6,240.09         |
|              | 40082513     | 08/17/2021 | 1006474       | TRI-STATE ELEVATOR COMPANY, INC.    | \$290.75           |
|              | 40082514     | 08/17/2021 | 082220        | TURF EQUIPMENT AND SUPPLY COMPANY   | \$275.87           |
|              | 40082515     | 08/17/2021 | 1009143       | ULTIMATESLP                         | \$64.75            |
|              | 40082516     | 08/17/2021 | 093600        | UNITED REFRIGERATION CO             | \$934.81           |
|              | 40082517     | 08/17/2021 | 1007699       | US MEDICAL STAFFING, INC.           | \$3,736.93         |
|              | 40082518     | 08/17/2021 | 1007837       | VOYAGER SOPRIS LEARNING, INC.       | \$3,658.05         |
|              | 40082519     | 08/17/2021 | 049790        | W. W. GRAINGER, INC.                | \$467.02           |
|              | 40082520     | 08/17/2021 | 1001316       | WASHINGTON MUSIC CENTER, INC.       | \$5,291.35         |
|              | 40082521     | 08/17/2021 | 097000        | WEST GOSHEN TOWNSHIP                | \$638.10           |
|              | 40082522     | 08/17/2021 | 097096        | WEST WHITELAND TOWNSHIP             | \$5,472.26         |
|              | 40082523     | 08/17/2021 | 097960        | WIGGINS SHREDDING                   | \$89.00            |

**West Chester Area School District  
Check Register**

| Fund Charged           | Check Number | Check Date | Vendor Number | Vendor Name              | Transaction Amount    |
|------------------------|--------------|------------|---------------|--------------------------|-----------------------|
| 01                     | 40082524     | 08/17/2021 | 1004776       | WINDVIEW ATHLETIC FIELDS | \$7,500.00            |
|                        | 40082525     | 08/17/2021 | 1000225       | WOODLYNDE SCHOOL         | \$12,228.96           |
| <b>01 - Total</b>      |              |            |               |                          | <b>\$471,703.80</b>   |
| 22                     | 40082460     | 08/17/2021 | 021581        | CDW GOVERNMENT, INC      | \$14,850.00           |
|                        | 40082472     | 08/17/2021 | 1009010       | FS.COM INC               | \$4,441.94            |
| <b>22 - Total</b>      |              |            |               |                          | <b>\$19,291.94</b>    |
| 30                     | 40082459     | 08/17/2021 | 1009305       | BSS CONTRACTORS LLC      | \$55,237.50           |
|                        | 40082473     | 08/17/2021 | 1008855       | GARLAND DBS INC          | \$475,969.34          |
| <b>30 - Total</b>      |              |            |               |                          | <b>\$531,206.84</b>   |
| 50                     | 80039453     | 08/17/2021 | 1007768       | PLAYSCRIPTS INC          | \$50.00               |
| <b>50 - Total</b>      |              |            |               |                          | <b>\$50.00</b>        |
| 51                     | 80039454     | 08/17/2021 | 1008728       | CLASSIC DINER 2          | \$1,425.00            |
|                        | 80039455     | 08/17/2021 | 1008991       | COUCH TOMATO             | \$168.66              |
| <b>51 - Total</b>      |              |            |               |                          | <b>\$1,593.66</b>     |
| <b>Overall - Total</b> |              |            |               |                          | <b>\$1,023,846.24</b> |

## West Chester Area School District Electronic Funds Transfer Register

| Fund Charged           | Check Number | Check Date | Vendor Number                | Vendor Name                         | Transaction Amount  |
|------------------------|--------------|------------|------------------------------|-------------------------------------|---------------------|
| 01                     | V1004879     | 08/17/2021 | 1007696                      | AARDVARK PEST CONTROL SERVICES INC. | \$1,135.00          |
|                        | V1004880     | 08/17/2021 | 026352                       | COLLINS SPORTS MEDICINE             | \$720.19            |
|                        | V1004881     | 08/17/2021 | 1005433                      | COLT PLUMBING                       | \$436.03            |
|                        | V1004882     | 08/17/2021 | 032900                       | DEMCO , INC.                        | \$252.28            |
|                        | V1004883     | 08/17/2021 | 030755                       | DGF PRODUCTS                        | \$28,111.87         |
|                        | V1004884     | 08/17/2021 | 036928                       | EAGLE POWER TURF & TRACTOR          | \$1,453.44          |
|                        | V1004885     | 08/17/2021 | 1003700                      | EPIC DEVELOPMENT SERVICES           | \$6,395.67          |
|                        | V1004886     | 08/17/2021 | 042300                       | FAULKNER PONTIAC BUICK              | \$961.31            |
|                        | V1004887     | 08/17/2021 | 043605                       | FOX ROTHSCHILD LLP                  | \$1,092.00          |
|                        | V1004888     | 08/17/2021 | 057935                       | IMPACT APPLICATIONS, INC            | \$17.00             |
|                        | V1004889     | 08/17/2021 | 073860                       | METROPOLITAN COMMUNICATIONS         | \$25,237.95         |
|                        | V1004890     | 08/17/2021 | 080980                       | PENN OFFICE PRODUCTS                | \$1,848.16          |
|                        | V1004891     | 08/17/2021 | 1007408                      | PROASYS INC.                        | \$2,275.00          |
|                        | V1004892     | 08/17/2021 | 092000                       | TAYLORS MUSIC STORE                 | \$9,681.99          |
|                        | V1004895     | 08/17/2021 | 1006367                      | WB MASON COMPANY                    | \$11,163.71         |
| V1004896               | 08/17/2021   | 095760     | WEINSTEIN SUPPLY CORPORATION | \$27.73                             |                     |
| <b>01 - Total</b>      |              |            |                              |                                     | <b>\$90,809.33</b>  |
| 22                     | V1004894     | 08/17/2021 | 094820                       | VIRCO INC.                          | \$922.78            |
| <b>22 - Total</b>      |              |            |                              |                                     | <b>\$922.78</b>     |
| 30                     | V1004890     | 08/17/2021 | 080980                       | PENN OFFICE PRODUCTS                | \$1,700.00          |
|                        | V1004893     | 08/17/2021 | 1001416                      | ULINE                               | \$15,343.40         |
| <b>30 - Total</b>      |              |            |                              |                                     | <b>\$17,043.40</b>  |
| 51                     | V5000422     | 08/17/2021 | 075220                       | MUSIC & ARTS CENTERS                | \$50.99             |
| <b>51 - Total</b>      |              |            |                              |                                     | <b>\$50.99</b>      |
| <b>Overall - Total</b> |              |            |                              |                                     | <b>\$108,826.50</b> |

**West Chester Area School District  
Check Register**

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                       | Transaction Amount |
|--------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 01           | 40082526     | 08/24/2021 | 1005135       | AED SUPERSTORE                    | \$488.05           |
|              | 40082527     | 08/24/2021 | 1003432       | AHOLD FINANCIAL SERVICES          | \$402.44           |
|              | 40082529     | 08/24/2021 | 1008943       | AMAZON                            | \$6,189.72         |
|              | 40082531     | 08/24/2021 | 1006471       | ASAP HYDRAULICS EXTON LLC         | \$30.28            |
|              | 40082532     | 08/24/2021 | 008510        | ASCD                              | \$243.00           |
|              | 40082533     | 08/24/2021 | 1007291       | ASC-TEAM CENTER                   | \$708.00           |
|              | 40082534     | 08/24/2021 | 1004484       | BARBACANE THORNTON & COMPANY      | \$500.00           |
|              | 40082535     | 08/24/2021 | 012700        | BERKHEIMER ASSOC H A              | \$31,531.47        |
|              | 40082536     | 08/24/2021 | 014300        | BLICK ART MATERIALS               | \$3,961.88         |
|              | 40082537     | 08/24/2021 | 1008912       | BRIGHTBYTES INC                   | \$10,625.00        |
|              | 40082539     | 08/24/2021 | 021190        | CARSON-DELLOSA PUBLISHING         | \$42.84            |
|              | 40082540     | 08/24/2021 | 023650        | CHESTER COUNTY FAMILY ACADEMY     | \$12,891.03        |
|              | 40082541     | 08/24/2021 | 023755        | CHESTER COUNTY INT UNIT # 24      | \$75,264.13        |
|              | 40082542     | 08/24/2021 | 1009323       | CLARION LAW LLC                   | \$568.85           |
|              | 40082544     | 08/24/2021 | 091740        | TAX REFUNDS                       | \$807.24           |
|              | 40082545     | 08/24/2021 | 1008731       | CROWN CASTLE                      | \$9,894.24         |
|              | 40082546     | 08/24/2021 | 1009033       | DANIELS, MARY                     | \$164.30           |
|              | 40082547     | 08/24/2021 | 1001584       | DELTA-T GROUP, INC.               | \$2,232.34         |
|              | 40082548     | 08/24/2021 | 033800        | DEVEREUX FOUNDATION               | \$17,100.00        |
|              | 40082549     | 08/24/2021 | 032280        | DVASBO                            | \$150.00           |
|              | 40082550     | 08/24/2021 | 1006669       | EAI EDUCATION                     | \$605.22           |
|              | 40082552     | 08/24/2021 | 040233        | EMPIRE MUSIC                      | \$105.69           |
|              | 40082553     | 08/24/2021 | 1008470       | ESGI LLC                          | \$1,704.00         |
|              | 40082554     | 08/24/2021 | 042520        | FERGUSON ENT., INC. #501          | \$11.97            |
|              | 40082556     | 08/24/2021 | 091740        | TAX REFUNDS                       | \$1,873.96         |
|              | 40082557     | 08/24/2021 | 1006249       | GENERAL HEALTHCARE RESOURCES INC  | \$6,546.48         |
|              | 40082558     | 08/24/2021 | 050075        | GREAT AMERICA FINANCIAL SERVICES  | \$8,177.27         |
|              | 40082559     | 08/24/2021 | 091740        | TAX REFUNDS                       | \$57.94            |
|              | 40082561     | 08/24/2021 | 055560        | HOME DEPOT CREDIT SERVICES        | \$2,461.59         |
|              | 40082562     | 08/24/2021 | 1000345       | KADES-MARGOLIS CAPITAL            | \$200.00           |
|              | 40082563     | 08/24/2021 | 1009073       | KELLY SERVICES INC                | \$11,137.45        |
|              | 40082564     | 08/24/2021 | 090800        | STUDENT REFUNDS & REIMBURSMENT    | \$675.00           |
|              | 40082565     | 08/24/2021 | 065790        | LAMB MCERLANE PC                  | \$300.00           |
|              | 40082566     | 08/24/2021 | 091740        | TAX REFUNDS                       | \$1,542.14         |
|              | 40082567     | 08/24/2021 | 065915        | LANGUAGE SERVICES ASSOCIATES      | \$208.90           |
|              | 40082568     | 08/24/2021 | 1000346       | LINCOLN INVESTMENT PLANNING, INC. | \$625.00           |
|              | 40082569     | 08/24/2021 | 1005143       | MAILROOM SYSTEMS, INC.            | \$1,018.39         |
|              | 40082570     | 08/24/2021 | 1000348       | METROPOLITAN LIFE INSURANCE CO.   | \$138.89           |
|              | 40082571     | 08/24/2021 | 1003302       | MILAGRE KIDS SCHOOL, INC., THE    | \$7,700.00         |

## West Chester Area School District Check Register

| Fund Charged           | Check Number | Check Date | Vendor Number              | Vendor Name                     | Transaction Amount  |
|------------------------|--------------|------------|----------------------------|---------------------------------|---------------------|
| 01                     | 40082572     | 08/24/2021 | 1004050                    | MONTOUR SCHOOL DISTRICT         | \$2,560.00          |
|                        | 40082573     | 08/24/2021 | 079853                     | ON THE GO KIDS, INC             | \$291,065.77        |
|                        | 40082574     | 08/24/2021 | 1009319                    | OPHER, KATHRYN                  | \$4,800.00          |
|                        | 40082575     | 08/24/2021 | 1007748                    | PAYSCHOOLS                      | \$100.00            |
|                        | 40082576     | 08/24/2021 | 1005844                    | RELIANCE STANDARD LIFE          | \$23,121.86         |
|                        | 40082577     | 08/24/2021 | 089420                     | SOUTHERN CHESTER CO PHARMACY    | \$625.00            |
|                        | 40082578     | 08/24/2021 | 091360                     | SWEET, STEVENS, KATZ & WILLIAMS | \$15,104.56         |
|                        | 40082579     | 08/24/2021 | 091582                     | TALK INC                        | \$13,930.83         |
|                        | 40082580     | 08/24/2021 | 1007460                    | THOMSON REUTERS-WEST PUBLISHING | \$289.83            |
|                        | 40082581     | 08/24/2021 | 029320                     | TRUSTMARK HEALTH BENEFITS INC   | \$1,609.08          |
|                        | 40082582     | 08/24/2021 | 1006892                    | U. S. BANK EQUIPMENT FINANCE    | \$2,162.45          |
|                        | 40082583     | 08/24/2021 | 1007699                    | US MEDICAL STAFFING, INC.       | \$3,073.18          |
|                        | 40082584     | 08/24/2021 | 094880                     | VISUAL EXPANSION GALLERY        | \$209.62            |
|                        | 40082585     | 08/24/2021 | 1000058                    | TRUMARK FCU                     | \$1,197.36          |
|                        | 40082586     | 08/24/2021 | 1007501                    | WHITE CLAY SCHOOL               | \$7,290.00          |
| 40082587               | 08/24/2021   | 1009306    | YOVANOV, MR. & MRS. ROBERT | \$21,480.00                     |                     |
| <b>01 - Total</b>      |              |            |                            |                                 | <b>\$607,504.24</b> |
| 22                     | 40082543     | 08/24/2021 | 1004703                    | COMSTAR TECHNOLOGIES            | \$7,032.60          |
|                        | 40082555     | 08/24/2021 | 1009010                    | FS.COM INC                      | \$5,092.00          |
| <b>22 - Total</b>      |              |            |                            |                                 | <b>\$12,124.60</b>  |
| 29                     | 40082538     | 08/24/2021 | 017340                     | BSN SPORTS LLC                  | \$3,040.56          |
| <b>29 - Total</b>      |              |            |                            |                                 | <b>\$3,040.56</b>   |
| 30                     | 40082529     | 08/24/2021 | 1008943                    | AMAZON                          | \$480.08            |
|                        | 40082530     | 08/24/2021 | 1005235                    | ARC                             | \$1,467.70          |
|                        | 40082551     | 08/24/2021 | 036998                     | EARTH ENGINEERING INCORPORATED  | \$1,750.00          |
| <b>30 - Total</b>      |              |            |                            |                                 | <b>\$3,697.78</b>   |
| 51                     | 80039456     | 08/24/2021 | 1007485                    | CMF VENDING                     | \$91.00             |
| <b>51 - Total</b>      |              |            |                            |                                 | <b>\$91.00</b>      |
| 80                     | 50001667     | 08/24/2021 | 1005754                    | ARAMARK SERVICES INC.           | \$26,775.84         |
|                        | 50001668     | 08/24/2021 | 090800                     | STUDENT REFUNDS & REIMBURSMENT  | \$45.10             |
| <b>80 - Total</b>      |              |            |                            |                                 | <b>\$26,820.94</b>  |
| <b>Overall - Total</b> |              |            |                            |                                 | <b>\$653,279.12</b> |

## West Chester Area School District Electronic Funds Transfer Register

| Fund Charged           | Check Number   | Check Date | Vendor Number | Vendor Name                 | Transaction Amount  |
|------------------------|----------------|------------|---------------|-----------------------------|---------------------|
| 01                     | V1004897       | 08/24/2021 | 030310        | CRISIS PREVENTION INSTITUTE | \$150.00            |
|                        | V1004898       | 08/24/2021 | 032900        | DEMCO , INC.                | \$497.88            |
|                        | V1004899       | 08/24/2021 | 032952        | DENNEY ELECTRIC SUPPLY      | \$2,367.18          |
|                        | V1004900       | 08/24/2021 | 036928        | EAGLE POWER TURF & TRACTOR  | \$70.20             |
|                        | V1004901       | 08/24/2021 | 1003700       | EPIC DEVELOPMENT SERVICES   | \$98,747.09         |
|                        | V1004902       | 08/24/2021 | 043210        | FISHER & SON COMPANY INC    | \$1,209.02          |
|                        | V1004903       | 08/24/2021 | 1007609       | FITNESS MACHINE TECHNICIANS | \$650.00            |
|                        | V1004904       | 08/24/2021 | 049450        | GOPHER SPORT                | \$148.50            |
|                        | V1004905       | 08/24/2021 | 1006641       | PSX, INC.                   | \$3,443.24          |
|                        | V1004906       | 08/24/2021 | 086710        | SCHOOL SPECIALTY LLC        | \$355.17            |
| <b>01</b>              | <b>- Total</b> |            |               |                             | <b>\$107,638.28</b> |
| 50                     | V5000423       | 08/24/2021 | 093337        | TUTTLE MARKETING SVCS INC   | \$437.00            |
| <b>50</b>              | <b>- Total</b> |            |               |                             | <b>\$437.00</b>     |
| <b>Overall - Total</b> |                |            |               |                             | <b>\$108,075.28</b> |



**West Chester Area School District  
Check Register**

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                         | Transaction Amount |
|--------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01           | 40082588     | 08/31/2021 | 1007456       | 21ST CENTURY MEDIA NEWSPAPERS LLC   | \$1,308.36         |
|              | 40082589     | 08/31/2021 | 1008943       | AMAZON                              | \$678.93           |
|              | 40082590     | 08/31/2021 | 1006528       | AMERICAN BACKFLOW PRODUCTS COMPANY  | \$68.49            |
|              | 40082591     | 08/31/2021 | 010830        | BARNES & NOBLE INC.                 | \$6.39             |
|              | 40082592     | 08/31/2021 | 1003051       | BENCHMARK EDUCATION                 | \$326.70           |
|              | 40082593     | 08/31/2021 | 1007181       | BUSINESSOLVER.COM, INC.             | \$2,451.05         |
|              | 40082594     | 08/31/2021 | 1006435       | CAPSTONE                            | \$574.72           |
|              | 40082595     | 08/31/2021 | 1008454       | CASTLE PAINTING INC                 | \$45,820.00        |
|              | 40082596     | 08/31/2021 | 023755        | CHESTER COUNTY INT UNIT # 24        | \$73,509.50        |
|              | 40082597     | 08/31/2021 | 024252        | CHESTER COUNTY RUNNING STORE        | \$300.00           |
|              | 40082599     | 08/31/2021 | 1007203       | CONSTELLATION NEW ENERGY GAS DIV.   | \$7,465.74         |
|              | 40082600     | 08/31/2021 | 091740        | TAX REFUNDS                         | \$11,621.22        |
|              | 40082601     | 08/31/2021 | 1008424       | CRYSTAL SPRINGS                     | \$128.67           |
|              | 40082602     | 08/31/2021 | 1005210       | DIRECT ENERGY BUSINESS              | \$8,502.10         |
|              | 40082604     | 08/31/2021 | 1003001       | EPS-SCHOOL SPECIALTY                | \$806.96           |
|              | 40082605     | 08/31/2021 | 042520        | FERGUSON ENT., INC. #501            | \$77.18            |
|              | 40082606     | 08/31/2021 | 9340          | FERRIS, MARK                        | \$40.50            |
|              | 40082607     | 08/31/2021 | 011425        | FRED BEANS FORD OF WEST CHESTER     | \$181.64           |
|              | 40082608     | 08/31/2021 | 1001396       | GENWORTH FINANCIAL                  | \$817.47           |
|              | 40082609     | 08/31/2021 | 1005615       | HENDERSON XC                        | \$250.00           |
|              | 40082610     | 08/31/2021 | 054645        | HILLYARD, INC.                      | \$770.10           |
|              | 40082611     | 08/31/2021 | 1008825       | HOME DEPOT PRO, THE                 | \$307.50           |
|              | 40082612     | 08/31/2021 | 1007808       | IMPERIAL BAG & PAPER                | \$5,270.79         |
|              | 40082613     | 08/31/2021 | 1000113       | J.P. SPORTS TRADITIONS INC.         | \$100.00           |
|              | 40082614     | 08/31/2021 | 1000345       | KADES-MARGOLIS CAPITAL              | \$57,962.00        |
|              | 40082615     | 08/31/2021 | 065710        | LAKESHORE LEARNING MATERIALS        | \$43.95            |
|              | 40082616     | 08/31/2021 | 1000346       | LINCOLN INVESTMENT PLANNING, INC.   | \$89,448.00        |
|              | 40082617     | 08/31/2021 | 067680        | LINDENMEYR MUNROE                   | \$573.80           |
|              | 40082618     | 08/31/2021 | 1009223       | LOGIC OF ENGLISH INC                | \$209.98           |
|              | 40082619     | 08/31/2021 | 1005143       | MAILROOM SYSTEMS, INC.              | \$423.55           |
|              | 40082620     | 08/31/2021 | 1000839       | MARKERTEK VIDEO SUPPLY              | \$27.20            |
|              | 40082621     | 08/31/2021 | 073020        | MCMASTER-CARR SUPPLY CO             | \$358.10           |
|              | 40082622     | 08/31/2021 | 1000348       | METROPOLITAN LIFE INSURANCE CO.     | \$56,674.00        |
|              | 40082623     | 08/31/2021 | 1009250       | MONSIDO INC                         | \$6,174.00         |
|              | 40082624     | 08/31/2021 | 077500        | NASCO                               | \$244.10           |
|              | 40082625     | 08/31/2021 | 078370        | NCTM                                | \$149.00           |
|              | 40082628     | 08/31/2021 | 079550        | OFFICE DEPOT                        | \$6,568.09         |
|              | 40082629     | 08/31/2021 | 079701        | OLIVER FIRE PROTECTION AND SECURITY | \$13,225.00        |
|              | 40082630     | 08/31/2021 | 1009049       | ONELOGIN INC                        | \$31,200.00        |

**West Chester Area School District  
Check Register**

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40082631     | 08/31/2021 | 1009191       | PA TURNPIKE                        | \$33.70            |
|              | 40082632     | 08/31/2021 | 077475        | NAPA AUTO PARTS                    | \$1,146.83         |
|              | 40082633     | 08/31/2021 | 081090        | PASA                               | \$358.00           |
|              | 40082634     | 08/31/2021 | 1007748       | PAYSCHOOLS                         | \$25.00            |
|              | 40082635     | 08/31/2021 | 1009103       | PBIS APPS                          | \$350.00           |
|              | 40082636     | 08/31/2021 | 9158          | PEZICK, RICH                       | \$40.50            |
|              | 40082637     | 08/31/2021 | 1004467       | PIAA DISTRICT ONE                  | \$700.00           |
|              | 40082638     | 08/31/2021 | 081155        | PIAA FOUNDATION                    | \$675.00           |
|              | 40082639     | 08/31/2021 | 1009310       | POSITIVE COACHING ALLIANCE         | \$3,000.00         |
|              | 40082640     | 08/31/2021 | 1007324       | PROGRAPH INC                       | \$188.80           |
|              | 40082641     | 08/31/2021 | 1008210       | PTCFAST.COM                        | \$100.00           |
|              | 40082642     | 08/31/2021 | 1007953       | RHYTHMIX ENTERTAINMENT             | \$350.00           |
|              | 40082643     | 08/31/2021 | 1005267       | RICOH USA, INC.                    | \$321.31           |
|              | 40082644     | 08/31/2021 | 085750        | ROTHWELL DOCUMENT SOLUTIONS        | \$6,859.24         |
|              | 40082645     | 08/31/2021 | 1009163       | SAF-GARD SAFETY SHOE CO.           | \$254.98           |
|              | 40082647     | 08/31/2021 | 10616         | SCANLAN, BILL                      | \$40.50            |
|              | 40082648     | 08/31/2021 | 086660        | SCHOLASTIC MAGAZINES               | \$4,165.66         |
|              | 40082649     | 08/31/2021 | 086500        | SCHOLASTIC NEWS                    | \$158.84           |
|              | 40082650     | 08/31/2021 | 1006401       | SEAT SACK, INC.                    | \$447.50           |
|              | 40082651     | 08/31/2021 | 1003412       | SIEMENS FIRE SAFETY DIVISION       | \$1,679.00         |
|              | 40082652     | 08/31/2021 | 088490        | SIR SPEEDY PRINTING #7103          | \$530.00           |
|              | 40082653     | 08/31/2021 | 1002186       | SOLUTION TREE                      | \$317.60           |
|              | 40082654     | 08/31/2021 | 1003426       | SPORTS SPECIALTIES                 | \$800.00           |
|              | 40082655     | 08/31/2021 | 1007160       | STARFALL EDUCATION                 | \$270.00           |
|              | 40082656     | 08/31/2021 | 090985        | SUBSCRIPTION SERVICES              | \$179.07           |
|              | 40082657     | 08/31/2021 | 091390        | SWANSON, INC., ROBERT S            | \$1,056.00         |
|              | 40082658     | 08/31/2021 | 092110        | TEACHER'S DISCOVERY                | \$111.46           |
|              | 40082659     | 08/31/2021 | 1008380       | TELCO HOLDINGS INC                 | \$11,519.78        |
|              | 40082660     | 08/31/2021 | 1006160       | TP TRAILERS, INC.                  | \$148.60           |
|              | 40082661     | 08/31/2021 | 1009218       | TRABER, CHARLES FREDERICK          | \$44.00            |
|              | 40082662     | 08/31/2021 | 1006474       | TRI-STATE ELEVATOR COMPANY, INC.   | \$3,249.75         |
|              | 40082663     | 08/31/2021 | 082220        | TURF EQUIPMENT AND SUPPLY COMPANY  | \$576.55           |
|              | 40082664     | 08/31/2021 | 093600        | UNITED REFRIGERATION CO            | \$493.73           |
|              | 40082665     | 08/31/2021 | 1007837       | VOYAGER SOPRIS LEARNING, INC.      | \$234.37           |
|              | 40082666     | 08/31/2021 | 049790        | W. W. GRAINGER, INC.               | \$5,128.97         |
|              | 40082667     | 08/31/2021 | 095412        | WAREHOUSE BATTERY OUTLET           | \$234.36           |
|              | 40082670     | 08/31/2021 | 1004243       | WEST CHESTER UNIVERSITY            | \$64,500.00        |
|              | 40082671     | 08/31/2021 | 1008049       | WEST HEALTH ADVOCATE SOLUTIONS INC | \$14,300.40        |
|              | 40082672     | 08/31/2021 | 1008068       | WILLIAMS SCOTSMAN, INC             | \$1,468.00         |

**West Chester Area School District  
Check Register**

| Fund Charged           | Check Number | Check Date | Vendor Number | Vendor Name                   | Transaction Amount  |
|------------------------|--------------|------------|---------------|-------------------------------|---------------------|
| 01                     | 40082673     | 08/31/2021 | 1009022       | WILSON FORKLIFT SERVICES LLC  | \$115.49            |
|                        | 40082674     | 08/31/2021 | 098060        | WILSON LANGUAGE TRAINING CORP | \$308.45            |
|                        | 40082675     | 08/31/2021 | 1007421       | XTEL COMMUNICATIONS, INC.     | \$3,229.48          |
|                        | 40082676     | 08/31/2021 | 10212         | YOCHIM JR, JOE                | \$40.50             |
| <b>01 - Total</b>      |              |            |               |                               | <b>\$554,416.20</b> |
| 22                     | 40082598     | 08/31/2021 | 1004703       | COMSTAR TECHNOLOGIES          | \$12,054.57         |
|                        | 40082628     | 08/31/2021 | 079550        | OFFICE DEPOT                  | \$479.98            |
| <b>22 - Total</b>      |              |            |               |                               | <b>\$12,534.55</b>  |
| 27                     | 40082603     | 08/31/2021 | 1009235       | E.O. HABHEGGER CO INC         | \$19,133.60         |
|                        | 40082668     | 08/31/2021 | 1009210       | WAREHOUSE RACK & SHELF LLC    | \$8,290.57          |
| <b>27 - Total</b>      |              |            |               |                               | <b>\$27,424.17</b>  |
| 30                     | 40082628     | 08/31/2021 | 079550        | OFFICE DEPOT                  | \$1,858.52          |
|                        | 40082646     | 08/31/2021 | 1006778       | SC STEVENSON CONSULTING INC   | \$4,929.80          |
|                        | 40082669     | 08/31/2021 | 1008854       | WATTS SERVICES LLC            | \$217,472.10        |
| <b>30 - Total</b>      |              |            |               |                               | <b>\$224,260.42</b> |
| 50                     | 80039457     | 08/31/2021 | 079297        | NASSP                         | \$480.00            |
| <b>50 - Total</b>      |              |            |               |                               | <b>\$480.00</b>     |
| 51                     | 80039458     | 08/31/2021 | 1009324       | OHLER, JONATHAN B.            | \$3,277.00          |
|                        | 80039459     | 08/31/2021 | 1003426       | SPORTS SPECIALTIES            | \$900.00            |
| <b>51 - Total</b>      |              |            |               |                               | <b>\$4,177.00</b>   |
| <b>Overall - Total</b> |              |            |               |                               | <b>\$823,292.34</b> |

## West Chester Area School District Electronic Funds Transfer Register

| Fund Charged           | Check Number | Check Date | Vendor Number     | Vendor Name                    | Transaction Amount  |
|------------------------|--------------|------------|-------------------|--------------------------------|---------------------|
| 01                     | V1004907     | 08/31/2021 | 026352            | COLLINS SPORTS MEDICINE        | \$146.92            |
|                        | V1004908     | 08/31/2021 | 032952            | DENNEY ELECTRIC SUPPLY         | \$305.25            |
|                        | V1004909     | 08/31/2021 | 036928            | EAGLE POWER TURF & TRACTOR     | \$468.98            |
|                        | V1004910     | 08/31/2021 | 042300            | FAULKNER PONTIAC BUICK         | \$376.87            |
|                        | V1004911     | 08/31/2021 | 1007101           | FOLLETT SCHOOL SOLUTIONS, INC. | \$64,925.55         |
|                        | V1004912     | 08/31/2021 | 049450            | GOPHER SPORT                   | \$894.00            |
|                        | V1004913     | 08/31/2021 | 051180            | GOSHEN SIGN PRODUCTS           | \$10.00             |
|                        | V1004914     | 08/31/2021 | 060970            | JOHNSTONE SUPPLY INC           | \$840.01            |
|                        | V1004915     | 08/31/2021 | 064810            | KNOX EQUIPMENT RENTALS INC     | \$29.70             |
|                        | V1004916     | 08/31/2021 | 065400            | KURTZ BROS                     | \$3,410.76          |
|                        | V1004917     | 08/31/2021 | 080980            | PENN OFFICE PRODUCTS           | \$36.08             |
|                        | V1004918     | 08/31/2021 | 084465            | REALLY GOOD STUFF              | \$266.32            |
|                        | V1004919     | 08/31/2021 | 002820            | RIDDELL/ALL AMERICAN           | \$11,430.41         |
|                        | V1004920     | 08/31/2021 | 085878            | RUMSEY ELECTRIC COMPANY        | \$480.19            |
|                        | V1004921     | 08/31/2021 | 086700            | SCHOOL HEALTH CORPORATION      | \$371.46            |
|                        | V1004922     | 08/31/2021 | 1000032           | SCHOOL OUTFITTERS, LLC         | \$1,161.15          |
|                        | V1004923     | 08/31/2021 | 086710            | SCHOOL SPECIALTY LLC           | \$287.01            |
|                        | V1004924     | 08/31/2021 | 1000679           | SHERWIN WILLIAMS               | \$352.53            |
|                        | V1004925     | 08/31/2021 | 093609            | U.S. MUNICIPAL SUPPLY, INC.    | \$132.30            |
|                        | V1004927     | 08/31/2021 | 095760            | WEINSTEIN SUPPLY CORPORATION   | \$28.52             |
| V1004928               | 08/31/2021   | 097010     | WEST MUSIC CO.    | \$297.60                       |                     |
| V1004929               | 08/31/2021   | 1004004    | WORKPLACE CENTRAL | \$88.47                        |                     |
| <b>01 - Total</b>      |              |            |                   |                                | <b>\$86,340.08</b>  |
| 30                     | V1004911     | 08/31/2021 | 1007101           | FOLLETT SCHOOL SOLUTIONS, INC. | \$100,000.00        |
|                        | V1004917     | 08/31/2021 | 080980            | PENN OFFICE PRODUCTS           | \$9,370.00          |
|                        | V1004926     | 08/31/2021 | 1001416           | ULINE                          | \$41.00             |
| <b>30 - Total</b>      |              |            |                   |                                | <b>\$109,411.00</b> |
| <b>Overall - Total</b> |              |            |                   |                                | <b>\$195,751.08</b> |

**Student Activity Accounts**

| <b>Budget Unit</b> | <b>Project</b> | <b>Project Title</b>         | <b>August 31,<br/>2021</b> |
|--------------------|----------------|------------------------------|----------------------------|
| 50000221           | 005221         | BEST BUDDIES                 | 1,067.10                   |
| 50000222           | 005222         | BEST BUDDIES                 | 364.27                     |
| 50000223           | 005223         | BEST BUDDIES                 | 3,541.83                   |
| 50000326           | 005326         | BEST BUDDIES                 | 1,593.56                   |
| 50000327           | 005327         | BEST BUDDIES                 | 474.99                     |
| 50000328           | 005328         | BEST BUDDIES                 | 2,232.46                   |
| 50000221           | 006221         | BLACK STUDENT UNION          | 7,215.33                   |
| 50000222           | 006222         | BLACK STUDENT UNION          | 1,605.25                   |
| 50000223           | 006223         | BLACK STUDENT UNION          | 1,055.75                   |
| 50000223           | 007223         | BRINGING HOPE HOME CLUB      | 216.00                     |
| 50000327           | 008327         | 8 <sup>th</sup> GRADE DANCE  | 703.48                     |
| 50000221           | 010221         | CLASS OF 2021                | 844.25                     |
| 50000222           | 010222         | CLASS OF 2021                | 2,241.00                   |
| 50000223           | 010223         | CLASS OF 2021                | 1,068.88                   |
| 50000221           | 011221         | CLASS OF 2022                | 7,251.31                   |
| 50000222           | 011222         | CLASS OF 2022                | 6,651.56                   |
| 50000223           | 011223         | CLASS OF 2022                | 11,099.06                  |
| 50000221           | 012221         | CLASS OF 2023                | 731.64                     |
| 50000222           | 012222         | CLASS OF 2023                | 621.39                     |
| 50000223           | 012223         | CLASS OF 2023                | 4,636.52                   |
| 50000221           | 013221         | CLASS OF 2024                | 76.50                      |
| 50000222           | 013222         | CLASS OF 2024                | 1,650.00                   |
| 50000223           | 013223         | CLASS OF 2024                | 4,116.08                   |
| 50000221           | 016221         | MOCK TRIAL TEAM              | 149.99                     |
| 50000221           | 017221         | MODEL U.N.                   | 913.31                     |
| 50000223           | 017223         | MODEL U.N.                   | 4,487.47                   |
| 50000221           | 018221         | DECA                         | 1,850.17                   |
| 50000222           | 018222         | DECA                         | 9,219.18                   |
| 50000223           | 018223         | DECA                         | 20,756.32                  |
| 50000223           | 019223         | IDRYO (LITERARY MAGAZINE)    | 49.51                      |
| 50000222           | 020222         | INTERACT                     | 2,606.74                   |
| 50000221           | 021221         | MULTICULTURAL CLUB           | 529.04                     |
| 50000221           | 022221         | F.B.L.A. HENDERSON           | 3,080.16                   |
| 50000221           | 023221         | VIDEO PRODUCTION CLUB        | 2.43                       |
| 50000222           | 023222         | WVIK CLUB                    | 368.80                     |
| 50000223           | 023223         | PHOTOGRAPHY CLUB             | 3,477.75                   |
| 50000221           | 025221         | ARTNERSHIPS                  | 337.73                     |
| 50000221           | 028221         | WARRIORS HELPING WARRIORS    | 70.26                      |
| 50000222           | 025222         | RELAY FOR LIFE               | 700.09                     |
| 50000221           | 027221         | GIRL UP                      | 1,373.74                   |
| 50000221           | 032221         | WORLD LANGUAGE HONOR SOCIETY | 349.28                     |
| 50000221           | 034221         | NATIONAL HONOR SOCIETY       | 844.66                     |
| 50000222           | 034222         | NATIONAL HONOR SOCIETY       | 2,778.29                   |
| 50000223           | 034223         | NATIONAL HONOR SOCIETY       | 632.80                     |
| 50000221           | 036221         | NEWSPAPER                    | 659.92                     |

## Student Activity Accounts

| Budget Unit | Project | Project Title                | August 31,<br>2021 |
|-------------|---------|------------------------------|--------------------|
| 50000221    | 037221  | SPEECH & DEBATE              | 214.22             |
| 50000221    | 038221  | RED CROSS CLUB               | 93.79              |
| 50000222    | 038222  | FASHION CLUB                 | 525.14             |
| 50000223    | 038223  | FASHION CLUB                 | 409.76             |
| 50000221    | 039221  | HELPING HANDS CLUB           | 132.53             |
| 50000222    | 039222  | HANDS TO HEARTS              | 22.52              |
| 50000221    | 040221  | S.A.D.D.                     | 159.22             |
| 50000222    | 040222  | S.A.D.D.                     | 964.99             |
| 50000223    | 040223  | S.A.D.D.                     | 1,616.22           |
| 50000221    | 041221  | SCIENCE OLYMPIAD             | 2,294.75           |
| 50000222    | 041222  | SCIENCE OLYMPIAD             | 494.79             |
| 50000223    | 041223  | SCIENCE OLYMPIAD             | 4,574.08           |
| 50000221    | 042221  | SKI CLUB                     | 0.21               |
| 50000223    | 042223  | SKI CLUB                     | 1,643.65           |
| 50000326    | 042326  | SKI CLUB                     | 5,946.27           |
| 50000221    | 043221  | PHYSICS OLYMPIAD             | 534.15             |
| 50000326    | 045326  | CROSS COUNTRY                | 70.55              |
| 50000326    | 044326  | SCIENCE OLYMPIAD             | 1,559.24           |
| 50000327    | 045327  | ART CLUB                     | 21.87              |
| 50000221    | 046221  | NATIONAL ART HONOR SOCIETY   | 431.82             |
| 50000222    | 046222  | NATIONAL ART HONOR SOCIETY   | 924.06             |
| 50000222    | 049222  | HOUSE OF HOPE                | 75.22              |
| 50000221    | 050221  | STUDENT COUNCIL              | 571.55             |
| 50000222    | 050222  | STUDENT COUNCIL              | 13,594.02          |
| 50000223    | 050223  | STUDENT COUNCIL              | 4,147.89           |
| 50000326    | 050326  | STUDENT COUNCIL              | 10,027.74          |
| 50000327    | 050327  | STUDENT COUNCIL              | 3,312.28           |
| 50000328    | 050328  | STUDENT COUNCIL              | 11,915.61          |
| 50000221    | 051221  | GSA                          | 77.55              |
| 50000223    | 051223  | RUSTIN GSA                   | 969.09             |
| 50000326    | 051326  | GSA                          | 266.24             |
| 50000222    | 052222  | OPERATION SMILE              | 126.00             |
| 50000221    | 054221  | HIGH SCHOOL YEARBOOK         | 857.39             |
| 50000222    | 054222  | HIGH SCHOOL YEARBOOK         | 18,767.65          |
| 50000223    | 054223  | HIGH SCHOOL YEARBOOK         | 5,472.70           |
| 50000327    | 054327  | MIDDLE SCHOOL YEARBOOK       | 208.16             |
| 50000328    | 054328  | MIDDLE SCHOOL YEARBOOK       | 1,470.23           |
| 50000221    | 058221  | ANIME CLUB                   | 23.67              |
| 50000223    | 060223  | GERMAN CLUB                  | 786.92             |
| 50000221    | 061221  | MU ALPHA THETA HONOR SOCIETY | 328.06             |
| 50000222    | 061222  | MATH CLUB                    | 65.83              |
| 50000221    | 062221  | ACADEMIC TEAM - HENDERSON    | 2,221.62           |
| 50000223    | 062223  | ACADEMIC TEAM - RUSTIN       | 145.32             |
| 50000223    | 064223  | AMERICAN LATINO PROGRAM      | 211.14             |
| 50000221    | 070221  | SCHOOL MUSICAL               | 16,637.88          |

## Student Activity Accounts

| Budget Unit                   | Project | Project Title             | August 31,<br>2021 |
|-------------------------------|---------|---------------------------|--------------------|
| 50000222                      | 070222  | BROADWAY SHOW             | 14,238.72          |
| 50000223                      | 070223  | THEATER FUND              | 7,274.20           |
| 50000221                      | 072221  | CALLIOPE                  | 732.08             |
| 50000326                      | 073326  | FOOTBALL ACTIVITY FUND    | 3,712.75           |
| 50000326                      | 074326  | CHEER CLUB                | 2,789.17           |
| 50000326                      | 075326  | WRESTLING ACTIVITY        | 48.67              |
| 50000326                      | 076326  | TRACK & FIELD ACTIVITY    | 779.98             |
| 50000221                      | 077221  | TRI-M MUSIC HONOR SOCIETY | 589.07             |
| 50000221                      | 078221  | MUSIC DEPARTMENT FUND     | 2,486.90           |
| 50000222                      | 078222  | CHORAL FUND               | 974.68             |
| 50000223                      | 078223  | CHORAL FUND               | 5,832.19           |
| 50000222                      | 086222  | COMPUTER ACCOUNT          | 778.37             |
| 50000221                      | 087221  | ROBOTICS CLUB             | 2,228.54           |
| 50000221                      | 090221  | DRAMA CLUB                | 5,948.27           |
| 50000326                      | 090326  | DRAMA                     | 19,667.54          |
| 50000327                      | 090327  | DRAMA                     | 4,529.22           |
| 50000328                      | 090328  | DRAMA                     | 22,758.07          |
| 50000221                      | 093221  | STUDENTS HELPING STUDENTS | 809.96             |
| 50000222                      | 093222  | KARE - EAST               | 935.40             |
| 50000326                      | 093326  | PEIRCE PROUD KIDS         | 1,497.69           |
| 50000328                      | 093328  | FUGETT CARES              | 129.00             |
| 50000223                      | 094223  | MEGA CLUB                 | 733.74             |
| 50000221                      | 095221  | FEMPOWERMENT CLUB         | 165.29             |
| 50000221                      | 096221  | KINDNESS CLUB             | 1,618.41           |
| 50000221                      | 097221  | KIDS 4 KIDS               | 128.34             |
| 50000222                      | 098222  | FORGN LANG HONOR SOCIETY  | 1,042.48           |
| <b>Total Fund 50 Projects</b> |         |                           | <b>333,638.17</b>  |
| 51000327                      | 142327  | SKI CLUB                  | 1,303.40           |
| 51000330                      | 164330  | ACTIVITY FUND             | 6,123.33           |
| 51000432                      | 164432  | ACTIVITY FUND             | 956.85             |
| 51000437                      | 164437  | ACTIVITY FUND             | 8,008.82           |
| 51000438                      | 164438  | ACTIVITY FUND             | 3,533.55           |
| 51000440                      | 164440  | ACTIVITY FUND             | 3,371.99           |
| 51000444                      | 164444  | ACTIVITY FUND             | 17,248.58          |
| 51000445                      | 164445  | ACTIVITY FUND             | 1,282.44           |
| 51000447                      | 164447  | ACTIVITY FUND             | 9,498.80           |
| 51000448                      | 164448  | ACTIVITY FUND             | 2,659.51           |
| 51000451                      | 164451  | ACTIVITY FUND             | 8,680.09           |
| 51000452                      | 164452  | ACTIVITY FUND             | 10,947.62          |
| 51000453                      | 164453  | ACTIVITY FUND             | 1,684.67           |
| 51000931                      | 164931  | ACTIVITY FUND             | 676.29             |
| 51000955                      | 164955  | ACTIVITY FUND             | 620.97             |
| 51000451                      | 179451  | PHYSICAL EDUCATION        | 1,405.15           |
| 51000221                      | 180221  | CLEARING ACCOUNT          | 7,646.15           |
| 51000222                      | 180222  | CLEARING ACCOUNT          | 3,761.26           |

## Student Activity Accounts

| Budget Unit | Project | Project Title            | August 31,<br>2021 |
|-------------|---------|--------------------------|--------------------|
| 51000223    | 180223  | CLEARING ACCOUNT         | 7,814.88           |
| 51000326    | 180326  | CLEARING ACCOUNT         | 4,119.63           |
| 51000327    | 180327  | CLEARING ACCOUNT         | 449.54             |
| 51000328    | 180328  | CLEARING ACCOUNT         | 11,781.47          |
| 51000955    | 182955  | COLLEGE SCHOLRSHP FD ADM | 4,456.62           |
| 51000222    | 191222  | SCHOOL SIGN EHS          | 3,875.14           |
| 51000452    | 193452  | LIFE SKILLS SUPPORT      | 22.05              |
| 51000440    | 194440  | FIELD TRIP ACCT          | 19,253.85          |
| 51000327    | 195327  | FIELD TRIP STET 6        | 3,010.14           |
| 51000327    | 196327  | FIELD TRIP STET 7        | 1,570.41           |
| 51000327    | 197327  | FIELD TRIP STET 8        | 4,058.89           |
| 51000221    | 202221  | IMPROVEMENT FUND         | 12,706.59          |
| 51000222    | 202222  | IMPROVEMENT FUND         | 36,001.33          |
| 51000223    | 202223  | IMPROVEMENT FUND         | 13,484.69          |
| 51000326    | 202326  | IMPROVEMENT FUND         | (144.14)           |
| 51000327    | 202327  | IMPROVEMENT FUND         | 2,393.59           |
| 51000328    | 202328  | IMPROVEMENT FUND         | 1,920.09           |
| 51000222    | 203222  | HEART MONITOR/PE ACCT    | 4,500.86           |
| 51000223    | 203223  | PE HEART MONITORS        | 3,978.33           |
| 51000222    | 209222  | ENGLISH DEPT             | 4,858.82           |
| 51000222    | 210222  | LIBRARY FUND             | 1,019.96           |
| 51000223    | 210223  | LIBRARY FUND             | 373.68             |
| 51000326    | 210326  | LIBRARY FUND             | 857.09             |
| 51000327    | 210327  | LIBRARY FUND             | 948.60             |
| 51000328    | 210328  | LIBRARY FUND             | 2,916.05           |
| 51000438    | 210438  | LIBRARY FUND             | 415.72             |
| 51000440    | 210440  | LIBRARY FUND             | 437.19             |
| 51000444    | 210444  | LIBRARY FUND             | 5,525.01           |
| 51000445    | 210445  | LIBRARY FUND             | 593.02             |
| 51000447    | 210447  | LIBRARY FUND             | 293.53             |
| 51000448    | 210448  | LIBRARY FUND             | 5,819.02           |
| 51000451    | 210451  | LIBRARY FUND             | 90.23              |
| 51000452    | 210452  | LIBRARY FUND             | 7,767.59           |
| 51000453    | 210453  | LIBRARY FUND             | 4,309.50           |
| 51000221    | 211221  | HEALTH FITNESS/HRM       | 2,291.54           |
| 51000326    | 214326  | MUSIC FUND               | 10,476.64          |
| 51000327    | 214327  | MUSIC FUND               | 701.83             |
| 51000328    | 214328  | MUSIC FUND               | 1,640.07           |
| 51000448    | 214448  | MUSIC FUND               | 91.38              |
| 51000222    | 216222  | PAVE THE WAY             | 1,652.62           |
| 51000221    | 234221  | STUDENT ASSISTANCE FUND  | 8,438.23           |
| 51000222    | 234222  | STUDENT ASSISTANCE FUND  | 16,251.29          |
| 51000223    | 234223  | STUDENT ASSISTANCE FUND  | 3,250.90           |
| 51000328    | 234328  | STUDENT ASSISTANCE FUND  | 5,039.75           |
| 51000221    | 250221  | BRUNO SCHOLARSHIP        | 8,581.15           |



## Student Activity Accounts

| Budget Unit                                                       | Project | Project Title                          | August 31,<br>2021 |
|-------------------------------------------------------------------|---------|----------------------------------------|--------------------|
| 51000953                                                          | 250953  | ACTIVITY FEE WAIVER FUND STUDENT       | 108.94             |
| 51000221                                                          | 251221  | RICK MAERKER MEMORIAL SCHOLARSHIP      | 13,001.58          |
| 51000223                                                          | 251223  | ARSCOTT SOCCER SCHOLARSHIP             | 119.29             |
| 51000221                                                          | 252221  | B REED HNDERSON SCHOLARSHIP            | 63,099.53          |
| 51000221                                                          | 253221  | VICKY AHLUM MEMORIAL SCHOLARSHIP       | 4,531.50           |
| 51000221                                                          | 254221  | PEER BEST BUDDIES SCHOLARSHIP          | 10.00              |
| 51000222                                                          | 254222  | CLASS OF 2005 SCHOLARSHIP              | 2,262.34           |
| 51000221                                                          | 255221  | BOYS LACROSSE BOOSTERS AWARD           | 5,806.32           |
| 51000222                                                          | 255222  | RECYCLING SCHOLARSHIP                  | 494.04             |
| 51000221                                                          | 257221  | JEANNE D. SCIUBBA MEMORIAL SCHOLARSHIP | 4.96               |
| 51000223                                                          | 258223  | BIANCA ROBERSON SCHOLARSHIP            | 8,638.67           |
| 51000955                                                          | 259955  | MATLACK MEMORIAL TRUST FUND            | 5,083.32           |
| 51000221                                                          | 261221  | TRAPNELL SCHOLARSHIP                   | 116,499.91         |
| 51000223                                                          | 263223  | CHARLES COGNATO SCHOLARSHIP            | 20,185.00          |
| 51000221                                                          | 265221  | TUKLOFF MEMORIAL TRUST                 | 475.08             |
| 51000222                                                          | 268222  | WENKE SCHOLSP FUND                     | 8,697.76           |
| 51000221                                                          | 269221  | THOMAS WEEKS SCHOLARSHIP               | 367.66             |
| 51000221                                                          | 275221  | KATHY CLARK FLAMM MEMORIAL SCHOLARSHIP | 17,369.00          |
| 51000221                                                          | 276221  | CLASS OF 2020 SCHOLARSHIP              | 4,800.00           |
| 51000955                                                          | 290955  | UNDISTRIBUTED INCOME                   | (207.81)           |
| <b>Total Fund 51 Projects</b>                                     |         |                                        | 590,650.93         |
| <b>Fund 50 / 51 - Combined Project Totals</b>                     |         |                                        | 924,289.10         |
| <b>Fund 50 / 51 - Combined Accounts Payable</b>                   |         |                                        | -                  |
| <b>Fund 50 / 51 - Due to / from other funds</b>                   |         |                                        | 1,098.84           |
| <b>Total Student Activity and Agency Funds</b>                    |         |                                        | <u>925,387.94</u>  |
| <b>Fund 50 / 51 - Cash Account Balances as of August 31, 2021</b> |         |                                        | <u>925,387.94</u>  |
| <b>Total Student and Agency Activity Funds</b>                    |         |                                        | <u>925,387.94</u>  |

**WEST CHESTER AREA SCHOOL DISTRICT  
FOOD SERVICES CASH BALANCE STATEMENT AND DISBURSEMENT APPROVAL REPORT  
AUGUST 31, 2021**

**OPERATING CASH**

CASH BALANCE JULY 31, 2021 \$ 89,880.06

RECEIPTS AUGUST 1, 2021 - AUGUST 31, 2021

|                                   |            |            |
|-----------------------------------|------------|------------|
| DEPOSITS                          | 39,858.30  |            |
| DEPOSITS ON ACCOUNT               | 11,084.70  |            |
| INTEREST                          | 13.41      |            |
| SALE OF EQUIPMENT                 | -          |            |
| POS FEES RECEIVED                 | 6.89       |            |
| ARAMARK REIMBURSEMENT             | -          |            |
| TRANSFER FROM INVESTMENTS ACCOUNT | 250,000.00 |            |
| TOTAL RECEIPTS                    |            | 300,963.30 |

DISBURSEMENTS AUGUST 1, 2021 - AUGUST 31, 2021

|                              |            |            |
|------------------------------|------------|------------|
| BANK FEES                    | 76.88      |            |
| POS SERVICE CHARGES          | -          |            |
| EQUIPMENT PURCHASES          | -          |            |
| ARAMARK PAYMENTS             | 244,769.94 |            |
| STUDENT REFUNDS              | 193.85     |            |
| ARAMARK MAINTENANCE SUPPLIES | -          |            |
| CUSTODIAL SERVICES           | 94,316.39  |            |
| OTHER                        | 12,387.87  |            |
| TOTAL DISBURSEMENTS          |            | 351,744.93 |

CASH BALANCE AUGUST 31, 2021 \$ 39,098.43

**INVESTMENTS**

INVESTMENT BALANCE JULY 31, 2021 \$ 1,082,953.74

RECEIPTS AUGUST 1, 2021 - AUGUST 31, 2021

|                                  |      |      |
|----------------------------------|------|------|
| TRANSFERS FROM CHECKING ACCOUNT: |      |      |
| STATE SUBSIDY:                   | -    |      |
| INTEREST:                        | 8.14 |      |
| TOTAL ADDITIONS                  |      | 8.14 |

DISBURSEMENTS AUGUST 1, 2021 - AUGUST 31, 2021

|                              |            |            |
|------------------------------|------------|------------|
| TRANSFER TO CHECKING ACCOUNT | 250,000.00 |            |
| TOTAL DISBURSEMENTS          |            | 250,000.00 |

INVESTMENT BALANCE AUGUST 31, 2021 \$ 832,961.88

**PREPAID STUDENT ACCOUNTS**

PREPAID STUDENT ACCOUNTS BALANCE JULY 31, 2021 \$ 268,025.24

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

|                       |             |          |
|-----------------------|-------------|----------|
| DEDUCT: PREPAIDS USED | \$ 3,568.46 |          |
| TOTAL DEDUCTIONS      |             | 3,568.46 |

PREPAID STUDENT ACCOUNTS BALANCE AUGUST 31, 2021 \$ 264,456.78

WEST CHESTER AREA SCHOOL DISTRICT  
 SEPTEMBER 27, 2021  
 STATEMENT OF DISBURSEMENTS SUMMARY  
 FOR THE PERIOD AUGUST 1, 2021 - AUGUST 31, 2021

|                                              |                |                       |
|----------------------------------------------|----------------|-----------------------|
| GENERAL FUND DISBURSEMENTS                   |                | 113,310,337.05        |
| includes Technology,                         |                |                       |
| Federal Programs and any Special State Funds |                |                       |
| BILLS PAID                                   | 12,310,337.05  |                       |
| INVESTMENTS                                  | 101,000,000.00 |                       |
|                                              |                |                       |
| CAPITAL RESERVE FUND                         |                | 512,180.91            |
| CAPITAL PROJECTS FUND                        |                | 2,497,595.89          |
| SPECIAL REVENUE - Athletics                  |                | 3,040.56              |
| TRUST FUNDS                                  |                | 0.00                  |
| CAFETERIA                                    |                | 244,963.79            |
| STUDENT ACTIVITY FUND DISBURSEMENTS          |                | 3,046.00              |
| TRUST AND AGENCY FUND DISBURSEMENTS          |                | <u>6,353.00</u>       |
|                                              |                |                       |
| TOTAL DISBURSEMENTS                          |                | <u>116,577,517.20</u> |

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

**WEST CHESTER AREA SCHOOL DISTRICT**

**September 27, 2021 SCHOOL BOARD MEETING**

**CONSENT AGENDA RESOLUTION**

**Approval of the August 31, 2021 Financial Report**

Approval is requested for the West Chester School District Financial Report for the month ending August 31, 2021.

I so move.

**2021-2022 General Fund Financial Analysis**

The expenses and revenues as of August 2021 represent 2 months of financial activity for the District. To date we have collected \$133.7 million in real estate taxes, we have \$41.9 million more in taxes to collect to achieve our budget. Our YTD current real estate tax collections are ahead of last year due to the timing of tax payments received from the mortgage companies. That payment in the amount of \$53.0 million was posted in the final days of August this year as opposed to the first week of September in 2020.

The second largest local revenue category is Earned Income Tax which is in line with last year's collections. Based on last year's EIT collections as well our current YTD collections, we will be increasing our projections for the current year. We will continue to monitor EIT closely this year to provide updated projections if needed. We have received \$986,645 in transfer taxes year to date, this amount is ahead of last year and is the result of the size and timing of property transfers within the District. Interim tax collections are well ahead of last year and this is due to the new construction of apartments within the District.

Our local revenues YTD total \$139.3 million or 68.2% of budget. State revenues are behind budget due to the delay in receipt of the subsidy related to gaming revenues. Federal revenues are also on target with budget.

We have revised our projections for salaries and benefits related to average teacher salary in the amount of \$710,615 and a revision to our debt service expense in the amount of \$100,000 for the 2021-22 school year.

And as you can see on the statement, we have budgeted \$279.5 million in expenses and \$254.0 million in revenues this year and we budgeted to use \$25.5 million of our fund balance to close the gap between the expenses and revenues.

Our fund balance is projected to be \$48.4 million at June 30th 2022, but we are currently anticipating a \$21.9 million budget gap after an Act 1 index tax increase for the 2022-23 school year.

This concludes the financial report.

John T. Scully, School Board Treasurer

West Chester Area School District

2021-22 General Fund Including Technology and Federal Programs

Revenue for the Month Ending August 31, 2021

|                            | CURRENT YR<br>BUDGET  | YEAR TO DATE<br>REVENUE | AVAILABLE<br>BALANCE  | YTD RECEIPTS<br>CURR VS. PRIOR<br>YR | % OF<br>BUDGET<br>RECEIVED | % OF BUDGET<br>RECEIVED VS.<br>PRIOR YR |
|----------------------------|-----------------------|-------------------------|-----------------------|--------------------------------------|----------------------------|-----------------------------------------|
| CURRENT REAL ESTATE        | 175,639,470.00        | 133,735,042.69          | 41,904,427.31         | 34,380,292.57                        | 76.14%                     | 57.57%                                  |
| INTERIM R. E. TAXES        | 823,430.00            | 435,080.49              | 388,349.51            | 357,581.28                           | 52.84%                     | 9.40%                                   |
| PUBLIC UTILITY R. T.       | 180,000.00            | -                       | 180,000.00            | -                                    | 0.00%                      | 0.00%                                   |
| EARNED INCOME TAXES        | 19,884,105.00         | 3,740,283.00            | 16,143,822.00         | (146,710.22)                         | 18.81%                     | 19.84%                                  |
| REAL ESTATE TRANSFER       | 3,810,059.00          | 986,645.23              | 2,823,413.77          | 660,899.84                           | 25.90%                     | 8.72%                                   |
| DELIQU TAX LEVIED          | 2,858,800.00          | 201,735.51              | 2,657,064.49          | 54,745.69                            | 7.06%                      | 5.14%                                   |
| EARNINGS-INVESTMENTS       | 357,500.00            | 7,059.52                | 350,440.48            | (32,995.95)                          | 1.97%                      | 8.01%                                   |
| PARKING FEES               | 65,000.00             | 34,143.15               | 30,856.85             | 34,143.15                            | 52.53%                     | 0.00%                                   |
| RENTALS                    | 245,000.00            | 41,321.88               | 203,678.12            | (5,786.62)                           | 16.87%                     | 19.23%                                  |
| CONTRIBUTIONS              | -                     | -                       | -                     | -                                    | 0.00%                      | 0.00%                                   |
| SUMMER SCHL TUITION        | 51,000.00             | 50,973.83               | 26.17                 | 32,075.04                            | 99.95%                     | 37.06%                                  |
| RCPTS OTHER LEA'S PA       | 53,000.00             | -                       | 53,000.00             | (8,460.40)                           | 0.00%                      | 15.96%                                  |
| OUTDOOR EDU. TUITION       | 14,510.00             | -                       | 14,510.00             | -                                    | 0.00%                      | 0.00%                                   |
| MISCELLANEOUS REVENU       | 76,000.00             | -                       | 76,000.00             | (432.33)                             | 0.00%                      | 0.57%                                   |
| REF PRIOR YR EXPEN.        | 10,000.00             | -                       | 10,000.00             | -                                    | 0.00%                      | 0.00%                                   |
| ACTIVITY FEE REVENUE       | 294,490.00            | 88,425.00               | 206,065.00            | 87,150.00                            | 30.03%                     | 0.43%                                   |
| ADVERTISING REVENUE        | -                     | -                       | -                     | -                                    | 0.00%                      | 0.00%                                   |
| <b>LOCAL REVENUES</b>      | <b>204,362,364.00</b> | <b>139,320,710.30</b>   | <b>65,041,653.70</b>  | <b>35,412,502.05</b>                 | <b>68.17%</b>              | <b>51.68%</b>                           |
| BASIC INSTR. SUBSIDY       | 8,421,880.00          | 1,311,664.00            | 7,110,216.00          | 98,772.00                            | 15.57%                     | 14.40%                                  |
| TUITION ORPHANS            | 290,000.00            | -                       | 290,000.00            | -                                    | 0.00%                      | 0.00%                                   |
| MIGRATORY CHILDREN         | -                     | -                       | -                     | -                                    | 0.00%                      | 0.00%                                   |
| SPECIAL ED FUNDING         | 5,899,089.00          | 792,276.00              | 5,106,813.00          | 5,878.00                             | 13.43%                     | 13.33%                                  |
| PRRI/APS DIRECT PAYMENTS   | -                     | -                       | -                     | -                                    | 0.00%                      | 0.00%                                   |
| TRANSPORTATION SUB.        | 3,087,583.00          | 224,328.00              | 2,863,255.00          | 13,319.00                            | 7.27%                      | 9.09%                                   |
| RENT SUBSIDY               | 1,077,468.00          | 28,788.64               | 1,048,679.36          | 23,942.62                            | 2.67%                      | 0.44%                                   |
| MEDICAL-DENTAL SVCS.       | 253,931.00            | -                       | 253,931.00            | -                                    | 0.00%                      | 0.00%                                   |
| BASIC ED REIM SUPP         | 3,596,194.00          | -                       | 3,596,194.00          | (1,785,173.00)                       | 0.00%                      | 50.00%                                  |
| SCHOOL SAFETY AND SECURITY | -                     | -                       | -                     | -                                    | 0.00%                      | 0.00%                                   |
| READY TO LEARN BLOCK GRANT | 399,095.00            | -                       | 399,095.00            | -                                    | 0.00%                      | 0.00%                                   |
| OTHER STATE GRANTS         | -                     | -                       | -                     | -                                    | 0.00%                      | 0.00%                                   |
| SOC SEC/MED SUBSIDY        | 4,122,374.00          | -                       | 4,122,374.00          | (944,858.31)                         | 0.00%                      | 24.07%                                  |
| RETIREMENT SUBSIDY         | 18,815,079.00         | -                       | 18,815,079.00         | -                                    | 0.00%                      | 0.00%                                   |
| <b>STATE REVENUES</b>      | <b>45,962,693.00</b>  | <b>2,357,056.64</b>     | <b>43,605,636.36</b>  | <b>(2,588,119.69)</b>                | <b>5.13%</b>               | <b>11.27%</b>                           |
| IDEA 619 FUNDS             | 6,448.00              | -                       | 6,448.00              | -                                    | 0.00%                      | 0.00%                                   |
| IDEA PASS THROUGH          | 1,565,639.00          | -                       | 1,565,639.00          | -                                    | 0.00%                      | 0.00%                                   |
| TITLE I                    | 574,668.00            | -                       | 574,668.00            | (158,149.41)                         | 0.00%                      | 26.41%                                  |
| TITLE II                   | 246,440.00            | -                       | 246,440.00            | (128,186.18)                         | 0.00%                      | 54.10%                                  |
| TITLE III LEP/IMMIGRAN     | 99,502.00             | -                       | 99,502.00             | (19,356.01)                          | 0.00%                      | 21.19%                                  |
| TITLE IV                   | 45,412.00             | -                       | 45,412.00             | (9,569.94)                           | 0.00%                      | 18.15%                                  |
| OTHER FEDERAL GRANTS       | -                     | -                       | -                     | -                                    | 0.00%                      | 0.00%                                   |
| CARES ACT                  | -                     | -                       | -                     | (51,770.32)                          | 0.00%                      | 0.00%                                   |
| GOV'S EMERGENCY ED RELIEF  | -                     | -                       | -                     | -                                    | 0.00%                      | 0.00%                                   |
| OTHER CARES ACT            | -                     | -                       | -                     | -                                    | 0.00%                      | 0.00%                                   |
| MA DIRECT SERVICES         | 970,000.00            | -                       | 970,000.00            | (75,909.05)                          | 0.00%                      | 7.83%                                   |
| MA ADMIN TIME STUDY        | 30,000.00             | -                       | 30,000.00             | (19,955.84)                          | 0.00%                      | 66.52%                                  |
| <b>FEDERAL PROGRAMS</b>    | <b>3,538,109.00</b>   | <b>-</b>                | <b>3,538,109.00</b>   | <b>(462,896.75)</b>                  | <b>0.00%</b>               | <b>13.57%</b>                           |
| <b>TOTAL REVENUES</b>      | <b>253,863,166.00</b> | <b>141,677,766.94</b>   | <b>112,185,399.06</b> | <b>32,361,485.61</b>                 | <b>55.81%</b>              | <b>44.02%</b>                           |

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WEST CHESTER AREA SCHOOL DISTRICT  
 EXPENDITURE STATUS REPORT

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| ACCOUNT | TITLE                    | BUDGET        | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|---------|--------------------------|---------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 111     | REG SALARIES ADMIN       | 9,843,705.00  | 1,016,433.05           | .00                         | 1,761,948.01        | 8,081,756.99         | 17.90       |
| 121     | REG SALARIES PROF        | 76,795,729.00 | 3,444,550.08           | .00                         | 3,445,676.52        | 73,350,052.48        | 4.49        |
| 123     | EXTRA ASSIGN PROF        | 1,167,749.00  | 738,749.94             | .00                         | 1,091,257.51        | 76,491.49            | 93.45       |
| 124     | SABBATICL LV PROF        | 300,000.00    | 23,715.94              | .00                         | 23,715.94           | 276,284.06           | 7.91        |
| 125     | SUBJ CHRPRSN PROF        | 535,944.00    | .00                    | .00                         | .00                 | 535,944.00           | .00         |
| 127     | RETIREMT SEV PROF        | 392,000.00    | .00                    | .00                         | .00                 | 392,000.00           | .00         |
| 135     | SUPPLEMTL CONTR PROF     | 2,167,000.00  | .00                    | .00                         | .00                 | 2,167,000.00         | .00         |
| 141     | REG SALARIES TECHNCL     | 3,866,346.00  | 251,945.19             | .00                         | 597,525.20          | 3,268,820.80         | 15.45       |
| 143     | EXTRA ASSIGN TECHNCL     | 2,208.00      | 6,149.80               | .00                         | 9,663.21            | -7,455.21            | 437.65      |
| 151     | REG SALARIES OFFICE      | 3,053,321.00  | 212,948.73             | .00                         | 319,064.18          | 2,734,256.82         | 10.45       |
| 153     | O/T SALARIES OFFICE      | 56,759.00     | 7,862.65               | .00                         | 11,600.68           | 45,158.32            | 20.44       |
| 154     | SALARIES AIDES           | 560,438.00    | .00                    | .00                         | .00                 | 560,438.00           | .00         |
| 158     | TECH AIDES               | 556,180.00    | 19,796.51              | .00                         | 28,607.89           | 527,572.11           | 5.14        |
| 161     | REG SALARIES O & M       | 5,460,515.00  | 362,096.82             | .00                         | 531,001.51          | 4,929,513.49         | 9.72        |
| 162     | TEMP SALARIES O & M      | 75,000.00     | 13,332.00              | .00                         | 17,253.00           | 57,747.00            | 23.00       |
| 163     | O/T SALARIES O & M       | 192,000.00    | 7,426.40               | .00                         | 10,393.65           | 181,606.35           | 5.41        |
| 167     | CUSTODIAL SEVERANCE      | 40,000.00     | .00                    | .00                         | .00                 | 40,000.00            | .00         |
| 168     | TECH TRADE/CRAFTS        | 636,892.00    | 43,096.28              | .00                         | 71,050.47           | 565,841.53           | 11.16       |
| 171     | NEW HIRES                | .00           | 2,094.26               | .00                         | 2,094.26            | -2,094.26            | .00         |
| 191     | REG SALARIES INSTRL AIDE | 2,420,461.00  | -352.03                | .00                         | -251.33             | 2,420,712.33         | -.01        |
| 193     | O/T INSTRUCTIONAL AIDES  | 57,750.00     | 38,357.46              | .00                         | 56,766.31           | 983.69               | 98.30       |
| 211     | MEDICAL INSURANCE        | 14,324,368.00 | 827,259.37             | .00                         | 1,046,201.24        | 13,278,166.76        | 7.30        |
| 212     | DENTAL INSURANCE         | 1,336,073.00  | 54,420.94              | .00                         | 71,701.96           | 1,264,371.04         | 5.37        |
| 213     | LIFE INSURANCE           | 186,047.00    | 12,978.80              | .00                         | 20,324.26           | 165,722.74           | 10.92       |
| 214     | INC. PROT. INS.          | 250,000.00    | 7,459.34               | .00                         | 10,548.82           | 239,451.18           | 4.22        |
| 215     | EYE CARE INS             | 198,091.00    | 8,855.49               | .00                         | 11,927.92           | 186,163.08           | 6.02        |
| 216     | PRESCRIPTION INS         | 4,089,799.00  | 139,929.24             | .00                         | 168,052.41          | 3,921,746.59         | 4.11        |
| 220     | SOCIAL SECURITY CONT     | 8,244,751.00  | 466,664.60             | .00                         | 594,118.02          | 7,650,632.98         | 7.21        |
| 230     | RETIREMENT CONTRIBS      | 37,630,160.00 | 2,107,143.95           | .00                         | 2,668,485.59        | 34,961,674.41        | 7.09        |
| 231     | RETIREMENT CONTR - DC    | .00           | 10,673.27              | .00                         | 14,539.69           | -14,539.69           | .00         |
| 240     | TUITION REIMBURSE        | 600,000.00    | 35,075.43              | .00                         | 67,221.29           | 532,778.71           | 11.20       |
| 250     | UNEMPLOYMENT COMP        | 380,000.00    | .00                    | .00                         | 57,354.85           | 322,645.15           | 15.09       |
| 260     | WORKMEN'S COMPENS        | 909,777.00    | .00                    | .00                         | 383,824.00          | 525,953.00           | 42.19       |
| 290     | OTHER EMPLOYEE BEN       | .00           | 287,519.00             | .00                         | 320,955.38          | -320,955.38          | .00         |
| 300     | PRCHSD PRO&TECH SVS      | 3,728.00      | .00                    | .00                         | .00                 | 3,728.00             | .00         |
| 302     | PURCH PROF AIDES         | 2,073,000.00  | 63,571.44              | .00                         | 76,971.72           | 1,996,028.28         | 3.71        |
| 303     | PURCH PROF TSS CCIU      | 120,960.00    | 112,270.45             | .00                         | 112,270.45          | 8,689.55             | 92.82       |
| 304     | PURCH PROF TSS CONTRACTE | 1,587,255.00  | .00                    | .00                         | .00                 | 1,587,255.00         | .00         |
| 310     | OFFICIAL/ADMIN SVCS      | 650,142.00    | 97,869.69              | .00                         | 97,869.69           | 552,272.31           | 15.05       |
| 315     | PURCH PROF TEACHER SUBS  | 2,479,653.00  | 2,196.60               | .00                         | 2,196.60            | 2,477,456.40         | .09         |
| 316     | PURCH PROF AIDES SUBS    | 300,000.00    | .00                    | .00                         | .00                 | 300,000.00           | .00         |
| 317     | PURCH PROF ADM SUPPRT SU | 100,000.00    | 11,473.12              | .00                         | 13,054.47           | 86,945.53            | 13.05       |
| 322     | PROF ED SVCS IU'S        | 6,250,136.00  | 6,671.97               | .00                         | 6,671.97            | 6,243,464.03         | .11         |
| 323     | PROF ED SVCS OTHER       | 1,468,235.00  | 88,709.25              | .00                         | 224,861.25          | 1,243,373.75         | 15.32       |
| 324     | PROF ED SRVS EMPL TRAIN. | 101,361.00    | -1,300.00              | 2,650.00                    | 10,672.35           | 88,038.65            | 13.14       |
| 329     | PROF. EDUC. SVCS- OTHER  | 473,000.00    | .00                    | .00                         | .00                 | 473,000.00           | .00         |

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| 330     | OTHER PROF SERVICES      | 2,359,815.00  | 301,127.91             | 3,658.01                    | 278,892.46          | 2,077,264.53         | 11.97       |
| 340     | TECHNICAL SERVICES       | 20,000.00     | .00                    | .00                         | 7,780.00            | 12,220.00            | 38.90       |
| 348     | PROF SVCS - TECHN LGY    | 54,978.00     | 6,174.00               | -1,829.00                   | 10,574.00           | 46,233.00            | 15.91       |
| 350     | SECURITY/SAFETY SVCS     | 341,713.10    | 638.10                 | 42,383.01                   | 638.10              | 298,691.99           | 12.59       |
| 360     | EMPLOYEE TRAINING AND DE | 2,000.00      | .00                    | .00                         | .00                 | 2,000.00             | .00         |
| 390     | OTHER PURCH. SVCS        | 380,044.00    | 4,093.83               | .00                         | 5,378.84            | 374,665.16           | 1.42        |
| 422     | ELECTRICITY              | 1,931,000.00  | 192,052.81             | .00                         | 192,052.81          | 1,738,947.19         | 9.95        |
| 424     | WATER/SEWAGE             | 655,300.00    | 26,043.81              | 1,757.39                    | 31,096.45           | 622,446.16           | 5.01        |
| 430     | REPAIRS & MAINT SVCS     | 1,032,629.00  | 111,799.50             | 437,799.16                  | 154,433.59          | 440,396.25           | 57.35       |
| 432     | REPAIRS & MAINT- SVC EQU | 8,800.00      | .00                    | 7,465.00                    | .00                 | 1,335.00             | 84.83       |
| 438     | REPAIRS & MAINT- TECH    | 346,160.00    | .00                    | .00                         | 15,423.91           | 330,736.09           | 4.46        |
| 441     | RENTAL - LAND & BLDGS    | 141,000.00    | 1,468.00               | 14,680.00                   | 3,296.02            | 123,023.98           | 12.75       |
| 442     | EQUIPMENT RENTAL         | 205,423.00    | 17,614.91              | 147,464.49                  | 25,926.84           | 32,031.67            | 84.41       |
| 449     | OTHER RENTAL             | 4,025.00      | .00                    | .00                         | .00                 | 4,025.00             | .00         |
| 513     | CONTRACTED CARRIERS      | 15,720,325.00 | 374,721.57             | .00                         | 374,721.57          | 15,345,603.43        | 2.38        |
| 521     | FIRE INSURANCE           | 193,000.00    | .00                    | .00                         | 195,278.00          | -2,278.00            | 101.18      |
| 522     | AUTO LIABLTY INS         | 53,500.00     | .00                    | .00                         | 54,794.00           | -1,294.00            | 102.42      |
| 523     | GNRL PROP & LIAB INS     | 242,500.00    | .00                    | .00                         | 138,682.00          | 103,818.00           | 57.19       |
| 525     | BONDING INSURANCE        | 7,832.00      | .00                    | .00                         | 75,202.00           | -67,370.00           | 960.19      |
| 529     | OTHER INSURANCE          | 63,000.00     | 49,500.00              | .00                         | 68,682.00           | -5,682.00            | 109.02      |
| 530     | TELEPHONE & POSTAGE      | 327,165.00    | 46,813.77              | 63,197.39                   | 63,518.69           | 200,448.92           | 38.73       |
| 538     | COMMUNICATIONS-TECH      | 175,700.00    | 14,817.58              | 207,389.72                  | 79,580.62           | -111,270.34          | 163.33      |
| 540     | ADVERTISING              | 20,300.00     | 1,423.47               | 3,762.01                    | 1,423.47            | 15,114.52            | 25.54       |
| 550     | PRINTING AND BINDING     | 61,742.00     | 530.00                 | 12,735.84                   | 2,647.13            | 46,359.03            | 24.91       |
| 560     | TUITION                  | 1,000,000.00  | .00                    | .00                         | .00                 | 1,000,000.00         | .00         |
| 561     | TUIT TO LEA WITHIN       | 223,000.00    | .00                    | .00                         | .00                 | 223,000.00           | .00         |
| 562     | TUITION - CHARTER SCHOOL | 8,078,617.00  | 179,403.33             | .00                         | 866,425.16          | 7,212,191.84         | 10.72       |
| 563     | TUIT TO PRIV SCHOOLS     | 1,008,595.00  | 102,515.83             | .00                         | 264,490.83          | 744,104.17           | 26.22       |
| 564     | TUIT TO AREA VO-TECH     | 2,763,333.00  | .00                    | .00                         | 617,528.00          | 2,145,805.00         | 22.35       |
| 567     | TUITION TO APP PRIV. SCH | 2,103,992.00  | .00                    | .00                         | 171,250.00          | 1,932,742.00         | 8.14        |
| 568     | TUITION PRRI, ALT ED,DTE | 20,000.00     | .00                    | .00                         | .00                 | 20,000.00            | .00         |
| 569     | TUITION OTHER            | 15,000.00     | .00                    | .00                         | .00                 | 15,000.00            | .00         |
| 580     | TRAVEL EXPENSES          | 184,479.00    | 858.71                 | .00                         | 2,989.05            | 181,489.95           | 1.62        |
| 581     | TRAVEL-PROF. DEVELOPMENT | 126,556.00    | 273.84                 | 1,100.32                    | 370.16              | 125,085.52           | 1.16        |
| 594     | I.U. PAYMNT BY W.H SP CL | 6,000.00      | .00                    | .00                         | .00                 | 6,000.00             | .00         |
| 595     | I.U. PAYMNT BY W/H       | 131,221.00    | .00                    | .00                         | .00                 | 131,221.00           | .00         |
| 610     | GENERAL SUPPLIES         | 3,442,056.90  | 378,892.90             | 1,011,594.88                | 401,717.49          | 2,028,744.53         | 41.06       |
| 618     | SUPPLIES-TECHNOLOGY      | 3,807.00      | 97.42                  | .00                         | 97.42               | 3,709.58             | 2.56        |
| 621     | NATURAL GAS              | 735,000.00    | 26,288.51              | .00                         | 26,288.51           | 708,711.49           | 3.58        |
| 626     | GASOLINE & DIESEL        | 65,000.00     | 5,184.42               | 55,000.00                   | 5,184.42            | 4,815.58             | 92.59       |
| 627     | DIESEL FUEL              | 10,000.00     | 1,205.82               | 8,000.00                    | 1,205.82            | 794.18               | 92.06       |
| 635     | FOOD MEALS & REFRESHMENT | 75,144.00     | 843.50                 | 4,179.17                    | 1,420.61            | 69,544.22            | 7.45        |
| 640     | BOOKS & PERIODICALS      | 1,148,310.00  | 25,127.67              | 254,841.62                  | 185,765.46          | 707,702.92           | 38.37       |
| 648     | BOOKS -TECHNOLOGY        | 650.00        | .00                    | .00                         | .00                 | 650.00               | .00         |
| 650     | SUPPLIES & FEES- TECH RE | 1,815,078.00  | 200,086.46             | 151,375.33                  | 1,207,517.44        | 456,185.23           | 74.87       |
| 750     | EQUIP - ORIG & ADDT'L    | 3,000.00      | .00                    | 45,000.00                   | .00                 | -42,000.00           | 1500.00     |

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WEST CHESTER AREA SCHOOL DISTRICT  
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|--------------|--------------------------|----------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 752          | CAP EQUIP- ORIG. OR ADD  | 102,300.00     | .00                    | 38,624.89                   | .00                 | 63,675.11            | 37.76       |
| 758          | EQUIPMENT-TECHNOLOGY     | 10,163.00      | .00                    | .00                         | .00                 | 10,163.00            | .00         |
| 760          | EQUIPMENT - REPLACEMENT  | 40,664.00      | .00                    | 15,960.57                   | 3,005.00            | 21,698.43            | 46.64       |
| 762          | CAP EQUIP- REPLACE       | 298,500.00     | 6,098.56               | 44,732.42                   | 6,098.56            | 247,669.02           | 17.03       |
| 767          | NON CAP TECH EQUIP-REPLA | .00            | -460.00                | .00                         | -460.00             | 460.00               | .00         |
| 768          | EQUIP REPLACE-TECHNOLOGY | 2,850.00       | .00                    | .00                         | .00                 | 2,850.00             | .00         |
| 810          | DUES AND FEES            | 227,296.00     | 15,757.02              | 48,155.91                   | 35,679.08           | 143,461.01           | 36.88       |
| 811          | MEMBERSHIPS              | 117,026.00     | 1,736.20               | 9,450.00                    | 29,100.57           | 78,475.43            | 32.94       |
| 832          | INT SERIAL BONDS         | 10,795,032.00  | 632,521.90             | .00                         | 639,156.78          | 10,155,875.22        | 5.92        |
| 880          | REFNDS OF PR YRS RCP     | 55,000.00      | .00                    | .00                         | .00                 | 55,000.00            | .00         |
| 890          | MISC EXPENDITURES        | 4,405,877.00   | .00                    | .00                         | .00                 | 4,405,877.00         | .00         |
| 899          | STUDENT ACTIVITY         | 100,000.00     | 28,600.37              | .00                         | 28,600.37           | 71,399.63            | 28.60       |
| 912          | SERIAL BNDS PRN PYMT     | 17,710,000.00  | .00                    | .00                         | .00                 | 17,710,000.00        | .00         |
| 932          | CAP RESERVE FD TRANS     | 6,237,265.00   | .00                    | .00                         | .00                 | 6,237,265.00         | .00         |
| TOTAL REPORT |                          | 279,345,296.00 | 13,281,496.75          | 2,631,128.13                | 20,230,644.17       | 256,483,523.70       | 8.18        |



DATE: 09/16/2021  
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WEST CHESTER AREA SCHOOL DISTRICT  
 REVENUE STATUS REPORT

PAGE NUMBER: 1  
 REVSTAI1

SELECTION CRITERIA: orgn.fund='22'  
 ACCOUNTING PERIOD: 2/22

SORTED BY: ACCOUNT  
 TOTALED ON:  
 PAGE BREAKS ON:

| ACCOUNT - - - - - TITLE - - - - -                                | BUDGET       | PERIOD<br>RECEIPTS | RECEIVABLES | YEAR TO DATE<br>RECEIPTS | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|------------------------------------------------------------------|--------------|--------------------|-------------|--------------------------|----------------------|-------------|
| ACCOUNT-R6500 EARNINGS-INVESTMENTS<br>R6500 EARNINGS-INVESTMENTS | 75,000.00    | -827.70            | .00         | 1,352.14                 | 73,647.86            | 1.80        |
| ACCOUNT-R9310 GENRL FND TRANSFERS<br>R9310 GENRL FND TRANSFERS   | 4,225,764.00 | .00                | .00         | .00                      | 4,225,764.00         | .00         |
| ACCOUNT-R9400 SALE OF FIXED ASSETS<br>R9400 SALE OF FIXED ASSETS | .00          | .00                | .00         | 685.00                   | -685.00              | .00         |
| TOTAL REPORT                                                     | 4,300,764.00 | -827.70            | .00         | 2,037.14                 | 4,298,726.86         | .05         |

DATE: 09/16/2021  
 TIME: 10:11:51

WEST CHESTER AREA SCHOOL DISTRICT  
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTA11

SELECTION CRITERIA: orgn.fund='22'  
 ACCOUNTING PERIOD: 2/22

SORTED BY: ACCOUNT  
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| ACCOUNT      | TITLE                    | BUDGET       | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|--------------|--------------------------|--------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 330          | OTHER PROF SERVICES      | .00          | .00                    | 1,356.00                    | .00                 | -1,356.00            | .00         |
| 390          | OTHER PURCH. SVCS        | .00          | 47,135.25              | 78,408.68                   | 47,135.25           | -125,543.93          | .00         |
| 529          | OTHER INSURANCE          | 39,650.00    | -42,950.00             | .00                         | -42,950.00          | 82,600.00            | -108.32     |
| 757          | NON CAP TECH EQUIP-ORIG  | 114,827.00   | -749.00                | 3,202.79                    | -749.00             | 112,373.21           | 2.14        |
| 760          | EQUIPMENT - REPLACEMENT  | 60,000.00    | 6,337.92               | 31,096.80                   | 9,966.90            | 18,936.30            | 68.44       |
| 766          | CAP TECH HARDWARE REPLAC | 435,000.00   | 9,533.94               | 166,740.00                  | 9,533.94            | 258,726.06           | 40.52       |
| 767          | NON CAP TECH EQUIP-REPLA | 2,835,390.00 | 65,617.17              | 178,611.46                  | 65,655.16           | 2,591,123.38         | 8.61        |
| 810          | DUES AND FEES            | 10,000.00    | 1,451.57               | .00                         | 1,451.57            | 8,548.43             | 14.52       |
| TOTAL REPORT |                          | 3,494,867.00 | 86,376.85              | 459,415.73                  | 90,043.82           | 2,945,407.45         | 15.72       |

DATE: 09/16/2021  
TIME: 10:08:59

WEST CHESTER AREA SCHOOL DISTRICT  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTA11

SELECTION CRITERIA: orgn.fund='27'  
ACCOUNTING PERIOD: 2/22

SORTED BY: ACCOUNT  
TOTALLED ON:  
PAGE BREAKS ON:

| ACCOUNT - - - - - TITLE - - - - -                              | BUDGET       | PERIOD<br>RECEIPTS | RECEIVABLES | YEAR TO DATE<br>RECEIPTS | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|----------------------------------------------------------------|--------------|--------------------|-------------|--------------------------|----------------------|-------------|
| ACCOUNT-R9310 GENRL FND TRANSFERS<br>R9310 GENRL FND TRANSFERS | 2,011,500.00 | .00                | .00         | .00                      | 2,011,500.00         | .00         |
| TOTAL REPORT                                                   | 2,011,500.00 | .00                | .00         | .00                      | 2,011,500.00         | .00         |

DATE: 09/16/2021  
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WEST CHESTER AREA SCHOOL DISTRICT  
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTA11

SELECTION CRITERIA: orgn.fund='27'  
 ACCOUNTING PERIOD: 2/22

SORTED BY: ACCOUNT  
 TOTALED ON:  
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| ACCOUNT      | TITLE                   | BUDGET       | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|--------------|-------------------------|--------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 300          | PRCHSD PRO&TECH SVS     | .00          | 270.00                 | 28,223.74                   | 52,490.00           | -80,713.74           | .00         |
| 330          | OTHER PROF SERVICES     | .00          | .00                    | 65,273.80                   | .00                 | -65,273.80           | .00         |
| 390          | OTHER PURCH. SVCS       | .00          | 355,862.46             | 1,905,178.18                | 361,534.08          | -2,266,712.26        | .00         |
| 430          | REPAIRS & MAINT SVCS    | .00          | .00                    | 12,770.00                   | .00                 | -12,770.00           | .00         |
| 610          | GENERAL SUPPLIES        | .00          | .00                    | 2,739.58                    | 20,959.25           | -23,698.83           | .00         |
| 750          | EQUIP - ORIG & ADDT'L   | .00          | 27,424.17              | 10,750.11                   | 30,164.17           | -40,914.28           | .00         |
| 752          | CAP EQUIP- ORIG. OR ADD | 2,011,500.00 | .00                    | .00                         | .00                 | 2,011,500.00         | .00         |
| TOTAL REPORT |                         | 2,011,500.00 | 383,556.63             | 2,024,935.41                | 465,147.50          | -478,582.91          | 123.79      |

DATE: 09/16/2021  
TIME: 10:09:21

WEST CHESTER AREA SCHOOL DISTRICT  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTA11

SELECTION CRITERIA: orgn.fund='29'  
ACCOUNTING PERIOD: 2/22

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PAGE BREAKS ON:

| ACCOUNT - - - - - TITLE - - - - -                  | BUDGET     | PERIOD<br>RECEIPTS | RECEIVABLES | YEAR TO DATE<br>RECEIPTS | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|----------------------------------------------------|------------|--------------------|-------------|--------------------------|----------------------|-------------|
| ACCOUNT-R6710 GATE RECEIPTS<br>R6710 GATE RECEIPTS | 131,500.00 | 8,244.00           | .00         | 8,244.00                 | 123,256.00           | 6.27        |
| TOTAL REPORT                                       | 131,500.00 | 8,244.00           | .00         | 8,244.00                 | 123,256.00           | 6.27        |

DATE: 09/16/2021  
 TIME: 10:13:00

WEST CHESTER AREA SCHOOL DISTRICT  
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTA11

SELECTION CRITERIA: orgn.fund='29'  
 ACCOUNTING PERIOD: 2/22

SORTED BY: ACCOUNT  
 TOTALED ON:  
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| ACCOUNT      | TITLE                | BUDGET     | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|--------------|----------------------|------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 220          | SOCIAL SECURITY CONT | .00        | 76.50                  | .00                         | 76.50               | -76.50               | .00         |
| 230          | RETIREMENT CONTRIBS  | .00        | 349.40                 | .00                         | 349.40              | -349.40              | .00         |
| 350          | SECURITY/SAFETY SVCS | 3,340.00   | .00                    | .00                         | .00                 | 3,340.00             | .00         |
| 390          | OTHER PURCH. SVCS    | 63,930.00  | 125.00                 | .00                         | 125.00              | 63,805.00            | .20         |
| 513          | CONTRACTED CARRIERS  | 3,080.00   | .00                    | .00                         | .00                 | 3,080.00             | .00         |
| 580          | TRAVEL EXPENSES      | 2,010.00   | .00                    | .00                         | 243.94              | 1,766.06             | 12.14       |
| 610          | GENERAL SUPPLIES     | 35,690.00  | 3,040.56               | 2,388.00                    | 9,186.56            | 24,115.44            | 32.43       |
| 762          | CAP EQUIP- REPLACE   | 18,060.00  | .00                    | .00                         | .00                 | 18,060.00            | .00         |
| 810          | DUES AND FEES        | 5,390.00   | .00                    | .00                         | 80.00               | 5,310.00             | 1.48        |
| TOTAL REPORT |                      | 131,500.00 | 3,591.46               | 2,388.00                    | 10,061.40           | 119,050.60           | 9.47        |

**WEST CHESTER AREA SCHOOL DISTRICT  
CAPITAL PROJECTS FUND  
Month Ending August 31, 2021**

| <b>Project</b>                | <b>Description</b>                            | <b>Project Budget</b> | <b>Project to Date<br/>Expenses at<br/>Prior 6/30</b> | <b>Current Fiscal Year<br/>to Date Expenses</b> | <b>Total Expenses</b> | <b>Budget Balance</b> |
|-------------------------------|-----------------------------------------------|-----------------------|-------------------------------------------------------|-------------------------------------------------|-----------------------|-----------------------|
| <b>Current Projects</b>       |                                               |                       |                                                       |                                                 |                       |                       |
| C007                          | Westtown-Thornbury Renovations/Additions      | 10,389,690.18         | 10,378,836.28                                         | 0.00                                            | 10,378,836.28         | 10,853.90             |
| C009                          | East Bradford Renovations/Additions           | 10,260,000.00         | 10,153,725.90                                         | 0.00                                            | 10,153,725.90         | 106,274.10            |
| C033                          | Exton Renovations/Additions                   | 18,100,000.00         | 17,896,833.50                                         | 87,835.83                                       | 17,984,669.33         | 115,330.67            |
| C034                          | East Goshen Design and Construction           | 17,750,000.00         | 17,136,220.70                                         | 12,366.63                                       | 17,148,587.33         | 601,412.67            |
| C035                          | Mary C Howse Design and Construction          | 11,900,000.00         | 53,376.67                                             | 0.00                                            | 53,376.67             | 11,846,623.33         |
| C036                          | Glen Acres Design and Construction            | 17,700,000.00         | 810,009.67                                            | 6,119.45                                        | 816,129.12            | 16,883,870.88         |
| C038                          | Starkweather Design and Construction          | 10,400,000.00         | 477,546.31                                            | 0.00                                            | 477,546.31            | 9,922,453.69          |
| C054                          | East Replace 2 Chillers and Add 1 Chiller     | 764,964.39            | 764,964.39                                            | 0.00                                            | 764,964.39            | 0.00                  |
| C057                          | New Elementary School Design and Construction | 27,500,000.00         | 23,416,305.35                                         | 3,158,719.76                                    | 26,575,025.11         | 924,974.89            |
| C059                          | Westtown-Thornbury Addition                   | 2,500,000.00          | 331,563.85                                            | 106,327.09                                      | 437,890.94            | 2,062,109.06          |
| C061                          | EHS Two Replacement Chillers                  | 639,000.00            | 638,321.53                                            | 0.00                                            | 638,321.53            | 678.47                |
| C063                          | HHS Softball Field Replacement                | 85,895.45             | 85,895.45                                             | 0.00                                            | 85,895.45             | 0.00                  |
| C064                          | EHS Fire Panel Replacement                    | 110,000.00            | 69,065.00                                             | 0.00                                            | 69,065.00             | 40,935.00             |
| C065                          | HHS Front Entrance Redesign                   | 53,080.00             | 0.00                                                  | 9,660.00                                        | 9,660.00              | 43,420.00             |
| C066                          | RHS Replacement Roof Sections                 | 1,404,462.00          | 1,437,812.00                                          | 0.00                                            | 1,437,812.00          | (33,350.00)           |
| C067                          | RHS Replacement Chiller                       | 292,505.61            | 271,900.00                                            | 0.00                                            | 271,900.00            | 20,605.61             |
| C068                          | FMS Fire Panel Replacement                    | 110,000.00            | 49,150.00                                             | 0.00                                            | 49,150.00             | 60,850.00             |
| C069                          | RHS Phase 2 Roof Replacement                  | 1,311,272.00          | 654,236.00                                            | 505,483.00                                      | 1,159,719.00          | 151,553.00            |
| C999                          | 2012-2023 Labor                               | 4,915,221.54          | 3,884,058.34                                          | 74,558.52                                       | 3,958,616.86          | 956,604.68            |
| <b>Total Current Projects</b> |                                               | <b>151,241,917.20</b> | <b>102,562,971.97</b>                                 | <b>3,961,070.28</b>                             | <b>106,524,042.25</b> | <b>44,717,874.95</b>  |

WEST CHESTER AREA SCHOOL DISTRICT  
 FOOD SERVICES FUND  
 AUGUST 31, 2021

|                           | 2021-22<br>CONTRACT<br>BUDGET | ACTUAL<br>AUGUST 2021 | YTD<br>2021-22 |
|---------------------------|-------------------------------|-----------------------|----------------|
| <u>REVENUE</u>            |                               |                       |                |
| CAFETERIA SALES           | 2,725,673                     | 5,734                 | 6,483          |
| GOVERNMENT REIMBURSEMENTS | 769,873                       | 19,751                | 89,809         |
| <b>TOTAL REVENUE</b>      | <b>3,495,545</b>              | <b>25,485</b>         | <b>96,292</b>  |
| <br><u>EXPENDITURES</u>   |                               |                       |                |
| COST OF FOOD              | 1,205,102                     | 24,780                | 8,082          |
| <i>COMMODITY USAGE</i>    | <i>(101,150)</i>              | 5,467                 | 5,467          |
| LABOR                     | 1,568,170                     | 34,620                | 66,191         |
| ADMINISTRATIVE EXPENSE    | 66,495                        |                       | -              |
| MANAGEMENT FEE            | 61,380                        |                       | -              |
| OTHER DIRECT EXPENSES     | 413,684                       | 15,319                | 27,223         |
| <b>TOTAL EXPENDITURES</b> | <b>3,213,680</b>              | <b>74,719</b>         | <b>101,495</b> |
| <br>PROFIT/LOSS           | <br>281,865                   | <br>(49,233)          | <br>(5,202)    |



WEST CHESTER AREA SCHOOL DISTRICT  
August 2021

|                                     | 452<br>EB | 440<br>EG | 438<br>EX | 444<br>FH | 445<br>GA | 454<br>GES | 451<br>HILLS | 437<br>MCH | 448<br>PW | 453<br>SS | 447<br>WT | Total<br>Elementary | 328<br>F.M. | 326<br>P.M. | 327<br>S.M. | 223<br>RUSTIN | 222<br>EAST | 221<br>HEND. | Total<br>Secondary | OTHER | TOTAL  |        |                                     |
|-------------------------------------|-----------|-----------|-----------|-----------|-----------|------------|--------------|------------|-----------|-----------|-----------|---------------------|-------------|-------------|-------------|---------------|-------------|--------------|--------------------|-------|--------|--------|-------------------------------------|
| Kindergarten                        | 59        | 77        | 74        | 66        | 56        | 78         | 89           | 83         | 66        | 75        | 70        | 793                 |             |             |             |               |             |              |                    |       |        | 793    | Kindergarten                        |
| Special Education - Kinder          | 3         | 4         | 6         | 7         | 13        | 2          | 5            | 1          | -         | 10        | 10        | 61                  |             |             |             |               |             |              |                    |       |        | 61     | Special Education - Kinder          |
| Grade 1                             | 75        | 64        | 63        | 54        | 74        | 93         | 78           | 63         | 83        | 84        | 77        | 808                 |             |             |             |               |             |              |                    |       |        | 808    | Grade 1                             |
| Special Education - Grade 1         | 9         | 7         | 10        | 9         | 7         | 12         | 6            | 6          | 7         | 18        | 12        | 103                 |             |             |             |               |             |              |                    |       |        | 103    | Special Education - Grade 1         |
| Grade 2                             | 65        | 83        | 62        | 67        | 86        | 60         | 80           | 68         | 82        | 79        | 89        | 821                 |             |             |             |               |             |              |                    |       |        | 821    | Grade 2                             |
| Special Education - Grade 2         | 5         | 11        | 12        | 11        | 7         | 11         | 10           | 4          | 6         | 10        | 8         | 95                  |             |             |             |               |             |              |                    |       |        | 95     | Special Education - Grade 2         |
| Grade 3                             | 67        | 69        | 64        | 50        | 63        | 92         | 94           | 86         | 61        | 98        | 88        | 832                 |             |             |             |               |             |              |                    |       |        | 832    | Grade 3                             |
| Special Education - Grade 3         | 5         | 10        | 8         | 5         | 14        | 10         | 9            | 7          | 9         | 11        | 12        | 100                 |             |             |             |               |             |              |                    |       |        | 100    | Special Education - Grade 3         |
| Grade 4                             | 75        | 77        | 80        | 64        | 75        | 66         | 75           | 62         | 80        | 66        | 81        | 781                 |             |             |             |               |             |              |                    |       |        | 781    | Grade 4                             |
| Special Education - Grade 4         | 17        | 14        | 16        | 9         | 10        | 11         | 9            | 10         | 9         | 14        | 12        | 131                 |             |             |             |               |             |              |                    |       |        | 131    | Special Education - Grade 4         |
| Grade 5                             | 63        | 72        | 56        | 55        | 60        | 60         | 92           | 89         | 76        | 86        | 78        | 787                 |             |             |             |               |             |              |                    |       |        | 787    | Grade 5                             |
| Special Education - Grade 5         | 10        | 19        | 11        | 11        | 16        | 9          | 6            | 10         | 14        | 9         | 16        | 131                 |             |             |             |               |             |              |                    |       |        | 131    | Special Education - Grade 5         |
| Grade 6                             |           |           |           |           |           |            |              |            |           |           |           |                     | 237         | 263         | 235         |               |             |              |                    |       |        | 735    | Grade 6                             |
| Special Education - Grade 6         |           |           |           |           |           |            |              |            |           |           |           |                     | 50          | 60          | 49          |               |             |              |                    |       |        | 159    | Special Education - Grade 6         |
| Grade 7                             |           |           |           |           |           |            |              |            |           |           |           |                     | 275         | 308         | 236         |               |             |              |                    |       |        | 819    | Grade 7                             |
| Special Education - Grade 7         |           |           |           |           |           |            |              |            |           |           |           |                     | 47          | 57          | 61          |               |             |              |                    |       |        | 165    | Special Education - Grade 7         |
| Grade 8                             |           |           |           |           |           |            |              |            |           |           |           |                     | 252         | 293         | 246         |               |             |              |                    |       |        | 791    | Grade 8                             |
| Special Education - Grade 8         |           |           |           |           |           |            |              |            |           |           |           |                     | 54          | 63          | 57          |               |             |              |                    |       |        | 174    | Special Education - Grade 8         |
| Grade 9                             |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             | 240           | 260         | 342          |                    |       |        | 842    | Grade 9                             |
| Special Education - Grade 9         |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             | 43            | 49          | 40           |                    |       |        | 132    | Special Education - Grade 9         |
| Grade 10                            |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             | 259           | 264         | 295          |                    |       |        | 818    | Grade 10                            |
| Special Education - Grade 10        |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             | 43            | 49          | 53           |                    |       |        | 145    | Special Education - Grade 10        |
| Grade 11                            |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             | 262           | 264         | 300          |                    |       |        | 826    | Grade 11                            |
| Special Education - Grade 11        |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             | 56            | 43          | 38           |                    |       |        | 137    | Special Education - Grade 11        |
| Grade 12                            |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             | 273           | 257         | 314          |                    |       |        | 844    | Grade 12                            |
| Special Education - Grade 12        |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             | 43            | 44          | 55           |                    |       |        | 142    | Special Education - Grade 12        |
| Regular Education                   | 404       | 442       | 379       | 356       | 414       | 449        | 508          | 451        | 448       | 488       | 483       | 4,822               | 764         | 864         | 717         | 1,034         | 1,045       | 1,251        | 5,675              |       |        | 10,497 | Regular Education                   |
| Special Education                   | 49        | 65        | 63        | 52        | 67        | 55         | 45           | 38         | 45        | 72        | 70        | 621                 | 151         | 180         | 167         | 185           | 185         | 186          | 1,054              |       |        | 1,675  | Special Education                   |
| In - District Total                 | 453       | 507       | 442       | 408       | 481       | 504        | 553          | 489        | 493       | 560       | 553       | 5,443               | 915         | 1,044       | 884         | 1,219         | 1,230       | 1,437        | 6,729              |       |        | 12,172 | In - District Total                 |
| Out of District Totals              |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       |        |        |                                     |
| Alternative Ed. Reg. Ed.            |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       | 1      | 1      | Alternative Ed. Reg. Ed.            |
| Alternative Ed. Special Ed.         |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       | 129    | 129    | Alternative Ed. Special Ed.         |
| Charter Schools                     |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       |        |        |                                     |
| Achievement Cyber                   |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       | 2      | 2      | Achievement Cyber                   |
| Agora Cyber                         |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       | 4      | 4      | Agora Cyber                         |
| Avon Grove                          |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       | 1      | 1      | Avon Grove                          |
| Chester County Family Academy       |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       | 12     | 12     | Chester County Family Academy       |
| Chester Community Charter Collegium |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       | -      | -      | Chester Community Charter Collegium |
| Commonwealth Connections - Cyber    |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       | 245    | 245    | Commonwealth Connections - Cyber    |
| Insight                             |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       | 31     | 31     | Insight                             |
| PA Distance                         |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       | 3      | 3      | PA Distance                         |
| Pa Leadership - Cyber               |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       | -      | -      | Pa Leadership - Cyber               |
| Pennsylvania Cyber                  |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       | 104    | 104    | Pennsylvania Cyber                  |
| Pa Virtual - Cyber                  |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       | 5      | 5      | Pa Virtual - Cyber                  |
| Reach Cyber                         |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       | 7      | 7      | Reach Cyber                         |
| Renaissance Academy                 |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       | 3      | 3      | Renaissance Academy                 |
| 21st Century - Cyber                |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       | 13     | 13     | 21st Century - Cyber                |
| Outside PA                          |           |           |           |           |           |            |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       | -      | -      | Outside PA                          |
| GRAND TOTAL                         | 453       | 507       | 442       | 408       | 481       | 504        | 553          | 489        | 493       | 560       | 553       | 5,443               | 915         | 1,044       | 884         | 1,219         | 1,230       | 1,437        | 6,729              | 565   | 12,737 |        |                                     |



**WEST CHESTER AREA SCHOOL DISTRICT**

**SCHOOL BOARD MEETING**

**September 27, 2021**

**Fugett Middle School Auditorium**

**7:00 pm**

**OTHER BUSINESS**

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**Action Items**

**Approval of Family Service of Chester County Annual Contract**

Approval is requested of Family Service of Chester County Annual Contract.

*I so move.*

**Approval of Addendums to the following contracts for paraprofessional services:**

- **Kelly Services**
- **General Health Resources, LLC dba GHR Education**
- **US Medical Staffing, Inc.**
- **Delta-T Group, Inc.**
- **Pennhurst Group, LLC dba AVEANNA Development Services**

Approval is requested of Addendums to the following contracts for paraprofessional services:

- Kelly Services
- General Health Resources, LLC dba GHR Education
- US Medical Staffing, Inc.
- Delta-T Group, Inc.
- Pennhurst Group, LLC dba AVEANNA Development Services

*I so move.*

**Approval of Revised 2021-22 Capital Project List for Technology and Facilities and Operations**

Approval is requested of revised 2021-22 capital project list for Technology and Facilities and Operations.

*I so move.*

**Approval of Extension to the Agreement of Sale for 829 Paoli Pike**

Approval is requested of extension to the agreement of sale for 829 Paoli Pike.

*I so move.*

**Approval of Contract Addendum with Kelly Services Inc. for the 2021-22 school year**

Approval is requested of contract addendum with Kelly Services, Inc. for the 2021-22 school year.

*I so move.*

**Approval of the District Tutoring Rate of \$75.00 per hour for work performed utilizing ESSER and other Covid relief funding**

Approval is requested of the District tutoring rate of \$75.00 per hour for work performed utilizing ESSER and other Covid relief funding.

*I so move.*

**Approval of the Homebound Instruction Rate of \$75.00 per hour**

Approval is requested of the Homebound Instruction rate of \$75.00 per hour.

*I so move.*

**Approval of the Custodial Substitute Rate of \$18.00 per hour**

Approval is requested of the Custodial Substitute rate of \$18.00 per hour.

*I so move.*

## 2021-2022 Capital Budget

|                                        | # of<br>Devices | Budget<br>2021-2022 | Projected<br>2021-2022 |
|----------------------------------------|-----------------|---------------------|------------------------|
| <b>Elementary Equipment</b>            |                 |                     |                        |
| Elementary iPad                        | 1,900           | 796,404             | 540,917                |
| Elementary/Special Area Teacher Device | 521             | 561,000             | 561,000                |
|                                        |                 | <b>1,357,404</b>    | <b>1,101,917</b>       |
| <br><b>Secondary Equipment</b>         |                 |                     |                        |
| 6th Grade 1:1                          | 1,010           | 631,250             | 219,970                |
| 9th grade 1:1                          | 1,010           | 858,500             | 484,900                |
| Music                                  | 36              | 47,520              | 47,520                 |
|                                        |                 | <b>1,537,270</b>    | <b>752,390</b>         |
| <br><b>District</b>                    |                 |                     |                        |
| Security Camera                        | 30              | 30,000              | 30,000                 |
| Network Infrastructure Upgrade **      |                 | -                   | 639,000                |
|                                        |                 | <b>30,000</b>       | <b>669,000</b>         |
| <br><b>Network</b>                     |                 |                     |                        |
| Networking                             |                 | 425,000             | 110,756                |
|                                        |                 | <b>425,000</b>      | <b>110,756</b>         |
| <br><b>Administration</b>              |                 |                     |                        |
| Staff (Central + Schools)              | 64              | 85,193              | 65,193                 |
|                                        |                 | <b>85,193</b>       | <b>65,193</b>          |
| <br><b>Other</b>                       |                 |                     |                        |
| Cost Sharing from Parents              |                 | (330,500)           | (330,500)              |
|                                        |                 | <b>(330,500)</b>    | <b>(330,500)</b>       |
| <br><b>Total Fund 22</b>               |                 | <b>3,434,867</b>    | <b>2,699,256</b>       |

\*\* - Project added for Board approval in September 2021

**2021-22 Capital Reserve Fund Project List**  
**December 2020 (revised September 2021)**

| Priority | Project # | Location        | Project                                                     | Budget  |
|----------|-----------|-----------------|-------------------------------------------------------------|---------|
| 1        | G027      | District-wide   | Emergency Repairs                                           | 110,000 |
| 2        | G109      | District-wide   | District-wide Roof Survey                                   | 50,000  |
| 3        | G110      | Faciltites      | Install Automatic Loading Dock Plate                        | 13,000  |
| 4        | G111      | Faciltites      | Install new Gas & Diesel Tanks with Containment Dike        | 95,000  |
| 5        | G112      | East HS         | Upgrading Stadium Lights to LED                             | 200,000 |
| 6        | G113      | Henderson HS    | Replace 2 Chillers                                          | 680,000 |
| 7        | G114      | Henderson HS    | LED fixtures in Gymnasium (material only - staff installed) | 75,000  |
| 8        | G115      | Rustin HS       | Gymnasium Curtain Replacement                               | 48,500  |
| 9        | G116      | Rustin HS       | Library Carpet Replacement                                  | 52,000  |
| 10       | G117      | Rustin HS       | Concrete Paving Replacement at Loading Dock                 | 56,000  |
| 11       | G118      | Peirce MS       | Flooring Replacement (Computer, Music, Choir Rooms)         | 60,000  |
| 12       | G119      | Peirce MS       | Select Paving Replacement (Bus Lane alligating)             | 125,000 |
| 13       | G120      | Stetson MS      | Flooring Replacement (Computer, Music, Choir Rooms)         | 60,000  |
| 14       | G121      | Exton ES        | Replace Shingles on Roof of old Gym wing and Cafeteria      | 250,000 |
| 15       | G122      | Hillsdale ES    | Replace Drain and Piping from Kindergarten Playground Area  | 42,000  |
| 16       | G123      | Starkweather ES | Emergency Generator Replacement                             | 95,000  |
| 17       | G124      | District-wide   | Security Infrastructure Upgrade                             | 500,000 |

**Total Estimated Projects Costs Fund 27** **2,511,500**

**2021-22 Approved Budget** **2,011,500**

**2021-22 Additional Project Approval September 2021** **500,000**

**Total Approved Project Budget** **2,511,500**

**2021-22 Capital Projects List**  
**December 2020**

| Priority | Project # | School    | Project                           | Budget    |
|----------|-----------|-----------|-----------------------------------|-----------|
| 1        | C069      | Rustin HS | Phase 2 - sloped roof replacement | 1,311,272 |

**Total Estimated Projects Costs Fund 30** **1,311,272**

**2021-22 Approved Budget** **1,311,272**

**Difference** **-**