

**COATESVILLE AREA SCHOOL DISTRICT**  
**SCHOOL BOARD MEETING MINUTES**  
*Coatesville Area Senior High School Auditorium*  
**OCTOBER 22, 2019 - 7:00 PM**

**OPENING ACTIVITIES**

**1. CALL TO ORDER AT 7:00 PM**

**2. READING OF MISSION STATEMENT**

*The mission of the Coatesville Area School District, rich in diversity and committed to excellence, is to create innovative educational experiences which are funded by the taxpayers, supported by the community, delivered by dedicated teachers and administrators, to ensure all students will become responsible, contributing global citizens.*

**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**

Robert J. Fisher, President - <i>present</i>	( <i>Education Committee</i> )
Thomas N. Keech, Vice President – <i>present</i>	( <i>Finance Committee</i> )
Henry J. Assetto - <i>present</i>	( <i>Education Committee</i> )
Tyrone Carter - <i>present</i>	( <i>Operations Committee</i> )
James Hills - <i>excused</i>	( <i>Finance Committee</i> )
Robert T. Marshall, Jr. – <i>present</i>	( <i>Education &amp; Policy Committees</i> )
Brandon J. Rhone – <i>present</i>	( <i>Operations &amp; Policy Committees</i> )
Thomas Siedenbuehl - <i>present</i>	( <i>Policy Committee</i> )
Donna M. Urban - <i>present</i>	( <i>Finance &amp; Operations Committees</i> )

**Administration**

Richard F. Dunlap, Jr., Ed.D., Superintendent of Schools - *present*  
Dr. Kimberly R. Donahue, Assistant to the Superintendent of Curriculum and Learning - *present*  
Karen Hall, Director of Human Resources and School Board Secretary - *present*  
Lisa Hauswirth, Director of Special Education - *present*  
Jason Palaia, Director of Elementary and Secondary Education - *present*  
Rita Perez, Director of Pupil Services - *present*

**Student Representatives**

Beamlak Abraham, Senior Class Representative - *present*  
Allison Carling, Junior Class Representative - *present*

**Solicitor**

Michael I. Levin, Esquire – *not present*

## **5. MOMENT OF SILENCE AND SALUTE TO THE FLAG**

### **ADDITIONS, DELETIONS OR MODIFICATIONS TO THE AGENDA**

*Addition:*

Early Retirement Incentive Programs (ERIP) Resolution

Recommended Motion: That the Board of School Directors approve the addition of the ERIP Resolution motion to this agenda.

Motion: Tom Keech

Second: Henry Assetto

### **APPROVAL OF THE MINUTES**

**RECOMMENDED MOTION:** That the Board of School Directors approve the minutes for the September 24, 2019 School Board meeting subject to any additions, deletions, modifications or clarifications. ([Enclosure](#))

Motion: Tom Keech

Second: Robert Marshall

Vote: 8-0-0

### **APPROVAL OF THE MINUTES**

**RECOMMENDED MOTION:** That the Board of School Directors approve the minutes for the October 8, 2019 Special Board meeting subject to any additions, deletions, modifications or clarifications. ([Enclosure](#))

Motion: Henry Assetto

Second: Robert Marshall

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.

- 1) Rich Felice – Financial Statements
- 2) Ann Wuertz – HBO Agenda Item and ERIP

### **EXECUTIVE SESSION**

An executive session was held on Monday, October 7, 2019 for legal and personnel reasons.  
An executive session was held on Monday, October 21, 2019 for legal and personnel reasons.

### **STUDENT REPRESENTATIVE'S REPORT**

The student representative's report was provided by Beamlak Abraham and Allison Carling.

**SUPERINTENDENT’S REPORT**

The superintendent’s report was provided by Richard F. Dunlap, Jr., Ed.D.

**IMPORTANT DATES**

<b>Date</b>	<b>Time</b>	<b>Meetings</b>	<b>Place</b>
November 12, 2019	6:00 pm	All Committees & Special Meeting	C.A.S.H. Auditorium
November 26, 2019	7:00 pm	School Board Meeting	C.A.S.H. Auditorium
December 3, 2019	6:00 pm	Reorganization & Regular Board Meetings	C.A.S.H. Auditorium
December 17, 2019	9:00 am	Meeting	TBD

**SPECIAL REPORTS**

HBO Presentation – Jason Palaia and Brian O’Neill (Supervising Location Manager, HBO)  
Budget Presentation – Richard F. Dunlap, Jr., Ed.D. and Chuck Linderman ([Enclosure](#))

**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.

**CONSENT AGENDA** (*Robert Fisher, Board President*)

**RECOMMENDED MOTION:** That the Board of School Directors approve the consent agenda items:

*Items to be removed from Consent Agenda:*

- 1. G. New Holland Auto Group – Replacement of Police Vehicle – State Contract Purchase
- 1. K. Caln Township Local Economic Revitalization Tax Assistance Act (LERTA)
- 1. L. Human Resources Report
- 1. M. Early Retirement Incentive Programs (ERIP) Resolution
- 3. F. PCCD School Safety and Security Grant - Resolution
- 3. G. Use of Facilities – Contract with Home Box Office Productions

Motion: Robert Marshall

Second: Brandon Rhone

Vote: 8-0-0

1. **FINANCE COMMITTEE** (*Thomas Keech, Chair*)

A. **Financial Statements**

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

**B. Asbestos Abatement – Friendship School**

**RECOMMENDED MOTION:** That the Board of School Directors approve the contract with PRISM in the amount of \$9,776.00 for asbestos removal at the Friendship School. ([Enclosure](#))

**C. 2020-2021 Budget Building Allocations**

**RECOMMENDED MOTION:** That the Board of School Directors approve the building budget allocations for 2020-2021 so the building principals and staff may begin the budgeting process. ([Enclosure](#))

**D. C.C.I.U. Marketplace Services Agreement**

**RECOMMENDED MOTION:** That the Board of School Directors approve the marketplace service rates and participation and potential participation in marketplace services. ([Enclosure](#))

**E. Donations**

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

**F. Harrisburg University of Science and Technology – Dual Enrollment/Articulation Agreement**

**RECOMMENDED MOTION:** That the Board of School of Directors approve the Dual Enrollment/Articulation Agreement between CASD and Harrisburg University of Science and Technology commencing on October 1, 2019 and continue in effect for five (5) years. ([Enclosure](#))

**G. New Holland Auto Group – Replacement of Police Vehicle – State Contract Purchase**

**RECOMMENDED MOTION:** That the Board of School Directors authorize the purchase of a replacement School District Police vehicle from New Holland Auto Group through PA State Contract #13-034 in the amount of \$35,812.00. ([Enclosure](#))

Motion: Robert Marshall

Second: Brandon Rhone

Vote: 8-0-0

**H. Replacement of School Police Vehicle Emergency Equipment – State Contract Purchase**

**RECOMMENDED MOTION:** That the Board of School Directors authorize the purchase and installation of replacement School District Police Vehicle Emergency Equipment from Metropolitan Communications, Inc. through PA State Contract #012-137 in the amount of **\$10,884.00.** ([Enclosure](#))

**I. Tams-Witmark “The Wizard of Oz” Contract/Performance License Agreement – 9/10 Center**

**RECOMMENDED MOTION:** That the Board of School Directors approve the Contract/Performance License Agreement between CASD and Tams-Witmark for the non-exclusive right to produce and present “The Wizard of Oz – Young Performers” Edition and for the Royalty and Show Kit and additional materials for the Drama Club at a cost of \$850. ([Enclosure](#))

**J. Policy 126 - Class Size Guidelines**

**RECOMMENDED MOTION:** That the Board of School Directors recommend the Policy Committee review Policy 126 - Class Size Guidelines and develop class size guidelines for future planning.

**K. Caln Township Local Economic Revitalization Tax Assistance Act (LERTA)**

**RECOMMENDED MOTION:** That the Board of School Directors rescind the motion from 2017 regarding participation in the 10-year LERTA with Caln Township, effective November 1, 2019.

Motion: Donna Urban

Second: Tom Keech

Vote: 1-7-0 | Motion Failed  
In Favor: Siedenbuehl

**L. 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. CATSS

- 1) Norris, Demetrius, 5.75 Hour Special Education One-on-One Aide for Scott 6<sup>th</sup> Grade Center. Letter Dated: 10/8/2019. Reason: Personal. Effective: 10/11/2019.

b. EXTRA DUTY

- 1) Weldon, Matthew, 8<sup>th</sup> Grade Wrestling Coach for North Brandywine Middle School. Letter Dated: 10/13/2019. Reason: Personal. Effective: 10/13/2019.

**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) Adamski, Lisa, Special Education Teacher for Scott 6<sup>th</sup> Grade Center. Posted: 9/18/2019. Salary: \$51,331 (prorated). Level: M. Step: 4. Temporary Professional Contract. Degree: BA—Early Childhood and Elementary Education, Neumann University; MS—Education, Neumann University. Certifications: Special Education PK-8, Elementary K-6. Effective: TBD. SP4: Approved. Pending 168 Forms.

b. CATSS

- 1) Holloway, Vance, 5.75 Hour Special Education One-on-One Aide for North Brandywine Middle School. Posted: 7/3/2019. Salary: \$12.50/hour. Effective: 11/6/2019. SP4: Approved. Pending 168 Forms.

c. EXTRA DUTY

- 1) Anderson, Kristine, Spanish Club Advisor for Caln Elementary School. Posted: 9/20/2019. Salary: \$797.50. Effective: 2019—2020 School Year. SP4: Staff.

- 2) Dougherty, Kevin, Twilight/Credit Recovery Tutor: Geometry/Algebra for the Coatesville Area High School Campus. Posted: 9/5/2019. Salary: \$33/hour. Effective: TBD. SP4: Staff.
- 3) Duncan, Gary, Assistant Boys' Basketball Coach for the Coatesville Area High School Campus. Posted: 7/9/2019. Salary: \$3,935.25. Effective: 2019—2020 School Year. SP4: Approved. Pending 168 Forms.
- 4) Freeman-Petersen, Jesseka, Robotics/STEM Club Advisor for Scott 6<sup>th</sup> Grade Center. Posted: 9/10/2018. Salary: \$435. Effective: TBD. SP4: Staff.
- 5) Mangio villano, Joanna, Drama Club Advisor for North Brandywine Middle School. Effective: 2019—2020 School Year. SP4: Staff.
- 6) Pierce, Courtni, Art Club Advisor for North Brandywine Middle School. Effective: 2019—2020 School Year. SP4: Staff.
- 7) Waters, Mia, Homebound Instructor for the Coatesville Area School District. Posted: 11/28/2016. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.

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

**RECOMMENDED MOTION:** That the Board of School Directors approve the following Leave of Absence as indicated:

a. CATA

- 1) Olseski, Anthony, Teacher for North Brandywine Middle School. Effective: 10/16/2019—10/31/2019.
- 2) Stem, Sami, Teacher for the Coatesville Area Senior High School. Effective: 11/18/2019—6/12/2020.
- 3) Trionfetti, David, Teacher for the Coatesville Area Senior High School. Effective: 11/18/2019—2/21/2020.

b. CATSS

- 1) McDonald, Gail, Facilities Secretary for the Coatesville Area School District. Effective: 10/21/2019—11/8/2019.
- 2) Vazquez-Sanchez, Maria, Receptionist for the Coatesville Area School District. Effective: 4/30/2019—11/7/2019.

c. NON-CERTIFIED

- 1) Robinson, Michelle, Administrative Assistant for the Coatesville Area School District. Effective: 10/15/2019—12/9/2019.

**4. Change of Status**

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



**F. Pathway School – One-to-One Aide Services Agreement - 10009334**

**RECOMMENDED MOTION:** That the Board of School Directors approve the agreement with the Pathway School for one-to-one aide services for the 2019-2020 school year for 10009334. ([Confidential Enclosure](#))

**G. Timothy School – Regular School Year Agreements**

**RECOMMENDED MOTION:** That the Board of School of Directors approve the Timothy School agreements for the 2019-2020 school year for the following: ([Confidential Enclosure](#))

10002887	10006765	10008080	10011233	10013478
10006642	10007861	10011163	10011675	10013900

**H. Valley Forge Educational Services - Food Services Agreements for 2019-2020**

**RECOMMENDED MOTION:** That the Board of School Directors approve the Food Services Contractual Agreement with Valley Forge Educational Services for the 2019-2020 school year for the following: ([Confidential Enclosure](#))

10002057	10004536	10008084	10015530
10004377	10007726	10011125	

**3. OPERATIONS COMMITTEE (*Committee Chairperson*)**

**A. Request to Waive Fees – A Child’s Place – Caln Elementary School**

**RECOMMENDED MOTION:** That the Board of School of Directors approve the request to waive fees in the amount of \$2,048 for use of the cafeteria from 6:30-8:00 p.m. for monthly meetings as listed below. The meetings will be held during normal working hours. ([Enclosure](#))

September 25, 2019	February 18, 2020
October 24, 2019	March 26, 2020
November 21, 2019	April 29, 2020
January 20, 2020	May 28, 2020

**B. Request to Waive Fees – Chester County Food Bank – Scott Middle School**

**RECOMMENDED MOTION:** That the Board of School of Directors approve the request to waive fees in the amount of \$1,116 for use of the cafeteria on Friday, November 22<sup>nd</sup> from 3:30 - 9:00 p.m. and Saturday, November 23<sup>rd</sup> from 8:30 a.m. to 2:00 p.m. for the annual Thanksgiving turkey distribution. The Food Bank is willing to pay custodial fees in the amount of \$198 on Saturday. ([Enclosure](#))

**C. Request to Waive Fees – Bert Bell Championships – C.A.S.H. Football Field and Stadium**

**RECOMMENDED MOTION:** That the Board of School of Directors approve the request to waive fees from the Coatesville Football Booster Club, in the amount of \$3,100, for use of the turf football field and stadium on Saturday, November 23, 2019 from 7:00 a.m. to 7:00 p.m. for the Bert Bell Youth Football Championships. The organization is willing to pay custodial fees in the amount of \$462 for this event. ([Enclosure](#))



**D. Request to Waive Fees – The Good News Club – (3) Elementary Schools**

**RECOMMENDED MOTION:** That the Board of School of Directors approve the request from Child Evangelism Fellowship to waive fees in the amount of \$4,224/per elementary school [total \$12,672] for use of the facilities from October 2019 through March 2020 at three (3) elementary schools as outlined below. The Good News Club will be held during normal working hours. ([Enclosure](#))

- King’s Highway Elementary School                      Tuesdays 3:45 – 5:00 p.m.
- Caln Elementary School                                      Wednesdays 3:30 – 5:00 p.m.
- East Fallowfield Elementary School                      Thursdays 3:30 – 5:00 p.m.

**E. Request to Waive Fees – Coatesville Kid Raiders Awards Ceremony – C.A.S.H.**

**RECOMMENDED MOTION:** That the Board of School of Directors approve the request to waive fees in the amount of \$766 for use of the facilities for their awards ceremony on Saturday, December 7<sup>th</sup> from 1:00 - 3:00 p.m. The group is willing to pay custodial fees in the amount of \$132 for this event. ([Enclosure](#))

**F. PCCD School Safety and Security Grant - Resolution**

**RECOMMENDED MOTION:** That the Board of School Directors authorize the submittal of a State grant application to apply for financial assistance from the Pennsylvania Commission on Crime and Delinquency (PCCD) to fund the following items: Training and personnel to include two-way Radio Communications Equipment and Infrastructure, School Security Camera & Video Surveillance (Install/Update), Upgrading the Raptor Visitor Management System Card Readers, NASRO Training (Basic SRO) and the cost associated with hiring or contracting of a Mental Health Therapist.

Motion: Brandon Rhone                                      Second: Robert Marshall                                      Vote: 8-0-0

**G. Use of Facilities – Contract with Home Box Office Productions**

**RECOMMENDED MOTION:** Pending legal review, that the Board of School Directors authorize the contract with HBO to use South Brandywine, Scott Field, Gordon Early Learning Center and the Intermediate High School to film scenes for a Mini-Series entitled “*The Mare of Easttown*”, as presented. ([Enclosure](#))

Motion: Henry Assetto                                      Second: Brandon Rhone                                      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) Megan Murray
- 2) Katie Hadzor
- 3) Deborah Thompson - ERIP
- 4) Jill Santiago
- 5) Andrew Finkbohner - Budget

**ADDITIONAL BOARD MEMBERS' REPORTS**

**INFORMATION ITEMS**

**ADJOURNMENT**

This meeting was adjourned at 9:17 p.m. on a motion by Donna Urban and seconded by Tom Keech.

Respectfully submitted,

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Karen M. Hall, School Board Secretary

*Anyone wishing to view the video of this meeting may do so by visiting our website.*