

# Finance Committee Minutes

Coatesville Area Senior High School Auditorium

**March 10, 2020 - 6:00 PM**

(1<sup>st</sup> Committee Meeting of the Evening)

**CHAIRPERSON:** Thomas N. Keech  
**BOARD MEMBERS:** Andrew Finkbohner and Amelia Mills  
**ADMINISTRATION:** Richard F. Dunlap, Jr., Ed.D. and Chuck Linderman  
**CALL TO ORDER:** 6:02PM

## APPROVAL of MINUTES

Approval of the February 11, 2020 Finance Committee meeting minutes. ([Enclosure](#))

Motion: Amelia Mills                      Second: Andrew Finkbohner                      Vote: 3-0

## PRESENTATIONS

- Chester County Intermediate Unit (CCIU) Budget Presentation – Joe Lubitsky and George Fiore ([Enclosure](#)) ([Enclosure](#))
- Diligent Corporation presentation on BoardDocs—Marc Sitterud ([Enclosure](#))

## AGENDA ITEMS

### A. Financial Statements

**RECOMMENDED MOTION:** That the Board of School Directors approve the enclosed financial statements/bills payable list, as presented. ([Enclosure](#))

Motion: Amelia Mills                      Second: Andrew Finkbohner                      Vote: 3-0

### B. Commission Checks – CASH

**RECOMMENDED MOTION:** That the Board of School Directors accept commission checks for above mentioned schools, as per the attachment. ([Enclosure](#))

CASH: \$50.00

CASH: \$65.51

Motion: Amelia Mills                      Second: Andrew Finkbohner                      Vote: 3-0

### C. Diligent Corporation – End User Agreement

**RECOMMENDED MOTION:** That the Board of School Directors approve the End User Agreement with Diligent Corporation, pending review by the Solicitor, to use the web-based service BoardDocs for an initial one-year term at an annual cost of \$18,000 plus a remote implementation charge, as presented. ([Enclosure](#))

Motion: Amelia Mills                      Second: Andrew Finkbohner                      Vote: 3-0

**D. Tax Collection Committee (TCC) Delegate Appointment Resolution**

**RECOMMENDED MOTION:** That the Board of School Directors adopt the enclosed Resolution appointing primary and alternate voting delegates to the Tax Collection Committee for Act 32 – Consolidation of Earned Income Tax Collection. ([Enclosure](#)).

Motion: Amelia Mills                      Second: Andrew Finkbohner                      Vote: 3-0

**E. Interim Principal at Rainbow Elementary School**

**RECOMMENDED MOTION:** That the Board of School Directors approve the temporary employment of Dr. Bill Bailey as an Interim Principal for Rainbow Elementary School through the existing Agreement of Services with CCRES at a cost of \$400/per day.

Motion: Amelia Mills                      Second: Andrew Finkbohner                      Vote: 3-0

**F. Human Resources Report**

**RECOMMENDED MOTION:** That the Board of School Directors approve the resignations, appointments, new positions, leaves of absence, transfers, changes of status and corrections, as outlined below:

**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) Pacana, Maureen, Teacher for King’s Highway Elementary School. Letter Dated: 2/28/2020. Reason: Retirement. Effective: 6/12/2020.
- 2) Schmerse, Katie, Spanish Teacher for Scott 6<sup>th</sup> Grade Center. Letter Dated: 2/21/2020. Reason: Personal. Effective: 2/21/2020.
- 3) VanBuskirk, George, Technology Education Teacher for the Coatesville Area Senior High School. Letter Dated: 2/27/2020. Reason: Retirement. Effective: 6/12/2020.

b. EXTRA DUTY

- 1) Trimboli, Kristen, Assistant Field Hockey Coach for the Coatesville Area High School Campus. Letter Dated: 2/26/2020. Reason: Personal. Effective: 2/26/2020.

c. FEDERATION

- 1) Carey, Al, Food Service Inventory Supply Person for the Coatesville Area School District. Letter Dated: 2/26/2020. Reason: Retirement. Effective: 6/11/2020.
- 2) Carter, Adriane, 4.5 Hour General Utility Worker for Scott 6<sup>th</sup> Grade Center. Letter Dated: 2/21/2020. Reason: Personal. Effective: 3/6/2020.

**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) Stambaugh, Madison, LTS Elementary Teacher for Reeceville Elementary School. Posted: 2/3/2020. Salary: \$44,931 (prorated). Level: B+24. Step: 1. Temporary Substitute Contract. Degree: BS—Business Administration/Marketing, Auburn University. Certifications: Grades PK-4, Grades 5-6. Effective: 3/3/2020. SP4: Approved. Pending 168 Forms.

b. EXTRA DUTY

- 1) Brown, Nicole, Summer School Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 2) Byerly, Stephanie, Summer School Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 3) Byrne, Emily, Summer School Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 4) Campbell, Renee, ESY Special Education Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 5) Carrozza, Kyle, Lacrosse Coach for North Brandywine Middle School. Posted: 1/14/2020. Salary: \$1,783.50. Effective: 2019—2020 School Year. SP4: Staff.
- 6) Cavitt, Amanda, Positive Behavior Intervention Support Team Member for King's Highway Elementary School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 7) Chalfant, Jesse, Summer School Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 8) Coppadge, Charlene, Kindergarten Camp Teacher for Rainbow Elementary School. Posted: 2/11/2020. Salary: \$33/hour. Effective: 7/27/2020. SP4: Staff.
- 9) DeAngelo, Anna, Summer School Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 10) DeFazio, Aubrey, Summer School Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 11) Donnelly, Patrick, ESY Special Education Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.

- 12) Elicker, Kathleen, Summer School Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 13) Gatano-Swisher, Lisa, Positive Behavior Intervention Support Team Member for King's Highway Elementary School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 14) Gwinn, Rachel, ESY Special Education Substitute Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 15) Hines, Alicia, ESY Special Education Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 16) Holdsworth, Catherine, ESY Special Education Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 17) Hubiak, Katya, ESY Special Education Substitute Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 18) Hunt, Leon, ESY Special Education Paraprofessional for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$12.50/hour. Effective: 7/13/2020. SP4: Staff.
- 19) Kailer, Jessica, Lacrosse Coach for North Brandywine Middle School. Posted: 1/14/2020. Salary: \$1,783.50. Effective: 2019—2020 School Year. SP4: Staff.
- 20) Matijasich, Brian, Summer School Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 21) Mayan, Cara, Positive Behavior Intervention Support Team Member for King's Highway Elementary School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 22) McConnell, Bryan, Kindergarten Camp Teacher for Rainbow Elementary School. Posted: 2/11/2020. Salary: \$33/hour. Effective: 7/27/2020. SP4: Staff.
- 23) Mendenhall, William, Summer School Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 24) Mundy, Amanda, Summer School Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 25) Nichols, Sean, Positive Behavior Intervention Support Team Member for King's Highway Elementary School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 26) Ollis, Michele, Kindergarten Camp Teacher for Rainbow Elementary School. Posted: 2/11/2020. Salary: \$33/hour. Effective: 7/27/2020. SP4: Staff.

- 27) Ollis, Michele, Positive Behavior Intervention Support Team Member for King's Highway Elementary School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 28) Olsen, Abigail, Summer School Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 29) Quattlebaum, Nathaniel, ESY Special Education Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 30) Rainer, Veronica, Summer School Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 31) Schuler, Jaimie, Kindergarten Camp Teacher for Rainbow Elementary School. Posted: 2/11/2020. Salary: \$33/hour. Effective: 7/27/2020. SP4: Staff.
- 32) Tabakelis, Margaret, Summer School Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 33) Waters, Mia, ESY Special Education Substitute Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 34) Welsh, Kayla, Summer School Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 35) Witman, Lori, Summer School Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.

c. VOLUNTEER

- 1) Boykin, Michael, Volunteer Wrestling Coach for the Coatesville Area High School Campus. Effective: 2019—2020 School Year. SP4: Approved.
- 2) Burch, Taylor, Volunteer Lacrosse Coach for the Coatesville Area High School Campus. Effective: 2019—2020 School Year. SP4: Approved.

3. **Change of Status**

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

a. ADMINISTRATION

- 1) Maloney, Clifford, move from Principal for Rainbow Elementary School to Principal for the Coatesville Area Intermediate High School. Posted: 12/20/2019. Effective: 3/11/2020. SP4: Staff.

b. CATSS

- 1) Watterson, LuAnn, move from 6.5 Hour Attendance Secretary for Rainbow Elementary School to 8 Hour Attendance Secretary for the Coatesville Area Senior High School. Posted: 12/11/2019. Effective: TBD. SP4: Staff.

Motion: Amelia Mills

Second: Andrew Finkbohner

Vote: 3-0

**INFORMATIONAL ITEM(S)**

- Budget Update ([Enclosure](#))
- Charter School Funding Scenario ([Enclosure](#))

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT**

**NEXT MEETING**      Tuesday, April 14, 2020

**ADJOURNMENT**      **7:21PM**

*Notice of this public meeting was advertised in the Daily Local News on January 1, 2020 and on the District website.  
Copies of the minutes will be maintained in the office of the Board Secretary.*

# Education Committee Minutes

Coatesville Area Senior High School Auditorium

**March 10, 2020 - 6:00 PM**

(2<sup>nd</sup> Committee Meeting of the Evening)

**CHAIRPERSON:** Henry Assetto  
**BOARD MEMBERS:** Amelia Mills, Robert Fisher  
**ADMINISTRATION:** Richard F. Dunlap, Jr., Ed.D., Dr. Kim Donahue, Lisa Hauswirth,  
Jason Palaia, Rita Perez and Darian Smith  
**CALL TO ORDER:** 7:21PM

## APPROVAL of MINUTES

Approval of the February 11, 2020 Education Committee meeting minutes. ([Enclosure](#))

Motion: Amelia Mills                      Second: Robert Fisher                      Vote: 3-0

## AGENDA ITEMS

### **A. Public Performance—Gospel Choir**

**RECOMMENDED MOTION:** That the Board of School Directors approve the public performance by the Coatesville Area Senior High School Gospel Choir, as presented. ([Confidential Enclosure](#))

Motion: Amelia Mills                      Second: Robert Fisher                      Vote: 3-0

### **B. Out-of-State, Overnight Field Trip Request—German Club**

**RECOMMENDED MOTION:** That the Board of School Directors approve the request for an out-of-state trip for the German Club as presented. ([Confidential Enclosure](#))

Motion: Amelia Mills                      Second: Robert Fisher                      Vote: 3-0

### **C. Discipline Code of Conduct**

**RECOMMENDED MOTION:** That the Board of School Directors the Elementary and Secondary Discipline Code of Conduct, as presented. ([Enclosure—Elementary](#)) ([Enclosure—Secondary](#))

Motion: Amelia Mills                      Second: Robert Fisher                      Vote: 3-0

### **D. Food Services Agreement with Valley Forge Educational Services for 10016294**

**RECOMMENDED MOTION:** That the Board of School Directors approve the food services agreement for the academic year ending in June 2020 with Valley Forge Educational Services for 10016294. ([Confidential Enclosure](#))

Motion: Amelia Mills                      Second: Robert Fisher                      Vote: 3-0

### **E. Independent Contractor Contract with the Devereux Foundation for 10015169**

**RECOMMENDED MOTION:** That the Board of School Directors approve the independent contractor request with The Devereux Foundation ending 6/30/2020 for 10015169. ([Confidential Enclosure](#))

Motion: Amelia Mills                      Second: Robert Fisher                      Vote: 3-0

**F. Release and Settlement—1008347**

**RECOMMENDED MOTION:** That the Board of School Directors approve the release and settlement agreement for 1008347. ([Confidential Enclosure](#))

Motion: Amelia Mills                      Second: Robert Fisher                      Vote: 3-0

**G. Memorandum of Understanding—California University of Pennsylvania for Susan Deck**

**RECOMMENDED MOTION:** That the Board of School Directors grant permission for principal internship, as presented. ([Enclosure](#))

Motion: Amelia Mills                      Second: Robert Fisher                      Vote: 3-0

**H. Educere Contract**

**RECOMMENDED MOTION:** That the Board of School Directors approved the contract with Educere to provide homebound and temporary instruction. ([Enclosure](#))

Motion: Amelia Mills                      Second: Robert Fisher                      Vote: 3-0

**I. Student Adjudications 10007287, 10007546, 10007499, 10003173, 50001180, 10007253, 17000405, 10010149, 10016458, 50001045, 10010289, 10018008, 10002393, 10006795, and 10006517**

**RECOMMENDED MOTION:** That the Board of School Directors approve student adjudications 10007287, 10007546, 10007499, 10003173, 50001180, 10007253, 17000405, 10010149, 10016458, 50001045, 10010289, 10018008, 10002393, 10006795, and 10006517.

Motion: Amelia Mills                      Second: Robert Fisher                      Vote: 3-0

**INFORMATIONAL ITEM(s)**

- Student Enrollment ([Enclosure – CASD](#)) ([Enclosure – Charter](#))
- CASD Staffing/CASD Support Programming Update

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT**

**NEXT MEETING**      Tuesday, April 14, 2020

**ADJOURNMENT**      7:59PM

*Notice of this public meeting was advertised in the Daily Local News on January 1, 2020 and on the District website.  
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# Operations Committee Minutes

*Coatesville Area Senior High School Auditorium*

**March 10, 2020 - 6:00 PM**

*(3<sup>rd</sup> Committee Meeting of the Evening)*

**CHAIRPERSON:** Brandon J. Rhone  
**BOARD MEMBERS:** Becky Harlan and Mary Ann Harris  
**ADMINISTRATION:** Richard F. Dunlap, Jr., Ed.D., Chuck Linderman, Jason Palaia,  
Matthew Flannery and Frank Galbraith  
**CALL TO ORDER:** 7:59PM

## APPROVAL of MINUTES

Approval of the February 11, 2020 Operations Committee meeting minutes. ([Enclosure](#))

Motion: Rebecca Harlan      Second: Andrew Finkbohner      Vote: 3-0

## PRESENTATION

- Valley Township Proposal—Carol R. Lewis ([Enclosure](#))

## INFORMATIONAL ITEM(S)

- Facilities Update
- Transportation Study Review
- Building Configuration Options ([Enclosure](#))

## OLD BUSINESS

## NEW BUSINESS

## PUBLIC COMMENT

**NEXT MEETING**      Tuesday, April 14, 2020

**ADJOURNMENT**      9:06PM

*Notice of this public meeting was advertised in the Daily Local News on January 1, 2020 and on the District website.  
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**Policy Committee Minutes**  
*Coatesville Area Senior High School Auditorium*  
**March 10, 2020 - 6:00 PM**  
*(4<sup>th</sup> Committee Meeting of the Evening)*

**CHAIRPERSON:** Robert J. Fisher  
**BOARD MEMBERS:** Andy C. Finkbohner and Brandon J. Rhone  
**ADMINISTRATION:** Richard F. Dunlap, Jr., Ed.D. and Dr. Kimberly Donahue  
**CALL TO ORDER:** 9:04PM

**APPROVAL of MINUTES**

Approval of the February 11, 2020 Policy Committee meeting minutes. ([Enclosure](#))

Motion: Brandon Rhone                      Second: Andrew Finkbohner                      Vote: 3-0

**AGENDA ITEMS**

**A. Second Draft of Policy PS 233—Suspension and Expulsion**

**RECOMMENDED MOTION:** Authorized Committee of Board Members conducts the Expulsion Hearing ([Enclosure](#))

Motion: Brandon Rhone                      Second: Andrew Finkbohner                      Vote: 3-0

**B. Policy 805—Emergency Preparedness—First Read**

**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 805, as presented. ([Enclosure](#))

Motion: Brandon Rhone                      Second: Andrew Finkbohner                      Vote: 3-0

**INFORMATIONAL ITEM(S)**

- PS 800 Records Management ([Enclosure](#)) ([Confidential Enclosure](#))
- PS 717 Cellular Telephones ([Enclosure](#))

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT**

**NEXT MEETING**      Tuesday, April 14, 2020

**ADJOURNMENT** 9:53PM

*Notice of this public meeting was advertised in the Daily Local News on January 1, 2020 and on the District website.  
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