

COATESVILLE

AREA SCHOOL DISTRICT

SCHOOL BOARD MEETING

AGENDA, MINUTES & ENCLOSURES



24 FEBRUARY 2015

Board Directors

Dean A. Snyder, President
Stuart C. N. Deets, Vice President
Diane M. Brownfield
James Hills
Laurie C. Knecht
Michele S. Maffei
Deborah L. Thompson
Ann M. Wuertz
Gregory D. Wynn

Administration

Dr. Cathy Taschner, Superintendent
Ronald Kabonick, Board Secretary
Karen Jackson, Recording Secretary

Solicitor

Michael I. Levin, Esquire

**COATESVILLE AREA SCHOOL DISTRICT
SCHOOL BOARD MEETING AGENDA
FEBRUARY 24, 2015 ~ 7:00 PM
9/10 Center Auditorium**

OPENING ACTIVITIES

1. CALL TO ORDER

2. READING OF MISSION STATEMENT

THE MISSION OF THE COATESVILLE AREA SCHOOL DISTRICT, A LEARNING COMMUNITY RICH IN DIVERSITY AND COMMITTED TO EXCELLENCE, IS TO EDUCATE ALL STUDENTS BY PROVIDING RIGOROUS EDUCATIONAL OPPORTUNITIES TO BECOME RESPONSIBLE, PRODUCTIVE, LIFE-LONG LEARNERS IN A GLOBAL SOCIETY.

3. ADVISEMENT

By notice of the President, Board Members are advised that all votes shall be regarded as roll call votes. The minutes should also note that public notice was given for this meeting in accordance with Act 93 of 1998, Section 1. School Board meetings shall proceed in accordance with School Board policy.

4. ROLL CALL

Board of School Directors

Dean A. Snyder, President	<i>(Finance & Personnel Committee)</i>
Stuart C. N. Deets, Vice President	<i>(Operations and Finance & Personnel Committees)</i>
Diane M. Brownfield	<i>(Education Committee)</i>
James Hills	<i>(Education and Operations Committees)</i>
Laurie C. Knecht	<i>(Operations Committee)</i>
Michele S. Maffei	<i>(Finance & Personnel Committee)</i>
Deborah L. Thompson	<i>(Education and Policy Committees)</i>
Ann M. Wuertz	<i>(Policy Committee)</i>
Gregory D. Wynn	<i>(Policy Committee)</i>

Student Representatives

Katie Stefanski, Senior Class Representative
Andrew Scott Patterson, Junior Class Representative

Solicitor

Michael I. Levin, Esquire

Administration

Dr. Cathy Taschner, Superintendent of Schools
Dr. Kimberly R. Donahue, Assistant to the Superintendent of Curriculum & Learning
Ronald G. Kabonick, Director of Business Administration & School Board Secretary
Erika Zeigler, Director of Human Resources
John Reid, Director of Pupil Services, Data & Assessment
Dave Krakower, Director of High School & Curriculum Instruction – Special Education (6-12)
Jason Palaia, Director of Elementary Education & Special Education (K-5)

5. MOMENT OF SILENCE AND SALUTE TO THE FLAG

ADDITIONS, DELETIONS OR MODIFICATIONS TO THE AGENDA

APPROVAL OF THE MINUTES

RECOMMENDED MOTION: That the Board of School Directors approve the minutes for the January 13, 2015 Special Board meeting subject to any addition, deletions, modifications or clarifications. (*Enclosure 1*)

Motion: _____ Second: _____ Vote:

APPROVAL OF THE MINUTES

RECOMMENDED MOTION: That the Board of School Directors approve the minutes for the January 27, 2015 School Board meeting subject to any addition, deletions, modifications or clarifications. (*Enclosure 2*)

Motion: _____ Second: _____ Vote:

APPROVAL OF THE MINUTES

RECOMMENDED MOTION: That the Board of School Directors approve the minutes for the February 10, 2015 Special Board meeting subject to any addition, deletions, modifications or clarifications. (*Enclosure 3*)

Motion: _____ Second: _____ Vote:

PUBLIC COMMENT ON AGENDA ITEMS

The Board has requested all persons making comments on **agenda items** to list their name, address, telephone number and motion item(s) on the sheet provided. There is a three (3) minute limit per person. The Board does not take action or discuss items not appearing on the agenda. The Board values public comments and wishes to convey that although Board members cannot discuss items that are not on the agenda, they listen carefully and appreciate and value input from the public.

EXECUTIVE SESSION

An executive session will be held on Tuesday, February 24, 2015 at 5:30 p.m. for legal and personnel reasons.

SUPERINTENDENT'S REPORT

IMPORTANT DATES

Date	Time	Meetings	Place
March 10, 2015	6:00 PM	All Committee Meetings	9/10 Center Auditorium
March 24, 2015	7:00 PM	School Board Meeting	9/10 Center Auditorium

SPECIAL REPORTS

- Budget Report – Mr. Ron Kabonick
- Technology Project Report – Dr. Noreen O’Neill

STUDENT REPRESENTATIVE’S REPORT

MOTION ITEMS FOR APPROVAL

Committee meeting action items considered routine will be enacted under one motion unless removed for separate action upon Board request. The purpose of the consolidated motion is to expedite Governing Board action on all consent items, which are not held for discussion. Items that have been held for discussion by the Governing Board will be enacted upon at the time the item is discussed.

1. **CONSENT AGENDA** (*Dean Snyder, Board President*)

RECOMMENDED MOTION: That the Board approve the consent agenda items:

Motion: _____ Second: _____ Vote: _____

2. **FINANCE COMMITTEE** (*Stuart Deets, Chair*)

A. **Bills Payable and Financial Statements**

RECOMMENDED MOTION: That the Board of School Directors approve the bills payable and the financial statements as presented.

B. **Technology Support Services**

RECOMMENDED MOTION: That the Board of School Directors extend the Chester County Intermediate Unit Technology Support Services Agreement, as stipulated, until March 30, 2015.

C. **Settlement Agreement between Jason Palaia and CASD**

RECOMMENDED MOTION: That the Board of School Directors approve the settlement agreement between Jason Palaia and the Coatesville Area School District, as presented.

D. **Engagement Letter for Saul Ewing, Esquire**

RECOMMENDED MOTION: That the Board of School Directors approve the engagement letter for Saul Ewing, Esquire, for consulting purposes on the Coatesville Solar Initiative (CSI), not to exceed \$5,000.

E. **Technology Purchase Services**

RECOMMENDED MOTION: That the Board of School Directors approve purchase services from the Chester County Intermediate Unit (CCIU) for a Network Administrator and Systems Administrator.

- F. **Athletic Trainer Memorandum of Agreement**
RECOMMENDED MOTION: That the Board of School Directors approve the Memorandum of Agreement between the Coatesville Area Teachers' Association (CATA) and the Coatesville Area School District (CASD), as presented.
- G. **Memorandum of Agreement Regarding Assessment**
RECOMMENDED MOTION: That the Board of School Directors accept the Memorandum of Agreement regarding Assessment between the Coatesville Area Teachers' Association (CATA) and the Coatesville Area School District (CASD), as presented.
- H. **Mutual Release between Mario Priori and CASD**
RECOMMENDED MOTION: That the Board of School Directors approve the Mutual Release between Mario Priori and the Coatesville Area School District, as attached. (*Enclosure 4*)
- I. **Job Description Amendment – Recording Secretary**
RECOMMENDED MOTION: That the Board of School Directors approve the amended job description for the Recording Secretary. (*Enclosure 5*)
- J. **Job Description Amendment – Language Arts Specialist**
RECOMMENDED MOTION: That the Board of School Directors approve the amended job description for the Language Arts Specialist. (*Enclosure 6*)
- K. **Waiver of Privileges**
RECOMMENDED MOTION: That the Board of School Directors approve the Resolution to waive attorney-client privileges, as presented. (*Enclosure 7*)
- L. **Human Resources**
1. **Resignations - Regular and Extra Duty**
RECOMMENDED MOTION: That the Board of School Directors approve the following Resignations - Regular and Extra Duty:
- a. CATA
- 1) Hostutler, Mark, English Teacher for the Coatesville Area Senior High School. Letter Dated: 2/18/15. Reason: Personal. Effective: 2/19/15
- b. EXTRA DUTY
- 1) Haitz, Heather, Assistant Girls' Lacrosse Coach for the Coatesville Area Senior High School Campus. Letter Dated: 1/28/15. Reason: Personal. Effective: 1/28/15.
- 2) Lee, Henry, Assistant Girls' Lacrosse Coach for the Coatesville Area Senior High School Campus. Letter Dated: 2/6/15. Reason: Personal. Effective: 2/6/15.

2. **New Appointments - Regular and Extra Duty**

RECOMMENDED MOTION: That the Board of School Directors approve the following New Appointments - Regular and Extra Duty:

a. CATA

- 1) Staab, Leslie, Business Education Teacher for the Coatesville Area Senior High School. Posted: 9/12/14. Salary: \$45,000.00 (prorated). Temporary Professional Contract. Degree: BS – Business Administration, Villanova University. M. Ed. – Business Education, Gwynedd-Mercy College. Certifications: Business, Computer, Information Technology Education K-12. Years of Exp.: 1. Effective: TBD. SP4: Approved.

b. EXTRA DUTY

- 1) Glah, Sarah, Re-Teach Detention Coordinator for the Scott Middle School. Posted: 11/20/15. Salary: \$33.00/hr. Effective: 2/10/15. SP4: Staff.

3. **Leave(s) of Absence**

RECOMMENDED MOTION: That the Board of School Directors approve the following Leave(s) of Absence as indicated:

a. ADMINISTRATION

- 1) Groff, Richell, Supervisor of Transportation for the Coatesville Area School District. Letter Dated: 1/28/15. Effective: 3/5/15 – 4/20/15.
- 2) Powell, Teresa, Director of Middle School Education and Curriculum and Instruction. Letter Dated: 1/15/15. Effective: 1/5/15 – 4/1/15.

b. CATA

- 1) Altland, Peter, 4th Grade Teacher for the King's Highway Elementary School. Letter Dated: 2/11/15. Effective: 4/30/15 – 5/29/15.
- 2) Borton, Nadine, 2nd Grade Teacher for the Friendship Elementary School. Letter Dated: 2/2/15. Effective: 2/12/15 – 2/27/15.
- 3) Brown, Christy, 2nd Grade Teacher for the Reeceville Elementary School. Letter Dated: 12/1/14. Effective: 1/26/15 – 6/5/15.
- 4) Cain, Kristen, 2nd Grade Teacher for the King's Highway Elementary School. Letter Dated: 1/21/15. Effective: 2/23/15 – 4/17/15.
- 5) Girafalco, Paul, Earth and Space Science Teacher for the Coatesville Area Senior High School. Letter Dated: 1/29/15. Effective: 2/2/15 – 2/6/15.
- 6) Knecht, Marcy, Guidance Counselor for the Caln Elementary School. Letter Dated: 1/29/15. Effective: 11/24/14 – 6/5/15.

- 7) Peter, Susan, 5th Grade Teacher for the King's Highway Elementary School. Letter Dated: 1/23/15. Effective: 3/9/15 – 4/7/15.
- 8) Ritter, John, 7th and 8th Grade Social Studies Teacher for the North Brandywine Middle School. Letter Dated: 2/13/15. Effective: 5/4/15 – 6/5/15.
- 9) Stirling, Cathy, Kindergarten Teacher for the Rainbow Elementary School. Letter Dated: 1/14/15. Effective: 2/4/15 – 3/4/15.
- 10) Stracinski, Kimberly, 3rd Grade Teacher for the Friendship Elementary School. Letter Dated: 2/18/15. Effective: 2/27/15 – 3/27/15.
- 11) Sweet, Mark, 5th Grade Teacher for the Rainbow Elementary School. Letter Dated: 2/11/15. Effective: 3/12/15 – 3/25/15.

c. CATSS

- 1) Donohue, Antoinette, Principal's Secretary for the North Brandywine Middle School. Letter Dated: 1/9/15. Effective: 1/5/15 – 2/13/15.
- 2) Pennington, Claudette, 3.0 Hour Cafeteria Aide for the South Brandywine Middle School. Letter Dated: 1/30/15. Effective: 1/19/15, Intermittent.

d. FEDERATION

- 1) Bookman, Theodore, Custodian for the Coatesville Area Senior High School. Letter Dated: 1/13/15. Effective: 1/5/15 – 2/6/15.
- 2) Paup, Lynn, 4.75 Hour General Utility Worker for the Coatesville Area Senior High School. Letter Dated: 1/22/15. Effective: 12/1/14 – 2/27/15.

4. Voluntary Transfers

RECOMMENDED MOTION: That the Board of School Directors approve the Voluntary Transfer of:

a. CATA

- 1) Gast, Jennifer, move from Mental Health Specialist for the Rainbow, King's Highway and Friendship Elementary Schools to Mental Health Specialist for the Coatesville Area Senior High School and Rainbow Elementary School. Effective: 1/12/15.

5. Involuntary Transfers:

RECOMMENDED MOTION: That the Board of School Directors approve the Involuntary Transfers of:

a. CATA

- 1) Dantzer-Hoggard, Tasha, move from Mental Health Specialist for the East Fallowfield Elementary School and South Brandywine Middle School to Mental Health Specialist for the South Brandywine Middle School, Friendship Elementary School, King's Highway Elementary School and East Fallowfield Elementary School. Effective: 1/20/15. (No right of recall.)
- 2) Hills, Joseph, move from Mental Health Specialist for Scott Middle School, Caln Elementary School and the Turning Point to Mental Health Specialist for Scott Middle School, Caln Elementary School and East Fallowfield Elementary School. Effective: 1/12/15. (No right of recall.)

6. **Change of Status**

RECOMMENDED MOTION: That the Board of School Directors approve the Change of Status as indicated:

a. FEDERATION

- 1) McWilliams, Mary Ann, move from 3.0 Hour General Utility Worker for the Caln Elementary School to 4.5 Hour General Utility Worker for the Caln Elementary School. Posted: 1/13/15. Effective: 2/25/15.
- 2) Myer, Victoria, move from 4.5 Hour General Utility Worker Level "D" @ \$14.66/hr. for the Rainbow Elementary School to 4.5 Hour General Utility Worker Level "C" @ \$14.92/hr. for the Rainbow Elementary School. Effective: Retro to 1/15/15.

7. **Elimination of Extra Duty Positions**

RECOMMENDED MOTION: That the Board of School Directors authorizes the elimination of the following extra duty positions, effective June 30, 2015:

Nursing K-12 Coordinator	Claire Lindelow
Global Studies K-12 Coordinator	Lisa Doan-Harley
Guidance K-12 Coordinator	Kimberly Kiszely
Music K-12 Coordinator	Charles Ulrich
Science K-12 Coordinator	Denim Kurtzhals
Language Arts K-12 Coordinator	Linda Giles
Mathematics K-12 Coordinator	Karen Smith and Tabitha Bentley
Athletic Trainer	Rebecca Layfield

3. **EDUCATION COMMITTEE** (*Deborah Thompson, Chair*)

A. **Homebound Instruction Students**

RECOMMENDED MOTION: That the Board of School Directors approve the Homebound Instruction for student #007.

4. **OPERATIONS COMMITTEE** (*James Hills, Chair*)

- A. **Change Order No. 03b – Credit – Scott Middle School Miscellaneous Upgrades**
RECOMMENDED MOTION: That the Board of School Directors accept the credit from Change Order No. 03b in the amount of \$10,200.35, resulting from miscellaneous upgrades at Scott Middle School.
- B. **Memorandum of Understanding with Township Police**
RECOMMENDED MOTION: That the Board of School Directors approve the Memorandum of Understanding with the following Township Police Departments, as presented: (*Enclosure 8*)
- Caln Township Police Department
 - City of Coatesville Police Department
 - East Fallowfield Police Department
 - Valley Township Police Department
 - West Brandywine Township Police Department
 - West Caln Township Police Department

5. **POLICY COMMITTEE** (*Ann Wuertz, Chair*)

- A. **Review of Policy 103.1 – Non-Discrimination in Employment – 30/Day Review**
RECOMMENDED MOTION: That the Board of School Directors approve the 30-day review of Policy 103.1, Non-Discrimination in Employment.
- B. **Review of Policy 103.2 – Equal Employment Opportunity Policy & Affirmative Action Program – 30/Day Review**
RECOMMENDED MOTION: That the Board of School Directors approve the 30-day review of Policy 103.2, Equal Employment Opportunity Policy & Affirmative Action Program.
- C. **Review of Policy 348 – Unlawful Harassment – Administrative Employees – 30/Day Review**
RECOMMENDED MOTION: That the Board of School Directors approve the 30-day review of Policy 348, Unlawful Harassment – Administrative Employees.
- D. **Review of Policy 448 – Unlawful Harassment – Professional Employees – 30/Day Review**
RECOMMENDED MOTION: That the Board of School Directors approve the 30-day review of Policy 448, Unlawful Harassment – Professional Employees.
- E. **Review of Policy 548 – Unlawful Harassment – Classified Employees – 30/Day Review**
RECOMMENDED MOTION: That the Board of School Directors approve the 30-day review of Policy 548, Unlawful Harassment – Classified Employees.
- F. **Adoption of New Policy 309.1 – Resignation Acceptance of Administrative Employees**
RECOMMENDED MOTION: That the Board of School Directors adopt Policy 309.1, Resignation Acceptance of Administrative Employees, with modifications. (*Enclosure 9*)

- G. **Adoption of New Policy 409.1 – Resignation Acceptance of Professional Employees**
RECOMMENDED MOTION: That the Board of School Directors adopt Policy 409.1, Resignation Acceptance of Professional Employees, with modifications. (*Enclosure 10*)
- H. **Adoption of New Policy 509.1 – Resignation Acceptance of Classified Employees**
RECOMMENDED MOTION: That the Board of School Directors adopt Policy 509.1, Resignation Acceptance of Classified Employees, with modifications. (*Enclosure 11*)
- I. **Review of Policy 601 – Budget & Financial Management – 2nd Reading**
RECOMMENDED MOTION: That the Board of School Directors approve the 2nd reading of Policy 601, Budget and Financial Management, with modifications. (*Enclosure 12*)
- J. **Review of Policy 615 – Payroll Deductions – 2nd Reading**
RECOMMENDED MOTION: That the Board of School Directors approve the 2nd reading of the revised Policy 615, Payroll Deductions, with modifications. (*Enclosure 13*)
- K. **Review of Revised Policy 707 – Use of Facilities – 30/Day Review**
RECOMMENDED MOTION: That the Board of School Directors approve the 30-day review of revised Policy 707, Use of Facilities, with modifications.
- L. **Review of Policy 917 – Volunteer Coaches – 2nd Reading**
RECOMMENDED MOTION: That the Board of School directors approve 2nd Reading of Policy 917, Volunteer Coaches.

PUBLIC COMMENT

The Board has requested that all persons making comments of public concern to list their name, address, telephone number and topic(s) on the sheet provided. There is a three (3) minute time limit per person.

ADDITIONAL BOARD MEMBERS' REPORTS

INFORMATION ITEMS

ADJOURNMENT

Motion: _____ Second: _____ Time: _____

*Notice of this public meeting was advertised in the Daily Local News on December 25, 2014 and on the District Website.
Copies of the minutes will be maintained in the Office of the Board Secretary.*

School Board Agenda

Enclosure #1

**COATESVILLE AREA SCHOOL DISTRICT
SPECIAL BOARD MEETING MINUTES
JANUARY 13, 2015 - 6:00 PM
9/10 Center Auditorium**

OPENING ACTIVITIES

1. CALL TO ORDER AT 6:12 P.M.

2. PURPOSE OF MEETING

The purpose of this meeting is for the signing of the Pennsylvania Human Relations Commission Agreement, and to take action on any other matters which may come before the School Board.

3. READING OF MISSION STATEMENT

THE MISSION OF THE COATESVILLE AREA SCHOOL DISTRICT, A LEARNING COMMUNITY RICH IN DIVERSITY AND COMMITTED TO EXCELLENCE, IS TO EDUCATE ALL STUDENTS BY PROVIDING RIGOROUS EDUCATIONAL OPPORTUNITIES TO BECOME RESPONSIBLE, PRODUCTIVE, LIFE-LONG LEARNERS IN A GLOBAL SOCIETY.

4. ADVISEMENT

By notice of the President, Board Members are advised that all votes shall be regarded as roll call votes. The minutes should also note that public notice was given for this meeting in accordance with Act 93 of 1998, Section 1. School Board meetings shall proceed in accordance with School Board policy.

5. ROLL CALL

Board of School Directors

Dean A. Snyder, President - present	<i>(Finance & Personnel Committee)</i>
Stuart C. N. Deets, Vice President - present	<i>(Operations and Finance & Personnel Committees)</i>
Diane M. Brownfield - present	<i>(Education Committee)</i>
James A. Fox - absent	<i>(Policy Committee)</i>
James Hills - present	<i>(Education and Operations Committees)</i>
Laurie C. Knecht - present	<i>(Operations Committee)</i>
Michele S. Maffei - present	<i>(Finance & Personnel Committee)</i>
Deborah L. Thompson - present	<i>(Education and Policy Committees)</i>
Ann Wuertz - present	<i>(Policy Committee)</i>

Solicitor

Michael I. Levin, Esquire -- not present

Administration

Dr. Cathy Taschner, Superintendent of Schools - present
Dr. Angelo Romaniello, Jr., Assistant to the Superintendent - absent
Dr. Kimberly R. Donahue, Assistant to the Superintendent of Curriculum & Learning - present
Ronald G. Kabonick, Director of Business Administration & School Board Secretary - present
Erika Zeigler, Director of Human Resources - present
Abdallah Hawa, Director of Technology - absent
John Reid, Director of Pupil Services, Data & Assessment - present
Dave Krakower, Director of High School & Curriculum Instruction - Special Education (6-12) - present
Dr. Teresa Powell, Director of Middle School Education & Curriculum Instruction - absent
Jason Palaia, Director of Elementary Education (3-5) - Special Education (K-5) - present

6. MOMENT OF SILENCE AND SALUTE TO THE FLAG

ADDITIONS, DELETIONS OR MODIFICATIONS TO THE AGENDA

Additions:

#1) Resolution to Initiate Suit

Recommended Motion: That the Board of School Directors add as Item 2-C-1 the Resolution to Initiate Suite against James Ellison, Rhoads and Sinon, and the Susquehanna Legal Group.

Amendment to modify Motion 2-C-1:

Recommended Motion: That the Board of School Directors include malpractice to the Resolution to Initiate Suite against James Ellison, Rhoads and Sinon, and the Susquehanna Legal Group.

Motion: Deborah Thompson Second: Stuart Deets Vote: 8-0-0

2. C. 1) Resolution to Initiate Suit Against James Ellison, Rhoads and Sinon, and the Susquehanna Legal Group

Motion: Deborah Thompson Second: Stuart Deets Vote: 8-0-0

#2) Coatesville Solar Initiative Resolution

Recommended Motion: That the Board of School Directors add as Item 2-D-1 the Coatesville Solar Initiative Resolution.

2. D. 1) C. S. I. Resolution

Motion: Stuart Deets Second: Michelle Maffei Vote: 8-0-0

#3) Resolution for Repayment on Van

Recommended Motion: That the Board of School Directors add as Item 2-E-1 the Resolution for Repayment of Van.

2. E. 1) Resolution for Repayment on Van

Motion: Michele Maffei Second: Diane Brownfield Vote: 8-0-0

PUBLIC COMMENT ON AGENDA ITEMS

The Board has requested all persons making comments on agenda items to list their name, address, telephone number and motion item(s) on the sheet provided. There is a three (3) minute limit per person. The Board does not take action or discuss items not appearing on the agenda. The Board values public comments and wishes to convey that although Board members cannot discuss items that are not on the agenda, they listen carefully and appreciate and value input from the public.

None

MOTION ITEMS FOR APPROVAL

1. **EDUCATION COMMITTEE** (*Deborah Thompson, Chair*)

A. **Plan of Action/Agreement Discussion**

1) **Plan of Action/Agreement for Improving School-Community Relations**

RECOMMENDED MOTION: That the Board of School Directors approve the Plan of Action Agreement for Improving School-Community Relations as endorsed by the Coatesville Area School District (CASD), the Pennsylvania Human Relations Commission (PHRC), the National Association for the Advancement of Colored People – Pennsylvania (NAACP-PA), and the Center for Safe Schools/Mid-Atlantic Equity Center. (*Enclosure 1*)

Plan of Action
Agreement for
Improving School
Community Relations

Approved
Vote: 8-0-0

Motion: Deb Thompson Second: Diane Brownfield Vote: 8-0-0

2. **FINANCE COMMITTEE** (*Stuart Deets, Chair*)

A. **Budget Presentation and Discussion**

1) **Adopt Resolution Authorizing the Proposed Preliminary Budget Display and Advertising & Authorizing of Referendum Exceptions**

RECOMMENDED MOTION: That the Board of School Directors approve the Resolution Authorizing the Proposed Preliminary Budget Display and Advertising and Authorizing of Referendum Exceptions. (*Enclosure 2*)

Adopt Resolution
Preliminary Budget Display

Approved
Vote: 8-0-0

Motion: Dean Snyder Second: Stuart Deets Vote: 8-0-0

B. **Project Manager Resolution**

1) **Resolution on "Project Manager" Position**

RECOMMENDED MOTION: That the Board of School Directors approve the Resolution to eliminate the position known as "Project Manager" for reasons of economy, effective immediately, and that the employee in the position be furloughed at the close of business on Tuesday, January 13, 2015 and that the Administration shall provide notice to the employee. (*Enclosure 3*)

Project Manager
Resolution

Approved
Vote: 8-0-0

Motion: Stuart Deets Second: Deb Thompson Vote: 8-0-0

C. **Resolution to Initiate Suit**

1) **Resolution to Initiate Suit against James Ellison, Rhoads & Sinon, and Susquehanna Legal Group**

RECOMMENDED MOTION: That the Board of School Directors approve the attached Resolution to Initiate Suit against James Ellison, Rhoads and Sinon, and Susquehanna Legal Group. (*Attachment 1*)

Resolution to Initiate Suit

Approved
Vote: 8-0-0

Motion: Dean Snyder Second: Deb Thompson Vote: 8-0-0

D. Coatesville Solar Initiative Resolution

1) **Coatesville Solar Initiative Resolution**

RECOMMENDED MOTION: That the Board of School Directors approve the attached CSI Resolution. (*Attachment 2*)

CSI Resolution
Approved
Vote: 8-0-0

Motion: Dean Snyder

Second: Michele Maffei

Vote: 8-0-0

E. Resolution for Repayment on Van

1) **Resolution for Repayment on Van**

RECOMMENDED MOTION: That the Board of School Directors approve the attached Resolution for Repayment on Van. (*Attachment 3*)

Resolution for Repayment on Van
Approved
Vote: 8-0-0

Motion: Dean Snyder

Second: Diane Brownfield

Vote: 8-0-0

PUBLIC COMMENT

The Board has requested that all persons making comments of public concern to list their name, address, telephone number and topic(s) on the sheet provided. There is a three (3) minute time limit per person.

- 1) *Fonz Newsuan* read a prepared statement specifically directed to the board members he felt should consider stepping down from their seat, emphasizing honesty and the well-being of those they were elected to serve. Mr. Newsuan also highlighted information extracted from the Grand Jury's Report referencing the dishonesty of Angelo Romaniello and that of Mrs. Knecht, referencing the sworn oath of office taken at the beginning of their term. Mr. Newsuan also outlined information pertaining to inaccuracies emanating from the Human Resources Department due to the HR Director's allegiance to Mr. Como, and he questioned how many minority applicants may have been overlooked throughout her tenure.

ADDITIONAL BOARD MEMBERS' REPORTS

Diane Brownfield will meet with the Chester County Intermediate Unit Board (*IU Board*) next week.

INFORMATION ITEMS

ADJOURNMENT

This meeting was adjourned at 8:03 p.m. on a motion by Dean Snyder and seconded by Deborah Thompson.

Respectfully submitted,
Karen Jackson, Recording Secretary

Ronald G. Kabonick, School Board Secretary

Anyone wishing to review the minutes verbatim should contact the School Board Secretary to request a copy of the digital/audio file.

School Board Agenda

Enclosure #2

**COATESVILLE AREA SCHOOL DISTRICT
SCHOOL BOARD MEETING MINUTES
JANUARY 27, 2015 ~ 7:00 PM
9/10 Center Auditorium**

OPENING ACTIVITIES

1. CALL TO ORDER at 7:12 P.M.

2. READING OF MISSION STATEMENT

THE MISSION OF THE COATESVILLE AREA SCHOOL DISTRICT, A LEARNING COMMUNITY RICH IN DIVERSITY AND COMMITTED TO EXCELLENCE, IS TO EDUCATE ALL STUDENTS BY PROVIDING RIGOROUS EDUCATIONAL OPPORTUNITIES TO BECOME RESPONSIBLE, PRODUCTIVE, LIFE-LONG LEARNERS IN A GLOBAL SOCIETY.

3. ADVISEMENT

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4. ROLL CALL

Board of School Directors

Dean A. Snyder, President – absent	<i>(Finance & Personnel Committee)</i>
Stuart C. N. Deets, Vice President – present	<i>(Operations and Finance & Personnel Committees)</i>
Diane M. Brownfield – present	<i>(Education Committee)</i>
James Hills – present	<i>(Education and Operations Committees)</i>
Laurie C. Knecht – present	<i>(Operations Committee)</i>
Michele S. Maffei – present	<i>(Finance & Personnel Committee)</i>
Deborah L. Thompson – present	<i>(Education and Policy Committees)</i>
Ann Wuertz – present	<i>(Policy Committee)</i>

Student Representatives

Katie Stefanski, Senior Class Representative – present
Andrew Scott Patterson, Junior Class Representative – present

Solicitor

Michael I. Levin, Esquire – not present

Administration

Dr. Cathy Taschner, Superintendent of Schools – present
Dr. Kimberly R. Donahue, Assistant to the Superintendent of Curriculum & Learning – present
Ronald G. Kabonick, Director of Business Administration & School Board Secretary – present
Erika Zeigler, Director of Human Resources – present
John Reid, Director of Pupil Services, Data & Assessment – present
Dave Krakower, Director of High School & Curriculum Instruction – Special Education (6-12) – absent
Jason Palaia, Director of Elementary Education & Special Education (K-5) – present

5. MOMENT OF SILENCE AND SALUTE TO THE FLAG

ADDITIONS, DELETIONS OR MODIFICATIONS TO THE AGENDA

Deletion:

5. E. Review of Revised Policy 103, Non-Discrimination in School, School Programs & Activities and Classroom – 2nd Reading (*Item previously tabled*)

Additions:

2. H. 1. a. 3) *Resignations - Regular – Administration – Dr. Angelo Romaniello, Jr.*

Settlement Agreement between Dr. Angelo Romaniello, Jr. and C. A. S. D.

Recommended Motion: That the Board of School Directors approve the settlement agreement between Dr. Angelo Romaniello and the Coatesville Area School District, as presented, and that the Board of School Directors accept Dr. Romaniello's resignation.

Motion: Stuart Deets Second: Deborah Thompson Vote: 7-0-0

2. H. 6. a. 1) *Furloughs/Job Elimination – Non-Certified – Manager Custodial/Building and Grounds*

Resolution Concerning Manager Custodial/Building and Grounds

Recommended Motion: That the Board of School Directors approve the Resolution concerning the Manager Custodial/Building and Grounds

2. H. 6. a. 2) *Furloughs/Job Elimination – Non-Certified – Maintenance Manager*

Resolution Concerning the Maintenance Manager

Recommended Motion: That the Board of School Directors approve the Resolution concerning the Maintenance Manager.

The addition of motions 2-H-6-a and b were ratified under one vote:

Motion: Michele Maffei Second: Diane Brownfield Vote: 7-0-0

2. H. 7. a. 1) *Change of Status – Non-Certified – Energy Manager*

Energy Manager Job Description Revision

Recommended Motion: That the Board of School Directors approve the revised job description for the Energy Manager, as presented, and that the title of the job description be amended to add the words 'Maintenance and Custodial'.

2. H. 8. Employment Dismissal – Megan Testa

RECOMMENDED MOTION: That the Board of School Directors approve the recommendation of the Administration that Megan Testa be dismissed from employment.

Motion: Michele Maffei Second: Deborah Thompson Vote: 7-0-0

2. I. Board Treasurer – Loree Lonsinger

Recommended Motion: That the Board of School Directors approve Loree Lonsinger as the Board Treasurer.

2. J. Donation of Defibrillators

Recommended Motion: That the Board of School Directors accept the donation of five (5) Automated External Defibrillator machines from the Brandywine Health Foundation to be mounted in accessible areas in the Coatesville Area School District buildings.

Motion: Stuart Deets Second: Diane Brownfield Vote: 7-0-0

2. K. Vice President to Sign Agreements, Supplement Agreements & Other Documents

Recommended Motion: That the Board of School Directors allow the Vice President to sign all agreements, supplement agreements or other documents as needed in the absence of the School Board President.

Motion: Stuart Deets Second: Michele Maffei Vote: 7-0-0

APPROVAL OF THE MINUTES

RECOMMENDED MOTION: That the Board of School Directors approve the minutes for the November 25, 2014 School Board meeting subject to any addition, deletions, modifications or clarifications. (*Enclosure 1*)

Motion: Stuart Deets Second: Diane Brownfield Vote: 6-0-1

Approval of Minutes 11-25-2014 Approved Vote: 6-0-1 Abstained: Wuertz

APPROVAL OF THE MINUTES

RECOMMENDED MOTION: That the Board of School Directors approve the minutes for the December 4, 2014 Reorganization Board meeting subject to any addition, deletions, modifications or clarifications. (*Enclosure 2*)

Motion: Sutart Deets Second: Michele Maffei Vote: 6-0-1

Approval of Minutes 12-4-2014/Reorganization Approved Vote: 6-0-1 Abstained: Wuertz

APPROVAL OF THE MINUTES

RECOMMENDED MOTION: That the Board of School Directors approve the minutes for the December 4, 2014 Regular School Board meeting subject to any addition, deletions, modifications or clarifications. (*Enclosure 3*)

Motion: Stuart Deets Second: Deborah Thompson Vote: 6-0-1

Approval of Minutes 12-4-2014 Approved Vote: 6-0-1 Abstained: Wuertz
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APPROVAL OF THE MINUTES

RECOMMENDED MOTION: That the Board of School Directors approve the minutes for the December 16, 2014 Special Board meeting subject to any addition, deletions, modifications or clarifications. (*Enclosure 4*)

Motion: Stuart Deets Second: Diane Brownfield Vote: 7-0-0

Approval of Minutes 12-16-2014 Approved Vote: 7-0-0
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PUBLIC COMMENT ON AGENDA ITEMS

The Board has requested all persons making comments on agenda items to list their name, address, telephone number and motion item(s) on the sheet provided. There is a three (3) minute limit per person. The Board does not take action or discuss items not appearing on the agenda. The Board values public comments and wishes to convey that although Board members cannot discuss items that are not on the agenda, they listen carefully and appreciate and value input from the public.

1) Tim Long (*Calm Elementary Teacher*):

Mr. Long addressed a comment previously made regarding the CASD Anti-Harassment Policy, and he shared statistics resulting from unsupported, unprotected classification identified in the policy. He encouraged the Board to re-consider the suggestion to omit 'sexual orientation' from the policy, and he reminded the Board that, as educators, we must support *all* of our students.

2) Audra Ritter (*CATA President*):

Mrs. Ritter spoke about the changes and challenges confronting CASD. She assured everyone that CATA is focused. Mrs. Ritter quoted the District's Mission Statement and how it correlates to the students, as she reminded everyone to stay focused, despite the release of the investigative reports, for the sake of the students, ensuring them that they are the best in Chester County.

EXECUTIVE SESSION

- An executive session was held at 5:30 p.m. on Tuesday, January 27, 2015 for legal, personnel and collective bargaining purposes.
- An executive session was held on Saturday, January 17, 2015 for legal, personnel, and collective bargaining purposes.
- An executive session was held on Wednesday, January 7, 2015 for legal and personnel reasons.

SUPERINTENDENT'S REPORT

The superintendent's report was provided by Dr. Cathy Taschner.

IMPORTANT DATES

Date	Time	Meetings	Place
February 10, 2015	6:00 PM	All Committee Meetings	9/10 Center Auditorium
February 16, 2015	~	<i>Observance of President's Day</i>	No School for Students & Staff
February 24, 2015	7:00 PM	School Board Meeting	9/10 Center Auditorium

SPECIAL REPORTS

January is School Board Directors' month! Dr. Cathy Taschner presented the each board member with a Certificate of Recognition for their ongoing commitment to the students, faculty and staff of the Coatesville Area School District.

Dr. Taschner described events that took place during the Martin Luther King Day celebration on January 19th at the high school campus. She was moved by the "I have a dream...." speeches recited by the students, as she asked everyone to support the students in their dreams. A couple of the students have been invited to attend the February School Board Meeting to share their dream speeches.

Ms. Diane Brownfield plans on attending the C. C. I. U. Authority Board meeting in February.

The AFJROTC Military Ball was a success, and a good time was had by all!

The Board acknowledged Ms. Frances Sheehan and the Brandywine Health Foundation for their generous donation of five (5) Automated External Defibrillator machines to the Coatesville Area School District in honor of National Heart Month (*February*).

STUDENT REPRESENTATIVE'S REPORT

The student representative's report was provided by Katie Stefanski.

MOTION ITEMS FOR APPROVAL

Committee meeting action items considered routine will be enacted under one motion unless removed for separate action upon Board request. The purpose of the consolidated motion is to expedite Governing Board action on all consent items, which are not held for discussion. Items that have been held for discussion by the Governing Board will be enacted upon at the time the item is discussed.

1. **CONSENT AGENDA** (*Dean Snyder, School Board President*)

RECOMMENDED MOTION: That the Board approve the consent agenda items:

Consent Agenda Approved Vote: 7-0-0

Items to be removed from Consent Agenda:

- 2. G. Memo of Voluntary Consent
- 2. H. 1. a. 3) Resignation/Settlement Agreement between Angelo Romaniello & CASD
- 2. H. 6. a. 1) Job Elimination/Furlough – Non-Certified – Manager Custodial/Building & Grounds
- 2. H. 6. a. 2) Job Elimination/Furlough – Non-Certified – Maintenance Manager
- 2. H. 4. b. 1-3) Change of Status – Federation – Hedrick Cheung, Candelaria Lopez & Quincy Teel
- 5. F. Review of New Policy 103.1 - Non-Discrimination in Employment – 2nd Reading
- 5. G. Review of New Policy 103.2 – Equal Employment Opportunity Policy & Affirmative Action Program – 2nd Reading
- 5. H. Review of Revised Policy 104 - Non-Discrimination in Employment & Contract Practices – 2nd Reading
- 5. I. Review of Revised Policy 615 – Payroll Deductions–1st Reading
- 5. J. Review of Policy 309.1, Resignations of Administrative Employees - 1st Reading
- 5. K. Review of Policy 409.1, Resignations of Professional Employees - 1st Reading
- 5. L. Review of Policy 509.1, Resignations of Classified Employees – 1st Reading

Motion: Laurie Knecht

Second: Diane Brownfield

Vote: 7-0-0

2. **FINANCE COMMITTEE** (*Stuart Deets, Chair*)

A. **Bills Payable and Financial Statements**

RECOMMENDED MOTION: That the Board of School Directors approve the bills payable and the financial statements as submitted for the month ending December 31, 2014.

B. **Berkheimer One Source Comparison and Processing of Act 80 Records**

RECOMMENDED MOTION: That the Board of School Directors approve the proposal of Berkheimer One Source to provide Act 80 Comparison Records for the amount of \$745.00. The Act 80 Comparison accurately determines a taxpayer's resident taxing jurisdiction. The accuracy of the data is important when the district's personal income aid ratio is calculated.

C. **Valuation Engineers Incorporated Proposal for Appraisal Services**

RECOMMENDED MOTION: That the Board of School Directors approve the proposal of Valuation Engineers Incorporated to complete a district wide appraisal for an amount of \$14,500.00. This will correct audit finding 13-2 on page 47 of the 2012-13 audit report.

D. **Technology Staffing Agreement**

RECOMMENDED MOTION: That the Board of School Directors extend the Chester County Intermediate Unit Technology Staffing Agreement, as stipulated, until March 24, 2015.

E. **Reject Two-Way Radio Bids**

RECOMMENDED MOTION: That the Board of School Directors reject all bids received for Two Way Radio Services.

F. **Maille LLP**

RECOMMENDED MOTION: That the Board of School Directors approve the proposal of Maillie LLP to audit the Coatesville Area High School Project #3400 for the time period of August 2006 - September 2010 for an estimated amount of \$2,500.00 plus out of pocket expenses (postage, copying, etc.). An independent audit report is required to complete the final cost report and establish the permanent reimburse rate. Attached is a sample of the independent auditor letter. (*Enclosure 5*)

G. **Memorandum of Voluntary Consent**

RECOMMENDED MOTION: That the Board of School Directors authorize the Superintendent to execute on behalf of the School District such Memorandum of Voluntary consent as requested in order to allow a search of school district records and other things in relationship to criminal investigations that the district attorney's office and/or law enforcement is/are conducting provided that the following conditions are met:

- 1) That this consent does not apply to any record or matter that is confidential under law or contract;
- 2) That the Superintendent does not object to the Consent of a particular request; provided that in these instances that the Superintendent does not sign a requested consent, that the Superintendent so advise the School Board.

Memo of Voluntary Consent
Approved
Vote: 7-0-0

Motion: Michele Maffei

Second: Deb Thompson

Vote: 7-0-0

H. Human Resources

1. Resignations - Regular and Extra Duty

RECOMMENDED MOTION: That the Board of School Directors approve the following Resignations - Regular and Extra Duty:

a. ADMINISTRATION

- 1) Malinics, Martin, Network Manager for the Coatesville Area School District. Letter Dated: 1/14/15. Reason: Retirement. Effective: 3/12/15.
- 2) Olseski, Jr., Anthony F., Police Officer for the Coatesville Area School District. Letter Dated: 1/12/15. Reason: Retirement. Effective: 2/2/15.
- 3) Romaniello, Jr., Angelo – Assistant Superintendent for the Coatesville Area School District. Reason: Resignation. Resolution Dated: 1/26/2015. Effective: 1/31/2015.

Resignation/Settlement Agreement between Angelo Romaniello & CASD

Recommended Motion: That the Board of School Directors approve the settlement agreement between Dr. Angelo Romaniello, Jr. and the Coatesville Area School District, as presented, and that the Board of School Directors accept Dr. Romaniello's resignation.

Resignation/Settlement Romaniello, Jr. Approved Vote: 7-0-0
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Motion: Stuart Deets Second: Diane Brownfield Vote: 7-0-0

b. CATSS

- 1) Grannells, Bonnie, Facilities Secretary for the Coatesville Area School District. Letter Dated: 12/15/14. Reason: Retirement. Effective: 2/2/15.
- 2) Hooper, Wendy, 2.0 Hour Cafeteria/Playground Aide for the King's Highway Elementary School. Letter Dated: 12/18/14. Reason: Personal. Effective: 12/31/14.
- 3) Patton, Gwen, 6.5 Hour Special Education Classroom Aide for the Friendship Elementary School. Letter Dated: 1/12/15. Reason: Retirement. Effective: 1/12/15.

c. FEDERATION

- 1) Montgomery, Tyler, Substitute Custodian for the Coatesville Area School District. Letter Dated: 1/12/15. Reason: Personal. Effective: 1/12/15.
- 2) Priori, Mario, Tradesman Electronic Technician for the Coatesville Area School District. Letter Dated: 1/14/15. Reason: Retirement. Effective: 1/23/15.

d. EXTRA DUTY

- 1) Haiko, Kristi, Assistant Cheerleading Coach for the Coatesville Area Senior High School Campus. Letter Dated: 1/6/15. Reason: Personal. Effective: 1/6/15.
- 2) Herr, Ashley, 8th Grade Track Coach for the South Brandywine Middle School. Letter Dated: 1/6/15. Reason: Personal. Effective: 1/6/15.
- 3) Hummel, Matthew, 7th Grade Track Coach for the South Brandywine Middle School. Letter Dated: 1/14/15. Reason: Personal. Effective: 1/14/15.

2. New Appointments - Regular and Extra Duty

RECOMMENDED MOTION: That the Board of School Directors approve the following New Appointments - Regular and Extra Duty:

a. EXTRA DUTY

- 1) Holmes, Cassandra, 21st CCLC (Cohort 6A) Afterschool Program Aide for the South Brandywine Middle School. Salary: \$10.50/hr. Effective: 1/12/15. SP4: Staff.

3. Leave(s) of Absence

RECOMMENDED MOTION: That the Board of School Directors approve the following Leave(s) of Absence as indicated:

a. ADMINISTRATION

- 1) Conlin, Ray, Benefits and Safety Specialist for the Coatesville Area School District. Letter Dated: 12/23/14. Effective: 1/19/15 – 3/16/15.
- 2) Foley, Robert, Maintenance Manager for the Coatesville Area School District. Letter Dated: 12/2/14. Effective: 12/2/14 – 1/16/15.
- 3) MacNamara, Joseph, Assistant Principal for the Coatesville Area Senior High School Campus – 9/10 Center. Letter Dated: 11/24/14. Effective: 11/17/14 – 11/25/14.
- 4) Skiles, Lisa, Cook/Manager for the King's Highway Elementary School. Letter Dated: 1/13/15. Effective: 12/10/14 – 2/23/15.
- 5) Zeigler, Erika, Director of Human Resources for the Coatesville Area School District. Letter Dated: 11/20/14. Effective: 3/5/15 – 5/28/15.

b. CATA

- 1) Chalfant, W. Jesse, 3rd Grade Teacher for the King's Highway Elementary School. Letter Dated: 12/18/14. Effective: 2/23/15 – 4/1/15.

- 2) Polk, Erica, ESL Teacher for the Coatesville Area Senior High School Campus. Letter Dated: 12/8/14. Effective: 2/3/15 – 4/3/15.
- 3) Shick, Erin, Kindergarten Teacher for the King’s Highway Elementary School. Letter Dated: 12/23/14. Effective: 1/14/15 – 2/12/15.
- 4) Struk, Irena, Spanish/Russian Teacher for the Coatesville Area Senior High School. Letter Dated: 12/5/14. Effective: 12/8/14 – 12/19/14.

c. **FEDERATION**

- 1) Jelke, Rose, 5.25 General Utility Worker for the King’s Highway Elementary School. Letter Dated: 12/9/14. Effective: 12/11/14 – 12/19/14.
- 2) Raysor, David, Custodian for the Coatesville Area Senior High School. Letter Dated: 12/30/14. Effective: 12/31/14 – 1/23/15.

4. **Change of Status**

RECOMMENDED MOTION: That the Board of School Directors approve the Change of Status as indicated:

a. **CATSS**

- 1) Loughead, Paula, move from 4.75 Hour Instructional Aide for the Rainbow Elementary School to 6.5 Hour Special Education Classroom Aide for the Friendship Elementary School. Effective: 1/20/15.

b. **FEDERATION**

- 1) Cheung, Hedrick, move from Custodian Level “D” @ \$18.68/hr. for the Benner Building to Custodian Level “C” @ \$19.07/hr. for the Benner Building. Effective: Retroactive to 10/31/14.
- 2) Lopez, Candelaria, move from Custodian Level “B” @ \$19.48/hr. for the Coatesville Area Senior High School to Custodian Level “A” @ \$20.05/hr. for the Coatesville Area Senior High School. Effective: Retroactive to 10/16/14.
- 3) Teel, Quincy, move from Custodian Level “C” @ \$19.07/hr. for the Coatesville Area Senior High School to Custodian Level “B” @ \$19.48/hr. for the Coatesville Area Senior High School. Effective: Retroactive to 11/1/14.

Change of Status Federation
Hedrick Cheung Candelaria Lopez Quincy Teel
Approved
Vote: 7-0-0

Motion items 1, 2 & 3 were ratified under one vote:

Motion: Deb Thompson Second: Diane Brownfield Vote: 7-0-0

5. Tenure

RECOMMENDED MOTION: That the Board of School Directors approve tenure for the following temporary professionals who have been certified by the District Superintendent as being eligible for the professional status. Each person shall be provided with a Professional Employee Contract per Section 1108 of the School Code.

Paul Girafalco - 8/22/14

Terence Wiggins - 8/22/14

6. Job Elimination / Furlough(s)

RECOMMENDED MOTION: That the Board of School Directors approve the Resolution concerning the Custodial/Building and Grounds Manager and the Maintenance Manager.

a. NON-CERTIFIED

- 1) Como, Matthew, Custodial/Building & Grounds Manager for the Coatesville Area School District. Effective: 1/27/2015.
- 2) Foley, Robert, Maintenance Manager for the Coatesville Area School District. Effective 1/27/2015.

Job Elimination Matt Como Robert Foley Approved Vote: 7-0-0

Motion items 1 and 2 were ratified under one vote:

Motion: Deb Thompson

Second: Diane Brownfield

Vote: 7-0-0

7. Change of Status

RECOMMENDED MOTION: That the Board of School Directors approve the revised job description for the Energy Manager, as presented, and that the title of the job description be amended to add the words 'Maintenance and Custodial'.

a. NON-CERTIFIED

- 1) Davis, Keith, Energy, Maintenance & Custodial Manager for the Coatesville Area School District. Effective: 1/28/2015.

8. Employment Dismissal – Megan Testa

RECOMMENDED MOTION: That the Board of School Directors approve the recommendation of the Administration that Megan Testa be dismissed from employment effective immediately, subject to whatever rights she may have under any collective bargaining agreement, it being expressly understood that the School District hereby retains any and all defenses it has under the collective bargaining agreement, applicable law or otherwise, and that racist postings by School District personnel and officials on social media or otherwise will not be tolerated.

I. Board Treasurer – Loree Lonsinger

RECOMMENDED MOTION: That the Board of School Directors approve Loree Lonsinger as the Board Treasurer.

J. **Donation of Defibrillators**

RECOMMENDED MOTION: That the Board of School Directors accept the donation of five (5) Automated External Defibrillator machines from the Brandywine Health Foundation to be mounted in acceptable areas in the Coatesville Area School District buildings.

K. **Vice President to Sign Agreements, Supplement Agreements & Other Documents**

RECOMMENDED MOTION: That the Board of School Directors allow the Vice President to sign all agreements, supplement agreements or other documents as needed in the President's absence.

3. **EDUCATION COMMITTEE** (*Deborah Thompson, Chair*)

A. **Homebound Instruction Students**

RECOMMENDED MOTION: That the Board of School Directors approve the Homebound Instruction for students #002, #003, #004, #005 and #006.

B. **2015-2016 School Calendar**

RECOMMENDED MOTION: That the Board of School Directors approve the school calendar for the 2015-2016 school year.

C. **Lock in Graduation Date**

RECOMMENDED MOTION: That the Board of School Directors approve Thursday, June 4, 2015 as the official date for graduation ceremonies for the Class of 2015.

D. **Lifetouch Photography Agreement**

RECOMMENDED MOTION: That the Board of School Directors approve Lifetouch Photography Agreement for the 2015-2016 school year for 9/10 Center.

E. **Community Partnerships**

RECOMMENDED MOTION: That the Board of School Directors approve the following Community Organizations as Community Partners with the Coatesville Area School District:

- 1) Bridge Academy (*Enclosure 6*)
- 2) Coatesville Community & Educational Foundation

4. **OPERATIONS COMMITTEE** (*James Hills, Chair*)

A. **Technology Audit Report**

RECOMMENDED MOTION: That the Board of School Directors accept the findings and recommendations of the Technology Audit Report completed by the Chester County Intermediate Unit.

B. **Demand Response Program**

RECOMMENDED MOTION: That the Board of School Directors approve Johnson Controls for Demand Response Programs.

5. POLICY COMMITTEE (*Ann Wuertz, Chair*)

- A. Review of Policy 601 – Budget & Financial Management – 1st Reading
RECOMMENDED MOTION: That the Board of School Directors approve the 1st reading of Policy 601, Budget and Financial Management.
- B. Review of Revised Policy 348–Unlawful Harassment for Administrative Employees–2nd Reading
RECOMMENDED MOTION: That the Board of School Directors approve the 2nd reading of revised Policy 348, Unlawful Harassment for Administrative Employees, with revisions.
- C. Review of Revised Policy 448–Unlawful Harassment for Professional Employees–2nd Reading
RECOMMENDED MOTION: That the Board of School Directors approve the 2nd reading of revised Policy 448, Unlawful Harassment for Professional Employees, with revisions.
- D. Review of Revised Policy 548–Unlawful Harassment for Classified Employees–2nd Reading
RECOMMENDED MOTION: That the Board of School Directors approve the 2nd reading of revised Policy 548, Unlawful Harassment for Classified Employees, with revisions.
- E. ~~Review of Revised Policy 103 – Non-Discrimination in School, School Programs & Activities and Classroom – 2nd Reading~~
~~**RECOMMENDED MOTION:** That the Board of School Directors approve the 2nd reading of revised Policy 103, Non-Discrimination in School, School Programs & Activities and Classroom.~~
- F. Review of New Policy 103.1 – Non-Discrimination in Employment – 2nd Reading
RECOMMENDED MOTION: That the Board of School Directors approve the 2nd reading of Policy 103.1, Non-Discrimination in Employment.
- G. Review of New Policy 103.2 – Equal Employment Opportunity Policy and Affirmative Action Program – 2nd Reading
RECOMMENDED MOTION: That the Board of School Directors approve the 2nd reading of Policy 103.2, Equal Employment Opportunity Policy and Affirmative Action Program, with amendments.
- H. Review of Revised Policy 104 – Non-Discrimination in Employment and Contract Practices – 2nd Reading
RECOMMENDED MOTION: That the Board of School Directors approve the 2nd reading of Policy 104, Non-Discrimination in Employment and Contract Practices, and waive the 30-day public review, as amended.

Motion items F, G and H were ratified under one vote:

Motion: Michele Maffei

Second: Deborah Thompson

Vote: 6-0-1

Review of New/Revised Policies 103.1 103.2 104 Approved Vote: 6-0-1 Opposed: Knecht
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- I. **Review of Revised Policy 615 – Payroll Deductions – 1st Reading**
RECOMMENDED MOTION: That the Board of School Directors approve the 1st reading of Policy 615, Payroll Deductions, to add the Coatesville Community Education Foundation. (*Enclosure 7*)
- J. **Review of New Policy 309.1 – Resignations of Administrative Employees – 1st Reading**
RECOMMENDED MOTION: That the Board of School Directors approve the first reading of Policy 309.1, Resignation of Administrative Employees. (*Enclosure 8*)
- K. **Review of New Policy 409.1 – Resignations of Professional Employees – 1st Reading**
RECOMMENDED MOTION: That the Board of School Directors approve the first reading of Policy 409.1, Resignation of Professional Employees. (*Enclosure 9*)
- L. **Review of New Policy 509.1 – Resignations of Classified Employees – 1st Reading**
RECOMMENDED MOTION: That the Board of School Directors approve the first reading of Policy 509.1, Resignation of Classified Employees. (*Enclosure 10*)

Review of New/Revised Policies 615 309.1 409.1 509.1 Approved Vote: 7-0-0

Motion items I, J, K and L were ratified under one vote:

Motion: Deborah Thompson Second: Diane Brownfield Vote: 7-0-0

PUBLIC COMMENT

The Board has requested that all persons making comments of public concern to list their name, address, telephone number and topic(s) on the sheet provided. There is a three (3) minute time limit per person.

- 1) Fonz Newsuan commented on information he acquired by reading the Grand Jury Investigative Report. He believes the performance of the Human Resources Director should be re-evaluated, and investigated to the fullest, in regards to her complicity in hiring irregularities in the school district. If irregularities are discovered, contrary to procedures set forth by school district, he feels her position with CASD should be terminated. No administrator should be so threatened by a superintendent, or anyone else who serves in a similar capacity, that they fail to blow the whistle or uphold the integrity of the Coatesville Area School District. He also expressed his dissatisfaction in learning of the inflated percentages of Mr. Como's raises.
- 2) Greg Wynn requested the status, and the release date, of the Conrad O'brien report.
- 3) Bill Androwick read a prepared statement addressing the Board and Administration on their decision to eliminate his position while he was out on a medical leave of absence.
- 4) Vince Rose (*Caln Township*) thanked Dr. Taschner for attending the Caln Elementary School Science Fair. He also thanked Dr. Taschner for her transparency, and for caring.
- 5) Coleen Beckershoff reminded the audience that November elections are coming soon and to be mindful about getting out the vote to replace unfavorable board members who do not represent [us], so that sins of the past are not repeated, and to be a 'voice'.

- 6) Mary Beth Guisepppe suggested gathering a group of students, and/or having a fierce conversation with teachers, to determine where things are going wrong in CASD, before recommending additional training for the teachers.

ADDITIONAL BOARD MEMBERS' REPORTS

Several comments were made by various board members about the District's immediate needs, and how the Board might partner with teachers to make the learning experiences better for our students and included discussion on what it will take to get more parents involved.

Dr. Cathy Taschner was pleased to acknowledge these discussions concerning the students and academic achievement. She thanked everyone involved in the discussion and felt this was a good meeting.

INFORMATION ITEMS

- CASD & Charter School Enrollment Report as of January 1, 2015 (*Enclosure 11*)

ADJOURNMENT

This meeting was adjourned at 8:52 p.m. on a motion by Laurie Knecht and seconded by Diane Brownfield.

Respectfully submitted,
Karen Jackson, Recording Secretary

Ronald G. Kabonick, School Board Secretary

Anyone wishing to review the minutes verbatim should contact the School Board Secretary to request a copy of the digital/audio file.

School Board Agenda

Enclosure #3

**COATESVILLE AREA SCHOOL DISTRICT
SPECIAL BOARD MEETING MINUTES
FEBRUARY 10, 2015 - 6:00 PM
9/10 Center Auditorium**

OPENING ACTIVITIES

1. CALL TO ORDER AT 6:11 P.M.

2. READING OF MISSION STATEMENT

THE MISSION OF THE COATESVILLE AREA SCHOOL DISTRICT, A LEARNING COMMUNITY RICH IN DIVERSITY AND COMMITTED TO EXCELLENCE, IS TO EDUCATE ALL STUDENTS BY PROVIDING RIGOROUS EDUCATIONAL OPPORTUNITIES TO BECOME RESPONSIBLE, PRODUCTIVE, LIFE-LONG LEARNERS IN A GLOBAL SOCIETY.

3. ADVISEMENT

By notice of the President, Board Members are advised that all votes shall be regarded as roll call votes. The minutes should also note that public notice was given for this meeting in accordance with Act 93 of 1998, Section 1. School Board meetings shall proceed in accordance with School Board policy.

4. ROLL CALL

Board of School Directors

Dean A. Snyder, President - present	(Finance & Personnel Committee)
Stuart C. N. Deets, Vice President - present	(Operations and Finance & Personnel Committees)
Diane M. Brownfield - present	(Education Committee)
James Hills - present	(Education and Operations Committees)
Laurie C. Knecht - present	(Operations Committee)
Michele S. Maffei - present	(Finance & Personnel Committee)
Deborah L. Thompson - present	(Education and Policy Committees)
Ann Wuertz - present	(Policy Committee)

Solicitor

Michael I. Levin, Esquire – not present

Administration

Dr. Cathy Taschner, Superintendent of Schools - present
Dr. Kimberly R. Donahue, Assistant to the Superintendent of Curriculum & Learning - present
Ronald G. Kabonick, Director of Business Administration & School Board Secretary - present
Erika Zeigler, Director of Human Resources - absent
John Reid, Director of Pupil Services, Data & Assessment - present
Dave Krakower, Director of High School & Curriculum Instruction – Special Education (6-12) - present
Jason Palaia, Director of Elementary Education & Special Education (K-5) - present

5. MOMENT OF SILENCE AND SALUTE TO THE FLAG

ADDITIONS, DELETIONS OR MODIFICATIONS TO THE AGENDA

PUBLIC COMMENT ON APPOINTMENT OF NEW BOARD MEMBER FOR REGION III

The Board has requested all persons making comments on **agenda items** to list their name, address, telephone number and motion item(s) on the sheet provided. There is a three (3) minute limit per person. The Board does not take action or discuss items not appearing on the agenda. The Board values public comments and wishes to convey that although Board members cannot discuss items that are not on the agenda, they listen carefully and appreciate and value input from the public.

- 1) Chris Taylor spoke in support of Mr. Greg Wynn, Region III candidate. Mr. Taylor reminded everyone of just how close Mr. Wynn came to winning the election in 2013 as an indication of who the community wants to represent them.
- 2) Fonz Newsuan also spoke in favor of Mr. Wynn's interest to fill the vacancy in Region III. Mr. Newsuan reminisced about prior events that earned Mr. Wynn's participation, with an emphasis on his bipartisanship as well as those that cross racial and gender lines. Mr. Newsuan strongly believes Mr. Wynn will be able to withstand the challenges this school board faces, if selected.
- 3) Dawn Barringer spoke in support of Mr. Wynn's interest to fill the vacancy in Region III, and she reminded everyone of his volunteering commitment to share his IT expertise with CASD. She appreciates the tough questions Mr. Wynn presents, and feels he will be an excellent addition to the School Board.

MOTION ITEMS FOR APPROVAL

1. **Appointment of New School Board Director** (*Enclosure 1*)

- Tom Siedenbuehl
- Gregory Wynn

The Board voted 7 to 1 in favor of selecting and appointing Mr. Gregory D. Wynn as the School Board Director to fill the vacancy in Region III. Laurie Knecht was not in favor.

2. **Executive Session Recess to Brief New Board Member**

3. **Audit Presentation**

Ed Furman of Maille, LLP reviewed documents that were handed out to the Board as he pointed out specific sections of particular interest during the presentation.

4. **2013-2014 Audit Report**

RECOMMENDED MOTION: That the Board of School Directors accept the 2013-2014 audit report as presented.

Motion: Dean Snyder

Second: Stuart Deets

Vote: 9-0-0

5. **Budget Presentation**

6. **2015-2016 Preliminary General Fund Budget**

RECOMMENDED MOTION: That the Board of School Directors approve the 2015-2016 Preliminary General Fund Budget in the amount of \$151,606,287.00, as presented. (*Enclosure 2*)

Motion: Dean Snyder

Second: Diane Brownfield

Vote: 9-0-0

7. **Microsys Information Systems, Microsys and Simon Abboud**

RECOMMENDED MOTION: That the Board of School Directors authorize and direct the Levin Legal Group, P.C., to file suit against Microsys Information Systems, Microsys, and Simon Abboud, and to take all actions necessary to protect the school district's interests, including the filing of discovery, motions, pleadings, appeals and any other action required to advance the district's interests.

Motion: Dean Snyder

Second: Deborah Thompson

Vote: 8-0-1

Abstained: Wynn

PUBLIC COMMENT

The Board has requested that all persons making comments of public concern to list their name, address, telephone number and topic(s) on the sheet provided. There is a three (3) minute time limit per person.

- 1) Fonz Newsuan offered his sincerest apologies to Diane Brownfield, Laurie Knecht and Erika Zeigler for revealing their names during his public comment at the last board meeting. He then addressed the Board and the Superintendent in regards to the Conrad O'Brien Report. He found it troubling to read how some administrators, appointed by Mr. Como, were put into place to undermine all that was good in the District, wreaking havoc which may take years to reverse; however, as a school district we [citizens] are up for the task of bringing it back to where it should be. He spoke of how positions where integrity should have been of the utmost importance actually became the playing field for cronyism and nepotism. Mr. Newsuan feels the credibility within the Human Resources department is questionable for various reasons, stating that there is never a right time or reason to do the wrong thing, and he assured everyone that the citizens of Coatesville will no longer tolerate this type of behavior. He feels the Human Resources Director should be suspended with the intent to dismiss based on her actions as outlined in the investigative report.
- 2) Ron Suber asked the Board about communications with the City of Coatesville, as he expressed his concerns of a possible increase in tax millage. He encouraged the School Board to work together with the City of Coatesville. Mr. Suber also inquired about the Rip City Basketball League's request to use school district facilities. He was curious to know why the League was not permitted use of the gymnasium; however, per Dr. Taschner, this issue has already been addressed and resolved.
- 3) Rich Hall inquired about motion item #7 [Microsys], and raised legal questions that were not open for discussion at this time.

ADDITIONAL BOARD MEMBERS' REPORTS

INFORMATION ITEMS

ADJOURNMENT

This meeting was adjourned at 8:40 p.m. on a motion by Laurie Knecht and seconded by Stuart Deets.

Respectfully submitted,
Karen Jackson, Recording Secretary

Ronald G. Kabonick, School Board Secretary

Anyone wishing to review the minutes verbatim should contact the School Board Secretary to request a copy of the digital/audio file.

School Board Agenda

Enclosure #4

MUTUAL RELEASE

This mutual release, executed on the date(s) set forth below, between Mario Priori ("Priori") whose address is 28 South 8th Avenue, Coatesville, PA 19320, and Coatesville Area School District ("the School District"), whose address 3030 C.G. Zinn Road, Thorndale, PA 19372, is intended to effect the elimination of any obligations by either party as hereinafter designated.

WHEREAS, claims, and disputes have arisen between the parties with respect to Priori's alleged damage to a school district vehicle, which occurred on or about September 29, 2014, and the School District's alleged withholding of wages from Priori and the delayed payment of wages and severance in the amount of Four Thousand Three Hundred Two Dollars and Ninety-Two Cents (\$4,302.95), which is a net amount after standard withholdings, it caused, both parties have agreed to settle said disputes and differences by executing this Mutual Release;

Now, intending to be legally bound, by the execution of this Mutual Release, the parties are relinquishing their respective legal rights with reference to the herein mentioned claims and disputes, both parties agree that in consideration of this execution of this Mutual Release, and for the added good and valuable consideration of the payment of One Thousand Dollars and No Cents (\$1,000.00) by Mario Priori to Coatesville Area School District, and Coatesville Area School District's payment of wages and severance in the amount of Four Thousand Three Hundred Two Dollars and Ninety-Two Cents (\$4,302.95), which is a net amount after standard withholdings, each party for its heirs and assigns, expressly releases the other party, and its heirs and assigns, board members, officials, employees, agents, attorneys and insurers (individually or together referred to as "Released Parties") from all liability for claims and/or demands and Released Claims, as defined below, which may arise from that certain damage to a school district vehicle and withholding of wages and severance.

1. The payment by Priori of the aforesaid One Thousand Dollars and No Cents (\$1,000.00) shall be made by the School District way of the tender of a check in the amount of One Thousand Dollars and No Cents (\$1,000.00). Upon the receipt of this Mutual Release and Priori's check in the amount of One Thousand Dollars and No Cents (\$1,000.00), the Coatesville Area School District shall release the total sum of Four Thousand Three Hundred Two Dollars and Ninety-Two Cents (\$4,302.95), which is a net amount after standard withholdings, to Priori.

2. "Released Claims" shall mean all claims, demands, damages, actions, causes of actions, suits at law or in equity, grievances, charges, debts, dues, costs, sums of money, attorneys' fees, accounts, bills, judgments, rights, demands, or otherwise, of whatever kind or nature, both civil or criminal or mixed, known or unknown, accrued or un-accrued, contingent or non-contingent, whether arising from the beginning of time up until the date last executed by either party, whether or not capable of proof as of the date last executed by either party, whether common law or statutory, whether or not now recognized, that either party or anyone claiming by, through or under either party, in any way might have, or could have, against the other arising out of the Priori's alleged damage to a school district vehicle, which occurred on or about September 29, 2014, and the School District's alleged withholding of wages and severance from

Priori in the amount of Four Thousand Three Hundred Two Dollars and Ninety-Two Cents (\$4,302.95), which is a net amount after standard withholdings, only.

3. Covenant Not to Sue. Except as provided in Paragraphs 4 and 5 below, neither Priori nor the School District shall institute any legal actions in any forum (whether judicial, administrative, arbitration, or otherwise; whether legal or equitable; whether federal, state, or local) with respect to any of the Released Claims. If either party does institute any legal action, it shall pay to the applicable Released Parties all attorneys' fees, costs and expenses incurred by the Released Parties in defending themselves against such Released Claims.

4. This Settlement Agreement shall be governed by the laws of the Commonwealth of Pennsylvania, the venue for any civil action for breach of this Settlement Agreement or to enforce this Mutual Release will be brought in the Court of Common Pleas for Chester County, and in any such civil action the Parties hereby waive their respective rights to a trial by jury.

5. In any civil action brought for breach of this Mutual Release or to enforce this Mutual Release, the substantially non-prevailing Party agrees, promise and covenant to pay the costs and expenses of the substantially prevailing Party in such civil action including reasonable attorneys' fees and costs.

6. Priori and the School District shall each bear their own costs, attorney's fees and all other expenses incurred, which arise out of the Released Claims described herein and this Mutual Release.

7. It is specifically understood by and between Priori and the School District that this Mutual Release is in no way to be construed as an admission of any wrongdoing on the part of either party and each party expressly denies any and all liability to the other party.

8. Priori and the School District further state that they have each read this Mutual Release and reviewed it with their respective attorney; and that there is absolutely no agreement, understanding, or reservation not expressly stated herein.

9. Priori and the School District covenant that the undersigned are expressly authorized to execute the Mutual Release on their behalf.

10. This Mutual Release contains the complete and exclusive agreement between the parties hereto, and the terms are contractual and not a mere recital. This Mutual Release shall not be orally modified, altered, or changed in any way. The sole method of modification, alteration, or change of this document shall be accomplished by way of a written document signed by all parties hereto.

11. This Mutual Release may be executed in one or more counterparts, provided, that all properly executed counterparts shall, together, constitute a single, valid, binding and enforceable agreement. A signed facsimile or PDF copy of the Mutual Release shall be deemed as though an original signature.

In witness whereof the parties have executed this Mutual Release on the day and year stated below.

BY: 
MARIO PRIORI

Date: 2/17/15

COATESVILLE AREA SCHOOL DISTRICT

BY: _____

Date: _____

NAME: _____

TITLE: _____

School Board Agenda

Enclosure #5

**Coatesville Area School District
Job Description**

Position Title:	Recording Secretary for Board Matters
Location:	Administration Building
Reports to:	Superintendent
Supervises:	N/A
Union Affiliation:	Non Cert
Applicable Agreement/ Contract:	Contract
Number of Days Worked:	260

Summary Statement: The Administrative Assistant will serve as a Confidential Secretary who will organize, prioritize and coordinate all activities, projects, and daily work flow of the Superintendent's office by providing secretarial support in the preparation of any and all tasks associated with keeping a correct and proper record of all proceedings of the Board and prepare reports and keep such accounts as required by the School Code.

Essential Functions:

- 1) Organize data relative to Board Meetings in support of the Superintendent.
- 2) Function as liaison among the administrative team, support staff, and business office as directed by the Superintendent.
- 3) Record and keep accurate all information, i.e., calls, correspondence and follow-up relative to board meetings, policy, and other matters as directed by the Superintendent.
- 4) Communicate efficiently and effectively, via telephone, correspondence and follow up relative to the district office.
- 5) Process in a timely manner communications necessary for the operation of board meetings.
- 6) Provide secretarial support in all ways needed by the Superintendent.
- 7) Typing, duplicating and collating of reports as directed by the Superintendent.
- 8) Scheduling of group and individual appointments for the Superintendent.
- 9) Cover the switchboard in an emergency situation.
- 10) Serves as a Confidential Secretary to the Superintendent, Receptionist, and other Administrative offices as directed.
- 11) Performs other duties as may be assigned by the District Superintendent or his/her designee.
- 12) Rely on experience and judgment to work independently to prepare routine and advanced correspondence including, but not limited to, letters, reports, contracts, policies, and board related materials.
- 13) Process invoices for purchase orders as needed for payment.

- 14) Processes revisions to board policy as directed by the Superintendent and maintains a current board policy manual, and updated board policy website.
- 15) Process registrations for conferences, seminars, and workshops, and make travel arrangements and reservations for staff and board members as required.
- 16) Process and respond to Requests for Information and annual directory update inquiries from outside agencies and legislative offices.
- 17) Access, retrieve, screen, and disseminate all incoming electronic mail from the PA Dept of education (PDE) Penn Link account, and post messages as needed.
- 18) Maintain subscriptions and process invoices for the superintendent.
- 19) Maintains accurate board minutes, keeps board minutes bound and up to date.
- 20) Order and maintain inventory of supplies for the central office.
- 12) Provide support as needed to administrators and staff members with special project needs as directed by the Superintendent
- 13) Perform all other such duties as may be assigned by the Superintendent.
- 14) Prepare memos, letters, reports, agendas, schedules, records and minutes as required.
- 15) Delivers board packets electronically, and in hard copy.
- 16) Creates board packets in a timely manner as determined by the Superintendent.
- 17) Maintains the Board website.
- 18) Answer telephones; respond to questions, and forward calls as needed.
- 19) Duplicate and distribute materials as needed.
- 20) Meet and screen visitors for the Superintendent.
- 21) Receive, screen, and reroute mail as directed by the Superintendent
- 22) Serve, troubleshoot, and calibrate copy machines at Administration Building.
- 23) Place Copier service calls when required.
- 24) Maintain inventory of copy supplies and parts (billable & non-billable).
- 25) Process mileage & other reimbursements for the Superintendent, School Board Members, and other staff as needed.
- 26) Enter invoices into CSI as required.
- 27) Send electronic correspondence to staff, Board members, and schools as assigned.
- 28) Fill in when necessary to operate main switchboard and sort incoming mail for all departments.
- 29) Serve as the liaison between public and administration/board members as directed by the Superintendent.
- 30) Monitor schedule for conference rooms as needed.
- 31) Process invoices for payment into CSI, superintendents' office, school board members, legal services, a variety of professional services, mileage reimbursements, and other related miscellaneous invoices, ie: insurance,

- newspapers ads, and subscriptions, food service, supplies, etc. as directed by the Superintendent
- 32) Other duties as assigned by the Superintendent.
 - 33) Coordinate items for the Superintendent's briefing to the Board of Directors.
 - 34) Gather items for monthly board & committee meetings and prepare meeting agendas.
 - 35) Keep Board members informed of current situations within the school district as directed by the Superintendent
 - 36) Organize and maintain official minute books for auditing purposes.
 - 37) Distribute, collect and maintain financial statement of interest forms.
 - 38) Format and type the board agenda as directed.
 - 39) Collect and assemble materials for duplication and distribution at school board and committee meetings.
 - 40) Advertise and post legal notices to newspapers and district website regarding regular and special school board meetings' dates & cancellations, invitations to bid, and other related information as required.
 - 41) Prepare and send public & legal notices, bid invitations, regular and special school board and committee meeting notices for immediate release to local & non-local newspaper agencies.
 - 42) Notify board members of all special meetings, executive sessions, hearings, etc, as required.
 - 43) Prepare school board agendas, minutes, web postings, and related materials for school board directors and administrators.
 - 44) Attends and takes minutes at all school board, school board committee meetings and reorganization meetings.
 - 45) Organize and post meeting video/recordings to the web.
 - 46) Prepare data and related materials for School Board Retreats.
 - 47) Responsible for obtaining board approved contract signatures from board president and secretary as directed by the Superintendent
 - 48) Order name plates for new incoming board members.
 - 49) Secure a judge and make all preparations for the induction of new board members
 - 50) Prepare board policy manuals and other related manuals and materials for new board members.
 - 51) Schedule, attend, record, and transcribe board meetings transcripts.
 - 52) Maintain an index of board agencies, minutes, and related correspondence on the shared hard drive.
 - 53) Register board members for conferences and seminars as directed by the Superintendent.
 - 54) Process reimbursements for board members as directed by the Superintendent.
 - 55) Modify personal schedule to ensure that board meeting preparations are complete and accurate.

- 56) **Superintendent's Office** Maintain superintendent's membership, annual dues, publications, bulletins, subscriptions, travel & accident insurance, professional liability and due process coverages.
- 57) **Superintendent's Office** Process purchase orders for the superintendent's office, confidential secretary, board treasurer renewals, and other related requests as required.
- 58) Performs any and all other tasks as assigned by the Superintendent.

Required Education: High School Diploma and 3 years experience.

Required Skills and Knowledge:

- 1) High School Diploma.
- 2) Ability to work independently.
- 3) Effective oral and written communication skills.
- 4) Effective interpersonal skills.
- 5) Must have computer skills.

Physical Requirements:

A) Mental Functions

1. Copying- Judging the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
2. Computing- Performing arithmetic operations and reporting on and/or carrying out a prescribed action in relation to them.

A) Relations with Others

1. Supervision (received) - Independence of actions; authority to determine methods of operation.
2. Communicating – Talking with and/or listening and/or signaling people to convey or exchange information; includes giving/receiving assignments and/or directions.
3. Interpersonal Skills/Behaviors – Dealing with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.

B) Strength

1. Light – Exert up to 20lbs. of force occasionally and/or up to 10lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of sedentary work. Light work usually require walking or standing to a significant degree.

C) Movement

1. Reaching – Extending hand(s) and arm(s) in any direction.
2. Handling – Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand.
3. Fingering – Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
4. Feeling- Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.

D) Auditory

1. Talking- Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
2. Hearing- Perceiving the nature of sounds. Used for those activities which require ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on running engines.

E) Vision

1. Near Acuity- Clarity of vision at 20 inches or less. Use this factor when special and minute accuracy is demanded.

2. Depth Perception- Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

3. Accommodation – Adjustment of lens of eye to bring an object into sharp focus. Use this factor when requiring near point work at varying distances.

4. Color Vision- Ability to identify and distinguish colors.

5. Field of Vision-Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point. Use this factor when job performance requires seeing a large area while keeping the eyes fixed.

F) Equipment Used

1. Office equipment such as computer, typewriter, projector, cassette player/recorder.

2. Vehicles (e.g., automobile, truck, tractor, lift)

In terms of an 8 hour workday:

Rarely equals less than 1%; occasionally equals 1% to 25%; frequently equals 26% to 75%; continuously equals 76% to 100%.

Job requires the physical ability to

- a. Stand: Frequently
- b. Sit: Continuously
- c. Walk: Frequently

Job requires the physical ability to lift/carry:

- a. Up to 9 lbs: Occasionally
- b. 10-20 lbs: Occasionally
- c. 21-50 lbs: Rarely
- d. 51-80 lbs: Rarely
- e. 81- 100 lbs: Rarely

Job requires the physical ability to push/pull:

- a. Up to 9 lbs: Occasionally
- b. 10-20 lbs: Occasionally
- c. 21-50 lbs: Rarely
- d. 51-80 lbs: Rarely
- e. 81- 100 lbs: Rarely

Job requires the physical ability to use the following repetitive movements:

- f. Fingers: Continuously
- g. Wrist: Continuously
- h. Arm/Shoulder: Continuously
- i. Leg: Occasionally

j. Foot: Occasionally

Job requires the physical ability to function in activities involving:

- a. Bending: Rarely
- b. Stooping: Rarely
- c. Twisting: Rarely
- d. Reaching: Occasionally
- e. Crouching: Rarely
- f. Crawling: Rarely
- g. Kneeling: Rarely
- h. Climbing: Rarely
- i. Handling: Frequently
- j. Pinching: Rarely

Job requires the ability to function in the following undesirable working conditions such as exposure to weather or hazardous materials:

Exposure to All types of weather: Occasionally

School Board Agenda

Enclosure #6

**Coatesville Area School District
Job Description**

Position Title:	Language Arts Specialist
Location:	Elementary Buildings as Assigned
Reports to:	Superintendent
Supervises:	Teachers
Union Affiliation:	Act 93 CERT
Applicable Agreement/ Contract:	Contract
Number of Days Worked:	260

Summary Statement: The Language Arts Specialist provides building leadership, expertise, and professional development for the English/Language Arts/ Reading Teachers as assigned. Responsible for participation in related curriculum committees and providing professional development presentations as assigned.

Essential Functions:

- 1) Provide information to teachers on appropriate instructional strategies, materials, and assessment measures for improved student performance for all students as assigned.
- 2) Participate in ongoing curriculum revision committees within the content area with a focus on meeting state standards (K-12) with best practices.
- 3) Promote the delivery of instructional programs in inclusive enrichments.
- 4) Conduct routine departmental meetings and training sessions devoted to the improvement of content area instruction and assessment when assigned.
- 5) As a participant on curriculum committees and building administrator, participate in providing feedback on strengths and weaknesses of the content area's program and services
- 6) Maintain compliance issues within the PDE regulations, state standards, and other applicable educational mandates.
- 7) Observe, supervise, and assist in the evaluation of teachers.
- 8) Implement training and support strategies to strengthen content and programs and accelerate district goals as assigned.
- 9) Make data driven decisions concerning continuous program improvements.

Other Duties:

- 1) Maintain accurate files.
- 2) Assist other district specialist within District/Building wide programs implementations and staff development as assigned.
- 3) Any other duties assigned by supervisor.

Required Education:

- 1) Master's Degree
- 2) Minimum of five (5) years successful teaching in the content area.

Required Skills and Knowledge:

- 1) Must be proficient in Word Microsoft Office.
- 2) Must have valid Driver's License.

Other: (Traits, Abilities and other Attributes)

- 1) Must have ability to work independently and with people.
- 2) Must be a self starter.
- 3) Must have ability to define problems, collect data, establish facts and draw valid conclusions.

Physical Requirements:

A) Mental Functions

1. Comparing - Judging the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
2. Copying – Transcribing, entering, or posting data.
3. Computing – Performing arithmetic operations and reporting on and/or carrying out a prescribed action in relation to them.
4. Compiling – Gathering, collating, or classifying information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to the evaluation is frequently involved.
5. Analyzing- Examining and evaluating data. Presenting alternative actions in relation to the evaluation is frequently involved.
6. Coordinating – Determining time, place, and sequence of operations or action to be taken on the basis of analysis of data. May include prioritizing multiple responsibilities and/or accomplishing them simultaneously.
7. Synthesizing – To combine or integrate data to discover facts and/or develop knowledge or creative concepts and/or interpretations.

B) Relations with Others

1. Supervision (given) – Coordinating and directing the activities of one or more subordinates.
2. Supervision (received) - Independence of actions; authority to determine methods of operation.
3. Negotiating – Exchanging ideas, information, and opinions with others to formulate policies and programs and/or jointly arrive at decisions, conclusions, solutions, or solve disputes.
4. Communicating – Talking with and/or listening and/or signaling people to convey or exchange information; includes giving/receiving assignments and/or directions.
5. Instructing – Teaching subject matter to others, or training others through explanation, demonstration, and supervised practice; or making recommendations on the basis of technical disciplines.
6. Interpersonal Skills/Behaviors – Dealing with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.
7. Control of Others- seizing, holding, controlling, and/or otherwise subduing violent, assaultive, or physically threatening persons to defend oneself or prevent injury. Body strength and agility of all four limbs is necessary.

C) Strength

1. Sedentary – Exerts up to 10lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Involves sitting most of the time, but may involve walking or standing for brief periods of time.

2. Light – Exert up to 20lbs. of force occasionally and/or up to 10lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of sedentary work. Light work usually require walking or standing to a significant degree.

D) Movement

1. Climbing – Ascending or descending using feet and legs and/or hands and arms. Body agility is emphasized.
2. Balancing – Maintaining body equilibrium to prevent falling on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing feats of agility.
3. Stooping- Bending body downward and forward. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
4. Kneeling- Bending legs at knees to come to rest on knee or knees.
5. Crouching- Bending body downward and forward by bending legs and spine.
6. Reaching – Extending hand(s) and arm(s) in any direction.
7. Handling – Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand.
8. Fingering- Picking, pinching, or otherwise working primarily with fingers Rather than with the whole hand or arm as in handling.
9. Feeling- Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.

E) Auditory

1. Talking- Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
2. Hearing- Perceiving the nature of sounds. Used for those activities which require ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on running engines.

F) Vision

1. Near Acuity- Clarity of vision at 20 inches or less. Use this factor when special and minute accuracy is demanded.
2. Far Acuity – Clarity of vision at 20 feet or more. Use this factor when visual efficiency in terms of far acuity is required in day and night/dark conditions.
3. Depth Perception- Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.
4. Accommodation- Adjustment of lens of eye to bring an object into sharp focus. Use this factor when requiring near point work at varying distances.

5. Color Vision – Ability to identify and distinguish colors.
6. Field of Vision- Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point. Use this factor when job performance requires seeing a large area while keeping the eyes fixed.

G) Equipment Used

1. Office equipment such as computer, typewriter, projector, cassette player/recorder.
2. Vehicles- (e.g., automobile)

In terms of an 8 hour workday:

Rarely equals less than 1%; occasionally equals 1% to 25%; frequently equals 26% to 75%; continuously equals 76% to 100%.

Job requires the physical ability to

- a. Stand: Continuously
- b. Sit: Continuously
- c. Walk: Continuously

Job requires the physical ability to lift/carry:

- a. Up to 9 lbs: Rarely
- b. 10-20 lbs: Rarely
- c. 21-50 lbs: Rarely
- d. 51-80 lbs: Rarely
- e. 81- 100 lbs: Rarely

Job requires the physical ability to push/pull:

- a. Up to 9 lbs: Rarely
- b. 10-20 lbs: Rarely
- c. 21-50 lbs: Rarely
- d. 51-80 lbs: Rarely
- e. 81- 100 lbs: Rarely

Job requires the physical ability to use the following repetitive movements:

- f. Fingers: Rarely
- g. Wrist: Rarely
- h. Arm/Shoulder: Rarely
- i. Leg: Rarely
- j. Foot: Rarely

Job requires the physical ability to function in activities involving:

- a. Bending: Rarely
- b. Stooping: Rarely
- c. Twisting: Rarely

- d. Reaching: Rarely
- e. Crouching: Rarely
- f. Crawling: Rarely
- g. Kneeling: Rarely
- h. Climbing: Rarely
- i. Handling: Rarely
- j. Pinching: Rarely

Job requires the ability to function in the following undesirable working conditions such as exposure to weather or hazardous materials;

Exposure to all types of weather: Rarely

School Board Agenda

Enclosure #7

Resolution

WHEREAS, the District Attorney's office is conducting an investigation which requires them to obtain records from the law firm of Rhoads & Sinon and certain attorneys in that firm; and

WHEREAS, it is the School District's understanding that Rhoads & Sinon may be refusing to provide records under their duty to maintain attorney client privilege, or for other reasons; and

WHEREAS, it is the desire of the School District to cooperate with the District attorney's office and to authorize the disclosure of records and materials to the District Attorney's office;

NOW, THEREFORE, *be it resolved*, as follows:

1. The School District waives attorney-client privilege or any other privilege or right it has that would otherwise prevent Rhoads & Sinon, James Ellison and/or the Susquehanna Legal Group from complying with the requests of the District Attorney's office; and
2. Without limiting the generality of the following, the School District waives any and all privileges with regard to any of the following:
 - a. Copies of any and all emails exchanged between any employee of Rhoads & Sinon and any employee of the CASD or any past or present member of the CASD;
 - b. Copies of any and all emails exchanged among any Rhoads & Sinon employees regarding the CASD or any matter handled for or billed to the CASD or any past or present CASB member;
 - c. Copies of all internal timesheets, time trackers or billing records for any and all matters handled for or billed to the CASD (including any electronic records);
 - d. Copies of any and all diaries, appointment calendars, or time sheets maintained by, or kept for, James Ellison, Vince Champion, and/or Steve Moniak (including any electronic records);
 - e. Copies of all internal timesheets, time trackers or billing records for James Ellison, Steve Moniak, and/or Vince Champion (including any electronic records);
 - f. Copies of any reimbursement requests submitted by James Ellison, Vince Champion and/or Steve Moniak including but not limited to reimbursements for mileage, parking, meals, or telephone, data, or other computer services;
 - g. Copies of all Westlaw and/or Lexis billing and/or usage records billed or attributed to any CASD matter;
 - h. Names, telephone numbers and home addresses of the secretaries/administrative assistants assigned to James Ellison, Vince Champion and Steve Moniak;
 - i. Names telephone numbers and home addresses of any paralegal or legal assistant who worked on any and all matters handled for or billed to the CASD; and the
 - j. Names telephone numbers and home addresses of the persons from Rhoads & Sinon who handles IT/phone support for the attorneys.
3. The School District waives all privilege with regard to any matter about which the District Attorney's office may be interviewing any member or employee of Rhoads & Sinon or the Susquehanna Legal Group.

4. The School District waives all privilege with regard to any matter of inquiry be a grand jury.
5. The School District's waivers in this Resolution are not intended and should not be construed as granting authorization to Rhoads & Sinon to release school district information to any other individual or entity and shall not authorize Rhoads & Sinon to incur any costs or expenses for or on behalf of the school district. Nothing in this Resolution may be construed as creating an attorney-client relationship between Rhoads & Sinon and the School District.

School Board Agenda

Enclosure #8

Memorandum of Understanding/Mutual Aid Agreement

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN**

Caln Township Police Department
(Law Enforcement Authority)

and

Coatesville Area School District Police Department
(School Entity)

November 1, 2014

I. Joint Statement of Concern

A. Parties

The following Law Enforcement Authority or Authorities enter into and agree to adhere to the policies and procedures contained in this Memorandum of Understanding (hereinafter "Memorandum"): Caln Township Police Department and Coatesville Area School District Police.

The following School Entity or Entities enter into and agree to adhere to the policies and procedures contained in this Memorandum: Coatesville Area School District

- B. In 1998, the Coatesville Area School District established its own School Police Department through the appointment of School Police Officers as authorized by Section 778 of the Pennsylvania Public School Code. Pursuant to School Code Section 778 (c) (2), these Officers are authorized to exercise the same powers as are now or may hereafter be exercised under authority of law or ordinance by the police of the municipality wherein the school property is located.

For the purpose of this Memorandum, the Coatesville Area School District Police shall be deemed the primary Law Enforcement Authority, and shall exercise such authority while on duty where the Caln Township Police Department provides local law enforcement services.

When the Coatesville Area School District Police determines that an incident described in Section II of this document has occurred, and the incident requires the services of the Caln Township Police Department, the Officer-in-Charge of the School Police shall make an official request through County Police Dispatch or by the most expedient means possible.

C. It is further the purpose of this Memorandum to foster a relationship of cooperation and mutual support between the parties hereto as they work together to maintain the physical security and safety of the School Entity. Thus, the School Entity may disclose personally identifiable information from an educational record of a student to the Law Enforcement Authority if a health or safety emergency exists and knowledge of that information is necessary to protect the health or safety of the student or other individuals. In determining whether a health or safety emergency exists, the School Entity may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the School Entity determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to the Law Enforcement Authority, if knowledge of that information is necessary for the Law Enforcement Authority to protect the health or safety of the student or other individuals. The School Entity must record the articulable and significant threat to the health or safety of a student or other individuals so that it can demonstrate - to parents, students and the Family Policy Compliance Office - what circumstances led it to determine that a health or safety emergency existed and why the disclosure was justified.

D. Priorities of the Law Enforcement Authority

1. Investigate all incidents reported to have occurred on school property; at any school sponsored activity or on any public conveyance providing transportation to or from a school or school sponsored activity, including but not limited to a school bus. The investigation of all reported incidents shall involve as little disruption of the school environment as is practicable.
2. Identify those responsible for the commission of the reported incident and, where appropriate, apprehend and prosecute those individuals. Identification and apprehension procedures shall involve as little disruption of the school environment as is practicable.
3. Assist the School Entity in the prevention of the incidents described in Section II of this document.
4. Establish and maintain a cooperative relationship with the local police department with jurisdiction.

5. Assess all incidents described in Section II of this document, and determine if the incident requires the services of, or referral to, the appropriate local police department with jurisdiction.
6. Inform the School Entity when an incident has been referred to the local police department with jurisdiction to serve as the primary Law Enforcement Authority.

E. Priorities of the School Entity

1. Create safe learning environments, which support each student's well-being and opportunities to reach their full potential while balancing and protecting the rights of all students.
2. Establish and maintain cooperative relationships with the Law Enforcement Authority in the reporting and resolution of all incidents described in Section II of this document.
3. Foster partnerships with the Law Enforcement Authority for the education and guidance of students to create a school climate and knowledge base conducive to learning and personal growth.
4. Provide the Law Enforcement Authority with all relevant information and required assistance in the event of a reported incident.

F. Legal Authority

1. The parties to this Memorandum enter into this agreement in accordance with the provisions of the act of March 10, 1949 (P.L. 30, No. 14), as amended, 24 P.S. §§13-1301-A *et seq.* (hereinafter "Safe Schools Act"), requiring all school entities to develop a memorandum of understanding with local law enforcement which sets forth procedures to be followed when an incident involving an act of violence or possession of a weapon, as further specified in Section II of this document, by any person occurs on school property. Law enforcement protocols shall be developed in cooperation with local law enforcement and the Pennsylvania State Police. 24 P.S. §13-1303-A(c).
2. In so recognizing this legal authority, the parties acknowledge their respective duties pursuant to the Safe Schools Act and hereby agree to support and cooperate with one another in carrying out their joint and several responsibilities thereunder.

II. Notification of Incidents to Law Enforcement

A. Mandatory Notification

The School Entity shall immediately report by the most expeditious means possible to the Law Enforcement Authority the occurrence of any of the following incidents occurring on school property, at any school sponsored activity or on any public conveyance providing transportation to or from a school or school sponsored activity, including but not limited to a school bus:

1. The following offenses under 18 Pa. C.S (relating to crimes and offenses):
 - a. Section 908 (relating to prohibited offensive weapons).
 - b. Section 912 (relating to possession of weapon on school property).
 - i. As used in this Memorandum "weapon" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, metal knuckles, billy club, blackjack, grenade, incendiary device and any other tool, instrument or implement capable of inflicting serious bodily injury.
 - ii. This reporting requirement does not apply to a weapon which is: (a) used, as part of a school-approved program, by an individual who is participating in the program; or (b) an unloaded weapon possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting if the entry on school premises is authorized by school authorities.
 - c. Chapter 25 (relating to criminal homicide).
 - d. Section 2701 (relating to simple assault).
 - e. Section 2702 (relating to aggravated assault).
 - f. Section 2706 (relating to terroristic threats).
 - g. Section 2709 (relating to harassment).
 - h. Section 2709.1 (relating to stalking).
 - i. Section 2901 (relating to kidnapping).
 - j. Section 2902 (relating to unlawful restraint).
 - k. Section 3121 (relating to rape).
 - l. Section 3122.1 (relating to statutory sexual assault).
 - m. Section 3123 (relating to involuntary deviate sexual intercourse).
 - n. Section 3124.1 (relating to sexual assault).
 - o. Section 3124.2 (relating to institutional sexual assault).

- p. Section 3125 (relating to aggravated indecent assault).
 - q. Section 3126 (relating to indecent assault).
 - r. Section 3127 (relating to indecent exposure).
 - s. Section 3301 (relating to arson and related offenses).
 - t. Section 3307 (relating to institutional vandalism), when the penalty is a felony of the third degree.
 - u. Section 3502 (relating to burglary).
 - v. Section 3503(A) AND (B)(1)(V) (relating to criminal trespass).
 - w. Section 3701 (relating to robbery).
 - x. Section 3702 (relating to robbery of motor vehicle).
 - y. Section 5501 (relating to riot).
 - z. Section 6110.1 (relating to possession of firearm by minor).
2. The possession, use or sale of a controlled substance or drug paraphernalia as defined in "The Controlled Substance, Drug, Device and Cosmetic Act."
- a. As used in this Memorandum, "controlled substance" shall include the possession, use or sale of controlled substances as defined in the act of April 14, 1972 (P.L. 233, No. 64) known as "The Controlled Substance, Drug, Device and Cosmetic Act" (hereinafter "Drug Act") including, but not limited to, marijuana, cocaine, crack cocaine, heroin, LSD, PCP, amphetamines, steroids and other substances commonly known as "designer drugs." See 35 P.S. §§ 780-101 *et seq.*
 - b. Included in this reporting provision shall be the possession, use or sale of drug paraphernalia, as defined in the Drug Act, including, but not limited to, hypodermic syringes, needles and, depending on the circumstances, rolling papers, as well as all other equipment or materials utilized for the purpose of ingesting, inhaling, or otherwise introducing controlled substances into the body. See 35 P.S. § 780-102.
3. Attempts, solicitation or conspiracy to commit any of the offenses listed in subsections (1) and (2).
4. An offense for which registration is required under 42 Pa. C.S. § 9795.1 (relating to registration).

5. Purchase, consumption, possession or transportation of liquor or malt or brewed beverages by a person under 21 years of age. *See* 18 Pa. C.S. § 6308(a).

B. Discretionary Notification

The School Entity may report to the Law Enforcement Authority the occurrence of any of the following incidents occurring on school property, at any school sponsored activity or on any public conveyance providing transportation to or from a school or school sponsored activity, including but not limited to a school bus:

1. The following offenses under 18 Pa. C.S (relating to crimes and offenses):
 - a. Section 2705 (relating to recklessly endangering another person).
 - b. Section 3307 (relating to institutional vandalism), when the penalty is a misdemeanor of the second degree.
 - c. Section 3503(b)(1)(i), (ii), (iii) and (iv), (b.1) and (b.2) (relating to criminal trespass).
 - d. Chapter 39 (relating to theft and related offenses).
 - e. Section 5502 (relating to failure of disorderly persons to disperse upon official order).
 - f. Section 5503 (relating to disorderly conduct).
 - g. Section 6305 (relating to sale of tobacco).
 - h. Section 6306.1 (relating to use of tobacco in schools prohibited).
2. Attempt, solicitation or conspiracy to commit any of the offenses listed in subsection (1).

C. Notification of the Law Enforcement Authority when incident involves children with disabilities

1. In accordance with 34 CFR 300.535 nothing will prohibit the school entity from reporting a crime committed by a child with a disability to the Law Enforcement Authority or will prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a disability.
2. The school entity, when reporting a crime committed by a child with a disability, must ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to the Law Enforcement Authority to whom the incident was reported.

3. The school entity, when reporting an incident under this section, may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by the Federal Educational Rights and Privacy Act (hereinafter "FERPA").
 4. If someone other than the school entity has reported an incident, which results in the student's arrest, the school entity may as allowable under FERPA release the student's records.
 5. For all students identified as special needs and currently having an IEP, accommodations should be taken into consideration as designated per 22 Pa. Code Section 14.104
- D. Upon notification of the incident to the Law Enforcement Authority, the School Entity shall provide as much of the following information as is available at the time of notification. In no event shall the gathering of information unnecessarily delay notification:
1. Whether the incident is in-progress or has concluded.
 2. Nature of the incident.
 3. Exact location of the incident.
 4. Number of persons involved in the incident.
 5. Names and ages of the individuals involved.
 6. Weapons, if any, involved in the incident.
 7. Whether the weapons, if any, have been secured and, if so, the custodian of the weapons.
 8. Injuries involved.
 9. Whether EMS or the Fire Department were notified.
 10. Identity of the school contact person.
 11. Identity of the witnesses to the incident, if any.
 12. All other such information as is known to the school authority which can be deemed relevant to the incident under investigation.
- E. Additionally, in anticipation of the need for the Law Enforcement Authority to respond to incidents described herein, the School Entity shall furnish the Law Enforcement Authority with the following information:
- a. Blueprints or floor plans of the school buildings;
 - b. Aerial photo, map or layout of the school campus, adjacent properties and surrounding streets or roads;
 - c. Location(s) of predetermined or prospective command posts;
 - d. Current teacher/employee roster;
 - e. Current student roster;
 - f. Current school yearbook;
 - g. School fire-alarm shutoff location and procedures;
 - h. School sprinkler system shutoff location and procedures;

- i. Gas/utility line layouts and shutoff valve locations; and
- j. Cable/satellite television shutoff location and procedures.

III. Law Enforcement Authority Response

A. Depending on the totality of the circumstances, initial response by the Law Enforcement Authority shall include:

1. For incidents in progress:
 - a. Meet with contact person and locate scene of incident.
 - b. Stabilize incident.
 - c. Provide/arrange for emergency medical treatment, if necessary.
 - d. Control the scene of the incident
 - i. Secure any physical evidence at the scene.
 - ii. Identify involved persons and witnesses.
 - e. Conduct investigation.
 - f. Exchange information.
 - g. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
2. Incidents not in progress:
 - a. Meet with contact person.
 - b. Recover any physical evidence.
 - c. Conduct investigation.
 - d. Exchange information.
 - e. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
3. Incidents involving delayed reporting
 - a. In the event that a reportable incident occurs on school property, at a school sponsored event, or on any public conveyance providing transportation to or from a school or school sponsored activity, including but not limited to a school bus, either after the conclusion of the school day or after the conclusion of the event at which the incident occurred, the School Entity shall report the incident to the Law Enforcement Authority immediately upon its notification.
 - b. If such incident is initially reported to the School Entity, the School Entity shall proceed as outlined in paragraphs II (A – C) above.
 - c. If the incident is initially reported to the Law Enforcement Authority, Law Enforcement Authority shall proceed directly with its investigation and shall immediately notify the School Entity of the incident, with all pertinent and reportable information, by the most expeditious means possible as if the reporting was not delayed.

B. Custody of Actors

1. Students identified as actors in reported incidents may be taken into custody at the discretion of the investigating law enforcement officer if:
 - a. the student has been placed under arrest;

- b. the student is being placed under investigative detention;
 - c. the student is being taken into custody for the protection of the student; or
 - d. the student's parent or guardian consents to the release of the student to law enforcement custody.
2. The investigating law enforcement officer shall take all appropriate steps to protect the legal and constitutional rights of those students being taken into custody.

IV. Assistance of School Entities

A. In Loco Parentis

1. Teachers, Guidance Counselors, Vice Principals and Principals in the public schools have the right to exercise the same authority as to conduct and behavior over the pupils attending school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardian or persons in parental relation to such pupils may exercise over them.
2. School authorities' ability to stand in loco parentis over children does not extend to matters beyond conduct and discipline during school, school activities, or on any public conveyance providing transportation to or from school or school sponsored activity.

B. Notification of Parent or Guardian

1. Taking into consideration the totality of the circumstances, parents or guardians of students involved in acts of violence, possession of weapons, sexual assault, or the possession, use or sale of a controlled substance or the underage possession of alcohol or intoxication from alcohol should be notified of the involvement as soon as possible.
2. The School Entity shall document attempts made to reach the parents or guardians of all victims, witnesses and suspects of incidents reportable to law enforcement authorities pursuant to the terms of this agreement.
3. Except in cases in which the suspect student has been injured and requires medical attention, the decision to notify a suspect's parents or guardians shall be a cooperative decision between school officials and law enforcement authorities.

C. Scope of School Entity's Involvement

1. Victims
 - a. The Law Enforcement Authority does not need to secure parental permission to interview a victim.
 - b. The School Entity shall promptly notify the parent or guardian of a victim when the Law Enforcement Authority interviews that victim. The Law Enforcement Authority shall follow department policies and procedures when

interviewing a victim to ensure the protection of the victim's legal and constitutional rights.

- c. In the event a victim is interviewed by Law Enforcement Authority on school property, a guidance counselor or similar designated personnel shall be present during the interview.

2. Witnesses

- a. The Law Enforcement Authority does not need to secure parental permission to interview a witness to a reportable incident.
- b. The School Entity shall promptly notify the parent or guardian of a witness when the Law Enforcement Authority interviews that witness. The Law Enforcement Authority shall follow department policies and procedures when interviewing a witness to ensure the protection of the witness's legal and constitutional rights.
- c. In the event a witness is interviewed by Law Enforcement Authority on school property, a guidance counselor or similar designated personnel shall be present during the interview.

3. Suspects

- a. General Principles: Once the Law Enforcement Authority assumes primary responsibility for a matter, the legal conduct of interviews, interrogations, searches, seizures of property, and arrests are within the purview of the Law Enforcement Authority. The School Entity shall defer to the expertise of the Law Enforcement Authority on matters of criminal and juvenile law procedure, except as is necessary to protect an interest of the School Entity.

b. Custodial Interrogation

- i. Depending upon the individual circumstances of the incident, a juvenile suspect may or may not be competent to waive his/her rights to consult with an interested adult and/or an attorney prior to interrogation by law enforcement authorities.
- ii. The School Entity shall cooperate with the Law Enforcement Authority to secure the permission and presence of at least one parent or guardian of a student suspect before that student is interrogated by law enforcement authorities.
- iii. In the event an interested adult cannot be contacted, the School Entity shall defer to the policies, procedures and direction of the investigating Law Enforcement Authority who shall act in a manner consistent with the protection of the student suspect's legal and constitutional rights.

4. Conflicts of Interest

- a. The parties to this Memorandum recognize that in the event that a School Entity employee, contractor, or other person acting on behalf of the School Entity is the subject of an investigation, a conflict of interest may exist between the School Entity and the adult suspect.
- b. Where the possibility of such a conflict exists, neither the individual that is the subject of the investigation nor any person acting as his/her subordinate or

direct supervisor shall be present during Law Enforcement Authority's interviews of student co-suspects, victims or witnesses by the Law Enforcement Authority.

- c. Neither the individual who is the subject of the investigation, nor his/her subordinate(s) and/or direct supervisor(s) shall be informed of the contents of the statements made by student co-suspects, victims or witnesses, except at the discretion of the Law Enforcement Authority or as otherwise required by law.

D. Reporting Requirements and Exchange of Information

1. The Law Enforcement Authority shall be governed by the following reporting and information exchange guidelines:
 - a. Criminal History Record Information Act, 18 Pa. C.S. §§ 9101 *et seq.*
 - b. The prohibition against disclosures, specified in paragraph IV(C)(4) of this Memorandum.
2. When sharing information and evidence necessary for the Law Enforcement Authority to complete their investigation, the School Entity shall:
 - a. Comply with FERPA, 20 U.S.C. § 1232g and its implementing regulations at 34 C.F.R. §§ 99.1 *et seq.*, and 22 Pa. Code §§ 12.31-12.33 and any amendments thereto.
 - b. Comply with the requirements of the Public School Code of 1949, 24 P.S. §§ 13-1303-A and 13-1317.2 and any amendments thereto.
 - c. Complete reports as required by the Public School Code of 1949, 24 P.S. § 13-1303-A and any amendments thereto.
3. All school entities are required submit an annual report, which will include violence statistics and reports to the Department of Education's Office of Safe Schools. This annual report must include all new incidents described in Section II (A) above. Prior to submitting the required annual report, each chief school administrator and each police department having jurisdiction over school property of the School Entity shall do the following:
 - a. No later than thirty days prior to the deadline for submitting the annual report, the chief school administrator shall submit the report to the police department with jurisdiction over the relevant school property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine its accuracy.
 - b. No later than fifteen days prior to the deadline for submitting the annual report, the police department shall notify the chief school administrator, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall indicate any discrepancies between the report and police incident data.
 - c. Prior to submitting the annual report, the chief school administrator and the police department shall attempt to resolve discrepancies between the report and police incident data. Where a discrepancy remains unresolved, the

police department shall notify the chief school administrator and the office in writing.

- d. Where a police department fails to take action as required under clause (a) or (b), the chief school administrator shall submit the annual report and indicate that the police department failed to take action as required under clause (a) or (b).
- e. Where there are discrepancies between the School Entity's incident data and the police incident data, the following shall occur: the school entity's administrator and the chief school administrator and the chief law enforcement officer shall to resolve the discrepancies.

V. Media Relations

A. Release of information

1. The release of information concerning incidents reportable to the Law Enforcement Authority pursuant to the terms of this Memorandum shall be coordinated between the Law Enforcement Authority and the School Entity.
2. The parties shall release as much information as is allowable by law with due deliberation given to the investigative considerations and the need to limit disruptions to school functions and protect the privacy of the students and staff involved.

VI. General Provisions

- A. This Memorandum is not intended to and does not create any contractual rights or obligations between the signatory Law Enforcement Authority, the signatory School Entity, any additional signatory authorities or entities, or their respective officer, employees, agents or representatives.
- B. This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties, but in any event must be reviewed and re-executed within two years of the date of its original execution and every two years thereafter.
- C. In the event of changes in state or federal law which necessitate changes to this Memorandum, the parties shall collaborate to amend this Memorandum to assure compliance by the parties with state and federal requirements.
- D. All parties to this Memorandum will communicate fully and openly with each other in order to resolve any problems that may arise in the fulfillment of the terms of this Memorandum.

AND NOW, this 1st day of November, 2014, the parties hereby acknowledge the foregoing as the terms and conditions of their understanding.

Dr. Cathy L. Taschner
Superintendent Of Schools

Coatesville Area School District
School Entity

Joseph Elias
Chief Law Enforcement Authority

Caln Township Police Department
Law Enforcement Authority

APPENDIX A
PROCEDURES AND DATA FOR THE SAFE SCHOOL REPORT DATA REVIEW

In accordance with the School Code of 1949, 24 PS 13-1303-A, each school entity is required to submit an annual report, which will include violence statistics and reports to the Department of Education's Office of Safe Schools.

In accordance with the Memorandum of Understanding (MOU) between the school entity and the local law enforcement (LLE) agency prior to submitting the annual report, each chief school administrator and each law enforcement agency having jurisdiction over school property of the school entity shall do the following:

1. No later than thirty days prior to the submission deadline the chief school administrator shall submit the report to the LLE agency with jurisdiction over its school property for his/her review. The report should be provided in the following two forms:
 - a. The aggregate district-level or school-level Pennsylvania Information Management System (PIMS) Accuracy Certification Statement (ACS) containing the review signature blocks.
 - b. An excel file containing agreed upon incident-level data fields that will enable the LLE agency to conduct an accurate review with its incident data.
2. The LLE agency shall review the report and compare the data regarding criminal offenses and notification of LLE agency to determine the data's accuracy.
3. No later than fifteen days prior to the submission deadline, the LLE agency shall notify the chief school administrator, in writing, whether the report accurately reflects police incident data.
 - a. Where the LLE agency determines that the report accurately reflects police incident data, the chief law enforcement officer shall sign the provided ACS for the report.
 - b. Where the LLE agency determines that the report does not accurately reflect police incident data, the chief law enforcement officer shall indicate any discrepancies between the report and police incident data.
 - c. The chief school administrator and the chief law enforcement officer shall attempt to resolve discrepancies between report and police incident data.
 - d. Where a discrepancy remains unresolved, the LLE agency shall notify the chief school administrator and the office in writing.
4. If the LLE agency does not take action as required, the chief school administrator shall submit the ACS and indicate in the appropriate section that the LLE agency failed to take action as required by the School Code.
5. If there are discrepancies between the school entity's incident data and the LLE agency's incident data, the chief school administrator and the chief law enforcement officer must make an attempt to resolve the discrepancies.

If a school entity has more than one LLE agency that has jurisdiction over its property, the chief school administrator should provide each LLE agency with the appropriate individual school-level ACS and the appropriate individual school's excel data file. The school-level ACS contains the appropriate signature blocks.

APPENDIX B – Example LEA ACS Safe Schools ACS and LEA Report

School Year: 2010-2013
School Entity: Coatesville Area School District

PA Department of Education
Division of School Options and Safety
Bureau of Teaching and Learning Support
333 Market Street, 5th Floor
Harrisburg, PA 17126-0333
Fax: (717) 783-6617 or (717) 783-2008
email: mkozup@state.pa.us

No later than **July 31, 2013** email and send via mail a copy of this report containing the appropriate signatures to the above addresses.

Local law enforcement agency with jurisdiction over the school entity: Caln Township Police Department.

NOTE: IF MULTIPLE LOCAL LAW ENFORCEMENT (LLE) AGENCIES HAVE JURISDICTION OVER THE SCHOOL ENTITY, IN THIS CASE YOU ARE REQUIRED TO SUBMIT A SCHOOL-LEVEL ACS FOR EACH SCHOOL CERTIFIED BY THE APPROPRIATE LLE WITH JURISDICTION.

<p>Data Contact Person: Name: Email: Phone: Fax:</p> <p>_____ Initial to indicate data and associated validation reports were reviewed and addressed.</p>	<p>IT Contact Person: Name: Email: Phone: Fax:</p> <p>_____ Initial to indicate all batch details were reviewed and all messages were addressed as necessary.</p>
--	--

I certify that in accordance with 24 PS 13-1303-A, I have reviewed the Safe Schools – School Report for the school entity listed above and that the information provided on the files and summarized on the above School Safety Report is correct and true to the best of my knowledge and was prepared in accordance with the Pennsylvania Information Management System (PIMS).

Chief LEA Administrator's Signature	Date
Printed Name: Dr. Cathy Taschner	

I certify that in accordance with 24 PS 1303-A (B.1), I have reviewed the Safe Schools – School Report for the school entity listed above, that the school entity listed above is in my department's jurisdiction, and that the information provided on the files and summarized on the above School Safety Report accurately reflects our police incident data.

Chief Law Enforcement Officer Signature:	Date
Printed Name: Chief Elias	
Police Department: Caln Township	
Contact information: Telephone:	Email Address:

Check this box if the Local Law Enforcement Agency fails to review and provide notification of the accuracy of its incident data to the above report as required by 24 PS 1303-A (B.1).

Chief LEA Administrator's Signature	Date
Printed Name:	

If you received a Letter of Concern from the Pennsylvania Department of Education in connection with the results of a safety audit by the Office of the Auditor General, you must complete the assurance statement below.

I hereby certify that the Coatesville Area School District has completed those corrective actions identified in the Department's _____ letter related to the Auditor General's audit report concerning school safety.

(Date)

Chief LEA Administrator's Signature	Date
Printed Name: Dr. Cathy L. Snyder	

APPENDIX C – Example School-Level ACS Safe Schools ACS and LEA Report

School Year: 2014-2015
 School Entity: Coatesville Area School District
 School: Caln Elementary School

PA Department of Education
 Division of School Options and Safety
 Bureau of Teaching and Learning Support
 333 Market Street, 5th Floor
 Harrisburg, PA 17126-0333
 Fax: (717) 783-6617 or (717) 783-2008
 email: mkozup@state.pa.us

No later than **July 31, 2014** email and send via mail a copy of this report containing the appropriate signatures to the above addresses.

Local law enforcement agency with jurisdiction: Caln Township Police Department

NOTE: IF MULTIPLE LOCAL LAW ENFORCEMENT (LLE) AGENCIES HAVE JURISDICTION OVER THE SCHOOL ENTITY, IN THIS CASE YOU ARE REQUIRED TO SUBMIT A SCHOOL-LEVEL ACS FOR EACH SCHOOL CERTIFIED BY THE APPROPRIATE LLE WITH JURISDICTION.

Data Contact Person: Name: Email: Phone: Fax: _____ Initial to indicate data and associated validation reports were reviewed and addressed.	IT Contact Person: Name: Email: Phone: Fax: _____ Initial to indicate all batch details were reviewed and all messages were addressed as necessary.
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I certify that in accordance with 24 PS 13-1303-A, I have reviewed the Safe Schools – School Report for the school entity listed above and that the information provided on the files and summarized on the above School Safety Report is correct and true to the best of my knowledge and was prepared in accordance with the Pennsylvania Information Management System (PIMS).

School Administrator's Signature	Date
Printed Name:	

I certify that in accordance with 24 PS 13-1303-A, I have reviewed the Safe Schools – School Report for the school entity listed above and that the information provided on the files and summarized on the above School Safety Report is correct and true to the best of my knowledge and was prepared in accordance with the Pennsylvania Information Management System (PIMS).

Chief LEA Administrator's Signature	Date
Printed Name: Dr. Cathy L. Taschner	

I certify that in accordance with 24 PS 1303-A (B.1), I have reviewed the Safe Schools – School Report for the school entity listed above, that the school entity listed above is in my department's jurisdiction, and that the information provided on the files and summarized on the above School Safety Report accurately reflects our police incident data.

Chief Law Enforcement Officer Signature:	Date
Printed Name: Chief Elias	
Police Department: Caln Township Police Department	

Contact information: Telephone: _____ **Email Address:** _____

Check this box if the Local Law Enforcement Agency fails to review and provide notification of the accuracy of its incident data to the above report as required by 24 PS 1303-A (B.1).

Chief LEA Administrator's Signature _____ **Date** _____
Printed Name: Dr. Cathy L. Taschner

If you received a Letter of Concern from the Pennsylvania Department of Education in connection with the results of a safety audit by the Office of the Auditor General, you must complete the assurance statement below.

I hereby certify that the Coatesville Area School District has completed those corrective actions identified in the Department's _____ letter related to the Auditor General's audit report concerning school safety.

(Date)

Chief School Administrator's Signature _____ **Date** _____
Printed Name: Dr. Cathy L. Taschner

APPENDIX D – SAMPLE INCIDENT DATA EXCEL FILE

Local Education Agency Name: COATESVILLE ARE SCHOOL DISTRICT

School Name	Type of Discipline Infraction	Date of Incident	Time of Incident	Place Where Incident Occurred	Law Enforcement Notified (Y or N)	Age	Offender Ethnicity	Offender Type
Coatesville Area HS	Possession of a Firearm	9/12/2010	0900	On school property	Y	16	Caucasian	Student
Coatesville Area HS	Bullying	9/20/2010	1345	On school property	N	17	Black	Student
Coatesville Area HS	Fighting	11/23/2013	1240	On district provide public conveyance	N	15	Multi-racial	Student
Coatesville Area HS	Fighting	11/23/2013	1240	On district provide public conveyance	N	16	Black	Student
Coatesville Area MS	Vandalism	11/7/2013	0900	On school property	Y			
Coatesville Area MS	Possession/Use or Sale of Tobacco	2/5/2013	1445	On school property	N	17	Caucasian	Student

School Board Agenda

Enclosure #9

COATESVILLE
AREA
SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES
TITLE: RESIGNATION ACCEPTANCE OF
ADMINISTRATIVE EMPLOYEES
ADOPTED:
REVISED:

<p>Section 1.</p>	<p style="text-align: center;">309.1 Resignation Acceptance of Administrative Employees</p> <p>The Superintendent and his/her designee(s) shall have the power and authority to accept resignations of employees. The acceptance of a resignation shall be deemed accepted when received by the Superintendent or his/her designee unless the Superintendent or his/her designee expressly rejects the resignation in writing. The Superintendent shall report all resignations that have been accepted by the Superintendent or his/her designee(s) to the school board within 24 hours and in a written report at the next regularly scheduled public meeting or any other meeting that the Superintendent shall deem appropriate. The report from the Superintendent shall be acknowledged by the School Board and made a part of the minutes of the meeting. The failure or refusal of the School Board to acknowledge the report shall not invalidate the effectiveness of any resignation or acceptance thereof by the Superintendent or his/her designee.</p>
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School Board Agenda

Enclosure #10

COATESVILLE
AREA
SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES
TITLE: RESIGNATION ACCEPTANCE OF
PROFESSIONAL EMPLOYEES
ADOPTED:
REVISED:

<p>Section 1.</p>	<p style="text-align: center;">409.1 Resignation Acceptance of Professional Employees</p> <p>The Superintendent and his/her designee(s) shall have the power and authority to accept resignations of employees. The acceptance of a resignation shall be deemed accepted when received by the Superintendent or his/her designee unless the Superintendent or his/her designee expressly rejects the resignation in writing. The Superintendent shall report all resignations that have been accepted by the Superintendent or his/her designee(s) to the school board within 24 hours and in a written report at the next regularly scheduled public meeting or any other meeting that the Superintendent shall deem appropriate. The report from the Superintendent shall be acknowledged by the School Board and made a part of the minutes of the meeting. The failure or refusal of the School Board to acknowledge the report shall not invalidate the effectiveness of any resignation or acceptance thereof by the Superintendent or his/her designee.</p>
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School Board Agenda

Enclosure #11

COATESVILLE
AREA
SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES
TITLE: RESIGNATION ACCEPTANCE OF CLASSIFIED EMPLOYEES
ADOPTED:
REVISED:

<p>Section 1.</p>	<p style="text-align: center;">509.1 Resignation Acceptance of Classified Employees</p> <p>The Superintendent and his/her designee(s) shall have the power and authority to accept resignations of employees. The acceptance of a resignation shall be deemed accepted when received by the Superintendent or his/her designee unless the Superintendent or his/her designee expressly rejects the resignation in writing. The Superintendent shall report all resignations that have been accepted by the Superintendent or his/her designee(s) to the school board within 24 hours and in a written report at the next regularly scheduled public meeting or any other meeting that the Superintendent shall deem appropriate. The report from the Superintendent shall be acknowledged by the School Board and made a part of the minutes of the meeting. The failure or refusal of the School Board to acknowledge the report shall not invalidate the effectiveness of any resignation or acceptance thereof by the Superintendent or his/her designee.</p>
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School Board Agenda

Enclosure #12

COATESVILLE AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: BUDGET AND FINANCIAL
MANAGEMENT

ADOPTED: September 26, 2006

REVISED:

<p>1. Purpose</p> <p>2. Regulations and Statutes</p> <p>School Code 507, 601 664, 687</p>	<p style="text-align: center;">601. BUDGET AND FINANCIAL MANAGEMENT</p> <p>The budget development process is driven by two (2) three (3) objectives – to provide every child in the District with the best possible educational opportunities, and to maximize the use of available resources and to minimize the tax burden. Within this framework, the Board of School Directors of the Coatesville Area School District attempts to balance the educational needs of students and the resources available to the District from local, state, and federal sources, and community members. The School District’s budget, which details the revenues and expenditures to support the educational programs and services, is a delicate balance of policy choices. The Board recognizes its responsibility to district taxpayers to ensure that public monies expended by the school district are utilized for delivery of the educational program and that adequate procedures and records are established to ensure that end. The Director of Business Administration occupies the key position in ensuring that educational expenditures produce maximal educational returns. The District has a number of policies that direct the budget development and management process, which are discussed below.</p> <p>As required by the School Laws of Pennsylvania and as enacted by the commonwealth legislature, the Coatesville Area School District shall prepare and approve an annual budget of the modified accrual basis of accounting for as per the School Code for the operation of all Governmental Funds (the General Fund and the Special Revenue Funds) prior to the start of the fiscal year. Section 687 of the School Code requires that a proposed budget to be prepared at least thirty (30) days prior to adoption of the budget for the following fiscal year in a format stipulated by the Department of Education. The format requires that revenues and expenditures be presented by function and object.</p> <p>The School Code also mandates that the proposed budget be available for public inspection at least twenty (20) days prior to the date set for adoption. The District is also required to provide notice prior to any final action on the budget. The “Notice of Proposed Budget” must be published at least once in a newspaper of general circulation within the community at least ten (10) days before the adoption of a final budget. The notice must include the time and place of the meeting at which the final budget will be adopted and a statement that the proposed budget is available for public inspection.</p>
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The actions for final adoption of the budget and the necessary appropriations required to put it into effect must be voted on at a duly advertised public meeting. Section 508 of the School Code requires a majority vote of the Board of School Directors to adopt the annual budget and to levy and assess taxes. The vote must be by a duly recorded (roll call) vote that records how each member voted. Failure to have five (5) affirmative votes renders action of the Board of School Directors void and unenforceable. The Board of School Directors shall adopt the budget annually in June. Failure to adopt the budget by July 1 causes the District to lose authority to expend funds.

Within fifteen (15) days after adoption of the budget, a certified copy of the adopted budget must be provided to the Department of Community Affairs in conformance with Section 687 of the School Code. Section 687 of the School Code also prohibits deficit financing in public schools. Accordingly, the total amount of the adopted budget may not exceed the amounts of funds, including the proposed annual tax levy and state appropriations, available to the District.

School Board Agenda

Enclosure #13

This concludes

the

Packet

for

Tuesday

February 24, 2015