# COATESVILLE

# AREA SCHOOL DISTRICT

# **COMMITTEE MEETINGS**

AGENDAS, MINUTES & ENCLOSURES



# 13 JANUARY 2015

**Board Directors** 

Dean A. Snyder, President

Stuart C. N. Deets, Vice President

Diane M. Brownfield

James A. Fox

James Hills

Laurie C. Knecht

Michele S. Maffei

Deborah L. Thompson

Ann Wuertz

# Administration

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

**Solicitor** 

Michael I. Levin, Esquire



# Operations Committee Agenda

# OPERATIONS COMMITTEE AGENDA JANUARY 13, 2015 - 6:00 P.M.

# 9/10 Center Auditorium

(1st Committee Meeting of the Evening)

CHAIRPERSON:

James Hills

BOARD MEMBERS: ADMINISTRATION:

Stuart C. N. Deets and Laurie C. Knecht Dr. Cathy Taschner and Ronald Kabonick

**CALL TO ORDER:** 

Approval of the November 11, 2014 Operations Committee meeting minutes. (Enclosure 1)

1.

2.

Vote:

# AGENDA ITEMS

# 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. (*Enclosure 2*)

# B. <u>Demand Response Program</u>

**RECOMMENDED MOTION:** That the Board of School Directors approve Johnson Controls for Demand Response Programs. (*Enclosures 3*)

# **INFORMATIONAL ITEM(S)**

• Food Service Comparison Report for the month ending 12/31/2014. (Enclosure 4)

**OLD BUSINESS** 

**NEW BUSINESS** 

PUBLIC COMMENT

**ADJOURN** 

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.

# Operations Committee

Enclosure #1

# **OPERATIONS COMMITTEE MINUTES**

# November 11, 2014 - 6:00 P.M.

# 9/10 Center Auditorium

(4th Committee Meeting of the Evening)

**CHAIRPERSON:** 

Laurie C. Knecht

**BOARD MEMBERS:** 

J. Neil Campbell and Stuart C. Deets

**ADMINISTRATION:** 

Dr. Cathy Taschner and Ronald Kabonick

CALL TO ORDER:

7:45 pm.

Approval of the October 14, 2014 Operations Committee meeting minutes. (Enclosure 1)

1. Neil Campbell

2. Stuart Deets

Vote: 3-0

# AGENDA ITEMS

None

# **INFORMATIONAL ITEM(S)**

Memo of Understanding between Municipal Police & School District Police

# **OLD BUSINESS**

# **NEW BUSINESS**

# **PUBLIC COMMENT**

- 1. Christopher Taylor was pleasantly surprised to see the new floor in the gymnasium at Caln Elementary School. He requested a detailed list of capital projects.
- 2. Pete Barringer asked questions relative to the bonds and frozen activities. He also acknowledged the Coatesville Marching Band's success and encouraged everyone to attend the game on time this Friday to hear the band play.

# **ADJOURN**

This meeting adjourned at 7:50 p.m.

Notice of this public meeting was advertised in the Daily Local News on January 1, 2014 and on the District Website.

Copies of the minutes will be maintained in the Office of the Board Secretary.

# Operations Committee

Enclosure #2

# Operations Committee

Enclosure #3



# Integrated Demand Resources

# Appendix 1: PJM Demand Response Programs Terms and Pricing

Demand response programs require Customers to reduce electricity load in response to a grid Event, price signal or other mutually accepted parameter(s). This Agreement enables ECI to register Customer in the PJM demand response programs selected below.

PJM Emergency Response

Participation in the Emergency Response program requires the Customer to reduce electricity consumption when an Event is called by PJM. Upon notification, Customer is obligated to reduce, or "curtail" electric consumption to or by the specified contracted curtailment until the Event has completed per the program's specific requirements. In addition, Customer is required to demonstrate the ability to curtail demand for electricity during a test to verify the curtailment capability. Notice of a test or Event shall be delivered by email, pager and/or automated phone call.

Terms used herein are defined as follows:

- a. Peak Load Contribution (PLC) The electrical peak demand as calculated by Customer's energy supplier or utility.
- b. Firm Service Level (FSL) The electric demand (in kW) to which the Property shall reduce if notified by ECI.
- c. **Event** A notice from ECI to Customer during the relevant Program months when, upon notice, Customer shall reduce electric demand to the specified contracted level and duration as determined by the PJM program.

### Event call parameters:

Mandatory Performance Season	Limited	
Customer Availability	June 1st - May 31st	
Mandatory Period	June 1st - September 30th	
Potential Event Hours	12:00PM – 8:00PM Weekdays excluding national holidays	
Duration	Up to six hours	
Number of Events	Up to 10	

Event notification:

Customer will be given 30 a minute notification in which Customer must reduce electric demand to the specified contracted level and duration as determined by PJM.

ECI will pay the Customer 80% of the PJM zonal price paid per kW for the respective performance season, up to the committed curtailment.

Performance Season	2015-16 Limited	2016-17 Limited	2017-18 Limited	2018 and beyond
PJM Zonal Price per kW	\$54.900	\$43.482	\$38.697	TBD by PJM
Customer Standby Price per kW	\$43.92	\$34.79	\$30.96	TBD by PJM

Customer shall receive payment based upon the actual curtailment, up to and not to exceed, their Committed Curtailment, net of ECI fees. For example, if a customer commits to a 1,000 kW curtailment and, during the Event delivers at least 1,000 kW for the duration of the event, the customer earns 100% of the Estimated Net Customer Standby Payment shown above or in Appendix 2. If multiple events are called, Customer must deliver their Committed Curtailment for each event. If the Customer delivers less than 100% of their Committed Curtailment, the Customer receives a prorated payment based upon the average actual curtailment per event as a percent of their Committed Curtailment, net of ECI fees.

In case of a year in which no Event is called, Customer performance during the test event shall determine the payment. If an actual Event is called after the test is conducted, the results of the test are vacated and performance in all Event hours is the sole measure for compensation.

For each subsequent contracted year ("Re-Registration"), ECI shall work with Customer to identify both the effective kW(s) of curtailment and the estimated Customer standby payment for that registration year. Both will be noted in Appendix 2 of the re-registration documents. Appendix 2's are required to be signed and returned to ECI by April 1st. In the event Appendix 2's are not returned by April 1st, ECI may limit those Customer's effective kW(s) value(s).

Customer terminating a multi-year Emergency Response contract early will result in economic losses to ECI. An early termination fee, equal to the ECI share multiplied by the remaining number of years left on the agreement will be imposed, if applicable.

Event-based Energy Payments - Mandatory PJM Emergency Response Events

In the case of an actual Event, the Customer shall receive an energy payment of 80.0% of the Emergency Energy Payment received from PJM based on Customers actual curtailment for each hour called. If the Customer delivers less than 100% of their Committed Curtailment as described above, the Emergency Energy Payment shall be prorated in the same manner as the Standby Payment. Please note: This energy payment is not earned for participation in the annual PJM test.

Event-based Energy Payments - Non-Mandatory PJM Emergency Response Events

Customers enrolled in the PJM Emergency Response program may gain additional energy payment earnings by curtailing when notified of Non-Mandatory Events. Non-Mandatory events are events that are called outside of the Mandatory Emergency Response program parameters. Customer shall receive an energy payment of 80.0% of the Emergency Energy Payment received from PJM based on Customers actual curtailment for each voluntary hour called. If the customer chooses to not participate during these Non-Mandatory events, this will not affect their Net Standby payments and there is no penalty for not participating during the additional Non-Mandatory events.

☐ PJM Real Time Economic Load Response

The Economic Load Response ("ELR") program allows customers to reduce load in response to varying wholesale market prices. ECI forecasts earning opportunities and provides Day-Ahead notification to customers through the GridConnect platform. If Customer chooses to participate, ECI will track load reductions and pursue settlement from PJM. ECI will pay customer % of the payment received from PJM. Transactions totaling less than \$15.00 per day are not processed. The final net payment to the Customer shall be calculated as follows:

Actual Load Drop \* RTLMP PJM Payment \*

% = Net Payment

Where:

Actual Load Drop equals each kW of electrical load reduced below the Customer's CBL in accordance with PJM definitions and RTLMP equals the PJM Real Time Locational Marginal Price (RTLMP) for that hour of curtailment

ECI shall collect Customer interval meter data and calculate a "Customer Base Line" ("CBL"), per prevailing PJM protocols and business rules. ECI shall post this data on a dedicated secure web page accessed through the GridConnect platform. Customer shall receive payment for each kW of electrical load reduced below the CBL in response to a dispatch from PJM, as managed through the GridConnect platform.

Customer may participate/respond to reduction requests for the ELR program at its discretion. If the Customer chooses to schedule a load reduction, it must perform the curtailed amount to not incur Operating Reserve Charges. ECI retains the right to ratably recover such charges and assessments from unpaid amounts due to the Customer. Once the curtailment is executed, the Customer must confirm their actual curtailment via the GridConnect platform before payment will be settled with PJM. The RTLMP PJM Payment is the RTLMP subject to any Operating Reserve Charges that may be assessed for hours dispatched by PJM. Specific program rules change frequently and are available at www.PJM.com.

☐ PLC Predictor

PLC is defined as the customer's contribution to the overall PJM grid during peak load situations. A customer's PLC is calculated by the local electrical distribution company as the customer's average load on the five highest grid peak hours on five separate days.

Participants in the PLC Predictor program will receive email notifications from ECI of likely PLC hours based upon ECI's ongoing analysis of grid loads. ECI notification will be provided day of likely PLC days and it is Customer's responsibility to manage load in response to ECI's notification. Due to the predictive nature of this service, ECI will most likely notify customer more than five times to capture the five PLC hours. Due to the predictive nature, ECI does not warrant the completeness or accuracy associated with this service.

PLC Predictor will be provided to Customer for an annual fee of \$ quarter earnings, deduction will continue until total cost is paid in full.

per registered site. PLC Predictor fees will be deducted from 1st

Interval Meter Data Requirement and Data Acquisition

Customer understands that interval meter data is a requirement for program compliance and that it is the Customer's responsibility to provide such data by means of an interval meter through its utility. If needed and upon agreement between Customer and ECI, ECI will assist Customer with the installation of interval metering through its contacts with the local utility. Customer is responsible for any installation costs and fees incurred by ECI from the utility to provide Customer with mandatory interval metering capability. Installation of interval metering must be completed before Customer's acceptance into the program. ECI cannot be held responsible for, or assume the risk for, any problems attributable to the content, accuracy, completeness and consistency of all interval meter data, materials, and information supplied by Customer or its utility. Any data collected during the course of this Agreement will become ECI data and ECI shall have any and all rights to the data.

ECI requires timely access to Customer meter data for the purpose of calculating baselines, providing near real time load monitoring, and verifying load drops within the GridConnect platform. As such, Customer agrees to the installation of required number of data acquisition device(s), or approved alternate telemetry solution to capture load information from the utility meter(s) enrolled in the program. ECI will configure the utility load information into the GridConnect platform and use that data for Customer's performance and payments ("Settlements"). In the occurrence in which a discrepancy is found between the data in the GridConnect platform and the original utility data provided, ECI will default to the original utility data for processing Customer's settlements. ECI can provision the installation of the data acquisition solution for a fee. Alternatively, Customer may choose to provide access to meter data through an existing monitoring

Please choose one in each subsection -	
Data Acquisition Installation:	
N/A - ECI will receive data directly from Customer's Utility	
On-site Communication:	
Unless otherwise agreed upon, ECI will install and maintain a cellular modem for divided and deducted from Customer's earnings on a quarterly basis. This among the installation.	or an annual fee of \$240.00. The cellular modem fee will be bunt will be prorated the first year based on the completion
Customer agrees to pay the \$240.00 annual fee to have the cellula	ar modem provided by ECI
Customer will provide an internet connection at the site of the meter	ering solution, if needed
GridConnect Subscription	
Customer will pay an annual GridConnect subscription fee of \$ from Customer's earnings on a quarterly basis.	for each facility. This fee will be divided and deducted
<u>Customer Payments</u> ECI shall pay Customer, (unless specifically noted in this Appendix, within appli	icable program description):
Customer's payments will be held in a Customer Credit Account with the customer or refunded per the quarterly payment scheduled defined in the Customer Credit Account agreement.	and designated to pay for future JCl projects as agreed to ule at customer's request. Terms and conditions apply as
☑ Quarterly, in the month following receipt of the payment from RTO/	ISO or utility
In the event there are adjustments for any previous Customer related settlements to ratably recover such charges and assessments from unpaid amounts form before ECI can issue payment.	ent, payment or system wide assessments, ECI retains the due to the Customer. Customer must provide a valid W-9
The Parties hereby approve and accept these terms.	
EnergyConnect, Inc.	Customer: Coatesville School District
(Signature)	(Signature)
(Printed Name)	(Printed Name)
(Date)	(Date)

system, energy management system or building automation system. For the term of this Agreement, ECI has rights to any collected data

for the duration of this Agreement.



# Integrated Demand Resources

# ENERGYCONNECT DEMAND RESPONSE MASTER SERVICE AGREEMENT

This Agreement, by and between CoatesvilleSchool District ("Customer") and EnergyConnect, Inc. ("ECI"), a Johnson Controls company, collectively referred to as ("Parties"), is effective, 12/16/2014 for demand response and regulation services.

### Section 1 - Genera

ECI, as an authorized Curtailment Service Provider to various RTOs (Regional Transmission Organization) and ISOs (Independent Service Organization), with relationships with various regional utilities to provide demand response and regulation services is hereby designated to represent the Customer as its exclusive demand response and regulation services provider to register, represent and manage participation in demand response programs for the facilities listed herein (collectively, the "Facilities") and for the term of this Agreement. Terms used and not otherwise defined shall have the meaning given them in the respective RTO/ISO or Utility's governing tariff, program rules, and/or covenants.

## Section 2 - Term

The term of this Agreement shall commence on the date set forth above and shall remain in effect until 5/31/2018 ("End Date"). Thereafter, this Agreement shall automatically extend annually, unless either party notifies the other party in writing of the termination of this Agreement at least 120 days prior to the effective end date. In the case of a property sale, Customer may terminate the agreement without penalty if Customer submits a request for release in writing to ECI 90 days in advance of effective termination date, along with proof of sale within 10 business days of the sale. In such event Customer will be entitled to any RTO/ISO or utility settled earnings up to the date of sale or date of assignment as described in Section 10. Where notice or proof of sale is not provided in accordance with the preceding requirement, the Agreement will self-terminate on the estimated date of sale which ECI will determine at its sole discretion and Customer will forfeit any unpaid earnings up to the estimated date of the sale. Further, the termination will be deemed a termination for cause where ECI may seek any penalties assessed to it by any RTO/ISO for early termination.

## Section 3 - Customer Payments

Payments from demand response programs result from Customer's active program participation as well as satisfactory compliance with all related program rules. Customer's payment schedule may vary per program structure. ECI shall pay Customer as defined in Appendix 1 of this Agreement.

# Section 4 - Allocations of Responsibility & Indemnification

Customer shall provide a Letter of Authorization or appropriate RTO/ISO or utility approval form to their energy supplier and utility, as applicable, authorizing them to provide information required to register the Customer in the applicable programs and other relevant electric utility data to ECI (including billing and other relevant utility data).

Registration with Customer's RTO or ISO requires utility data and account numbers. Customer shall provide ECI with copies of utility bills as requested for registration. Customer will inform ECI in the event of any change in utility information within 45 days of the effective date of the change.

If distributed generation or back-up generator(s) are used for demand response program participation, it is the responsibility of the Customer to adhere to all local, state and federal requirements, environmental laws, regulations, use and zoning permits, operational specifications and maintenance requirements of their generator(s). Customer must provide information relating to their generator(s) outlined on the Generator Information form. Upon request, Customer must provide ECI with copies of all relevant permits or proof of compliance required to utilize a generator. Failure of Customer to provide copies of such permits may result in an adjustment to program registration, cancellation of program registration or termination for cause of the Agreement by ECI. ECI rejects any responsibility or liability for the use of Customer's generator(s), their eligibility or qualification for use in participation for demand response programs. Further, and notwithstanding anything in this agreement to the contrary, the Customer will save and hold harmless ECI from any liabilities, claims, expenses, or damages based upon the ownership or use of its distributed generation or back-up generators.

The parties hereto agree to indemnify each other from any and all third-party liabilities, claims, expenses, losses or damages, including legal fees, which may arise in connection with its performance of this Agreement to the extent caused by the negligent act or omission of the indemnifying party. Neither party shall be liable for any special, indirect or consequential damages arising in any manner from its performance under this Agreement. The total liability of either party hereunder for direct damages, other than with respect to the duty of a party to indemnify for third-party claims described above, will be limited to the contract price paid to ECI under this Agreement.

## Section 5 - Modifications and Waiver

This Agreement shall not be modified in any manner unless in writing and signed by both Parties. No waiver of any breach of any provision of this Agreement will constitute a waiver of any prior, concurrent or subsequent breach of the same or any other provisions hereof, and no waiver will be effective unless made in a non-electronic writing signed by an authorized representative of the waiving party.

# Section 6 - Confidentiality

The Parties may provide (the "Disclosing Party") Proprietary Information to the other (the "Recipient") in conducting program facilitation or management during the term of this Agreement. The Parties agree to treat such information as confidential and proprietary and to protect the disclosure of such Proprietary information to any third-party. The Recipient will use such care with Disclosing Party's Proprietary Information as it uses to protect its own confidential information, but in no case with less care than is commercially reasonable and within industry standards.

Information and materials will be considered Proprietary Information regardless of the form or manner of disclosure or whether provided it is marked "CONFIDENTIAL" or with a similar designation. For clarification ECI Proprietary Information includes, but is not limited to, any reports generated within or outside of GridConnect, any pricing information, and this Agreement. This Agreement imposes no obligation of confidentiality on Recipient with respect to information that: (a) was in the possession of Recipient before its receipt from the Disclosing Party, including as part of Recipient's own development process; (b) is or becomes available to the public through no fault of Recipient; or (c) is independently developed by such Recipient without reference to or use of a Disclosing Party's Confidential Information; (d) is received by Recipient in good faith from a third party having no duty of confidentiality to the Disclosing Party or (e) is disclosed pursuant to law, regulation or lawful order or process. Further, ECI has no obligation of confidentiality as it relates to providing Proprietary Information to its Affiliates and subcontractors or providing information in regards to registration, performance, settlements and audits to an RTO, ISO or utility where such information is required for facilitation and participation of the program.

## Section 7 - Notices

All notices given under this Agreement must be in writing and except as otherwise expressly provided in this Agreement, must be in a non-electronic form. Notices shall be deemed given as of the day received by the addressee party via messenger or courier delivery service and addressed as follows or to such other address as a party may give notice of:

EnergyConnect, Inc.

901 Campisi Way, Suite 260 Campbell, CA 95008 Fax: 866.858.0478

Attention: Contract Administration

Customer Name: Coatesville School District

Address: City, State, Zip: 545 E. Lincoln Highway Coatesville, PA 19320

Fax:

Attention:

Keith Davis

### Section 8 - Severability

If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable under any applicable law, then such provision will be deemed modified to the extent necessary in order to render such provision valid and enforceable; if such provision may not be so saved, it will be severed and the remainder of this Agreement will remain in full force and effect.

Customer's participation in demand response programs is subject to successful program registration by ECI and acceptance by the applicable RTO/ISO or Utility. Failure to complete a successful registration or nomination, regardless of reason, will disqualify customer from participating for that performance period but does not terminate this Agreement, or allow Customer to attempt to register through another Curtailment Service Provider for the duration of this Agreement. ECI reserves the right to cancel enrollment if Customer fails to reduce load or adds more load to the grid during Events. ECI will notify the Customer of any cancellations in writing. If enrollment is cancelled, the Customer will forfeit any unpaid amounts. Any amount previously paid to the Customer remains the property of the Customer. Program changes that cause significant impact to either the Customer or ECI will allow either party to terminate or modify this Agreement with 45 days written notice.

### Section 9 - Rights and Remedies Cumulative

All rights and remedies under this Agreement are cumulative and not exclusive and any reference to, and/or the exercise of, a particular right or remedy will not exclude or constitute a waiver of any other right or remedy available under this Agreement, at law or in equity.

# Section 10 - Assignment

Neither party may assign any of its rights or obligations under this Agreement without the other party's prior written consent of which consent shall not be unreasonably withheld. As a condition precedent to any ECI consent of assignment, the Customer must provide no less than 30 day notification of the date of assignment and contact personnel of the assignee responsible for the program; additionally, the assignee must be qualified by ECI in its sole discretion for participation in the program. Any assignment or attempted assignment of this Agreement or any of the obligations or rights under this Agreement are null and void where this consent has not been expressly provided in writing. The foregoing notwithstanding, ECI may transfer and assign this Agreement without the Customer's consent to any person or entity that is an affiliate of ECI or that acquires substantially all of the stock or assets of ECI.

# Section 11 - Independent Contractors

The parties are independent contractors and nothing in this Agreement will be construed as creating an employer-employee relationship, a partnership, or a joint venture between the parties. Neither party has any authority to assume or create obligations or liability of any kind on behalf of the other.

# Section 12 - Governing Law; Venue; Attorneys' Fees

This Agreement will be governed by the laws of the State in which the Facility is located, excluding conflict of laws provisions. Each party hereby irrevocably consents to the exclusive jurisdiction and venue of the local federal courts unless no federal subject matter jurisdiction exists, in which case each party consents to exclusive jurisdiction and venue in the State Courts of the State where the Facility is located. Both parties waive all defenses of lack of personal jurisdiction and forum non-convenience with respect to such courts. In any action or suit to enforce any right or remedy under this Agreement or to interpret any provision of this Agreement, the prevailing party will be entitled to recover its costs, including reasonable attorney fees.

# Section 13 - Interval Meter Data Requirement

Customer understands that interval meter data is a requirement for program compliance and that it is the Customer's responsibility to provide such data by means of an interval meter through its utility. If needed and upon agreement between Customer and ECI, ECI will assist Customer with the installation of interval metering through its contacts with the local utility. Customer is responsible for any installation costs and fees incurred by ECI from the utility to provide Customer with mandatory interval metering capability. Installation of interval metering must be completed before Customer's acceptance into the program. ECI cannot be held responsible for, or assume the risk for, any problems attributable to the content, accuracy, completeness and consistency of all interval meter data, materials, and information supplied by Customer or its utility. Any data collected during the course of this Agreement will become ECI data and ECI shall have any and all rights to the data.

Section 14 - Entire Agreement

This Agreement and applicable Appendices, Addendums, Modifications, SOWs, added hereto through mutual agreement constitute the entire agreement between the parties regarding the subject matter hereof and supersedes any and all prior and contemporaneous agreements or communications with respect to such subject matter.

The Parties hereby approve and accept these terms.

EnergyConnect, Inc.	Customer: Coatesville School District		
(Signature)	(Signature)		
(Printed Name)	(Printed Name)		
(Date)	(Date)		

# INTEGRATED DEMAND RESPONSE

Chienti

Coatesvilja šchool District

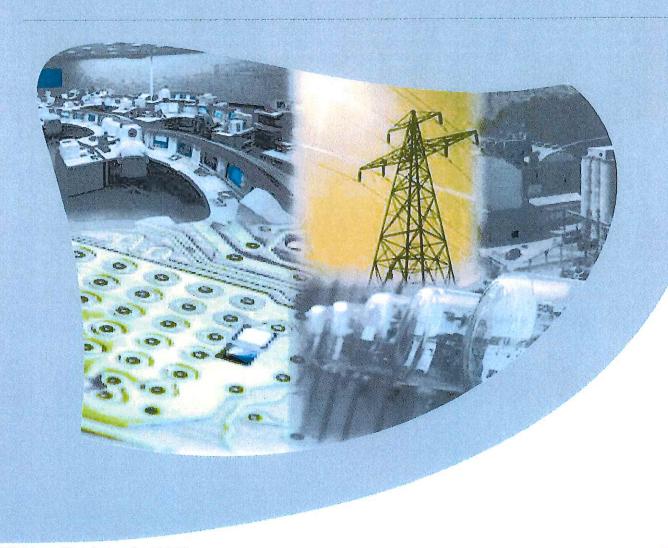
Zones

PEGO

Presented by: Michele Kaufman Sepier Account Fro

michele.kaufman@jci.com

(215) 460-8878



© 2012 Johnson Controls, Inc. Do not copy (physically, electronically, or in any other media) without the express written permission of Johnson Controls, Inc.



# **C**ONTENTS

EXECUTIVE SUMMARY	2
PRICING	3
JOHNSON CONTROLS' EMERGENCY LOAD RESPONSE PROGRAM	
EVENT BASED ENERGY PAYMENTS	
CLINADA A DV AND TIMELINE	



# **EXECUTIVE SUMMARY**

The purpose of this document is to evaluate the earning potential available to Coatesville School District in the PJM Demand Response Program. The revenue generated from active participation in Demand Response can provide cash flow and resources to help scope and fund energy projects that enhance participation and performance. We can also enlist the help our staff engineering team to provide detailed feedback of successful strategies that have produced significant earnings in Demand Response at similar facilities.

Johnson Controls is a Fortune 100 Company and, as such, Coatesville School District can feel confident that you will receive ALL payments due to you throughout the duration of your contract with JCI. Johnson Controls has an outstanding credit rating.

Our proposal includes financial estimates based on the Coatesville School District's ability to displace electric loads. Payment is determined by the difference between a facilities Peak Load Contribution value and an agreed upon Firm Service Level. The resulting effective curtailment is the basis for all payment guarantees. Johnson Controls will pay Coatesville School District for your performance in both Emergency Load Response events and Load Drop Tests without the risk of incurring any penalties at any time. You will be paid based on how much you are able to curtail and will receive a straight pro rata payment.

In the Emergency/Capacity Load Response Program the participant is required to shed load when called upon during an Emergency Event or our mandatory one hour test. An Event is defined as a declaration of emergency by the electric grid when it reaches maximum capacity and interruption of service is likely. If no actual emergency Event is called, then Coatesville School District will receive incentive based on their test participation.

The earning potential for this project is conservatively estimated at \$126,788 over 3 years. This includes an additional Emergency Energy Payment which may be earned when the School District curtails during an Emergency Event. This payment is not guaranteed. Based on past history, a conservative earnings estimate would be an additional 4 hours of Emergency Energy earnings each season and represents an additional \$17,748 in payments added to the capacity standby payment over 3 years. Coatesville School District would need to curtail electric load during a PJM Emergency Event or our one hour test each year. Coatesville School District would be given 30 minutes notice to meet the curtailment plan. Successful curtailment during an Emergency Event or during our one hour test will denote compliance with the Program rules and result in payment. While there are no penalties for failure to perform, partial curtailment will result in partial payment consistent with the actual load reduction achieved. Coatesville School District will also be paid for the actual energy curtailed during each event hour in the form of an Emergency Energy Payment.



# **PRICING**

The Table below displays annual earnings to Coatesville School District by participating in the Emergency Load Response Program through the **Johnson Control's integrated Demand Resources group**. The contract term is 3 consecutive years beginning in 2015 and continuing until 5/31/2018. All financials are based on an estimated Utility provided Peak Load Contribution Value. A new PLC value will be calculated each year potentially changing the effective curtailment and resulting cash flows. PLC values for 2015 will be available in January 2015. Coatesville School District will receive **80%** of all revenue earned for their load reductions during an emergency event or a load drop test.

# 3 Year Estimated Earnings Opportunity for 1 mw load drop = \$126,788

	2015/16	2016/17	2017/18
BRA Capacity Pricing	\$54,900	\$43,482	\$38,697
Potential Capacity Earnings at 80%	\$43,920	\$34,790	\$30,960
Potential Emergency Energy Earnings at 80%*	\$5916	\$5916	\$5916
Total Potential Earnings Opportunity	\$49,206	\$40,706	\$36,876

<sup>\*</sup>Based on 4 hours of earned Emergency Energy Earnings per season. Coatesville School District will earn 80% of Emergency Energy earnings at \$1849 per mwhr. Amount earned based on number of emergency events called and is not guaranteed.

All the above cash flows are guaranteed based on the reduction of load. The current guarantees are based on a load reduction of 1,000kW. If we need to adjust the Firm Service Level to more accurately account for Facility load displacement capability we can do so. If Coatesville School District is unable to achieve the forecasted reduction they will be paid based on their actual curtailment without any additional deductions or penalties.

# JOHNSON CONTROLS' EMERGENCY LOAD RESPONSE PROGRAM

Coatesville School District will be paid to be on standby to drop a portion of its load in response to a PJM-initiated emergency event. The season for which events can be called will be June 1 – September 30; up to 10 times per season, up to 6 hours per event from the hours of 12 p.m. to 8 pm weekdays only.

JCI will provide 30 minute notification to Coatesville School District prior to each event. To verify program integrity there is a mandatory one hour test to validate all committed load drops are indeed a reliable resource in the event of an actual grid emergency. In the event that no Emergency occurs the test performance will suffice as compliance. A required Communication Verification Test will also be conducted. JCI will schedule both a Communications Verification and Load Drop Test with Coatesville



School District. Coatesville School District is required to provide emergency contact information to JCI for dispatching purposes. Contact information will include 2 phone numbers and an email.

# **Interval Metering Requirements**

JCI will tie out Coatesville School District's participation with utility meter data, thus no metering is required.

# **EVENT BASED ENERGY PAYMENTS**

In the case of an actual Event, Coatesville School District shall receive an energy payment for all loads curtailed at the notification time of the event, and for the duration of performance until the event has concluded. Coatesville School District will receive 80% of all Emergency Energy revenue earned during mandatory and non-mandatory load reduction events.

# **SUMMARY**

With participation in these programs Coatesville School District will aid in the preservation of the integrity of the electrical grid. This may reduce outages in our neighborhoods, schools, and community. Further, Coatesville School District will recognize significant earnings for participating in this fashion.

The integration of active Demand Response with Energy Projects allows organizations a new and innovative way to accrue cash and savings. This new infusion of money can broaden the scope and flexibility of a Services or Performance Contracts.

Johnson Controls will work closely with Coatesville School District to design and implement the right curtailment strategies to minimize the operational impact and maximize the program cash flows.

There will never be any penalties assessed to Coatesville School District for failure to perform either during an Emergency Event or a Load Drop Test.

# **BLUE MONEY**

Customers can reinvest the money they earn from their utility company or grid operator toward equipment and control upgrades to further optimize energy efficiency and cost savings.

# **ACCOUNT MANAGEMENT**

After a customer is signed into our program, they are assigned an account manager(s) to help them through the initial process and program familiarization through formal training.

# TIMELINE

✓ STEP ONE: Deadline, December 23, 2014
ACTION: Sign Master Service Agreement (MSA) and Appendix 1

✓ STEP TWO: Deadline, January 10, 2015

ACTION: Request updated PLC information from PECO Responsibility: JCI representative to contact PECO



✓ **STEP THREE:** Deadline, February 1, 2015

**ACTION:** Compute Firm Service Level for curtailment purposes

**RESPONSIBILITY:** JCI to recommend curtailment amount and *Coatesville School District to complete and send electronically to <u>Michele.Kaufman@ici.com</u>.* 

✓ STEP FOUR: Deadline, March 1, 2015

**ACTION:** Registration Materials (completed Property Info Form, Generator Forms, 2 months of electric bills for each participating school, W-9 form) due to Michele Kaufman, JCI for participation in Demand Response program for summer of 2015

**RESPONSIBILITY:** Coatesville School District representative to return documentation to Michele Kaufman, JCI.

✓ STEP FIVE: June, 2015 Firm date TBD

**ACTION:** One hour Curtailment Test

**Responsibility:** One hour curtailment test conducted by JCI to confirm ability to reach FSL in an emergency event.



# Capacity Program'

Capacity Program Event Call Parameters

Performance Season	2015-16 Season	2016-17 Season	2017-18 Season
Customer Availability	June 1, 2014 - May 31, 2015	June 1, 2015 - May 31, 2016	June 1, 2016 - May 31, 2017
Customer Mandatory	June 1 - September 30	June 1 - September 30	June 1 - September 30
Potential Event Hours	12:00PM – 8:00PM Weekdays excluding national holidays	12:00PM – 8:00PM Weekdays excluding national holidays	12:00PM – 8:00PM Weekdays excluding national holidays
Duration	Up to six hours	Up to six hours	Up to six hours
Number of Events	Up to 10	Up to 10	Up to 10

# **DEMAND RESPONSE - THE BASICS:**

Demand Response is generally defined as temporary changes to electricity use in return for payments from the electric power markets. There are several different types of Demand Response programs, including price-based response and ancillary services.

Demand Response is a critical component of the smart grid. In essence, Demand Response allows electricity users—in exchange for financial incentives—to reduce electricity use during times when the grid needs help. Some have compared the concept to a virtual power Facility that produces "negawatts" or megawatts of avoided load that free up the grid in the same way as would a fossil fuel-fired generator.

Demand Response is the ability for an electricity consumer (Participant) to curtail their consumption at specific times. The Participant has to be willing and able to provide a verifiable load reduction when an appropriate signal from the grid operator is provided. In general, there is a day ahead advisory that an event is likely the next day and then the Participant is given official notice that an event is going to be called with a few hours advance notice.

For participating in the PJM Emergency Load Response Program, Participants will receive a payment based on the difference between their Peak Load Contribution Value (see commonly used terms) and their predetermined load on the event day. The Participant will be asked to reduce their load on this event day to that predetermined level, known as the Firm Service Level (see commonly used terms). This does not come in the form of a traditional energy savings. Participants can receive a check from Johnson Controls. This value varies based upon location.



111 Market Place, Suite 201 Baltimore, MD 21202

November 26, 2014

Keith Davis Coatesville Area School District 545 E. Lincoln Highway Coatesville, PA 19320

# PJM Curtailment Service Provider Agreement Addendum Enerwise Global Technologies Proposal No. CO74LD2 – 2015/2016 Renewal

## Dear Keith:

Enerwise Global Technologies ("Enerwise"), a wholly-owned subsidiary of CPower, is pleased to submit this addendum to the Coatesville Area School District as an update to our existing PJM Curtailment Service Provider Agreement CO74LD2 (dated 12/2/11) and Amendment CO74LD2-A (dated 1/3/12). Under this addendum, the term of the agreement will be extended through either May 31, 2016, May 31, 2017, or May 31, 2018, and Enerwise will register the Coatesville Area School District in either the 2015, 2016, and 2017 Reliability Pricing Model ("RPM") Capacity Market programs, as selected below, offered through the Regional Transmission Operator (RTO), PJM.

The scope of work, revenue sharing arrangement (74/26% split between the Coatesville Area School District and Enerwise respectively), and terms & conditions remain unchanged from the above referenced agreement unless the three (3) year renewal term is selected. In the case of a three (3) year renewal, the revenue sharing arrangement will reflect a 75/25% split between the Coatesville Area School District and Enerwise respectively.

## ADDENDUM ACCEPTANCE

If this addendum is acceptable and the Coatesville Area School District would like to proceed with the proposed scope of work, please obtain the appropriate authorized signature below and return the signed proposal to my attention. If you have any questions or comments, please contact me at (484) 734-2222. As always, thank you for selecting Enerwise as your Curtailment Service Provider relative to the PJM Demand Response Program.

Sincerely,

George Hunt Senior Vice President and General Manager, C&I



111 Market Place, Suite 201 Baltimore, MD 21202

# **AUTHORIZATION TO PROCEED**

The *Coatesville Area School District* has selected Enerwise Global Technologies to act as its Curtailment Service Provider for the 2015, 2016, and 2017 PJM RPM Capacity Market Programs (as selected below) from June 1, 2015 through either May 31, 2016, May 31, 2017, or May 31, 2018, and hereby authorize Enerwise to proceed with the proposed scope of work according to the terms and conditions presented herein.

Authorized Signature	
Printed Name	
Title	
Date	

□ PJM 2015-2016 RPM Capacity Market Program (6/1/15 – 5/31/16)

For the 2015-2016 program, which will run from June 1, 2015 through May 31, 2016, the value for the RPM Capacity Market will be \$150.00 per megawatt-day, or \$54,900 per megawatt-year.

□ PJM 2016-2017 RPM Capacity Market Program (6/1/16 – 5/31/17)

For the 2016-2017 program, which will run from June 1, 2016 through May 31, 2017, the value for the RPM Capacity Market will be \$119.13 per megawatt-day, or \$43,482 per megawatt-year.

□ PJM 2017-2018 RPM Capacity Market Program (6/1/17 – 5/31/18)

For the 2017-2018 program, which will run from June 1, 2017 through May 31, 2018, the value for the RPM Capacity Market will be \$106.02 per megawatt-day, or \$38,697 per megawatt-year.

2901

**com**verge

511 Schoolhouse Road, Suite 200 Kennett Square, PA 19348

888,565,5525 www.comverge.com

December 2, 2011

Mr. Ken Lupold, Business Manager Coatesville Area School District 545 B. Lincoln Highway Coatesville, PA 19320

# CURTAILMENT SERVICE PROVIDER SERVICES AGREEMENT Comverge Agreement No. CO74LD2

Dear Ken,

ŧ,

Enerwise Global Technologies, Inc. ("Enerwise"), a wholly owned subsidiary of Comverge, Inc. ("Comverge"), is pleased to submit this proposal for Curtailment Service Provider Services ("Agreement") to the Coatesville Area School District ("CASD") for its locations.

Upon completion of the Authorization to Proceed section below, Comverge will provide Curtailment Service Provider services, as described in Attachment #1, for the selected PJM Demand Response Program(s), which include the Economic Real Time and Capacity Market programs (also described in Attachment #1). Site curtailment amounts will be determined and specified in the applicable Program Registration documents to the PJM.

When applicable, Comverge will pay CASD in accordance to the revenue share percentage associated with the agreement term selected for both Economic Real Time Program settlement amounts received and for the Capacity Market Program settlement amount associated with the site curtailment commitment, less any Capacity Event and/or Test Event Failure Penalty imposed by the PJM.

All Economic Real Time and Capacity Market Demand Response Earnings and payment terms are subject to change as PIM program rules change. Converge will notify customer in advance of any such changes.

There are no up front fees required for any program enrollment. The Economic Real Time and Capacity Market programs require the submission of 15-minute interval data, which can be collected either from utility metering or Comverge shadow metering that will provide daily data for expediting settlements. Comverge can provide the necessary metering hardware, integration, and installation to meet the 15-minute PIM requirements, under a separate project authorization, and the cost of the metering can be collected from the CASD share of the demand response revenue until the metering installation expenses are paid in full.

**□** comverge

The term of this agreement will be from the date of authorization below through 5/31/13, 5/31/14, or 5/31/15 as selected below.

The Terms and Conditions associated with this agreement are provided in Attachment #2.

# PROGRAM ACCEPTANCE

If this proposal is acceptable and the Coatesville Area School District would like to proceed with the proposed scope of work, please obtain the appropriate authorized signature below and return the signed proposal to my attention. If you have any questions or comments, please contact Bob Blaisse at (484) 734-2235.

Thank you for selecting Comverge as your Curtailment Service Provider relative to the PJM Demand Response Program(s).

Sincerely,

George C. Hunt, III

Senior Vice President, Sales

# **□** comverge

# **AUTHORIZATION TO PROCEED**

Coatesville Area School District has selected Converge to act as its Curtailment Service Provider for the PJM Economic Real Time and Capacity Market Demand Program(s), as selected below, from the date of authorization through either May 31, 2013, May 31, 2014, or May 31, 2015, and hereby authorizes Converge to proceed with the proposed scope of work according to the terms and conditions presented bergin.

herein.				
Keel a Dond In			•	
Kuthorized Signature				
KEIN A DAVIS SR				
Printed Name				
Manager OF Ches	94			
Title /	•			
1/3/2-2	• •			
Date	÷	A		
One-Year Term (6/1/ For the 2012-2013 progra the RPM Capacity Market	m, which will ru	n from June 1, per megawatt-d	70% Revenue Share to C 2012 through May 31, 2013 ay, or \$51,001.45 per megaw	, the value fo
Two-Year Term (6/1	/12-5/31/14)		72% Revenue Share to C	CASD
For the 2013-2014 progra	m, which will ru	n from June 1, per megawatt-d	2013 through May 31, 2014 lay, or \$89,425.00 per megaw	, the value fo /att-year.
Three-Year Term (6)	1/12 – 5/31/15)		74% Revenue Share to C	CASD
For the 2014-2015 progra	m, which will ru	n from June 1, per megawatt-d	2014 through May 31, 2015 lay, or \$45,796.55 per megaw	i, the value for vatt-year.

<u>Note</u>: For participation in the Economic Real Time Program, Comverge will pay Coatesville Area School District in accordance to the revenue share associated with the chosen agreement term above. However, Comverge will pay Coatesville Area School District 88% of the energy payment associated with actual PJM-initiated events for the Capacity Market program.

# **com**verge

# ATTACHMENT #1 - PJM DEMAND RESPONSE PROGRAMS AND SCOPE OF WORK

# ECONOMIC REAL TIME DEMAND RESPONSE PROGRAM

The Economic Real Time Demand Response (EDR) program offers Customer the ability to participate in EDR events by taking active measures to curtail load during times of high electric Market Prices in your specific zone. For each event, Comverge acting as CSP will notify Customer in advance of each such event in preparation to curtail load in accordance with the PJM Independent System Operator (ISO) program requirements. Since the program is completely voluntary, Customer could opt not to participate in any single or all events when notified without incurring any financial penalties. Additionally, the program offers very little to no risk while providing a vehicle for revenue generation or energy cost reduction. For customers with "Block and Index" or other block-structured energy procurement contract, the megawatt ("MW") curtailment amounts registered for participation with ISO must be equal to or less than the fixed price "block" in Customer's energy supply contract.

Payment for this program is based on the zonal hourly market price (\$/MWh), the client's generation and transmission (G&T) rate, the amount of load curtailed (per hour), and the revenue share referenced above. Customer will be compensated monthly 30 days following receipt of each month's full payment from ISO. Customer and Comverge will jointly determine the method of payment.

# Scope of Work for Economic Real Time Demand Response

Upon satisfaction that no current utility contracts preclude participation, Converge will work with Customer to determine available qualifying load and enroll that load into the Economic program, provide further summary of operational details, and optionally begin performance of routine remote generator and load checks to assure readiness. The proposed deliverables include:

- ☐ Electrical Utility and/or Service Provider Contract Review
  - Evaluate Customer's determination on obligations under current contracts.
  - Notify Customer of any potential problems with Utility contracts.
- ☐ Data Gathering and Analysis
  - Determine annual load profile of site using interval data and utility bills.
  - Develop baseline of current energy expenditures as benchmark for optimization.
  - Gather load curtailment and shedding capabilities and restrictions for each site.
- □ PJM Enrollment
  - Final review of Economic dispatch program available to Customer
  - Determine and report estimated economic benefit
  - Work with Customer to enroll in the program
  - Jointly finalize procedural details to determine
    - a. Preferred mode(s) of notification
    - b. Establish Customer Strike Price
    - c. Preferred method of payment
    - d. Level of desired participation

# **□** com∨erge

# Operational Fulfillment

- Notify Customer's stuff when market conditions match Customer's previously agreed parameters (strike price, hours, etc.) or when dispatched by the ISO.
- Notify ISO of Customer's decision to participate in the EDR event
- · Notify Customer's staff at the conclusion of each event
- Provide settlement information to ISO
- Calculate and provide estimated earnings for participation
- Disburse settlement funds to Customer for participation less Comverge service fees.

# CAPACITY MARKET DEMAND RESPONSE PROGRAM (RPM)

In order to be eligible for the Capacity Market Demand Response Program, the Customer's interruptible load must be available to be curtailed for up to 10 events per year during the months of June through September. Each capacity event could last a maximum of 6 hours each, between the hours of 12:00 pm and 8:00 pm., Monday through Friday. Customer is required to participate in test event(s) which will be initiated and coordinated by Comverge for all resources in a given ISO zone during the same hours that an actual capacity event could be called. Participation in such test event(s), which would last for one (1) hour, is mandatory and serves to verify that Customer can actually provide the load reduction for which you are being compensated. Penalties for non-performance or under-performance in the test event(s) will be assessed per ISO rules as described below.

# ☐ RPM COMPENSATION

Compensation for RPM is in the form of a monthly payment for the MW load reduction capacity provided by Customer. This monthly payment is provided even if no capacity events are called in a given month. During ISO-initiated capacity events (emergency events) Customer may also be compensated with an energy payment calculated from the actual MW load reduction achieved by Customer during each hour of the capacity event.

For the 2012-2013 program, which will run from June 1, 2012 through May 31, 2013, the value for the RPM Capacity Market will be \$139.73 per megawatt-day, or \$51,001.45 per megawatt-year.

For the 2013-2014 program, which will run from June 1, 2013 through May 31, 2014, the value for the RPM Capacity Market will be \$245.00 per megawatt-day, or \$89,425.00 per megawatt-year.

For the 2014-2015 program, which will run from June 1, 2014 through May 31, 2015, the value for the RPM Capacity Market will be \$125.47 per megawatt-day, or \$45,796.55 per megawatt-year.

# **□** comverge

## ☐ RPM PENALTIES

ISO-Initiated Capacity Event Penaltics

If Customer's actual MW load reduction during an ISO-initiated event falls short of the committed capacity value ("MW Shortfall"), ISO compliance penalties will be assessed. Per ISO rules, a "penalty rate" will be calculated after September 30 each year based on the number of actual capacity events called by ISO during the period June 1 through September 30, according to the formula:

Penalty Rate (%) = (1/number of capacity events during the period June 1 through September 30)

The penalty rate is capped at a maximum of 50% if only one actual capacity event is called.

The penalty is assessed only on the amount of the MW load reduction that is less than the committed MW load reduction, and is calculated from the Capacity Payment Rate per MW in Customer's ISO zone (\$/MW-Day), as determined by the RPM Auction:

Capacity Event Penalty = Capacity Payment Rate/MW x MW Shortfall x 365 days x Penalty Rate

The total Capacity Event Penalty for a given year is capped at the total capacity payment due from ISO; hence, there is never a situation with an "out of pocket" payment due related to actual capacity event shortfall.

## o Capacity Test Event Failure Penalty

As noted above, Comverge may initiate and coordinate one or more test events during the course of the June 1-September 30 control season for purposes of verifying a customer's load commitment capability. In addition, if ISO has not called any actual emergency events by August 15th each year, a test event becomes mandatory. Such test(s) will be performed during the same period of time an actual PJM-initiated event could be called (i.e.; non-holiday weekdays between noon and 8:00 pm). All participants in a given ISO zone must test at the same time, which Comverge will choose in consultation with the participants in each ISO zone and Comverge forecasting, planning, and operations personnel. If the total load reduction achieved in the ISO zone from all test event participants is less than the total committed load reduction, a retest may be allowed by ISO. In the event Customer's actual MW load reduction during a Comverge-initiated load reduction capacity test or re-test falls short of the committed capacity value, ISO Test Event Failure Penalties will be assessed.

By ISO rules, the Test Event Failure Penalty is calculated:

Test Event Failure Penalty = Capacity Payment Rate/MW x MW Shortfall x 365 days x 120%

**n** comverge

The effect of this Test Event Failure Penalty is that Customer forfeits 100% of the annual revenue on the MW shortfall, plus an additional 20%. Customer is responsible for 100% of any Test Event Failure Penalty that is assessed.

Note that any actual ISO capacity event, whether called before or after a Test Event, nullifies the Test Event, and no Test Event Failure Penalty would apply.

Proposed Scope of Work for Economic Real Time and Capacity Market Programs Services provided by Comverge will be as follows:

- Enrollment Comverge will work through the enrollment process with Customer and PJM to ensure that Customer meets all qualification criteria.
- 24x7x365 hour desk Comverge will field all PJM calls through the Information Command Center (ICC) and will notify Customer of Capacity event initiation and again when each event has been terminated.
- Interval data reporting Converge will act to report interval meter data to PJM within 24
  hours following each event.
- Settlement Comverge will perform shadow settlement calculations and will reconcile all PIM a payments as well as issue estimated settlement reports to Customer monthly.
- Program Updates Comverge will provide updates to Customer as impending program rule changes are considered by the RTO which affect operations and/or revenue.

The proposed services will begin shortly after execution of this letter agreement. Comverge will notify Customer if problems in enrollment are encountered.

۲.

**m** comverge

# ATTACHMENT #2 - TERMS AND CONDITIONS

Comverge will perform the proposed consulting and service work as specified and agreed herein. The work to be performed and any resulting deliverables are identified as the "proposed scope of work". Comverge shall complete the work within a reasonable time period and will make every effort to complete the work according to the schedule identified herein.

Comverge does not offer legal advice. Any legal review of utility contracts, or legal advice on current or proposed contracts, will be the sole responsibility of Customer.

Comverge makes no representation or warranty related to the work and disclaims any and all warranties, including any warranty of merchantability, fitness for a particular purpose or noninfringement. Customer assumes sole responsibility and risk for its use of the information provided by Comverge Consulting Services. In no event shall Comverge be liable for any direct, consequential, indirect, incidental, special or punitive damages under any cause of action arising out of or related to the services or Customer's use or inability to use the results, including loss of use of facilities, business interruption, loss of business, profits or information or other economic loss. The entire liability of Comverge to customer for damages in any way related to the services shall not exceed the sum of those amounts paid to Comverge under the Monitoring Payment, if applicable. The foregoing limitations shall continue to apply even if an exclusive remedy provided herein fails of its essential purpose. The waiver by any party of a breach of any term or provision of this Agreement shall not be construed as a waiver of any subsequent breach of any term or provision.

Customer shall not disclose the terms or conditions of this Agreement to a third party. Customer shall not disclose any Comverge information labeled "Confidential Information" without written permission from Comverge.

This Agreement shall be governed by Pennsylvania law, without regard to its choice of law provisions. This Agreement constitutes the entire agreement between the parties concerning the Services and supersedes all other oral or written communications between the parties concerning the Comverge services, including any quotations or proposals previously made by Comverge. All amendments must be in writing and signed by both parties.

1 5 1

# ATTACHMENT #3 - SYNCHRONIZED RESERVE DEMAND RESPONSE PROGRAM

The Synchronized Reserve (SR) program is an ISO reliability program in which Customer load curtailment is utilized to provide ten (10) minute operating reserves within the region. The program provides a monthly payment based on Customer's load reduction offers which clear in each hour's Synchronized Reserve market run by ISO. Payment will be monthly within 30 days following receipt of each month's payment from ISO.

Since the program is part of the region's operational reliability requirement, noncompliance results in penalties. However, the penalties do not result in out-of-pocket expenses. In the event Customer fails to respond in a timely manner the ISO's 10 minute dispatch instruction, which is relayed to Customer by CSP, Customer's monthly payment is reduced by the hourly clearing price for each hour, beginning from the missed hour back to the last hour Customer did not clear the SR market. At ISO's discretion, failure to operationally comply in two consecutive events may result in removal from the Synchronized Reserve program.

Proposed Scope of Work for Capacity Market and Synchronized Reserve Programs

Services provided by CSP will be as follows:

- Enrollment CSP will work through the enrollment process with Customer and PJM to ensure that Customer meets all qualification criteria.
- 24x7x365 hour desk CSP will field all PJM calls through the Information Command Center (ICC) and will notify Customer of Synchronized Reserve or Capacity event initiation and again when each event has been terminated. The ICC will also work with Customer to report reserve asset availability in the Synchronized Reserve Market thereby reducing the likelihood of penalties by Customer for non-performance.

Interval data reporting - CSP will act to report interval meter data to PJM within 24 hours following each event.

• Settlement - CSP will perform shadow settlement calculations and will reconcile all PJM payments as well as issue estimated settlement reports to Customer monthly.

The proposed services will begin shortly after execution of this letter agreement. CSP will notify Customer if problems in enrollment are encountered.

# ATTACHMENT #4 - PECO ACT 129 DEMAND RESPONSE PROGRAM

In order to be eligible for PECO's Act 129 Demand Response Program, the Customer's interruptible load must be available to be curtailed for up to 60 hours as called upon to do so between the dates of June 20<sup>th</sup>, 2012 and August 20, 2012. Each PECO event could last a maximum of 9 hours, between the hours of 10:00 am and 9:00 pm, Monday through Friday (excluding holidays). Customer is required to participate in test event(s) which will be initiated and coordinated by CSP for all resources participating in PECO's Act 129 Program. Test event performance will not impact compliance and settlement amounts for payment.

# ☐ PECO ACT 129 COMPENSATION

Compensation for PECO's Act 129 Program is in the form of a lump sum payment for the MW load reduction capacity provided by Customer, payable in 1Q2013.

# ☐ PECO ACT 129 COMPLIANCE

The amount of firm electric load reduction provided by the Customer during a PECO initiated curtailment event shall be based on performance as measured utilizing PJM DR settlement protocols in effect for the 2012/13 delivery year, specifically those for economic demand response with Customer baselines. Capacity based DR protocols are not allowed for Act 129. CSP shall ensure all required participant interval meter data has been integrated into PECO's Demand Response Management System prior to the verification period (April 9, 2012).

# ☐ PECO ACT 129 PENALTIES

o PECO Initiated Capacity Event Penaltics

If Customer's actual MW load reduction during a PECO initiated event falls short of the committed capacity value ("PECO MW Shortfall") by more than 10%, compliance penalties will be assessed. Per PECO rules, a "penalty rate" will be calculated after September 30 based on the number of hours called by PECO during the period June 1 through September 30 that coincide with the top 100 hours during the summer season. Penalty Rate is calculated as follows:

$$\sum_{t=1}^{h} [DR\_Actual - DR\_Contracted] \times 100\% \times \frac{Contract\_Amount\_Dollars}{DR\_Contracted \times n}$$

Where "n" is the total number of event hours determined to be in PECO's Top 100 hours of load as defined by ACT 129 protocols at the end of the performance period (June 1<sup>th</sup> to September 30<sup>th</sup>, 2012), and where "h" is an event hour in which a Customer fails to deliver at least 90% percent of its contracted firm electric load reduction. Only those hours determined to be in PECO's Top 100 hours of load at the end of the performance period (June 20<sup>th</sup> to August 20<sup>th</sup>, 2012), will be subject to the underperformance penalty where "DR\_Actual" is the Customers actual firm electric load reduction in MW's during curtailment hour, and where "DR\_Contracted" is the Customers contracted firm electric load reduction in MW's and where "Contract\_Amount\_Dellars" is the total Customer contract compensation assuming full compliance.

Notwithstanding the above, at not time shall Customer have any risk of any out-ofpocket expense due to any non-compliance of an agreed curtailment obligation.



511 Schoolhouse Road, Suite 200 Kennelt Square, PA 19348

889.565.5525 www.comverge.com

December 22, 2011

Mr. Keith Davis Coatesville Area School District 545 E. Lincoln Highway Coatesville, PA 19320

RE: Curtailment Service Provider Services Comverge Agreement No. CO74LD2

Dear Keith,

As requested I am providing you with this assurance that under the multi-year demand response agreement referenced above, and during each year of the agreement, prior to the PJM Capacity Market Program registration deadline, Comverge will work with you on behalf of the Coatesville Area School District (CASD) to determine and mutually agree on the available qualifying kW load which CASD seeks to commit for its curtailment obligation for that program each summer which vary up or down year-to-year during the term of the agreement.

To that end, I expect to work with you in the early months of 2012 to determine the kW curtailment commitment and obligation which CASD is agreeable to commit for summer 2012.

I look forward to receiving your executed agreement informing Converge that the Coatesville Area School District would like to proceed with the proposed scope of work. If you have any questions or comments, please contact me at (484) 734-2235.

Thank you for selecting Comverge as your Curtailment Service Provider relative to the PIM Demand Response Program(s).

Sincerely,

Bob Blaisse

Bob Blaisse Senior Account Executive

> the intelligent energy source <



511 Schoolhouse Road, Suite 200 Kennett Square, PA 19348

888,565,5525 www.comverge.com

# FIRST AMENDMENT TO CURTAILMENT SERVICE PROVIDER SERVICES PROPOSAL BETWEEN COMVERGE, INC. AND COATESVILLE AREA SCHOOL DISTRICT Comverge Proposal CO74LD2-A

THIS FIRST AMENDMENT TO THE CURTAILMENT SERVICE PROVIDER SERVICES PROPOSAL BETWEEN COATESVILLE AREA SCHOOL DISTRICT ("CASDD") AND COMVERGE, INC. ("Comverge") (this "First Amendment"), effective as of May 18, 2012, is entered into by and between CASD and Comverge. In this First Amendment, CASD and Comverge may be individually referred to as a "Party" or collectively as the "Parties".

### RECITALS

WHEREAS, the Parties are party to that certain Curtailment Service Provider Services Proposal, effective as of January 3, 2012 (the "Agreement");

WHEREAS, the Parties desire to amend the Agreement to reflect their agreement as to certain matters set forth below.

## **AGREEMENT**

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and agreements contained in this First Amendment and in the Agreement, the Parties hereby agree to amend the Agreement as follows:

- 1. Paragraph 2 of page 1 of the Agreement is hereby amended as follows:
  - "Upon completion of the Authorization to Proceed section below, Comverge will provide Curtailment Service Provider services, as described in Attachments 1 and 3 for the selected PJM Demand Response Program(s), which include the Economic Real Time, Capacity Market and Synchronized Reserve programs. Comverge will also provide services as described in Attachment 4 (PECO'S Act 129 Program). Site curtailment amounts will be determined and specified in the applicable Program Registration documents for the foregoing programs."
- 2. A paragraph is hereby added to page 2 of the Agreement as the last paragraph of the Agreement as follows:
  - "Comverge will pay Customer \$33,315/MW in relation to PECO's Act 129 Program in 1Q2013, less any performance penalty imposed by PECO."
- 3. Paragraph 3 of page 1 of the Agreement is hereby amended as follows:
  - When applicable, Comverge will pay CASD in accordance to the revenue share percentage associated with the agreement term selected for the PJM Synchronized

Reserve Program, the Economic Real Time Program settlement amounts received and for the Capacity Market Program settlement amount associated with the site curtailment commitment, less any Capacity Event and/or Test Event Failure Penalty imposed by the PIM.

4. Paragraph 4 of page 1 of the Agreement is hereby amended as follows:

"All Economic Real Time, Capacity Market, Synchronized Reserve and PECO Act 129 Demand Response Earnings and payment terms are subject to changes as PJM and/or PECO rules change. To the extent feasible, Comverge will notify Customer in a timely manner of any changes."

5. Paragraph 5 of page 1 of the Agreement is hereby amended as follows:

"There are no up front fees required for any program enrollment. The Economic Real Time, Capacity Market and PECO Act 129 programs require the submission of 15-minute interval data, which can be collected either from utility metering or CSP shadow metering that will provide daily data for expediting settlements. In order to participate in the Synchronized Reserve program, 1-minute interval data must be supplied to PJM after each event. Comverge can provide the necessary metering hardware, integration and installation to meet the 15-minute or 1-minute PJM and PECO requirements, under a separate project authorization, and the cost of the metering can be collected from the Customer's share of the demand response revenue until the metering installation expenses are paid in full."

- Attachment 3 (attached hereto) is added to the end of the Agreement.
- 7. Attachment 4 (attached hereto) is added to the end of the Agreement.
- 8. Page 8 of the Agreement shall be amended to indicate the following program has been added and authorized by CASD under the "Authorization to Proceed":
  - o PECO Act 129 Program

It is further amended to indicate the change in term of the agreement for each program set forth above under section 7.

 Except where inconsistent with the express terms of this First Amendment, all provisions of the Agreement remain in full force and effect.

Coatesville Area School District

By: Kewathis

Title: managen as encagar

Date: 4/8/12

Comverge, Inc.

SOP SUEC

Dater 6/11/12

# Operations Committee

Enclosure #4

### COATESVILLE AREA SCHOOL DISTRICT

#### Food Service Reimbursement/Participation Report For The Month Ending

December 31, 2014

				_			4		1						ı		
							1					%				%	%
						% Change	% Change	2012/2013	2013/2014	2014/2015	% Change	Change	2012/2013	2013/2014	2014/2015	Change	Change
		2012/2013	2013/2014		2014/2015	from	from	Breakfast	Breakfast	Breakfast	from	from	Lunch	Lunch	Lunch	from	from
	Re	eimbursement	Reimbursement	F	Reimbursement	2012/13	2013/14	Participation	Participation	Participation	2012/13	2013/14	Participation	Participation	Participation	2012/13	2013/14
August	\$	36,245.71	\$ 39,442.44	\$	40,190.03	10.88%	1.90%	2,511	3,129	3,474	38.35%	11.03%	14,973	14,301	13,718	-8.38%	-4.08%
September	\$	218,446.98	\$ 245,051.68	\$	245,521.25	12.39%	0.19%	23,796	28,168	29,186	22.65%	3.61%	82,040	80,513	76,150	-7.18%	-5.42%
October	\$	251,337.90	\$ 275,034.14	Ş	273,119.17	8.67%	-0.70%	27,893	33,825	34,629	24.15%	2.38%	91,026	89,862	85,848	-5.69%	-4.47%
November	\$	162,050.23	\$ 175,339.62	\$	175,636.88	8.38%	0.17%	18,498	20,474	22,789	23.20%	11.31%	58,813	57,219	54,537	-7.27%	-4.69%
December	\$	163,448.36	\$ 166,598.38	\$	174,387.27	6.69%	4.68%	19,643	21,911	21,977	11.88%	0.30%	58,224	56,425	54,533	-6.34%	-3.35%
January	\$	192,319.19	\$ 206,618.06	i				20,993	23,951				68,514	68,148			
February	\$	150,070.10	\$ 154,261.86					14,209	15,703				52,784	52,165			
March	\$	240,076.97	\$ 257,326.54					25,157	30,407				83,584	83,939			
April	\$	225,202.34	\$ 236,290.86					27,331	29,254				77,515	75,610			
May	\$	241,641.90	\$ 262,390.25					29,034	33,057				82,440	83,408			
June	\$	87,987.38	\$ 100,716.71					10,237	13,049				29,457	30,938			
TOTALS/YTD %	\$	1,968,827.07	\$ 2,119,070.54	\$	908,854.60	9.30%	0.82%	219,302	252,928	112,055	21.35%	4.23%	699,370	692,528	284,786	-6.65%	-4.54%
				┸													
	CA	SD Food Service	Catering Revenue	e Co	mparison												
	T		J	Т	•												
						% Change	% Change										
						from	from										
		2012/2013	2013/2014		2014/2015	2012/13	2013/14										
July	\$		\$ 18.00	\$													<u> </u>
August	\$	391.00	\$ 469.73			321,99%	351.27%				f						
September	\$	1,018.47	\$ 684.90	\$	1,071.39	5.20%	156.43%										
October	\$	1,531.05	\$ 544.09	\$	1,129.50	-26.23%	207.59%										
November	\$	4,612.75	\$ 3,717.24	\$	3,478.90	-24.58%	93.59%			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,							
December	\$	2,826.52	\$ 858.24	\$	1,514.55	-46.42%	176.47%										
January	\$	1,920.49	\$ 972.68	T													
February	\$	1,857.25	\$ 963.74	T													, ., ., ., .
March	\$	883.34	\$ 889.00	1	:							İ					
April	\$	8,327.46	\$ 7,819.21	.		***************************************											
May	\$	3,380.75	\$ 1,943.87	_													
June	\$	452.20	\$ 1,350.48	1	-			ļ									
TOTALS/YTD %	s	27,201.28	\$ 20,231.18	\$	8,844.34	-14.79%	40.56%									İ	



# Finance Committee Agenda

### FINANCE & PERSONNEL COMMITTEE AGENDA JANUARY 13, 2015 - 6:00 P.M.

### 9/10 Center Auditorium

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

**CHAIRPERSON:** 

Stuart C. N. Deets

**BOARD MEMBERS:** 

Dean A. Snyder and Michele S. Maffei

ADMINISTRATION:

Dr. Cathy Taschner and Ron Kabonick

CALL TO ORDER:

Approval of November 11, 2014 Finance Committee meeting minutes. (Enclosure 1)

1.

2.

Vote:

#### **AGENDA ITEMS:**

### 1. Financial Statements for December 2014:

- a. Treasurer's Report (Enclosure 2)
- b. Statement of Revenues & Expenditures (Enclosure 3)
- c. Bill List (Enclosure 4)
- d. Medical, Dental, Vision & Prescription Report (Enclosure 5)

#### 2. Personnel Items

Resignations, appointments, new positions, leave of absences, transfers, changes of status, and corrections. (Enclosure 6)

### 3. 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. (*Enclosure 7*)

### 4. 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. (*Enclosure 8*)

#### 5. 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. (*Enclosure 9*)

### 6. Reject Two-Way Radio Bids

**RECOMMENDED MOTION:** That the Board of School Directors reject all bids received for Two Way Radio Services. (*Enclosure 10*)

### **INFORMATIONAL ITEM(S)**

**OLD BUSINESS** 

**NEW BUSINESS** 

PUBLIC COMMENT

### ADJOURNMENT

# Finance Committee

Enclosure #1

# FINANCE & PERSONNEL COMMITTEE MINUTES November 11, 2014 - 6:00 P.M.

### 9/10 Center Auditorium

(2nd Committee Meeting of the Evening)

**CHAIRPERSON:** 

Stuart Deets

**BOARD MEMBERS:** 

Neil Campbell and Dean Snyder (present via telecom)

**ADMINISTRATION:** 

Dr. Cathy Taschner and Ronald Kabonick

**CALL TO ORDER:** 

6:19 p.m.

Approval of October 14, 2014 Finance Committee meeting minutes. (Enclosure 1)

1. Neil Campbell

2. Dean Snyder

Vote: 3-0

### **AGENDA ITEMS:**

### 1. Financial Statements for October 2014:

- a. Treasurer's Report (Enclosure 2)
- b. Statement of Revenues & Expenditures (Enclosure 3)
- c. Bill List (Enclosure 4)
- 1. Stuart Deets

2. Neil Campbell

Vote: 3-0

### 2. Personnel Items

Resignations, appointments, new positions, leave of absences, transfers, changes of status, and corrections. (*Enclosure 5*)

- 1. Neil Campbell
- 2. Dean Snyder

Vote: 3-0

### 3. Cap on Travel Reimbursement

**RECOMMENDED MOTION:** That the Board of School Directors cap travel reimbursement for Non-Certified Act 93 employees required to travel from building to building at a maximum of \$75/month.

- 1. Neil Campbell
- 2. Dean Snyder

Vote: 3-0

### 4. Budget Calendar for 2015-2016

**RECOMMENDED MOTION:** That the Board of School Directors approve the Budget Calendar for fiscal year 2015-2016. (*Enclosure 6*)

- 1. Neil Campbell
- 2. Dean Snyder

Vote: 3-0

### 5. Coatesville Youth Initiative Agreement

**RECOMMENDED MOTION:** That the Board of School Directors approve the Coatesville Youth Initiative Agreement, as presented.

- 1. Neil Campbell
- 2. Stuart Deets

Vote: 3-0

### **INFORMATIONAL ITEM(S)**

CASD & Charter School Enrollment Report as of 10/31/2014 (Enclosure 7)

### **OLD BUSINESS**

Dean Snyder followed up on last month's bus stop issue, and per. Taschner, this issue has been resolved.

### **NEW BUSINESS**

Alray Johnson of 3CTVLive informed the Board of the rules, regulations and costs associated with live streaming the PIAA Playoff Games, as well as the deadline to make a decision. Additional information will be forthcoming on Wednesday, November 12<sup>th</sup>.

#### PUBLIC COMMENT

- 1) Jarrett Jackson had questions about the funds used to hire a new Assistant Business Administrator. He also inquired about the potential for an IT RFP in lieu of utilizing the free service being offered by the Intermediate Unit, and he asked about the District Attorney's investigation.
- 2) Pete Barringer questioned whether or not Board Members and elected officials will be required to undergo the same background checks as employees, and the answer is yes.

### **ADJOURNMENT**

This meeting adjourned at 6:49 p.m.

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

# Finance Committee

Enclosure #2

# Coatesville Area School District Treasurer's Report For The Period Ending December 31, 2014

General	Food Service	Capital Reserve	Capital Projects
Fund	Fund	Fund - 30	Fund - 39
\$65,691,649.68	\$650,833.22	\$90,224.04	\$10,018,416.14
\$2,145,514.52	\$32,386.41	\$0.89	\$758.15
\$6,688,772.68	\$46,882.68		
\$336,745.01	\$427,868.26		
\$0.00			\$556,875.07
\$9,171,032.21	\$507,137.35	\$0.89	\$557,633.22
\$14,535,664.60	\$260,065.42	\$0.00	\$653,418.36
\$60,327,017.29	\$897,905.15	\$90,224.93	\$9,922,631.00
	Fund \$65,691,649.68 \$2,145,514.52 \$6,688,772.68 \$336,745.01 \$0.00 \$9,171,032.21 \$14,535,664.60	Fund         Fund           \$65,691,649.68         \$650,833.22           \$2,145,514.52         \$32,386.41           \$6,688,772.68         \$46,882.68           \$336,745.01         \$427,868.26           \$0.00         \$9,171,032.21         \$507,137.35           \$14,535,664.60         \$260,065.42	Fund         Fund         Fund - 30           \$65,691,649.68         \$650,833.22         \$90,224.04           \$2,145,514.52         \$32,386.41         \$0.89           \$6,688,772.68         \$46,882.68           \$336,745.01         \$427,868.26           \$0.00         \$9,171,032.21         \$507,137.35         \$0.89           \$14,535,664.60         \$260,065.42         \$0.00

	Student	Trust	Agency	
	Activities	Fund	Fund Transfer	
Beginning Balance	\$100,361.76	\$160,555.05	\$141,342.54	
Local Revenue	\$21,967.63	\$3.87	\$18,943.19	
State Revenue				
Federal Revenue				
Other Revenue				
Total Revenues	\$21,967.63	\$3.87	\$18,943.19	
Total Expenditures	\$9,723.95	\$0.00	\$10,718.91	
Ending Balance	\$112,605.44	\$160,558.92	\$149,566.82	

# Finance Committee

Enclosure #3

From 12/01/2014 To 12/31/2014

fabrdcon

Accoun	nt Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
1000's				_			
1100	REG PROG	53,920,982.03	4,379,466.90	23,165,177.94	43.08	66,185.75	30,689,618.34
1190	FED FUNDED REG PGMS	2,328,573.00	224,047.84	1,137,944.83	51.81	68,523.61	1,122,104.56
1191	Prior Year Title I	87,182.00	6,950.80	35,450.55	40.66	0.00	51,731.45
1195	Prior Year Title II	480,478.00	0.00	0.00	0.00	0.00	480,478.00
1100	*TOTALS*	56,817,215.03	4,610,465.54	24,338,573.32	43.07	134,709.36	32,343,932.35
1211	LIFE SKILLS	1,356,124.00	51,725.86	589,893.24	43.49	0.00	766,230.76
1221	DEAF/HEARING	191,155.00	1,209.15	112,253.53	58.72	0.00	78,901.47
1224	BLIND/VISUALLY	45,935.00	2,347.80	65,731.17	143.09	0.00	-19,796.17
1225	SPEECH/LANGUAGE	959,929.00	20,226.90	285,762.45	34.74	47,784.95	626,381.60
1231	EMOTIONAL	1,402,152.00	39,907.65	433,214.75	30.89	0.00	968,937.25
1233	AUTISTIC SUPPORT	1,758,621.00	43,756.56	752 <b>,</b> 297.98	43.61	14,720.00	991,603.02
1241	LEARNING	10,465,476.00	1,083,778.17	6,130,661.41	58.66	8,412.03	4,326,402.56
1243	GIFTED SUPPORT	613,720.00	41,913.51	219,567.33	35.86	551.10	393,601.57
1270	MULTI-HANDICAPPED	1,092,445.00	95,447.41	620,246.19	57.90	12,337.41	459,861.40
1281	DEVELOPMENTAL DELAY	294,892.00	1,023.39	39,813.50	13.50	0.00	255,078.50
1290	OTHER SUPPORT	8,653,646.00	542,560.23	3,254,581.39	37.66	4,382.76	5,394,681.85
1200	*TOTALS*	26,834,095.00	1,923,896.63	12,504,022.94	46.92	88,188.25	14,241,883.81
1341	CONSUMER & HOME EDU	689,120.00	44,452.30	256,745.24	37.32	448.52	431,926.24
1350	INDUSTRIAL ARTS EDU	147,743.00	11,784.33	60,998.99	41.28	0.00	86,744.01
1360	BUSINESS EDUCATION	187,874.00	9,625.72	71,606.16	38.11	0.00	116,267.84
1380	TRADE & INDUSTRIAL	7,800.00	0.00	3,025.15	42.65	302.20	4,472.65
1390	OTHER VO ED PROGRAMS	2,644,234.00	0.00	1,322,117.00	50.00	0.00	1,322,117.00
1300	*TOTALS*	3,676,771.00	65,862.35	1,714,492.54	46.65	750.72	1,961,527.74
1420	SUMMER SCHOOL	0.00	0.00	26,095.46	0.00	0.00	-26,095.46
1430	HOMEBOUND	0.00	589.19	3,899.02	0.00	0.00	-3,899.02
1441	ADJUDICATED COURT	60,000.00	0.00	0.00	0.00	0.00	60,000.00
1442	ALTERNATIVE EDU	208,199.00	21,964.43	115,438.31	55.44	0.00	92,760.69
1450	INST PGMS OUTSIDE	220,440.00	0.00	0.00	0.00	0.00	220,440.00
1490	ADDTL OTHER INST PGM	30,376.00	0.00	595.76	1.96	0.00	29,780.24
1400	*TOTALS*	519,015.00	22,553.62	146,028.55	28.13	0.00	372,986.45
1500	NONPUBLIC SCHOOL	12,251.00	0.00	0.00	0.00	0.00	12,251.00
1500	*TOTALS*	12,251.00	0.00	0.00	0.00	0.00	12,251.00
Major Fu	unction - 1000's	87,859,347.03	6,622,778.14	38,703,117.35	44.30	223,648.33	48,932,581.35

2000's

From 12/01/2014 To 12/31/2014

Accour	nt Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
2110	SUPERVISION STUDENT	77,702.00	10,920.00	19,069.55	24.54	0.00	58,632.45
2122	COUNSELING SERVICES	2,516,096.00	198,388.15	1,130,196.81	44.94	746.75	1,385,152.44
2123	APPRAISAL SERVICES	93,589.00	0.00	9,743.00	10.41	0.00	83,846.00
2130	ATTENDANCE SERVICES	358,648.00	34,449.98	199,121.32	55.52	0.00	159,526.68
2140	PSYCHOLOGICAL	1,278,000.00	115,556.01	652,875.96	52.71	20,855.70	604,268.34
2142	PSYCHOLOGICAL	35,000.00	0.00	0.00	0.00	0.00	35,000.00
2143	PSYCH COUNSELING	5,000.00	0.00	0.00	0.00	0.00	5,000.00
2170	STUDENT ACCT	72,537.00	7,013.05	41,350.90	57.35	255.00	30,931.10
2100	*TOTALS*	4,436,572.00	366,327.19	2,052,357.54	46.75	21,857.45	2,362,357.01
2200	SUPPORT	1,001.00	0.00	0.00	0.00	0.00	1,001.00
2240	COMPUTER-ASSIST	1,275,958.00	88,840.70	599,246.73	46.96	0.00	676,711.27
2250	SCHOOL LIBRARY	542,070.00	42,669.38	204,968.90	38.03	1,188.99	335,912.11
2260	INSTRUCTION & CURR	1,376,643.00	70,707.78	567,160.71	41.70	6,932.22	802,550.07
2270	Inst Staff	45,900.00	32,125.00	41,525.00	90.46	0.00	4,375.00
2271	INST STAFF DEV-CERT	39,543.00	9,038.25	53,425.30	314.48	70,930.50	-84,812.80
2200	*TOTALS*	3,281,115.00	243,381.11	1,466,326.64	47.09	79,051.71	1,735,736.65
2310	BOARD SERVICES	73,186.00	7,680.93	13,344.72	19.30	785.00	59,056.28
2330	TAX ASSESS &	880,000.00	25,362.23	140,888.58	16.01	0.00	739,111.42
2350	LEGAL & ACCTG	1,000,000.00	159,285.36	521,210.18	56.45	43,300.00	435,489.82
2360	OFFICE	696,876.00	63,811.56	343,318.07	49.26	0.00	353,557.93
2380	OFFICE OF PRINCIPAL	4,571,071.00	382,591.49	2,387,671.59	52.29	2,834.36	2,180,565.05
2390	OTHER ADMIN SERVICES	400,724.00	24,433.91	163,861.95	40.89	0.00	236,862.05
2300	*TOTALS*	7,621,857.00	663,165.48	3,570,295.09	47.45	46,919.36	4,004,642.55
2420	MEDICAL SERVICES	891,136.00	80,342.69	398,594.80	44.94	1,951.47	490,589.73
2430	DENTAL SERVICES	1,500.00	0.00	0.00	10.66	160.00	1,340.00
2440	NURSING SERVICES	29,442.00	0.00	5,769.05	19.59	0.00	23,672.95
2400	*TOTALS*	922,078.00	80,342.69	404,363.85	44.08	2,111.47	515,602.68
2500	SUPP	1,181,214.00	113,243.23	549,884.00	46.67	1,475.44	629,854.56
2500	*TOTALS*	1,181,214.00	113,243.23	549,884.00	46.67	1,475.44	629,854.56
2610	SUPERVISION-OP/MAINT	778,590.00	58,543.61	377,810.17	48.86	2,617.82	398,162.01
2620	OPERATION OF	9,127,633.00	597,385.14	4,325,985.38	48.28	81,349.76	4,720,297.86
2630	CARE & UPKEEP	322,504.00	36,264.40	222,963.98	69.13	0.00	99,540.02
2660	SECURITY SERVICES	582,671.00	39,156.24	282,614.32	52.78	24,946.49	275,110.19
2600	*TOTALS*	10,811,398.00	731,349.39	5,209,373.85	49.19	108,914.07	5,493,110.08
2700	STUDENT TRANSP	4,517,100.00	0.00	6,590.09	0.14	0.00	4,510,509.91
2710	SUPERVISION-STU	172,869.00	15,638.38	100,901.76	58.36	0.00	71,967.24

From 12/01/2014 To 12/31/2014

Accou	nt Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
2720	VEHICLE OPERATION	0.00	28,366.07	-120,837.01	0.00	0.00	120,837.01
2750	NONPUBLIC TRANS	3,250,000.00	996,878.77	2,141,762.37	65.90	0.00	1,108,237.63
2700	*TOTALS*	7,939,969.00	1,040,883.22	2,128,417.21	26.80	0.00	5,811,551.79
2800	SUPPORT SVCS-CENTRAL	23,036.00	0.00	0.00	0.00	0.00	23,036.00
2832	RECRUITMENT &	239,443.00	21,649.26	117,666.37	49.14	0.00	121,776.63
2833	STAFF ACCOUNTING	208,591.00	17,888.11	114,325.07	54.80	0.00	94,265.93
2840	DATA PROCESSING SVCS	911,750.00	1,183.92	269,357.50	54.16	224,449.97	417,942.53
2850	STATE & FED AGENCY	227,632.00	17,492.95	113,719.64	49.95	0.00	113,912.36
2800	*TOTALS*	1,610,452.00	58,214.24	615,068.58	52.12	224,449.97	770,933.45
2900	OTHER SUPPORT	0.00	50,251.37	50,251.37	0.00	0.00	-50,251.37
2900	*TOTALS*	0.00	50,251.37	50,251.37	0.00	0.00	-50,251.37
Major F	unction - 2000's	37,804,655.00	3,347,157.92	16,046,338.13	43.72	484,779.47	21,273,537.40
3000's							
3210	SCHOOL STUDENT ACT	0.00	0.00	0.00	0.00	0.00	0.00
3250	SCHOOL ATHLETICS	1,116,159.00	152,904.80	560,049.21	51.34	13,076.95	543,032.84
3200	*TOTALS*	1,116,159.00	152,904.80	560,049.21	51.34	13,076.95	543,032.84
3300	COMMUNITY SERVICES	67,684.34	6,789.76	77,089.80	121.66	5,257.55	-14,663.01
3300	*TOTALS*	67,684.34	6,789.76	77,089.80	121.66	5,257.55	-14,663.01
Major F	unction - 3000's	1,183,843.34	159,694.56	637,139.01	55.36	18,334.50	528,369.83
5000's							
5110	DEBT SERVICE	13,506,527.00	0.00	9,631,789.50	71.31	0.00	3,874,737.50
5130	REFUND PRIOR YR REV	3,900,000.00	0.00	0.00	0.00	0.00	3,900,000.00
5100	*TOTALS*	17,406,527.00	0.00	9,631,789.50	55.33	0.00	7,774,737.50
5900	BUDGETARY RESERVE	4,546,342.00	0.00	0.00	0.00	0.00	4,546,342.00
5900	*TOTALS*	4,546,342.00	0.00	0.00	0.00	0.00	4,546,342.00
Major F	unction - 5000's	21,952,869.00	0.00	9,631,789.50	43.87	0.00	12,321,079.50
EXPENDI	TURE Totals	148,800,714.37	10,129,630.62	65,018,383.99	44.18	726,762.30	83,055,568.08

From 12/01/2014 To 12/31/2014

Accour	nt Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
6000's				1.10-1.000			
6111	CURRENT REAL ESTATE	-82,465,308.00	-1,222,036.92	-82,351,738.85	99.86	0.00	-113,569.15
6112	INTERIM REAL EXTATE	-600,000.00	165.03	935.56	-0.15	0.00	-600,935.56
6113	PUBLIC UTILITY	-124,000.00	0.00	-115,830.91	93.41	0.00	-8,169.09
6143	CURRENT 511 - LST	-81,000.00	-2,248.56	-39,947.41	49.31	0.00	-41,052.59
6151	CURRENT ACT 511 EIT	-7,300,000.00	-472,917.80	-3,888,426.07	53.26	0.00	-3,411,573.93
6153	CURR ACT 511 REAL	-1,050,000.00	-125,345.72	-448,782.10	42.74	0.00	-601,217.90
6100	*TOTALS*	-91,620,308.00	-1,822,383.97	-86,843,789.78	94.78	0.00	-4,776,518.22
6411	DELINQUENT REAL	-6,065,487.00	-108,561.13	-567,088.00	9.34	0.00	-5,498,399.00
6400	*TOTALS*	-6,065,487.00	-108,561.13	-567,088.00	9.34	0.00	-5,498,399.00
6510	INTEREST ON	-38,000.00	-6,583.35	-18,711.49	49.24	0.00	-19,288.51
6500	*TOTALS*	-38,000.00	-6,583.35	-18,711.49	49.24	0.00	-19,288.51
6710	ADMISSIONS	-54,000.00	-5,397.00	-58,713.10	108.72	0.00	4,713.10
6740	FEES	-71,000.00	-225.00	-19,050.00	26.83	0.00	-51,950.00
6790	OTHER DIST ACTIVITY	0.00	-40.00	-5,028.05	0.00	0.00	5,028.05
6700	*TOTALS*	-125,000.00	-5,662.00	-82,791.15	66.23	0.00	-42,208.85
6832	FED PASS THRU IDEA	-915,000.00	0.00	0.00	0.00	0.00	-915,000.00
6800	*TOTALS*	-915,000.00	0.00	0.00	0.00	0.00	-915,000.00
6910	RENTALS	0.00	0.00	-13,745.00	0.00	0.00	13,745.00
6920	CONTRIBUTION &	-27,500.00	-1,350.00	-2,350.00	8.54	0.00	-25,150.00
6942	SUMMER SCHOOL	0.00	0.00	-52,760.00	0.00	200.00	52,560.00
6944	RECEIPTS OTHER LEAs	-300,000.00	0.00	0.00	0.00	0.00	-300,000.00
6990	MISCELLANEOUS	-25,000.00	-758.99	-8,604.36	34.41	0.00	-16,395.64
6991	REFUNDS OF PRIOR YR	-3,000.00	-2,963.36	-45,647.66	1521.58	0.00	42,647.66
6992	ENERGY EFFICIENCY	0.00	-52,748.20	-90,278.45	0.00	0.00	90,278.45
6900	*TOTALS*	-355,500.00	-57,820.55	-213,385.47	59.96	200.00	-142,314.53
Major F	unction - 6000 s	-99,119,295.00	-2,001,011.00	-87,725,765.89	88.50	200.00	-11,393,729.11
7000's							
7110	BASIC EDUCATION	-23,465,397.00	-3,321,984.00	-9,958,352.44	42.43	0.00	-13,507,044.56
7160	TUITION ORPHANS &	-160,000.00	0.00	0.00	0.00	0.00	-160,000.00
7100	*TOTALS*	-23,625,397.00	-3,321,984.00	-9,958,352.44	42.15	0.00	-13,667,044.56
7250	MIGRATORY CHILDREN	0.00	0.00	-40.00	0.00	0.00	40.00
7271	SPECIAL ED SCHOOL	-4,416,553.00	0.00	-2,038,878.00	46.16	0.00	-2,377,675.00
7200	*TOTALS*	-4,416,553.00	0.00	-2,038,918.00	46.16	0.00	-2,377,635.00

From 12/01/2014 To 12/31/2014

_			Period To Date	Year To Date	YTD %	Unliquidated	<b>.</b>
Accour	<u> </u>	Current Budget	Exp/Rcvd	Exp/Rcvd	Used	Encumbrances	Balance
7310	TRANSPORT (REG &	-5,154,732.00	-2,497,377.00	-2,943,994.00	57.11	0.00	-2,210,738.00
7320	RENT & SINK FUND	-789,294.00	0.00	-851,205.58	107.84	0.00	61,911.58
7330	HEALTH SERVICES   ACT	-137,000.00	0.00	0.00	0.00	0.00	-137,000.00
7340	ST PROP TAX	-4,119,496.00	0.00	-4,119,495.80	100.00	0,00	-0.20
7300	*TOTALS*	-10,200,522.00	-2,497,377.00	-7,914,695.38	77.59	0.00	-2,285,826.62
7501	PA ACCOUNTABILITY	-1,444,472.00	0.00	0.00	0.00	0.00	-1,444,472.00
7505	Ready To Learn Grant	0.00	0.00	-443,965.00	0.00	0.00	443,965.00
7599	OTH STATE REV	0.00	0.00	-5,000.00	0.00	0.00	5,000.00
7500	*TOTALS*	-1,444,472.00	0.00	-448,965.00	31.08	0.00	-995,507.00
7810	STATE SHARE SS & MED	-1,859,319.00	-298,178.00	-1,136,186.11	61.10	0.00	-723,132.89
7820	STATE SHARE RETIRE	-5,201,233.00	-770,574.05	-2,187,200.49	42.05	0.00	-3,014,032.51
7800	*TOTALS*	-7,060,552.00	-1,068,752.05	-3,323,386.60	47.06	0.00	-3,737,165.40
Major F	unction - 7000's	-46,747,496.00	-6,888,113.05	-23,684,317.42	50.66	0.00	-23,063,178.58
8000's							
8390	OTH RESTRICT FED	0.00	-4,984.54	-14,953.73	0.00	0.00	14,953.73
8300	*TOTALS*	0.00	-4,984.54	-14,953.73	0.00	0.00	14,953.73
8512	IDEA PART B	0.00	0.00	-208,521.81	0.00	0.00	208,521.81
8514	NCLB - TITLE I	-1,622,580.00	-229,517.74	-891,199.59	54.92	0.00	-731,380.41
8515	NCLB - TITLE II	-435,795.00	-91,141.13	-182,282.44	41.82	0.00	-253,512.56
8516	NCLB - TITLE III	-54,470.00	-11,101.60	-23,492.80	43.12	0.00	-30,977.20
8517	NCLB - TITLE IV-21ST	-252,793.00	0.00	-83,487.31	33.02	0.00	-169,305.69
8500	*TOTALS*	-2,365,638.00	-331,760.47	-1,388,983.95	58.71	0.00	-976,654.05
8810	SBAP	-500,000.00	0.00	-554,553.47	110.91	0.00	54,553.47
8820	MED ASSIST REIMB ADM	-70,000.00	-1,736.34	-1,736.34	2.48	0.00	-68,263.66
8800	*TOTALS*	-570,000.00	-1,736.34	-556,289.81	97.59	0.00	-13,710.19
Major F	unction - 8000 s	-2,935,638.00	-338,481.35	-1,960,227.49	66.77	0.00	-975,410.51
REVENUE	Totals	-148,802,429.00	-9,227,605.40	-113,370,310.80	76.18	200.00	-35,432,318.20

# Finance Committee

Enclosure #4

Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
Divinely Equine	Prof Ed Employee Training		32,125.00
AFLAC	Payroll deductions 12/12/14		1,002.73
CITADEL CREDIT UNION	Payroll deductions 12/12/14		2,131.07
COATESVILLE AREA TEACHER	Payroll deductions 12/12/14		24,646.07
ASSOC	-		
COATESVILLE EDUCATION	Payroll deductions 12/12/14		23.00
FOUNDATI			
DIVERSIFIED COLLECTION	Sheila Norton		114.23
	Shella Norton		114.20
SERVICE	n (    m 0 0 0 0 7 1		401 00
KEYSTONE COLLECTIONS GROUP	Account#A836871		401.20
PHEAA	Payroll deductions 12/12/14		394.65
SECURITY BENEFIT COMPANIES	Payroll deductions 12/12/14		3,449.78
TG COLLECTIONS	Case#3864900 Scott Polk		198.00
TSA CONSULTING GROUP INC	Payroll deductions 12/12/14		52,869.73
UNITED STATES TREASURY	Levy Proceeds 12/31/09 - Harris 18		77.88
US DEPT OF EDUCATION	Dana Melchor		172.10
WILLIAM C MILLER TRUSTEE	Payroll deductions 12/12/14		632.50
3CTV Live.com	Dues & Fees		740.00
3CTV Live.com	Dues & Fees		2,960.00
AGILE ENTERPRISES	Printing & Binding		690.00
	General Supplies - Family Stud		82.41
AMAZON.COM	Books & Periodicals - Science		141.66
ASSOCIATION OF ENERGY	Other Purchased Prof/Tech		275.00
ENGINEER			
AVON GROVE CHARTER SCHOOL	Tuition - Charter Schools	CHARTER SCHOOLS - TUITION	196,083.30
BAYADA HOME HEALTHCARE INC	OTHER PROFESSIONAL SVCS		4,038.01
BERKHEIMER TAX ADMINISTRATOR	Other Professional Services		4.95
CALN TOWNSHIP / CTMA	Water/Sewer		3,622.33
CASD - FOOD SERVICE	Food - Title I - SB MS		65.00
CEDAR GROVE ENVIRONMENTAL	Inspections & Testing Svc		30.00
CHESTER COUNTY RESPITE	PROFESS-EDUCATIONAL SVCS		49,722.00
NETWORK			
COLONIAL ELEC SUPPLY CO	General Supplies		39.32
DELAWARE CO IU	Professional Training		6,400.00
ECONOMY GLASS SPECIALISTS	General Supplies		258.00
EDUCATION INC	TUITION PRRI/DETENTION		619.12
ERIC W PEARSON			1,116.00
FASTENAL COMPANY	General Supplies		25.77
	Books & Periodicals		57.45
TOLLETT EDOCHITOTHE SHIVEOED			~ · · · · ·

<sup>\*</sup> Denotes Non-Negotiable Transaction

P - Prenote

d - Direct Deposit

<sup>&</sup>lt;sup>C</sup> - Credit Card Payment

### Bills to be Approved

GENERAL FUND - From 12/12/2014 To 01/09/2015

Description Of Purchase Check Amount Vendor Name Description Of Purchase 2,638.25 BRANDYWINE HEALTH FOUNDATION Professional Training..... GEORGE KRAPF JR & SONS INC VEHICLE OPERATION SVC....... 42,495.05 1,542.08 GOPHER SPORT General Supplies..... HATT'S INDUSTRIAL SUPPLIES General Supplies..... 274.64 INC BUSINESS MANAGEMENT DAILY Books & Periodicals..... 161.00 298,00 HENSELS MOWER SERVICE Repair & Maintenance - Equipme.... HOME DEPOT General Supplies..... 1,142.25 2,733.87 JOHN DEERE FINANCIAL Repair & Maintenance - Vehicle.... JOHNSTONE SUPPLY Repair & Maintenance - Buildin .... 155.63 Other Professional Svcs...... 1,760.00 JOSE R MONASTERIO MD CCIU #24 - GENERAL FUND PROF-ED SVCS-IU..... 9,637.00 525.00 KATHLEEN NEUFER KEEN COMPRESSED GAS COMPANY 774.49 Bottled Gas (Not Heat)..... KEITH A DAVIS Travel....... 361.20 Repair & Maintenance - Vehicle .... 1,007.74 LANCASTER TRUCK BODIES 697.22 NAPA AUTO PARTS Repair & Maintenance - Vehicle.... 1,004.08 NATIONAL ENERGY CONTROLS General Supplies..... CORP General Supplies..... 229.22 OAK SYSTEMS INC General Supplies..... 944.80 OFFICE DEPOT Dues & Fees..... 1,190.00 PA ASSOC OF ELEMENTARY SCH PRI PA ASSOC OF SCHOOL PERSONNEL Dues & Fees......... 190.00 542.21 PA-AMERICAN WATER COMPANY PAESSP Dues & Fees..... 1,190.00 PASBO Prof Educ. Svc. Training..... 80.00 PECO ENERGY Electricity (Not Heat)...... Natural Gas (Heat & A/C)...... 52,312.79 35.00 COMMONWEALTH OF PENNSYLVANIA Dues & Fees....... COMMONWEALTH OF PENNSYLVANIA Inspections & Testing Svc...... 205.00 753.73 PUBLIC SCHOOL EMPLOYEE RET POS - Jody Zwick..... SYS 532.26 QUILL CORPORATION General Supplies..... ROBERT E LITTLE INC Repair & Maintenance - Vehicle.... 267.18 420.00 Other Professional Sycs...... SANDRA L KREISS-SCHMIDT 556.33 SCHOLASTIC INC 21ST CENTURY GRANT..... General Supplies..... 1,079.34 SCHOOL HEALTH CORP SECAP FINANCE Purchased Prof. & Technical Sr.... 395.00

General Supplies...... General Supplies - Art...... General Supplies - Art.......

DICK BLICK COMPANY

505.09

<sup>\*</sup> Denotes Non-Negotiable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
SHELLER OIL CO INC	Oil (Heat)		2,053.02
STEPHEN M JAMISON			1,116.00
THE HORSHAM CLINIC	TUITION PRRI/DETENTION		96.00
THE KEELER COMPANY INC	Inspections & Testing Svc		1,885.83
THE PROTECTION BUREAU	Repair & Maintenance - Buildin		560.00
TREMCO	Repair & Maintenance - Buildin		3,994.23
TRI-M BUILDING AUTO SYSTEM	Repair & Maintenance - Equipme		1,016.88
US SUPPLY CO INC	General Supplies		484.35
WEAVER MULCH	Repair & Maintenance - Buildin		905.13
XEROX CAPITAL SERVICES LLC	Lease/Rentl Hardwar/Techn	Lease/Rental Of Hardware Techn	20,057.48
LANDIS TRANSMISSION INC	Repair & Maintenance - Vehicle		1,220.10
AMERICAN VAN EQUIPMENT INC	Repair & Maintenance - Vehicle		211.23
THOMAS A PULEO			1,451.25
CHARTIERS VALLEY SCHOOL	TUITION - OTHER LEA		1,704.60
DISTRICT			0 000 70
GOLKOW INC	-	Legal Transcript Service Fees	2,222.70
CONSTELLATION NEWENERGY GAS	Natural Gas (Heat & A/C)		4,794.87
DIVISION LLC	Conomal Complian		17,599.98
BRANDYWINE HOSPITAL CINTAS CORPORATION NO 2	General Supplies		1,814.45
SHL US INC	Other Professional Svcs		504.00
WILLIAM CHALFANT	Other Froressional Svcs		486.00
JULIE B REGENSKI			243.00
NICHOL BUCKWASH			432.00
AFLAC	Payroll deductions 12/26/14		1,120.93
CITADEL CREDIT UNION	Payroll deductions 12/26/14		2,200.00
COATESVILLE AREA TEACHER	Payroll deductions 12/26/14		24,620.48
ASSOC	Payroll deductions 12/20/14		24,020.40
COATESVILLE EDUCATION	Payroll deductions 12/26/14		23.00
FOUNDATI	ragreer academone 22, 20, 21, 00, 1		
DIVERSIFIED COLLECTION	Sheila Norton		114.23
SERVICE			
KEYSTONE COLLECTIONS GROUP	Bridgette Miles		401.20
PHEAA	Payroll deductions 12/26/14		394.65
SECURITY BENEFIT COMPANIES	Payroll deductions 12/26/14		3,365.58
TG COLLECTIONS	Case#3864900 - Scott Polk		198.00
TSA CONSULTING GROUP INC	Payroll deductions 12/26/14		50,974.06
UNITED STATES TREASURY	Levy proceeds 12/31/2009 - Harris		77.88
US DEPT OF EDUCATION	Dana Melchor		172.10

<sup>\*</sup> Denotes Non-Negotiable Transaction

P - Prenote d - Direct Deposit

<sup>&</sup>lt;sup>C</sup> - Credit Card Payment

Vendor Name		Description Of Purchase	Description Of Purchase	Check Amount
WILLIAM C MILLER	TRUSTEE	Camille Holley-Sheppard		632.50
21ST CENTURY CYB	ER CHARTER		CHARTER SCHOOLS - TUITION	13,497.84
SCH				
3CTV Live.com		Dues & Fees		740.00
A J BLOSENSKI IN	С	Disposal Svcs		875.46
ACHIEVEMENT HOUS		CHARTER SCHOOLS - TUITION		2,693.88
SCHO				
ADAM B KRASSEN		GIRLS BASKETBALL PATTON SB 12/16	GIRLS BASKETBALL 7TH 8TH NB PENNS	120.00
AMERICAN AUTO WA	SH	Repair & Maintenance - Equipme		19.50
ANDREW M RODGERS		GIRLS BASKETBALL VAR CHESTER 12/9.		67.00
ANTHONY J BORDA		TRAVEL		33.08
ANTHONY PORRECA		GIRLS BASKETBALL DTOWN NB 12/3		60.00
AQUA PENNSYLVANI	A INC	Water/Sewer		1,601.67
ATHLETES CLOSET		General Supplies		2,431.75
BETH TRAPANI		Other Professional Svcs		1,485.00
BRYANT MOORE		BOYS BASKETBALL 9TH RED DTOWN EAST		49.00
CCIU #24 - GENER	AL FUND	Vocational Education	Tuition PRRI / Detention Ctr	693,750.69
CHARLES SCOTT RE	ESE	BOYS BASKETBALL VAR TOURNAMENT 12/		67.00
CHESCONET		Repairs & Maintenance - Info S		10,000.00
CHOR YOUTH & FAM	ILY SERVICES	TUITION PRRI/DETENTION		2,400.00
I				
CINTAS CORPORATI	ON NO 2	Rentals - Equipment		157.81
COLONIAL ELEC SU	PPLY CO	General Supplies		417.81
COMBUSTION MECHA	NICAL	Repair & Maintenance - Equipme		1,344.58
SERVICES LLC				
COMCAST CABLE CO	MMUNICATIONS	Repairs & Maintenance - Info S		314.47
COMCAST CABLE CO	MMUNICATIONS	Repairs & Maintenance - Info S		374.93
DARRELL L STERLI	NG	BOYS BASKETBALL VAR SHANAHAN 12/16		67.00
DAVE MCDERMOTT		GIRLS BASKETBALL JV CHESTER 12/19.		55.00
DAVE RUMINSKI		BOYS BASKETBALL VAR TOURNAMENT 12/		67.00
DAVID W TRIPP		BOYS BASKETBALL 9TH BLACK KENNETT		49.00
DEAN HILLARD		BOYS BASKETBALL JV AVON GR 12/16		55.00
DEBORAH D HORAN		SWIM VAR TWIN VALLEY PHOENIXVLE 12		71.00
DEER PARK SPRING	WATER CO	General Supplies		66.64
DELAWARE CO IU		TUITION TO IU		1,046.76
DR JOHN C GENTIL	E	Other Professional Svcs		160.00
EARL S JOHNSON		BOYS BASKETBALL VAR TOURNAMENT 12/		67.00
EDUCATION PLUS A	CADEMY CYBER	CHARTER SCHOOLS - TUITION	Tuition - Charter Schools	5,780.73
CHARTER SCHOOL				

<sup>\*</sup> Denotes Non-Negotiable Transaction - Prenote d - Direct Deposit

<sup>C</sup> - Credit Card Payment

P - Prenote

Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
EDULINK INC	Professional Services Training		11,285.00
EDWARD C WORRELL	GIRLS BASKETBALL PATTON SB 12/16		60.00
ELMER SHELTON JR		GIRLS BASKETBALL DTOWN SC 12/2	169.00
G V ANTHONY CO INC	General Supplies		77.00
GBC NATIONAL SERVICE	Repair & Maintenance - Equipment/L		390.55
GROVE CITY AREA SCHOOL	TUITION - OTHER LEA		2,092.50
DISTRIC			
HARRY EDWARDS	BOYS BASKETBALL VAR SHANAHAN 12/18		67.00
HATT'S INDUSTRIAL SUPPLIES	General Supplies		280.40
INC			
HEDRICK CHEUNG	Travel		63.84
INDEPENDENT EDUCATIONAL	Other Professional Svcs		3,200.00
EVALUATORS OF AMERICA LLC			
JIM MCMAHON	BOYS BASKETBALL VAR TOURNAMENT 12/		67.00
JERRY CHARLES TIGANI	GIRLS BASKETBALL 7TH & 8TH PENNS G		60.00
JIM STANZIONE	GIRLS BASKETBALL LIONVILLE SB 12/3		60.00
JOHN M WILLIAMS JR	BOYS BASKETBALL JV SHANAHAN		55.00
JOHN SHALLET	BOYS BASKETBALL VAR AVON GR 12/16.		67.00
JOHN SHIMKONIS	GIRLS BASKETBALL JV CHESTER 12/9		55.00
JOHN W CAMPBELL		SB FALL SEASON ASSIGNOR FEE	380.00
JOHN WISNIEWSKI	BOYS BASKETBALL VAR TOURNAMENT 12/		67.00
JOHNSTONE SUPPLY	General Supplies		195.11
JOSEPH B YODIS	SWIM VAR TWIN VALLEY PHOENIXVLE 12		71.00
KAREEM SMITH	BASKETBALL 9TH BLACK VS RED 12/16		49.00
KARL GRENTZ	GIRLS BASKETBALL FRED ENGLE SB 12/		60.00
KENNETH J CONNORS	BOYS BASKETBALL VAR SHANAHAN 12/18		67.00
KEVIN TOWNS	BOYS BASKETBALL JV AVON GR 12/16		55.00
LARRY JAFFE	BOYS BASKETBALL 9TH BLACK VS RED 1		49.00
LEMMEY ROKINS		GIRLS BASKETBALL DTOWN SC 12/2	240.00
Levin Legal Group. P.C.	Legal Fees		43,300.00
MARK A CUTRONA		BOYS BASKETBALL 9TH RED DTOWN EAST	116.00
MARY F LAZAR	Other Professional Svcs		3,600.00
MARY FRANCES MCGARRITY	GIRLS BASKETBALL VAR CHESTER 12/9.		67.00
MATTHEW QUAY	BOYS BASKETBALL 9TH BLACK WC EAST		49.00
MCGILLS STATIONERS INC	General Supplies		45.00
MICHAEL F RANDLER SR	SWIM VAR TWIN VALLEY PHOENIXVLE 12		81.00
MICHAEL PATRICK CABRY	BOYS BASKETBALL 9TH BLACK WC EAST		49.00
NATIONAL ENERGY CONTROLS	General Supplies		1,093.08
CORP			

<sup>\*</sup> Denotes Non-Negotiable Transaction

P - Prenote

d - Direct Deposit

<sup>&</sup>lt;sup>C</sup> - Credit Card Payment

### Bills to be Approved

GENERAL FUND - From 12/12/2014 To 01/09/2015

Description Of Purchase Check Amount Vendor Name Description Of Purchase 180.00 NATIONAL GEOGRAPHIC FOR KIDS OFFICE DEPOT General Supplies..... 61.99 General Supplies..... 829.25 OMNI CHEER 100.00 P & B MAINTENANCE LLC Repair & Maintenance - Equipme.... 33,744.64 PA CYBER CHARTER SCHOOL Tuition - Charter Schools..... CHARTER SCHOOLS - TUITION..... PA LEADERSHIP CHARTER SCH Tuition - Charter Schools..... CHARTER SCHOOLS - TUITION..... 83,891.69 11,575.67 PA VIRTUAL CHARTER SCHOOL Tuition - Charter Schools...... PA-AMERICAN WATER COMPANY Water/Sewer............. 143.99 67.00 PATRICK R TOBLER BOYS BASKETBALL VAR TOURNAMENT 12/ BOYS BASKETBALL VAR TOURNAMENT 12/ 67.00 PAUL TALLANT PECO ENERGY Electricity (Not Heat)..... 40,639,46 SOCCER SCOTT NB 9/19..... 60.00 PETER ANDERSON 19,089,93 Gasoline (Fuel)..... PETROLEUM TRADERS CORPORATION 55.00 RANDALL BETLEY BOYS BASKETBALL JV SHANAHAN 12/18. Tuition - Charter Schools..... 6,844.88 RENAISSANCE ACADEMY-EDISON CHA 60.00 GIRLS BASKETBALL CHICHESTER SB 12/ RICHARD R MATTIONI BOYS BASKETBALL VAR TOURNAMENT 12/ 67.00 RON GREEN TRAVEL...... 115.92 RONALD TOOLE 120.00 GIRLS BASKETBALL FRED EAGLE SB 12/ GIRLS BASKETBALL SCOTT SB 12/5... SAMUEL PATRICK CERMINANO JR 62,633.37 SCHOLASTIC INC 21ST CENTURY GRANT....... 149,305.00 SCHOOL DISTRICT INSURANCE CONS 431.90 SCHOOL SPECIALTY INC Non-Cap Equip Original..... 67.00 SEAN TUCKER BOYS BASKETBALL VAR TOURNAMENT 12/ General Supplies..... 328.34 SARAH JEAN STRAUBER 771.23 SHELLER OIL CO INC Oil (Heat)..... 21.10 SHERWIN-WILLIAMS PAINT General Supplies..... 67.00 STANLEY BROWN BOYS BASKETBALL VAR AVONGROVE 12/1 67.00 STEPHEN J MUELLER BOYS BASKETBALL VAR AVON GR 12/16. 6.00 SUBURBAN PROPANE Bottled Gas (Not Heat)..... 1,927.80 SUNESYS HIGH PERFORMANCE Dues & Fees..... COMM 936.00 TUITION PRRI/DETENTION..... THE HORSHAM CLINIC Tuition - Other LEA's..... 78,272.00 THE LINCOLN UNIVERSITY GIRLS BASKETBALL 7TH 8TH DTWN NB 1 GIRLS BASKETBALL PATTON SC 12/11.. 120.00 THOMAS A DESHULA General Supplies..... 89.69 TOLEDO PHYSICAL EDUCATION

SUPPLY

<sup>\*</sup> Denotes Non-Negotiable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
TOYGE DAVIS	BOYS BASKETBALL VAR TOURNMENT 12/1	BOYS BASKETBALL VAR TOURNAMENT 12/	134.00
US SUPPLY CO INC	General Supplies		514.09
VASILI ROUSSEAS	BOYS BASKETBALL VAR TOURNAMENT 12/		67.00
VERIZON	Communications / Postage		106.86
VERIZON BUSINESS	Communications / Postage		18,449.19
WILSON LANGUAGE TRAINING			48,346.60
WITMER ASSOCIATES INC	General Supplies		834.39
DOMESTIC RELATIONS	PA Domestic Rel		2,521.53
IRS/FICA		FED W/H TAX PYMT	532,108.78
PUBLIC SCHOOL EMPLOYEE RET	PSERS PYMT-EMPLOYEE	PSERS PYMT-POS	283,239.40
SYS			
PA DEPT OF REVENUE	PA W/H TAX PYMT		60,581.24
PUBLIC SCHOOL EMPLOYEE RET	Emplr 3rd Qtr Ret pd w/2014 Series		1,484,005.93
SYS			
DOMESTIC RELATIONS	12-26-14 PA Domestic Rel		2,521.53
IRS/FICA		12-29-14 FED W/H TAX PYMT	506,560.69
PA DEPT OF REVENUE	12-31-14 PA W/H TAX PYMT		58,889.30
UNITED STATES TREASURY	ACA Transitional Reinsurance Progr		134,064.00
United Concordia	12/12/14 - Funding Notification		12,873.12
INDEPENDENDENCE	12/15/14 - Medical Insurance	12/15/14 - Vision Insurance	447,660.57
ADMINISTRATORS			
INDEPENDENDENCE	12/8/14 - Medical Insurance Claims	12/8/14 - Vision Insurance Claims.	202,695.33
ADMINISTRATORS		, ,	,
Pitney Bowes	Postage		10,000.00
United Concordia	12/19/14 - Funding Notifiation		20,769.80
EXPRESS SCRIPTS HOLDING	11/22-12/19/14 Admin Fees		1,588.00
COMPANY	,,,		1,000,00
INDEPENDENDENCE	Cohra & Madical Claims - 12/22/14	Vision Insurance - 12/22/14	158,867.89
	Cobra & Medical Claims 12/22/14.	VISION INSULANCE - 12/22/14	130,001.03
ADMINISTRATORS	10/6 10/10/14 Proposition (3)-im-		174 000 76
EXPRESS SCRIPTS HOLDING	12/6-12/19/14 Prescription Claims.		174,899.76
COMPANY			
INDEPENDENDENCE	Admin Fees - January 2015		55,887.10
ADMINISTRATORS			
United Concordia	12/26/14 - Funding Notification		13,297.42
INDEPENDENDENCE	12/31/14 - Medical Insurance and C	12/31/14 - Vision Insurance	345,979.45
ADMINISTRATORS			
United Concordia	1/2/15 - Funding Notification		19,786.01
EXPRESS SCRIPTS HOLDING	12/20/14-1/2/15 Invoice		72,799.23

<sup>\*</sup> Denotes Non-Negotiable Transaction

<sup>C</sup> - Credit Card Payment

P - Prenote d - Direct Deposit

Vendor Name	Description Of Purchase	Description Of	Purchase	Check Amount
COMPANY				
	10-GENERAL FUND		6,633,465.56	
	Grand Total Manual C	Checks :	4,601,596.08	
	Grand Total Regular	Checks :	2,031,869.48	
	Grand Total Direct D	eposits:	0.00	
	Grand Total Credit C	ard Payments:	0.00	
	Grand Total All Chec	:ks :	6,633,465.56	

<sup>\*</sup> Denotes Non-Negotiable Transaction

P - Prenote

d - Direct Deposit

fackrgc

Check # Tran Date Tran #	PO No. Invoice #	Account Code	A.S.N.	Expended Amt
00001862 12/17/2014 L0136400001 1	5002311 NOV 10, 2014	10-1190-324-420-00-000-000-000-0000	101190324420	32,125.00
Vendor: 1950 - Divinely Equin 00002072 12/12/2014 C0132200004	ne	Check Date: 12/18/2014 10-0462-027-PAY-00-000-000-000-0000	Check Amount:	<b>32,125.00</b> 1,002.73
Vendor: 0026 - AFLAC 00002073 12/12/2014 C0132200006		Remit # 1 Check Date: 12/12/2014 10-0462-020-PAY-00-000-000-000-0000	Check Amount:	1,002.73 2,131.07
Vendor: 0229 - CITADEL CREDIT 00002074 12/12/2014 C0132200005	UNION	Remit # 1 Check Date: 12/12/2014 10-0462-020-PAY-00-000-000-000-0000	Check Amount:	<b>2,131.07</b> 24,646.07
Vendor: 0240 - COATESVILLE AR 00002075 12/12/2014 C0132200002	REA TEACHER ASSOC	Remit # 1 Check Date: 12/12/2014 10-0462-014-PAY-00-000-000-000-0000	Check Amount:	<b>24,646.07</b> 23.00
Vendor: 0244 - COATESVILLE ED 00002076 12/12/2014 C0132200007	OUCATION FOUNDATI	Remit # 1 Check Date: 12/12/2014 10-0462-023-PAY-00-000-000-000-0000	Check Amount:	<b>23.00</b> 114.23
Vendor: 0355 - DIVERSIFIED CO 00002077 12/12/2014 C0132200009	DLLECTION SERVICE	Remit # 1 Check Date: 12/12/2014 10-0462-023-PAY-00-000-000-000-0000	Check Amount:	<b>114.23</b> 401.20
Vendor: 0726 - KEYSTONE COLLE 00002078 12/12/2014 C0132200010	CTIONS GROUP	Remit # 2 Check Date: 12/12/2014 10-0462-023-PAY-00-000-000-000-0000	Check Amount:	<b>401.20</b> 394.65
Vendor: 1055 - PHEAA 00002079 12/12/2014 C0132200003		Remit # 1 Check Date: 12/12/2014 10-0462-025-PAY-00-000-000-000-0000	Check Amount:	<b>394.65</b> 3,449.78
Vendor: 1218 - SECURITY BENEF 00002080 12/12/2014 C0132200011	FIT COMPANIES	Remit # 1 Check Date: 12/12/2014 10-0462-023-PAY-00-000-000-000-0000	Check Amount:	<b>3,449.78</b> 198.00
Vendor: 1300 - TG COLLECTIONS 00002081 12/12/2014 C0132200001	3	Remit # 1 Check Date: 12/12/2014 10-0462-019-PAY-00-000-000-000-0000	Check Amount:	<b>198.00</b> 52,869.73
Vendor: 1886 - TSA CONSULTING	G GROUP INC	Remit # 1 Check Date: 12/12/2014 10-0462-023-PAY-00-000-000-0000	Check Amount:	<b>52,869.73</b> 77.88
Vendor: 1385 - UNITED STATES 00002083 12/12/2014 C0132200013	TREASURY	Remit # 2 Check Date: 12/12/2014 10-0462-023-PAY-00-000-000-0000	Check Amount:	<b>77.88</b> 172.10
Vendor: 1396 - US DEPT OF EDU 00002084 12/12/2014 C0132200012	JCATION	Remit # 1 Check Date: 12/12/2014 10-0462-023-PAY-00-000-000-000-0000	Check Amount:	<b>172.10</b> 632.50
Vendor: 1448 - WILLIAM C MILI 00002085 12/15/2014 L0132700001 1		Remit # 1 Check Date: 12/12/2014 10-2310-810-000-00-000-000-000-0000	Check Amount:	<b>632.50</b> 740.00
Vendor: 2123 - 3CTV Live.com 00002086 12/17/2014 L0134000001 1 00002086 12/17/2014 L0134000002 1		Check Date: 12/15/2014 10-2310-810-000-00-000-000-000-0000 10-2310-810-000-000-000-000-0000	Check Amount:	<b>740.00</b> 2,600.00 360.00

\* Denotes Non-Negotiable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

# - Payable Transaction

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
Vendo	r: 2123 -	3CTV Live.co	m		Check Date: 12/17/2014	Check Amount:	2,960.00
00002087	12/18/2014	1 L0134700161	. 15001908	41157	10-1100-550-000-10-270-000-000-0000		690.00
Vendoi	r: 0028 -	AGILE ENTERE	PRISES		Remit # 1 Check Date: 12/18/2014	Check Amount:	690.00
00002088	12/18/2014	1 L0134700075	15002193	411898	10-1341-610-000-36-810-240-000-0000		82.41
Vendoi	r: 0031 -	AHOLD FINANC	CIAL SERVICE	S LLC	Remit # 2 Check Date: 12/18/2014	Check Amount:	82.41
00002089	12/18/2014	L0134700158	15001863	604578781032923	10-1100-640-000-36-810-181-000-0000		141.66
Vendo	r: 0050 -	AMAZON.COM			Remit # 1 Check Date: 12/18/2014	Check Amount:	141.66
00002090	12/18/2014	1 L0134700159	15002235	56047	10-2620-390-000-00-000-000-000-0000		275.00
Vendo	r: 0089 -	ASSOCIATION	OF ENERGY E	NGINEER	Remit # 1 Check Date: 12/18/2014	Check Amount:	275.00
00002091	12/18/2014	1 L0134700134	15002292	1504	10-1100-562-000-00-000-000-000-0000		121,930.34
00002091	12/18/2014	L0134700135	15002292	1504	10-1290-562-000-00-000-000-000-0115		74,152.96
Vendo		AVON GROVE C			Remit # 1 Check Date: 12/18/2014	Check Amount:	196,083.30
		1 L0134700094		9998232	10-1270-330-000-00-000-000-000-0115		326.25
		1 L0134700095		9998233	10-1270-330-000-00-000-000-000-0115		1,283.26
		1 L0134700096		10018870	10-1270-330-000-00-000-000-000-0115		304.50
00002092	12/18/2014	1 L0134700097	15002248	9998234	10-1270-330-000-00-000-000-000-0115		1,620.00
00002092	12/18/2014	1 L0134700098	3 15002248	10018871	10-1270-330-000-00-000-000-000-0115		504.00
Vendo		BAYADA HOME			Remit # 1 Check Date: 12/18/2014	Check Amount:	4,038.01
00002093	12/18/2014	1 L0134700187	15002307	14110021	10-2330-330-000-00-000-000-000-0000		4.95
Vendo		BERKHEIMER I			Remit # 1 Check Date: 12/18/2014	Check Amount:	4.95
00002094	12/18/2014	1 L0134700099	15002188	4021-01114	10-2620-424-000-00-000-000-000-0000		2,363.58
		1 L0134700100		5784-01114	10-2620-424-000-00-000-000-000-000		388.38
00002094		1 L0134700101		5758-01114	10-2620-424-000-00-000-000-000-0000		870.37
Vendo		CALN TOWNSHI	•		Remit # 1 Check Date: 12/18/2014	Check Amount:	3,622.33
00002095	12/18/2014	1 L0134700128	3 15002124	FS15-017	10-3300-635-410-20-530-000-000-0000		65.00
Vendo		CASD - FOOD			Check Date: 12/18/2014	Check Amount:	65.00
		1 L0134700104		141995	10-2620-413-000-00-000-000-000-0000		15.00
		1 L0134700105		141994	10-2620-413-000-00-000-000-000-0000		15.00
Vendo		CEDAR GROVE			Remit # 1 Check Date: 12/18/2014	Check Amount:	30.00
		1 L0134700107		NOV-14 JW	10-1241-320-000-00-000-000-000-0115		3,040.00
	,,	1 L0134700108		NOV-14 KS	10-1241-320-000-00-000-000-000-0115		3,216.00
00002097	12/18/2014	1 L0134700109	15002247	NOV-14 MR	10-1241-320-000-00-000-000-000-0115		2,656.00

\* Denotes Non-Negotiable Transaction

# - Payable Transaction 01/09/2015 09:26:06 AM

d - Direct Deposit P - Prenote

C - Credit Card Payment

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00002097	12/18/2014	ь0134700110	15002247	NOV-14 MM	10-1241-320-000-00-000-000-000-0115		3,670.00
00002097	12/18/2014	L0134700111	15002247	NOV-14 ZM	10-1241-320-000-00-000-000-000-0115		3,800.00
00002097	12/18/2014	ь0134700112	15002247	NOV-14 LM	10-1241-320-000-00-000-000-000-0115		3,760.00
00002097	12/18/2014	L0134700113	15002247	NOV-14 AM	10-1241-320-000-00-000-000-000-0115		3,790.00
00002097	12/18/2014	ь0134700114	15002247	NOV-14 KJ	10-1241-320-000-00-000-000-000-0115		4,100.00
00002097	12/18/2014	L0134700115	15002247	NOV-14 FH	10-1241-320-000-00-000-000-000-0115		3,380.00
00002097	12/18/2014	L0134700116	15002247	NOV-14 HG	10-1241-320-000-00-000-000-000-0115		3,800.00
00002097	12/18/2014	ь0134700117	15002247	NOV-14 LF	10-1241-320-000-00-000-000-0115		4,080.00
00002097	12/18/2014	L0134700118	15002247	NOV-14 CE	10-1241-320-000-00-000-000-000-0115		2,740.00
00002097	12/18/2014	L0134700119	15002247	MPV-14 BB	10-1241-320-000-00-000-000-000-0115		3,910.00
00002097	12/18/2014	L0134700120	15002247	NOV-14 EB	10-1241-320-000-00-000-000-000-0115		3,520.00
00002097	12/18/2014	L0134700121	15002247	NOV-14 BW	10-1241-320-000-00-000-000-000-0115		260.00
Vendo	r: 0212 - 0	CHESTER COUN	TY RESPITE 1	NETWORK	Remit # 1 Check Date: 12/18/2014	Check Amount:	49,722.00
00002098	12/18/2014	L0134700129	15002179	09151837	10-2620-610-000-00-000-000-000-0000		-32.57
00002098	12/18/2014	L0134700130	15002179	09404112	10-2620-610-000-00-000-000-000-0000		71.89
Vendo	r: 0250 - 0	COLONIAL ELE	C SUPPLY CO		Remit # 1 Check Date: 12/18/2014	Check Amount:	39.32
00002099	12/18/2014	ь0134700080	15002252	MH14000004	10-2271-324-952-00-000-000-000-0000	102271324952	6,400.00
Vendo	r: 0332 - I	DELAWARE CO	IU		Remit # 1 Check Date: 12/18/2014	Check Amount:	6,400.00
00002100	12/18/2014	L0134700149	15002237	I140770	10-2620-610-000-00-000-000-000-0000		258.00
Vendoi	r: 0399 - 1	ECONOMY GLAS	S SPECIALIS	rs	Remit # 1 Check Date: 12/18/2014	Check Amount:	258.00
00002101	12/18/2014	ь0134700190	15002312	248012	10-1290-568-000-00-000-000-000-0115		619.12
Vendo	r: 0405 - I	EDUCATION IN	rc		Remit # 1 Check Date: 12/18/2014	Check Amount:	619.12
00002102	12/18/2014	L0134700194	15002239	T/R 12/12/14	10-1100-240-000-20-000-000-000-0000		1,116.00
Vendo	r: 0429 - I	ERIC W PEARS	ON		Remit # 1 Check Date: 12/18/2014	Check Amount:	1,116.00
00002103	12/18/2014	L0136400008	15002041	PACOA43378	10-2620-610-000-00-000-000-000-0000		7.47
00002103	12/18/2014	ь0134700148	15002241	PACOA43575	10-2620-610-000-00-000-000-000-0000		18.30
Vendo	r: 0443 - 1	FASTENAL COM	IPANY		Remit # 1 Check Date: 12/18/2014	Check Amount:	25.77
00002104	12/18/2014	L0134700131	15001973	1760247A	10-1100-640-000-10-240-000-000-0000		57.45
Vendo	r: 0454 - 1	FOLLETT EDUC	ATIONAL SER	VICES	Remit # 1 Check Date: 12/18/2014	Check Amount:	57.45
00002105	12/18/2014	ь0134700081	15002251	52	10-2271-324-952-00-000-000-000-0000	102271324952	2,638.25
Vendo	r: 0460 - I	BRANDYWINE H	EALTH FOUND	ATION	Remit # 1 Check Date: 12/18/2014	Check Amount:	2,638.25
00002106	12/18/2014	L0136400037	15002210	SB12148235	10-2720-510-000-00-000-000-000-0000		12,473.53

\* Denotes Non-Negotiable Transaction

# - Payable Transaction 01/09/2015 09:26:06 AM P - Prenote

d - Direct Deposit

C - Credit Card Payment

	Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
0.0002107   1./18/2014 L0134700076   5001747   8888266   1.0-1100-610-000-22-520-000-000-0000   1.070.733   1.0002107   1./18/2014 L0134700078   5001747   8888266   1.0-1100-610-000-23-520-000-0000-0000   2.0	00002106	12/18/2014	L0136400038	15001938	SB11148096	10-2720-510-000-00-000-000-000-0000		30,021.52
0.0002107	Vendor	r: 0487 - 0	GEORGE KRAPF	JR & SONS	INC	Remit # 1 Check Date: 12/18/2014	Check Amount:	42,495.05
0.0002107   1.2/18/2014 L.0134700078   15001747   888266   10-1100-610-000-23-520-00-00000   73.44   1.2/18/2014 L.0134700079   15001747   888266   10-1100-610-000-23-520-000-00000   73.44   1.2/18/2014   1.2/1	00002107	12/18/2014	L0134700076	15001747	8888266	10-1100-610-000-22-520-000-000-0000		431.65
1/2   1/2	00002107	12/18/2014	L0134700077	15001747	8888266	10-1100-610-000-23-520-000-000-0000		1,007.33
Name	00002107	12/18/2014	ь0134700078	15001747	8888266	10-1100-610-000-23-520-000-000-0000		29.66
0.0002108   12/18/2014 L0136400019 15002190   1379746-01   10-2620-610-000-000-0000-0000-0000   25.97	00002107	12/18/2014	L0134700079	15001747	8888266	10-1100-610-000-23-520-000-000-0000		73.44
00002108   1/18/2014 L0136400010   15002190   1379751-01   10-2620-610-000-000-000-000-000-0000   129.25   12	Vendo	r: 0503 - 0	GOPHER SPORT			Remit # 1 Check Date: 12/18/2014	Check Amount:	1,542.08
10002108   12/18/2014 L0136400011 15002165   1379085-01   10-2620-610-000-000-000-000-000-000   46.95	00002108	12/18/2014	L0136400009	15002190	1379746-01	10-2620-610-000-00-000-000-000-0000		7.92
00002108   1/19/2014 L0136400012 15002165   1379216-01   10-2620-610-000-000-000-000-0000-0000   8.10	00002108	12/18/2014	L0136400010	15002190	1379751-01	10-2620-610-000-00-000-000-000-0000		25.97
00002108   12/18/2014 L0134700144   15002240   1379847-01   10-2620-610-000-00-000-000-000-000   23.98     00002108   12/18/2014 L0134700146   15002240   138006-01   10-2620-610-000-000-000-000-000-000   22.98     00002108   12/18/2014 L0134700146   15002240   138909-01   10-2620-610-0000-000-000-000-000-000   22.98     00002108   12/18/2014 L0134700147   15002240   138909-01   10-2620-610-0000-000-000-000-000   22.98     00002109   12/18/2014 L0134700160   15001013   L3734   10-2832-640-000-00-000-000-000-000   22.98     00002109   12/18/2014 L0134700160   15001013   L3734   10-2832-640-000-00-000-000-000-000   22.98     00002100   12/18/2014 L0134700160   15001013   L3734   10-2832-640-000-00-000-000-000-000   22.98     0000210   12/18/2014 L0136400013   15002180   37.1719   10-2620-610-000-000-000-000-000   22.98     00002111   12/18/2014 L0136400014   15002180   57.1719   10-2620-610-000-00-000-000-000   22.98     00002111   12/18/2014 L0136400015   15002180   57.1719   10-2620-610-000-00-000-000-000   22.00     00002111   12/18/2014 L0136400017   15002180   57.1719   10-2620-610-000-00-000-000-000   22.00     00002111   12/18/2014 L0136400017   15002180   57.1719   10-2620-610-000-00-000-000-000   22.00     00002111   12/18/2014 L0136400015   15002180   57.1719   10-2620-610-000-00-000-000-000   22.00   22.00   22.00     00002111   12/18/2014 L0136400015   15002180   57.1719   10-2620-610-000-00-000-000-000   22.00   22	00002108	12/18/2014	ь0136400011	15002165	1379085-01	10-2620-610-000-00-000-000-000-0000		129.25
00002108   12/18/2014 L0134700145 15002240   1380006-01   10-2620-610-000-000-000-0000-0000   23.98   20.99	00002108	12/18/2014	L0136400012	15002165	1379216-01	10-2620-610-000-00-000-000-000-0000		46.95
00002108   12/18/2014 L0134700146 15002240   1379992-01   10-2620-610-000-000-000-000-0000-0000   11.48     12/18/2014 L0134700147 15002240   138005-01   10-2620-610-000-000-000-000-0000-0000   11.48     13/18/2014 L0134700160 15001013   LA3734   10-2832-640-000-00-000-000-000-0000   161.00     15/18/2014 L0134700160 15001013   LA3734   10-2832-640-000-00-000-000-0000   12/18/2014   10-2832-640-000-000-000-000-0000   12/18/2014   10-2832-640-000-000-000-0000-0000   12/18/2014   12/18/2014   12/18/2014   10-2620-432-0000-000-000-0000   12/18/2014   12/18/2014   10-2832-640-000-000-000-0000-0000   12/18/2014   10-2832-640-0000-000-0000-0000-0000   12/18/2014   12/18/2014   15002191   9/3/14   10-2620-432-0000-000-000-0000-0000   12/18/2014   15002191   12/18/2014   15002191   13/1719   10-2620-610-0000-000-000-0000-0000-0000   12/18/2014   10136400014 15002180   13/1719   10-2620-610-0000-000-000-0000-0000   12/18/2014   10136400015 15002180   13/1719   10-2620-610-0000-000-000-0000-0000   12/18/2014   10136400015 15002180   13/1719   10-2620-610-0000-000-0000-0000-0000   12/18/2014   10136400015 15002180   13/1719   10-2620-610-0000-000-0000-0000   12/18/2014   10136400015 15002180   13/1719   10-2620-610-0000-000-0000-0000-0000   12/18/2014   10136400015 15002180   13/1719   10-2620-610-0000-000-0000-0000-0000   12/18/2014   10136400015 15002180   13/1719   10-2620-610-0000-000-000-0000-0000   12/18/2014   10136400015 15002180   13/1719   10-2620-610-0000-000-0000-0000-0000   12/18/2014   10136400015 15002180   13/1719   10-2620-610-0000-000-000-0000-0000   12/18/2014   10136400015 15002180   13/1719   10-2620-610-0000-000-000-0000-0000   12/18/2014   10136400015 15002180   13/1719   10-2620-610-0000-000-000-0000   12/18/2014   10136400015 15002180   13/1719   10-2620-610-0000-000-000-0000   12/18/2014   10136400015 15002180   13/1719   10-2620-610-0000-000-000-0000   12/18/2014   10136400015 15002180   13/1719   10-2620-610-0000-000-000-0000   12/18/2014   10136400015 15002180   13/1719   10-2620-610-0000-0	00002108	12/18/2014	L0134700144	15002240	1379847-01	10-2620-610-000-00-000-000-000-0000		8.10
00002108   1/18/2014 L0134700147   15002240   1380005-01   10-2620-610-000-000-000-000-000-0000   11.48   1.48	00002108	12/18/2014	L0134700145	15002240	1380006-01	10-2620-610-000-00-000-000-000-0000		23.98
Vendor:   0523 - HATT'S INDUSTRIAL SUPPLIES INC   Remit # 1 Check Date:   12/18/2014   Check Amount:   274.64   00002109   12/18/2014 L0134700160 15001013   LA3734   10-2832-640-000-00-000-000-000-000-000-000-000-	00002108	12/18/2014	L0134700146	15002240	1379992-01	10-2620-610-000-00-000-000-000-0000		20.99
161.00   10002109   12/18/2014 L0134700160 15001013   LA3734   10-2832-640-000-000-000-000-0000-0000-0000-000	00002108	12/18/2014	L0134700147	15002240	1380005-01	10-2620-610-000-00-000-000-000-0000		11.48
Vendor:   0534 - BUSINESS MANAGEMENT DATE:   12/18/2014	Vendoi	r: 0523 - 1	HATT'S INDUS	TRIAL SUPPL	IES INC	Remit # 1 Check Date: 12/18/2014	Check Amount:	274.64
00002110         12/18/2014 L0136400013 15002191         9/3/14         10-2620-432-000-00-000-000-000-000-0000         298.00           Vendor:         0539 - HENSELS MOWER SERVICE         Remit # 1 Check Date:         12/18/2014         Check Amount:         299.00           00002111         12/18/2014 L0136400014 15002180         5171719         10-2620-610-000-000-000-000-000-0000         -20.00           00002111         12/18/2014 L0136400015 15002180         5171719         10-2620-610-000-00-000-000-000-0000         -20.00           00002111         12/18/2014 L0136400016 15002180         5171719         10-2620-610-000-00-000-000-000-0000         -20.00           00002111         12/18/2014 L0136400017 15002180         5171719         10-2620-610-000-00-000-000-000-0000         -20.00           00002111         12/18/2014 L0136400018 15002180         5171719         10-2620-610-000-00-000-000-000-000         -20.00           00002111         12/18/2014 L0136400018 15002180         5171719         10-2620-610-000-00-000-000-000-000-000         -20.00           00002111         12/18/2014 L0136400021 15002180         5171719         10-2620-610-000-00-000-000-000-000-000         -20.00           00002111         12/18/2014 L0136400021 15002180         5171719         10-2620-610-000-00-000-000-000-000-000         -20.00           00002111         12/18/201	00002109	12/18/2014	L0134700160	15001013	LA3734	10-2832-640-000-00-000-000-000-0000		161.00
Vendor:         0539 - HENSELS MOWER SERVICE         Remit # 1 Check Date:         12/18/2014 Check Amount:         298.00           00002111         12/18/2014 L0136400014 15002180         5171719         10-2620-610-000-000-000-000-0000-0000         -20.00           00002111         12/18/2014 L0136400015 15002180         5171719         10-2620-610-000-000-000-000-0000-0000-00	Vendo	r: 0534 - 1	BUSINESS MAN	AGEMENT DAI:	LY	Remit # 1 Check Date: 12/18/2014	Check Amount:	161.00
00002111         12/18/2014 L0136400014         15002180         5171719         10-2620-610-000-000-000-000-0000-0000         -20.00           00002111         12/18/2014 L0136400015         15002180         5171719         10-2620-610-000-00-000-000-0000-0000         -20.00           00002111         12/18/2014 L0136400016         15002180         5171719         10-2620-610-000-00-000-000-0000-0000         -20.00           00002111         12/18/2014 L0136400017         15002180         5171719         10-2620-610-000-00-000-000-0000-0000         -20.00           00002111         12/18/2014 L0136400018         15002180         5171719         10-2620-610-000-00-000-000-0000-0000         -20.00           00002111         12/18/2014 L0136400020         15002180         5171719         10-2620-610-000-00-000-000-0000-0000         -20.00           00002111         12/18/2014 L0136400021         15002180         5171719         10-2620-610-000-00-000-000-0000-0000         -20.00           00002111         12/18/2014 L0136400021         15002180         5171719         10-2620-610-000-00-000-000-0000-0000         -20.00           00002111         12/18/2014 L0136400022         15002180         5171719         10-2620-610-000-00-000-000-0000-0000         -20.00           00002111         12/18/2014 L0136400023         15002180         5171	00002110	12/18/2014	L0136400013	15002191	9/3/14	10-2620-432-000-00-000-000-000-0000		298.00
00002111         12/18/2014 L0136400015         15002180         5171719         10-2620-610-000-000-000-000-0000-0000         -20.00           00002111         12/18/2014 L0136400016         15002180         5171719         10-2620-610-000-000-000-0000-0000         -20.00           00002111         12/18/2014 L0136400017         15002180         5171719         10-2620-610-000-000-000-0000-0000         -20.00           00002111         12/18/2014 L0136400018         15002180         5171719         10-2620-610-000-000-000-0000-0000         -20.00           00002111         12/18/2014 L0136400020         15002180         5171719         10-2620-610-000-000-000-0000-0000         -20.00           00002111         12/18/2014 L0136400021         15002180         5171719         10-2620-610-000-000-000-000-0000         -20.00           00002111         12/18/2014 L0136400022         15002180         5171719         10-2620-610-000-000-000-000-0000         -3.50           00002111         12/18/2014 L0136400022         15002180         5171719         10-2620-610-000-000-000-000-0000         -20.00           00002111         12/18/2014 L0136400023         15002180         5171719         10-2620-610-000-000-000-000-0000         -20.00           00002111         12/18/2014 L0136400023         15002180         5171719         10-2620-	Vendo	r: 0539 - 1	HENSELS MOWE	R SERVICE		Remit # 1 Check Date: 12/18/2014	Check Amount:	298.00
000002111       12/18/2014 L0136400016 15002180       5171719       10-2620-610-000-000-000-000-0000-0000       -20.00         00002111       12/18/2014 L0136400017 15002180       5171719       10-2620-610-000-000-000-0000-0000       -20.00         00002111       12/18/2014 L0136400018 15002180       5171719       10-2620-610-000-000-000-0000-0000       -20.00         00002111       12/18/2014 L0136400021 15002180       5171719       10-2620-610-000-00-000-000-0000       -20.00         00002111       12/18/2014 L0136400021 15002180       5171719       10-2620-610-000-00-000-000-0000       -20.00         00002111       12/18/2014 L0136400022 15002180       5171719       10-2620-610-000-00-000-000-0000       -3.50         00002111       12/18/2014 L0136400022 15002180       5171719       10-2620-610-000-00-000-000-0000       -20.00         00002111       12/18/2014 L0136400023 15002180       5171719       10-2620-610-000-00-000-000-0000       -20.00         00002111       12/18/2014 L0136400023 15002180       5171719       10-2620-610-000-00-000-000-000-0000       -20.00         00002111       12/18/2014 L0136400023 15002180       5171719       10-2620-610-000-000-000-000-0000-0000       -20.00         00002111       12/18/2014 L0136400023 15002180       5171719       10-2620-610-000-000-000-000-0000-0000-00	00002111	12/18/2014	L0136400014	15002180	5171719	10-2620-610-000-00-000-000-000-0000		-20.00
00002111       12/18/2014 L0136400017 15002180       5171719       10-2620-610-000-000-000-000-0000       -20.00         00002111       12/18/2014 L0136400018 15002180       5171719       10-2620-610-000-000-000-0000-0000       -20.00         00002111       12/18/2014 L0136400019 15002180       5171719       10-2620-610-000-000-000-0000-0000       -20.00         00002111       12/18/2014 L0136400021 15002180       5171719       10-2620-610-000-000-000-0000-0000       -20.00         00002111       12/18/2014 L0136400021 15002180       5171719       10-2620-610-000-000-000-0000-0000       -3.50         00002111       12/18/2014 L0136400022 15002180       5171719       10-2620-610-000-000-000-0000-0000       -20.00         00002111       12/18/2014 L0136400023 15002180       5171719       10-2620-610-000-000-000-000-0000       -20.00         00002111       12/18/2014 L0136400023 15002180       5171719       10-2620-610-000-000-000-000-0000       -20.00         00002111       12/18/2014 L0136400023 15002180       5171719       10-2620-610-000-000-000-000-0000       -20.00         00002111       12/18/2014 L0136400023 15002180       FCH-005466722CR       10-2620-610-000-000-000-000-000-0000       -20.00         00002111       12/18/2014 L0136400024 15002180       8013963       10-2620-610-000-000-000-0000-000-0000       -20.00	00002111	12/18/2014	L0136400015	15002180	5171719	10-2620-610-000-00-000-000-000-0000		-20.00
00002111       12/18/2014 L0136400018 15002180       5171719       10-2620-610-000-000-000-000-0000       -20.00         00002111       12/18/2014 L0136400019 15002180       5171719       10-2620-610-000-00-000-000-0000       -20.00         00002111       12/18/2014 L0136400020 15002180       5171719       10-2620-610-000-00-000-000-0000       -20.00         00002111       12/18/2014 L0136400021 15002180       5171719       10-2620-610-000-00-000-000-0000       -3.50         00002111       12/18/2014 L0136400022 15002180       5171719       10-2620-610-000-00-000-000-0000       -20.00         00002111       12/18/2014 L0136400023 15002180       FCH-005466722CR       10-2620-610-000-00-000-000-0000-0000       -20.00         00002111       12/18/2014 L0136400024 15002180       8013963       10-2620-610-000-00-000-000-0000-0000       68.64	00002111	12/18/2014	L0136400016	15002180	5171719	10-2620-610-000-00-000-000-000-0000		-20.00
00002111       12/18/2014 L0136400019 15002180       5171719       10-2620-610-000-000-000-000-0000-0000       -20.00         00002111       12/18/2014 L0136400020 15002180       5171719       10-2620-610-000-00-000-000-0000       -20.00         00002111       12/18/2014 L0136400021 15002180       5171719       10-2620-610-000-00-000-000-0000       -3.50         00002111       12/18/2014 L0136400022 15002180       5171719       10-2620-610-000-00-000-000-0000       -20.00         00002111       12/18/2014 L0136400023 15002180       FCH-005466722CR       10-2620-610-000-00-000-000-0000-0000       -20.00         00002111       12/18/2014 L0136400024 15002180       8013963       10-2620-610-000-00-000-000-000-000-0000       68.64	00002111	12/18/2014	ь0136400017	15002180	5171719	10-2620-610-000-00-000-000-000-0000		-20.00
00002111       12/18/2014 L0136400020 15002180       5171719       10-2620-610-000-000-000-000-0000-0000       -20.00         00002111       12/18/2014 L0136400021 15002180       5171719       10-2620-610-000-00-000-000-0000-0000       -3.50         00002111       12/18/2014 L0136400022 15002180       5171719       10-2620-610-000-00-000-000-0000-0000       -20.00         00002111       12/18/2014 L0136400023 15002180       FCH-005466722CR       10-2620-610-000-00-000-000-0000-0000       -20.00         00002111       12/18/2014 L0136400024 15002180       8013963       10-2620-610-000-00-000-000-000-0000       68.64	00002111	12/18/2014	L0136400018	15002180	5171719	10-2620-610-000-00-000-000-000-0000		-20.00
00002111       12/18/2014 L0136400021 15002180       5171719       10-2620-610-000-000-000-000-0000       -3.50         00002111       12/18/2014 L0136400022 15002180       5171719       10-2620-610-000-000-000-0000-0000       -20.00         00002111       12/18/2014 L0136400023 15002180       FCH-005466722CR       10-2620-610-000-000-000-0000-0000       -20.00         00002111       12/18/2014 L0136400024 15002180       8013963       10-2620-610-000-000-000-000-0000-0000       68.64	00002111	12/18/2014	L0136400019	15002180	5171719	10-2620-610-000-00-000-000-000-0000		-20.00
00002111       12/18/2014 L0136400022 15002180       5171719       10-2620-610-000-000-000-000-0000       -20.00         00002111       12/18/2014 L0136400023 15002180       FCH-005466722CR       10-2620-610-000-000-000-0000-0000       -20.00         00002111       12/18/2014 L0136400024 15002180       8013963       10-2620-610-000-00-000-000-0000-0000       68.64	00002111	12/18/2014	L0136400020	15002180	5171719.	10-2620-610-000-00-000-000-000-0000		-20.00
00002111       12/18/2014 L0136400023 15002180       FCH-005466722CR       10-2620-610-000-000-000-000-0000       -20.00         00002111       12/18/2014 L0136400024 15002180       8013963       10-2620-610-000-000-000-000-0000-0000       68.64	00002111	12/18/2014	L0136400021	15002180	5171719	10-2620-610-000-00-000-000-000-0000		-3.50
00002111 12/18/2014 L0136400024 15002180 8013963 10-2620-610-000-000-000-0000 68.64	00002111	12/18/2014	L0136400022	15002180	5171719	10-2620-610-000-00-000-000-000-0000		-20.00
	00002111	12/18/2014	L0136400023	15002180	FCH-005466722CR	10-2620-610-000-00-000-000-000-0000		-20.00
00002111 12/18/2014 L0136400025 15002180 7014103 10-2620-610-000-000-000-0000 122.04	00002111	12/18/2014	L0136400024	15002180	8013963	10-2620-610-000-00-000-000-000-0000		68.64
	00002111	12/18/2014	L0136400025	15002180	7014103	10-2620-610-000-00-000-000-000-0000		122.04

<sup>\*</sup> Denotes Non-Negotiable Transaction

P - Prenote

d - Direct Deposit

<sup>&</sup>lt;sup>C</sup> - Credit Card Payment

fackrgc

Check # Tran Date Tran # PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00002111 12/18/2014 L0136400026 15002180	6014229	10-2620-610-000-00-000-000-000-0000		99.71
00002111 12/18/2014 L0136400027 15002180	5015591	10-2620-610-000-00-000-000-000-0000		235.44
00002111 12/18/2014 L0136400028 15002180	5020814	10-2620-610-000-00-000-000-000-0000		65.50
00002111 12/18/2014 L0136400029 15002180	5560559	10-2620-610-000-00-000-000-000-0000		178.65
00002111 12/18/2014 L0136400030 15002180	4031087	10-2620-610-000-00-000-000-000-0000		307.38
00002111 12/18/2014 L0136400031 15002180	7010063	10-2620-610-000-00-000-000-000-0000		70.44
00002111 12/18/2014 L0136400032 15002180	5560146	10-2620-610-000-00-000-000-000-0000		177.95
Vendor: 0550 - HOME DEPOT		Remit # 1 Check Date: 12/18/2014	Check Amount:	1,142.25
00002112 12/18/2014 L0136400006 15002008	CS66274	10-2620-433-000-00-000-000-000-0000		143.95
00002112 12/18/2014 L0136400007 15002008	CS66274	10-2620-433-000-00-000-000-000-0000		2,589.92
Vendor: 0635 - JOHN DEERE FINANCIAL		Remit # 1 Check Date: 12/18/2014	Check Amount:	2,733.87
00002113 12/18/2014 L0136400033 15002022	S100172266.002	10-2620-431-000-00-000-000-000-0000		155.63
Vendor: 0660 - JOHNSTONE SUPPLY		Remit # 1 Check Date: 12/18/2014	Check Amount:	155.63
00002114 12/18/2014 L0136400045 15002036	11814	10-2420-330-000-00-000-000-000-0114		160.00
00002114 12/18/2014 L0136400046 15002053	11114	10-2420-330-000-00-000-000-000-0114		1,600.00
Vendor: 0666 - JOSE R MONASTERIO MD		Remit # 1 Check Date: 12/18/2014	Check Amount:	1,760.00
00002115 12/18/2014 L0134700106 15002249	374873	10-1241-322-000-00-000-000-000-0115		9,637.00
Vendor: 0692 - CCIU #24 - GENERAL FUND		Remit # 1 Check Date: 12/18/2014	Check Amount:	9,637.00
00002116 12/18/2014 L0134700192 15002233	T/R 12/12/14	10-1100-240-000-20-000-000-000-0000		525.00
Vendor: 0703 - KATHLEEN NEUFER		Remit # 1 Check Date: 12/18/2014	Check Amount:	525.00
00002117 12/18/2014 L0136400035 15002143	30064969	10-2620-423-000-00-000-000-000-0000		638.77
00002117 12/18/2014 L0136400036 15002143	83023966	10-2620-423-000-00-000-000-000-0000		135.72
Vendor: 0710 - KEEN COMPRESSED GAS COM	PANY	Remit # 1 Check Date: 12/18/2014	Check Amount:	774.49
00002118 12/18/2014 L0134700102 15002167	E/R 11/26/14	10-2620-580-000-00-000-000-000-0000		159.60
00002118 12/18/2014 L0134700103 15002167	E/R 10/30/14	10-2620-580-000-00-000-000-000-0000		201.60
Vendor: 0711 - KEITH A DAVIS		Remit # 1 Check Date: 12/18/2014	Check Amount:	361.20
. 00002119 12/18/2014 L0136400041 15002182	6067560	10-2620-433-000-00-000-000-000-0000		1,007.74
Vendor: 0755 - LANCASTER TRUCK BODIES		Remit # 1 Check Date: 12/18/2014	Check Amount:	1,007.74
00002120 12/18/2014 L0136400047 15001956	5-782624	10-2620-433-000-00-000-000-000-0000		107.24
00002120 12/18/2014 L0136400048 15001956	5-782726	10-2620-433-000-00-000-000-000-0000		142.23
00002120 12/18/2014 L0136400049 15001956	5-782972	10-2620-433-000-00-000-000-000-0000		160.30
00002120 12/18/2014 L0136400050 15001956	5-782977	10-2620-433-000-00-000-000-000-0000		76.49

\* Denotes Non-Negotiable Transaction

P - Prenote

d - Direct Deposit

<sup>C</sup> - Credit Card Payment

# - Payable Transaction

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00002120	12/18/2014	L0136400051	15001956	5-783053	10-2620-433-000-00-000-000-000-0000		59.62
00002120	12/18/2014	L0136400052	15001956	5-783282	10-2620-433-000-00-000-000-000-0000		54.95
00002120	12/18/2014	L0136400053	15001956	5-783604	10-2620-433-000-00-000-000-000-0000		10.19
00002120	12/18/2014	L0136400054	15001956	5-783606	10-2620-433-000-00-000-000-000-0000		9.71
00002120	12/18/2014	L0136400055	15001956	5-782978	10-2620-433-000-00-000-000-000-0000		76.49
Vendor	: 0933 - N	APA AUTO PA	RTS		Remit # 1 Check Date: 12/18/2014	Check Amount:	697.22
00002121	12/18/2014	L0136400056	15002192	546484	10-2620-610-000-00-000-000-000-0000		531.47
00002121	12/18/2014	L0136400057	15002183	546366	10-2620-610-000-00-000-000-000-0000		297.39
00002121	12/18/2014	L0136400058	15002183	546365	10-2620-610-000-00-000-000-000-0000		175.22
Vendor	: 0939 - N	NATIONAL ENE	RGY CONTROLS	CORP	Remit # 1 Check Date: 12/18/2014	Check Amount:	1,004.08
00002122	12/18/2014	L0134700189	15002309	45813	10-2500-610-000-00-000-000-000-0000		229.22
Vendor	: 0960 - C	DAK SYSTEMS	INC		Remit # 1 Check Date: 12/18/2014	Check Amount:	229.22
00002123	12/18/2014	L0134700002	15001998	742584101001	10-1100-610-000-10-000-000-000-0111		311.21
00002123	12/18/2014	L0134700088	15002114	743869073001	10-1100-610-000-10-260-000-000-0000		2.73
00002123	12/18/2014	ь0134700089	15002114	743869073001	10-1100-610-000-10-260-000-000-0000		18.96
00002123	12/18/2014	L0134700090	15002114	743869073001	10-1100-610-000-10-260-000-000-0000		29.75
00002123	12/18/2014	L0134700091	15002114	743869073001	10-1100-610-000-10-260-000-000-0000		37.25
00002123	12/18/2014	ь0134700092	15002114	743869073001	10-1100-610-000-10-260-000-000-0000		544.90
Vendor	c: 0965 - C	FFICE DEPOT			Remit # 1 Check Date: 12/18/2014	Check Amount:	944.80
00002124	12/18/2014	L0134700008	15001975	500006270 BD	10-2380-810-000-23-550-000-000-0000		595.00
00002124	12/18/2014	ь0136400062	15001997	500004651 BB	10-2380-810-000-10-220-000-000-0000		595.00
Vendor	:: 0975 - I	PA ASSOC OF	ELEMENTARY S	CH PRI	Remit # 1 Check Date: 12/18/2014	Check Amount:	1,190.00
00002125	12/18/2014	L0134700070	15001424	JUL2014-JUN2014	10-2832-810-000-00-000-000-000-0000		190.00
Vendor	c: 0978 - I	PA ASSOC OF	SCHOOL PERSO	NNEL	Remit # 2 Check Date: 12/18/2014	Check Amount:	190.00
00002126	12/18/2014	L0136400060	15002194	2200025471251214	10-2620-424-000-00-000-000-000-0000		227.88
00002126	12/18/2014	L0136400061	15002194	210029374745	10-2620-424-000-00-000-000-000-0000		258.46
00002126	12/18/2014	L0134700141	15002242	2100304966691214	10-2620-424-000-00-000-000-000-0000		39.69
00002126	12/18/2014	L0134700142	15002242	2100328919631214	10-2620-424-000-00-000-000-000-0000		16.18
Vendor	e: 0995 - E	PA-AMERICAN	WATER COMPAN	Y	Remit # 1 Check Date: 12/18/2014	Check Amount:	542.21
00002127	12/18/2014	L0136400059	15002134	1388 BC	10-2380-810-000-34-610-000-000-0000		595.00
00002127	12/18/2014	L0134700132	15002229	500003250 ER	10-2380-810-000-30-710-000-000-0000		595.00
Vendor	e: 0997 - I	PAESSP			Remit # 1 Check Date: 12/18/2014	Check Amount:	1,190.00

<sup>\*</sup> Denotes Non-Negotiable Transaction

<sup># -</sup> Payable Transaction 01/09/2015 09:26:06 AM

C - Credit Card Payment

None   None	Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00002129   12/18/2014 L0136400063   15002196   3248700768121   10-2620-621-0000-000-0000-0000-0000   146.38   00002129   12/18/2014 L0136400066   15002196   102501163114   10-2620-621-0000-000-0000-0000-0000   132.76   00002129   12/18/2014 L0136400066   15002196   6047601703124   10-2620-621-0000-000-0000-0000-0000   2,693.97   00002129   12/18/2014 L0136400067   15002196   6043601101124   10-2620-621-0000-000-0000-0000-0000   1,360.000   00002129   12/18/2014 L0136400069   15002196   575501802124   10-2620-621-0000-000-0000-0000-0000   1,130.000   00002129   12/18/2014 L0136400071   15002176   3566019034114   10-2620-621-0000-000-0000-0000-0000   36,972.03   00002129   12/18/2014 L0136400071   15002176   3566019034114   10-2620-422-0000-000-000-0000-0000   2,512.37   00002129   12/18/2014 L0136400071   15002176   3566019034114   10-2620-422-0000-00-000-0000-0000   2,512.37   00002129   12/18/2014 L0136400071   15002176   464801500124   10-2620-422-0000-00-000-0000-0000   2,512.37   00002129   12/18/2014 L0134700138   15002244   461150302124   10-2620-422-0000-00-000-0000-0000   2,512.37   00002129   12/18/2014 L0134700138   15002243   41840019124   10-2620-422-0000-00-000-0000-0000   2,404.08   00002129   12/18/2014 L0134700138   15002243   41840019124   10-2620-421-0000-00-000-0000-0000   2,404.08   00002129   12/18/2014 L0134700138   15002243   41840019124   10-2620-421-0000-000-000-0000-0000   2,404.08   0000213   12/18/2014 L013470013   15002243   41840019124   10-2620-421-0000-00-000-0000-0000   3,5000   3,5000   0000213   12/18/2014 L0134700013   15002143   1007157   10-2620-431-0000-000-000-0000-0000   3,5000	00002128	12/18/2014	L0134700071	15001533	4436	10-2832-324-000-00-000-000-000-0000		80.00
	Vendo	r: 1007 - 1	PASBO			Remit # 1 Check Date: 12/18/2014	Check Amount:	80.00
1/2   1/2	00002129	12/18/2014	L0136400063	15002197	04739014011214	10-2620-422-000-00-000-000-000-0000		146.38
	00002129	12/18/2014	L0136400064	15002196	32457007061214	10-2620-621-000-00-000-000-000-0000		1,098.50
0.0002129   12/18/2014 L0136400068   15002196   9754204031214   10-2620-621-000-000-000-000-000-000-000   1,136.0	00002129	12/18/2014	L0136400065	15002196	11025011051114	10-2620-621-000-00-000-000-000-0000		132.76
	00002129	12/18/2014	L0136400066	15002196	60476017031214	10-2620-621-000-00-000-000-000-0000		2,693.97
1,0002129   1,2/18/2014 L013400009 15002196   0.7505018021114   10-2620-621-000-00-000-000-000-000-000   36,972.03   36,972.	00002129	12/18/2014	L0136400067	15002196	60596011011214	10-2620-621-000-00-000-000-000-0000		1,360.80
00002129   12/18/2014 L0136400071 15002176   0366199341114   01-2620-422-000-00-000-000-000-000   2,512.37	00002129	12/18/2014	L0136400068	15002196	97542004031214	10-2620-621-000-00-000-000-000-0000		1,130.02
12/18/2014 L0134700136 15002144   45115530071214   10-2620-422-000-000-000-000-000-000   48.10   10-2620-422-000-000-000-000-000-000   48.10   10-2620-422-000-000-000-000-000-000   48.10   10-2620-422-000-000-000-000-000-000   48.10   10-2620-422-000-000-000-000-000   2.40   10-2620-422-000-000-000-000-000   2.40   10-2620-422-000-000-000-0000   2.40   10-2620-422-000-000-000-0000   2.40   10-2620-422-000-000-000-0000   2.40   10-2620-422-000-000-0000-0000   2.40   10-2620-422-000-000-0000-0000   2.40   10-2620-422-000-000-0000-0000   2.40   10-2620-422-000-000-0000-0000   2.40   10-2620-422-000-000-0000-0000   2.40   10-2620-422-000-000-0000-0000   2.40   10-2620-422-000-000-0000-0000   2.40   10-2620-422-000-000-0000-0000   2.40   10-2620-422-000-000-0000-0000-0000   2.40   10-2620-422-000-000-0000-0000-0000   2.40   10-2620-422-000-000-0000-0000-0000-0000   2.40   2.	00002129	12/18/2014	L0136400069	15002196	57505018021214	10-2620-621-000-00-000-000-000-0000		1,022.62
12/18/2014 L0134700136 15002244   4511553071214   10-2620-422-000-00-000-000-000-000   22.96	00002129	12/18/2014	L0136400070	15002176	03660190341114	10-2620-422-000-00-000-000-000-0000		36,972.03
12/18/2014 L0134700137 15002244   6048101501214   10-2620-422-000-000-000-000-000-000-000-000-0	00002129	12/18/2014	L0136400071	15002176	72782011001114	10-2620-422-000-00-000-000-000-0000		2,512.37
1/18/2014 L0134700138 15002243   2660204091214   10-2620-621-000-000-000-0000-0000-0000   1,989.20	00002129	12/18/2014	ь0134700136	15002244	45115530071214	10-2620-422-000-00-000-000-000-0000		48.10
1,989.20    12/18/2014 L0134700149   15002243   4185400191214   10-2620-621-000-000-000-000-000-000-000-000-000-0	00002129	12/18/2014	L0134700137	15002244	60481015001214	10-2620-422-000-00-000-000-000-0000		22.96
12/18/2014 L0134700140 15002243	00002129	12/18/2014	L0134700138	15002243	26602004091214	10-2620-621-000-00-000-000-000-0000		2,440.85
Name	00002129	12/18/2014	L0134700139	15002243	51246001051214	10-2620-621-000-00-000-000-000-0000		1,989.20
None	00002129	12/18/2014	L0134700140	15002243	41854001091214	10-2620-621-000-00-000-000-000-0000		742.23
Vendor: 1066 - COMMONWEALTH OF PENNSYLVANIA         Remit # 1 Check Date: 12/18/2014 Check Amount: 35.00           00002131 12/18/2014 L0136400002 15002164 1007157         10-2620-413-000-00-000-000-000-000-000-000-000-00	Vendoi	r: 1039 - 1	PECO ENERGY			Remit # 1 Check Date: 12/18/2014	Check Amount:	52,312.79
12/18/2014 L0136400002 15002164   1007157   10-2620-413-000-000-000-0000-0000-0000   205.00	00002130	12/18/2014	L0134700150	15001947	BU8985 1-12/2015	10-2620-810-000-00-000-000-000-0000		35.00
Vendor:         1083 - COMMONWEALTH OF PENNSYLVANIA         Remit # 1 Check Date:         12/18/2014         Check Amount:         205.00           00002132         12/18/2014 L0134700001 15002232         DEC 5, 2014         10-0462-017-PAY-00-000-000-000-000-0000-0000-0000-0	Vendo	c: 1066 - 0	COMMONWEALTH	OF PENNSYLV	ANIA	Remit # 1 Check Date: 12/18/2014	Check Amount:	35.00
00002132         12/18/2014 L0134700001 15002232         DEC 5, 2014         10-0462-017-PAY-00-000-000-000-0000-0000-0000         753.73           Vendor: 1093 - PUBLIC SCHOOL EMPLOYEE RET SYS         Remit # 2 Check Date: 12/18/2014 Check Amount: 753.73           00002133         12/18/2014 L0134700082 15002111         8364565         10-1100-610-000-22-530-110-000-0000         39.99           00002133         12/18/2014 L0134700084 15002111         8364565         10-1100-610-000-23-530-110-000-0000         39.99           00002133         12/18/2014 L0134700084 15002111         8364565         10-1100-610-000-24-530-110-000-0000         39.98           00002133         12/18/2014 L0134700085 15002111         8336350         10-1100-610-000-23-530-110-000-0000         93.69           00002133         12/18/2014 L0134700086 15002111         8336350         10-1100-610-000-23-530-110-000-0000         93.69           00002133         12/18/2014 L0134700087 15002111         8336350         10-1100-610-000-24-530-110-000-0000         93.68           00002133         12/18/2014 L0134700162 15002132         8469310         10-1100-610-000-24-520-000-000-0000         52.08           00002133         12/18/2014 L0134700163 15002132         8469310         10-1100-610-000-24-520-000-000-0000         56.96	00002131	12/18/2014	ь0136400002	15002164	1007157	10-2620-413-000-00-000-000-000-0000		205.00
Vendor:         1093 - PUBLIC SCHOOL EMPLOYEE RET SYS         Remit # 2 Check Date:         12/18/2014         Check Amount:         753.73           00002133         12/18/2014 L0134700082 15002111         8364565         10-1100-610-000-22-530-110-000-0000         39.99           00002133         12/18/2014 L0134700083 15002111         8364565         10-1100-610-000-23-530-110-000-0000         39.98           00002133         12/18/2014 L0134700084 15002111         8336350         10-1100-610-000-22-530-110-000-0000         93.69           00002133         12/18/2014 L0134700086 15002111         8336350         10-1100-610-000-23-530-110-000-0000         93.69           00002133         12/18/2014 L0134700087 15002111         8336350         10-1100-610-000-24-530-110-000-0000         93.68           00002133         12/18/2014 L0134700162 15002132         8469310         10-1100-610-000-24-520-000-000-0000         52.08           00002133         12/18/2014 L0134700163 15002132         8469310         10-1100-610-000-24-520-000-000-0000         56.96	Vendo	r: 1083 - 0	COMMONWEALTH	OF PENNSYLV	ANIA	Remit # 1 Check Date: 12/18/2014	Check Amount:	205.00
00002133       12/18/2014 L0134700082 15002111       8364565       10-1100-610-000-22-530-110-000-0000       39.99         00002133       12/18/2014 L0134700083 15002111       8364565       10-1100-610-000-23-530-110-000-0000       39.99         00002133       12/18/2014 L0134700084 15002111       8364565       10-1100-610-000-24-530-110-000-0000       39.98         00002133       12/18/2014 L0134700085 15002111       8336350       10-1100-610-000-22-530-110-000-0000       93.69         00002133       12/18/2014 L0134700086 15002111       8336350       10-1100-610-000-23-530-110-000-0000       93.69         00002133       12/18/2014 L0134700087 15002111       8336350       10-1100-610-000-24-530-110-000-0000       93.68         00002133       12/18/2014 L0134700162 15002132       8469310       10-1100-610-000-24-520-000-000-0000       52.08         00002133       12/18/2014 L0134700163 15002132       8469310       10-1100-610-000-24-520-000-000-0000       56.96	00002132	12/18/2014	L0134700001	15002232	DEC 5, 2014	10-0462-017-PAY-00-000-000-000-0000		753.73
00002133       12/18/2014 L0134700083 15002111       8364565       10-1100-610-000-23-530-110-000-0000       39.99         00002133       12/18/2014 L0134700084 15002111       8364565       10-1100-610-000-24-530-110-000-0000       39.98         00002133       12/18/2014 L0134700085 15002111       8336350       10-1100-610-000-23-530-110-000-0000       93.69         00002133       12/18/2014 L0134700086 15002111       8336350       10-1100-610-000-23-530-110-000-0000       93.69         00002133       12/18/2014 L0134700087 15002111       8336350       10-1100-610-000-24-530-110-000-0000       93.68         00002133       12/18/2014 L0134700162 15002132       8469310       10-1100-610-000-24-520-000-000-0000       52.08         00002133       12/18/2014 L0134700163 15002132       8469310       10-1100-610-000-24-520-000-000-0000       56.96	Vendo	r: 1093 - 1	PUBLIC SCHOO	L EMPLOYEE R	ET SYS	Remit # 2 Check Date: 12/18/2014	Check Amount:	753.73
00002133       12/18/2014 L0134700084 15002111       8364565       10-1100-610-000-24-530-110-000-0000       39.98         00002133       12/18/2014 L0134700085 15002111       8336350       10-1100-610-000-22-530-110-000-0000       93.69         00002133       12/18/2014 L0134700086 15002111       8336350       10-1100-610-000-23-530-110-000-0000       93.69         00002133       12/18/2014 L0134700087 15002111       8336350       10-1100-610-000-24-530-110-000-0000       93.68         00002133       12/18/2014 L0134700162 15002132       8469310       10-1100-610-000-24-520-000-000-0000       52.08         00002133       12/18/2014 L0134700163 15002132       8469310       10-1100-610-000-24-520-000-000-0000       56.96	00002133	12/18/2014	L0134700082	15002111	8364565	10-1100-610-000-22-530-110-000-0000		39.99
00002133       12/18/2014 L0134700085 15002111       8336350       10-1100-610-000-22-530-110-000-0000       93.69         00002133       12/18/2014 L0134700086 15002111       8336350       10-1100-610-000-23-530-110-000-0000       93.69         00002133       12/18/2014 L0134700087 15002111       8336350       10-1100-610-000-24-530-110-000-0000       93.68         00002133       12/18/2014 L0134700162 15002132       8469310       10-1100-610-000-24-520-000-000-0000       52.08         00002133       12/18/2014 L0134700163 15002132       8469310       10-1100-610-000-24-520-000-000-0000       56.96	00002133	12/18/2014	ь0134700083	15002111	8364565	10-1100-610-000-23-530-110-000-0000		39.99
00002133       12/18/2014 L0134700086 15002111       8336350       10-1100-610-000-23-530-110-000-0000       93.69         00002133       12/18/2014 L0134700087 15002111       8336350       10-1100-610-000-24-530-110-000-0000       93.68         00002133       12/18/2014 L0134700162 15002132       8469310       10-1100-610-000-24-520-000-0000       52.08         00002133       12/18/2014 L0134700163 15002132       8469310       10-1100-610-000-24-520-000-0000-0000       56.96	00002133	12/18/2014	L0134700084	15002111	8364565	10-1100-610-000-24-530-110-000-0000		39.98
00002133       12/18/2014 L0134700087 15002111       8336350       10-1100-610-000-24-530-110-000-0000       93.68         00002133       12/18/2014 L0134700162 15002132       8469310       10-1100-610-000-24-520-000-0000       52.08         00002133       12/18/2014 L0134700163 15002132       8469310       10-1100-610-000-24-520-000-0000       56.96	00002133	12/18/2014	L0134700085	15002111	8336350	10-1100-610-000-22-530-110-000-0000		93.69
00002133       12/18/2014 L0134700162 15002132       8469310       10-1100-610-000-24-520-000-0000       52.08         00002133       12/18/2014 L0134700163 15002132       8469310       10-1100-610-000-24-520-000-0000       56.96	00002133	12/18/2014	ь0134700086	15002111	8336350	10-1100-610-000-23-530-110-000-0000		93.69
00002133 12/18/2014 L0134700163 15002132 8469310 10-1100-610-000-24-520-000-0000 56.96	00002133	12/18/2014	L0134700087	15002111	8336350	10-1100-610-000-24-530-110-000-0000		93.68
	00002133	12/18/2014	L0134700162	15002132	8469310	10-1100-610-000-24-520-000-000-0000		52.08
00002133 12/18/2014 L0134700164 15002132 8489543 10-1100-610-000-24-520-000-0000 22.20	00002133	12/18/2014	L0134700163	15002132	8469310	10-1100-610-000-24-520-000-000-0000		56.96
	00002133	12/18/2014	L0134700164	15002132	8489543	10-1100-610-000-24-520-000-000-0000		22.20

<sup>\*</sup> Denotes Non-Negotiable Transaction

<sup># -</sup> Payable Transaction

d - Direct Deposit P - Prenote

<sup>&</sup>lt;sup>C</sup> - Credit Card Payment

Check # Tran Date Tran # PO No. Invoice # Account Code A.S.N. Expended Amt 532.26 Vendor: 1103 - QUILL CORPORATION Remit # 1 Check Date: 12/18/2014 Check Amount: 00002134 12/18/2014 L0136400042 15002000 10-2620-433-000-00-000-000-000-0000 99.34 03-272593 126.09 00002134 12/18/2014 L0136400043 15002000 03-276047 10-2620-433-000-00-000-000-000-0000 00002134 12/18/2014 L0136400044 15002000 10-2620-433-000-00-000-000-000-0000 41.75 03-282430 267.18 Vendor: 1150 - ROBERT E LITTLE INC Remit # 1 Check Date: 12/18/2014 Check Amount: 00002135 12/18/2014 L0136400039 15002029 10-2420-330-000-00-000-000-000-0114 240.00 111314 00002135 12/18/2014 L0136400040 15002035 11714 10-2420-330-000-00-000-000-000-0114 180.00 420.00 Vendor: 1188 - SANDRA L KREISS-SCHMIDT Remit # 1 Check Date: 12/18/2014 Check Amount: 00002136 12/18/2014 L0134700072 15002246 8675435 10-1190-640-430-00-000-000-000-0000 556.33 556.33 Vendor: 1202 - SCHOLASTIC INC Remit # 1 Check Date: 12/18/2014 Check Amount: 00002137 12/18/2014 L0134700003 15001547 10-2420-610-000-00-000-000-000-0114 131.40 2903403-00 00002137 82.08 12/18/2014 L0134700004 15001547 2903403-00 10-2420-610-000-00-000-000-000-0114 00002137 12/18/2014 L0134700005 15001547 2903403-00 10-2420-610-000-00-000-000-000-0114 102,50 00002137 10-2420-610-000-00-000-000-000-0114 7.68 12/18/2014 L0134700006 15001547 2903403-00 00002137 10-2420-610-000-00-000-000-000-0114 11.01 12/18/2014 L0134700022 15002115 2924773-00 23.82 00002137 10-2420-610-000-00-000-000-000-0114 12/18/2014 L0134700023 15001253 2921835-00 00002137 10-2420-610-000-00-000-000-000-0114 1.32 12/18/2014 L0134700024 15001253 2921835-00 12.62 00002137 12/18/2014 L0134700025 15001253 2921835-00 10-2420-610-000-00-000-000-000-0114 33.90 00002137 10-2420-610-000-00-000-000-000-0114 12/18/2014 L0134700026 15001253 2921835-00 23.22 00002137 10-2420-610-000-00-000-000-000-0114 12/18/2014 L0134700027 15001253 2921835-00 00002137 10-2420-610-000-00-000-000-000-0114 7.10 12/18/2014 L0134700028 15001253 2921835-00 00002137 10-2420-610-000-00-000-000-000-0114 5.84 12/18/2014 L0134700029 15001253 2921835-00 00002137 12/18/2014 L0134700030 15001253 2921835-00 10-2420-610-000-00-000-000-000-0114 28.08 00002137 10-2420-610-000-00-000-000-000-0114 4.16 12/18/2014 L0134700031 15001253 2921835-00 00002137 10-2420-610-000-00-000-000-000-0114 2.96 12/18/2014 L0134700032 15001253 2921835-00 00002137 10-2420-610-000-00-000-000-000-0114 46.90 12/18/2014 L0134700033 15001253 2921835-00 00002137 10-2420-610-000-00-000-000-000-0114 8.96 12/18/2014 L0134700034 15001253 2921835-00 00002137 12/18/2014 L0134700035 15001253 10-2420-610-000-00-000-000-000-0114 6.76 2921835-00 00002137 12/18/2014 L0134700036 15001253 2921835-00 10-2420-610-000-00-000-000-000-0114 4.41 53.82 00002137 12/18/2014 L0134700037 15001253 10-2420-610-000-00-000-000-000-0114 2921835-00 00002137 12/18/2014 L0134700038 15001253 10-2420-610-000-00-000-000-000-0114 4.88 2921835-00 00002137 12/18/2014 L0134700039 15001253 10-2420-610-000-00-000-000-000-0114 1.80 2921835-00

<sup>\*</sup> Denotes Non-Negotiable Transaction

<sup># -</sup> Pavable Transaction P - Prenote

d - Direct Deposit

C - Credit Card Payment

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00002137	12/18/2014	L0134700040	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		42.70
00002137	12/18/2014	L0134700041	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		1.44
00002137	12/18/2014	L0134700042	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		2.65
00002137	12/18/2014	L0134700043	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		20.14
00002137	12/18/2014	L0134700044	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		11.05
00002137	12/18/2014	L0134700046	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		0.63
00002137	12/18/2014	ь0134700047	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		11.99
00002137	12/18/2014	L0134700048	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		5.14
00002137	12/18/2014	L0134700049	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		25.52
00002137	12/18/2014	L0134700050	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		3.96
00002137	12/18/2014	L0134700051	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		3.56
00002137	12/18/2014	ь0134700052	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		1.81
00002137	12/18/2014	L0134700053	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		5.98
00002137	12/18/2014	L0134700054	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		24.00
00002137	12/18/2014	L0134700055	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		158.75
00002137	12/18/2014	L0134700056	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		14.70
00002137	12/18/2014	L0134700057	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		7.86
00002137	12/18/2014	ь0134700058	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		17.64
00002137	12/18/2014	L0134700059	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		6.24
00002137	12/18/2014	L0134700060	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		0.78
00002137	12/18/2014	L0134700061	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		4.69
00002137	12/18/2014	L0134700062	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		1.31
00002137	12/18/2014	ь0134700063	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		5.88
00002137	12/18/2014	L0134700064	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		28.01
00002137	12/18/2014	L0134700065	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		15.40
00002137	12/18/2014	L0134700066	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		23.50
00002137	12/18/2014	L0134700067	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		24.90
00002137	12/18/2014	L0134700068	15001253	2921835-00	10-2420-610-000-00-000-000-000-0114		3.89
Vendo	r: 1205 – S	SCHOOL HEALT	H CORP		Remit # 1 Check Date: 12/18/2014	Check Amount:	1,079.34
00002138	12/18/2014	L0134700186	15002306	2388009-DC14	10-2500-300-000-00-000-000-000-0000		395.00
Vendo	r: 1216 - S	SECAP FINANC	E		Remit # 1 Check Date: 12/18/2014	Check Amount:	395.00
00002139	12/18/2014	L0134700009	15001072	3648724	10-1100-610-000-36-810-110-000-0000		100.00

<sup>\*</sup> Denotes Non-Negotiable Transaction

Page 9

# - Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00002139	12/18/2014	L0134700010	15001072	3648724	10-1100-610-000-36-810-120-000-0000		41.60
00002139	12/18/2014	L0134700011	15001072	3783655	10-1100-610-000-36-810-110-000-0000		86.84
00002139	12/18/2014	L0134700012	15001072	3783655	10-1100-610-000-36-810-120-000-0000		100.00
00002139	12/18/2014	L0134700013	15001072	3732443	10-1100-610-000-36-810-110-000-0000		20.00
00002139	12/18/2014	L0134700014	15001072	3732443	10-1100-610-000-36-810-120-000-0000		34.84
00002139	12/18/2014	L0134700015	15001072	3662995	10-1100-610-000-36-810-120-000-0000		19.00
00002139	12/18/2014	ь0134700016	15001072	3580026	10-1100-610-000-36-810-110-000-0000		12.00
00002139	12/18/2014	ь0134700017	15001072	3580026	10-1100-610-000-36-810-120-000-0000		30.36
00002139	12/18/2014	L0134700018	15001072	3591263	10-1100-610-000-36-810-110-000-0000		10.01
00002139	12/18/2014	ь0134700019	15001072	3591263	10-1100-610-000-36-810-120-000-0000		25.00
00002139	12/18/2014	ь0134700020	15001072	3433892	10-1100-610-000-36-810-110-000-0000		5.44
00002139	12/18/2014	ь0134700021	15001072	3433892	10-1100-610-000-36-810-120-000-0000		20.00
Vendor	r: 1225 - I	DICK BLICK C	COMPANY		Remit # 1 Check Date: 12/18/2014	Check Amount:	505.09
00002140	12/18/2014	L0136400078	15002198	239565	10-2620-624-000-00-000-000-000-0000		659.04
00002140	12/18/2014	L0136400079	15002177	228621	10-2620-624-000-00-000-000-000-0000		674.82
00002140	12/18/2014	L0136400080	15002177	236242	10-2620-624-000-00-000-000-000-0000		719.16
Vendor	c: 1231 - s	SHELLER OIL	CO INC		Remit # 1 Check Date: 12/18/2014	Check Amount:	2,053.02
00002141	12/18/2014	ь0134700196	15002238	T/R 12/12/14	10-1100-240-000-20-000-000-000-0000		1,116.00
Vendor	c: 1262 - s	STEPHEN M JA	MISON		Remit # 1 Check Date: 12/18/2014	Check Amount:	1,116.00
00002142	12/18/2014	ь0134700073	15002260	10312014	10-1290-568-000-00-000-000-000-0115		48.00
00002142	12/18/2014	ь0134700074	15002260	11042014	10-1290-568-000-00-000-000-000-0115		48.00
Vendor	c: 1313 - !	THE HORSHAM	CLINIC		Remit # 1 Check Date: 12/18/2014	Check Amount:	96.00
00002143	12/18/2014	L0136400034	15002181	0115718-IN	10-2620-413-000-00-000-000-000-0000		1,885.83
Vendor	r: 1315 - !	THE KEELER C	COMPANY INC		Remit # 1 Check Date: 12/18/2014	Check Amount:	1,885.83
00002144	12/18/2014	ь0136400072	15002110	164369	10-2620-431-000-00-000-000-000-0000		395.00
00002144	12/18/2014	L0136400073	15002098	164254	10-2620-431-000-00-000-000-000-0000		165.00
Vendor	c: 1321 - :	THE PROTECTI	ON BUREAU		Remit # 1 Check Date: 12/18/2014	Check Amount:	560.00
00002145	12/18/2014	L0136400081	15002042	93263842	10-2620-431-000-00-000-000-000-0000		3,994.23
Vendor	r: 1363 - 5	FREMCO			Remit # 1 Check Date: 12/18/2014	Check Amount:	3,994.23
00002146	12/18/2014	L0136400082	15002199	114412	10-2620-432-000-00-000-000-000-0000		1,016.88
Vendor	c: 1366 - 5	TRI-M BUILDI	NG AUTO SYST	EM	Remit # 1 Check Date: 12/18/2014	Check Amount:	1,016.88
00002147	12/18/2014	L0136400083	15002200	S5633166.001	10-2620-610-000-00-000-000-000-0000		39.41

<sup>\*</sup> Denotes Non-Negotiable Transaction

<sup># -</sup> Payable Transaction P - Prenote 01/09/2015 09:26:06 AM

C - Credit Card Payment

Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
12/18/2014	L0136400084	15002200	S5634504.001	10-2620-610-000-00-000-000-000-0000		188.90
12/18/2014	L0136400085	5 15002200	S5634958.001	10-2620-610-000-00-000-000-000-0000		159.87
12/18/2014	L0136400086	5 15002200	S5635087.001	10-2620-610-000-00-000-000-000-0000		96.17
r: 1398 - 1	US SUPPLY CO	) INC		Remit # 1 Check Date: 12/18/2014	Check Amount:	484.35
12/18/2014	L0136400074	1 15002166	359807	10-2620-431-000-00-000-000-000-0000		234.85
12/18/2014	L0136400075	5 15002166	355142	10-2620-431-000-00-000-000-000-0000		47.50
12/18/2014	ь0136400076	5 15002166	355145	10-2620-431-000-00-000-000-000-0000		45.28
12/18/2014	L013640007	7 15002166	358195	10-2620-431-000-00-000-000-000-0000		240.00
12/18/2014	L0136400087	7 15002024	359911	10-2620-431-000-00-000-000-000-0000		135.00
12/18/2014	L0136400088	3 15002024	359914	10-2620-431-000-00-000-000-000-0000		135.00
12/18/2014	L0136400089	15002024	359920	10-2620-431-000-00-000-000-000-0000		67.50
r: 1433 - 1	WEAVER MULC	H		Remit # 1 Check Date: 12/18/2014	Check Amount:	905.13
12/18/2014	L0134700165	5 15002231	800638139	10-1100-448-000-10-220-000-000-0000		1,462.83
12/18/2014	L0134700166	5 15002231	800638139	10-1100-448-000-10-230-000-000-0000		610.17
12/18/2014	L0134700167	7 15002231	800638139	10-1100-448-000-10-240-000-000-0000		762.47
12/18/2014	L0134700168	3 15002231	800638139	10-1100-448-000-10-250-000-000-0000		767.11
12/18/2014	L0134700169	9 15002231	800638139	10-1100-448-000-10-260-000-000-0000		327.13
12/18/2014	L0134700170	15002231	800638139	10-1100-448-000-10-270-000-000-0000		788.32
12/18/2014	L0134700171	15002231	800638139	10-1100-448-000-20-520-000-000-0000		1,018.17
12/18/2014	ь0134700172	2 15002231	800638139	10-1100-448-000-20-530-000-000-0000		1,211.99
12/18/2014	L0134700173	3 15002231	800638139	10-1100-448-000-20-550-000-000-0000		1,388.47
12/18/2014	L0134700174	1 15002231	800638139	10-1100-448-000-30-710-000-000-0000		996.47
12/18/2014	ь0134700175	5 15002231	800638139	10-1100-448-000-34-610-000-000-0000		3,398.10
12/18/2014	ь0134700176	5 15002231	800638139	10-1100-448-000-36-810-000-000-0000		2,434.17
12/18/2014	ь013470017	7 15002231	800638139	10-2260-448-000-30-000-000-000-0113		206.72
12/18/2014	L0134700178	3 15002231	800638139	10-2360-448-000-00-000-000-000-0000		231.96
12/18/2014	L0134700179	3 15002231	800638139	10-2360-448-000-00-000-000-000-0000		85.84
12/18/2014	L0134700180	15002231	800638139	10-2360-448-000-00-000-000-000-0000		76.01
12/18/2014	L0134700183	15002231	800638139	10-2390-448-000-30-000-000-000-0113		76.01
12/18/2014	ь0134700182	2 15002231	800638139	10-2500-448-000-00-000-000-000-0000		2,468.74
12/18/2014	ь0134700183	3 15002231	800638139	10-2610-448-000-00-000-000-000-0000		1,125.36
10/10/2017	T.0134700184	1 15002231	800638139	10-2832-448-000-00-000-000-000-0000		152.02
	12/18/2014 12/18/2014	12/18/2014 L0136400086 12/18/2014 L0136400086 12/18/2014 L0136400086 12/18/2014 L0136400076 12/18/2014 L0136400076 12/18/2014 L0136400076 12/18/2014 L0136400076 12/18/2014 L0136400086 12/18/2014 L0136400086 12/18/2014 L0136400086 12/18/2014 L0136400086 12/18/2014 L0134700166 12/18/2014 L0134700166 12/18/2014 L0134700166 12/18/2014 L0134700176 12/18/2014 L0134700186 12/18/2014 L0134700186 12/18/2014 L0134700186 12/18/2014 L0134700186 12/18/2014 L0134700186	12/18/2014 L0136400084 15002200 12/18/2014 L0136400085 15002200 12/18/2014 L0136400086 15002200 r: 1398 - US SUPPLY CO INC 12/18/2014 L0136400074 15002166 12/18/2014 L0136400075 15002166 12/18/2014 L0136400076 15002166 12/18/2014 L0136400077 15002166 12/18/2014 L0136400087 15002024 12/18/2014 L0136400088 15002024 12/18/2014 L0136400089 15002024	12/18/2014 L0136400084 15002200	12/18/2014 L0136400084   15002200   S5634504.001   10-2620-610-000-000-000-000-000-000-000-000-00	12/18/2014 L0136400084   15002200   S5634504.001   10-2620-610-000-00-000-000-000-0000     12/18/2014 L0136400085   15002200   S5635087.001   10-2620-610-000-00-000-000-000-0000     12/18/2014 L0136400086   15002200   S5635087.001   10-2620-610-000-00-000-000-0000     12/18/2014 L0136400074   15002166   359807   10-2620-431-000-00-000-000-0000     12/18/2014 L0136400075   15002166   355142   10-2620-431-000-00-000-000-000-0000     12/18/2014 L0136400077   15002166   355145   10-2620-431-000-00-000-000-000-0000     12/18/2014 L0136400087   15002166   355145   10-2620-431-000-00-000-000-000-0000     12/18/2014 L0136400087   15002166   358195   10-2620-431-000-00-000-000-000-0000     12/18/2014 L0136400087   15002024   359911   10-2620-431-000-00-000-000-0000-0000     12/18/2014 L0136400088   15002024   359914   10-2620-431-000-00-000-000-0000-0000     12/18/2014 L0134700165   15002231   800638139   10-1100-448-000-10-220-000-0000-0000     12/18/2014 L0134700166   15002231   800638139   10-1100-448-000-10-220-000-0000-0000     12/18/2014 L0134700168   15002231   800638139   10-1100-448-000-10-220-000-0000     12/18/2014 L0134700171   15002231   800638139   10-1100-448-000-10-250-000-0000     12/18/2014 L0134700175   15002231   800638139   10-1100-448-000-30-000-0000     12/18/2014 L0134700176   15002231   800638139   10-1100-448-000-30-000-0000     12/18/2014 L0134700177   15002231   800638139   10-1100-448-000-30-000-0000     12/18/2014 L0134700178   15002231   800638139   10-260-448-000-30-000-0000-0000     12/18/20

<sup>\*</sup> Denotes Non-Negotiable Transaction

P - Prenote

d - Direct Deposit

<sup>&</sup>lt;sup>C</sup> - Credit Card Payment

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00002149	12/18/2014	L0134700185	15002231	800638139	10-2840-448-000-00-000-000-000-000		469.42
Vendor	r: 1472 - 1	XEROX CAPITA	L SERVICES	LLC	Remit # 1 Check Date: 12/18/2014	Check Amount:	20,057.48
00002150	12/18/2014	L0134700143	15001910	10448	10-2620-433-000-00-000-000-000-0000		1,220.10
Vendor	r: 1559 - 1	LANDIS TRANS	MISSION INC		Remit # 1 Check Date: 12/18/2014	Check Amount:	1,220.10
00002151	12/18/2014	L0134700093	15002030	592150	10-2620-433-000-00-000-000-000-0000		211.23
Vendor		AMERICAN VAN	_		Remit # 1 Check Date: 12/18/2014		211.23
00002152	12/18/2014	L0134700195	15002234	T/R 12/12/14	10-1100-240-000-30-000-000-000-0000		1,451.25
Vendor		THOMAS A PUL			Remit # 1 Check Date: 12/18/2014		1,451.25
00002153		L0134700133		11/30/2014	10-1290-561-000-00-000-000-000-0000		1,704.60
Vendor		CHARTIERS VA			Check Date: 12/18/2014		1,704.60
		L0134700188		168169	10-2350-330-000-00-000-000-000-0000		1,332.30
00002154	12/18/2014	L0134700191	15002315	172905	10-2350-330-000-00-000-000-000-0000		890.40
Vendor		GOLKOW INC			Check Date: 12/18/2014		2,222.70
00002155		L0136400003		0019159188	10-2620-621-000-00-000-000-000-0000		1,549.58
		L0136400004		0019956169	10-2620-621-000-00-000-000-000-0000		1,731.25
00002155	12/18/2014	L0136400005	15002174	0017583469	10-2620-621-000-00-000-000-000-0000		1,514.04
Vendor					LC Remit # 1 Check Date: 12/18/2014		4,794.87
		L0134700152		08-001	10-3250-610-000-00-000-000-000-0000		1,900.00
00002156		L0134700153		08-001	10-3250-610-000-00-000-000-000-0000		2,366.66
		L0134700154		08-002	10-3250-610-000-00-000-000-000-0000		3,333.33
		L0134700155		08-002	10-3250-610-000-00-000-000-000-0000		3,333.33
00002156	12/18/2014	L0134700156	15001970	08-003	10-3250-610-000-00-000-000-000-0000		3,333.33
00002156	12/18/2014	Г 10134700157	15001970	08-003	10-3250-610-000-00-000-000-000-0000		3,333.33
Vendor		BRANDYWINE H			Check Date: 12/18/2014	Check Amount:	17,599.98
00002157		ь0134700122		287313627	10-2620-442-000-00-000-000-000-0000		157.81
00002157	12/18/2014	L0134700123	15002163	287307267	10-2620-442-000-00-000-000-000-0000	·	188.38
00002157		ь0134700124		287310399	10-2620-442-000-00-000-000-000-0000		197.16
00002157		L0134700125		287304129	10-2620-442-000-00-000-000-000-0000		157.61
00002157	12/18/2014	L0134700126	15002163	287300941	10-2620-442-000-00-000-000-000-0000		157.61
00002157	12/18/2014	L0134700127	15002163	287297780	10-2620-442-000-00-000-000-000-0000		783.86
00002157	12/18/2014	L0134700151	15002236	287316808	10-2620-442-000-00-000-000-000-0000		172.02
Vendor	r: 2093 -	CINTAS CORPO	RATION NO 2		Remit # 1 Check Date: 12/18/2014	Check Amount:	1,814.45

<sup>\*</sup> Denotes Non-Negotiable Transaction

<sup># -</sup> Payable Transaction 01/09/2015 09:26:06 AM

d - Direct Deposit

C - Credit Card Payment

fackrgc

Check # T	ran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00002158 1	.2/18/2014	L0134700069	15002259	SI/21171	10-2832-330-000-00-000-000-0	000-0000	504.00
Vendor:	2106 -	SHL US INC			Check Date: 12/	/18/2014 Check Amount:	504.00
00002159 1	2/18/2014	ь0134700197	15002255	T/R 12/12/14	10-1100-240-000-10-000-000-0	000-0000	486.00
Vendor:	2121 - 1	WILLIAM CHAL	FANT		Remit # 1 Check Date: 12/	/18/2014 Check Amount:	486.00
00002160 1	2/18/2014	ь 10134700193	15002253	T/R 12/12/14	10-1100-240-000-10-000-000-0		243.00
		JULIE B REGE			Remit # 1 Check Date: 12/		243.00
		L0134700198		T/R 12/12/14	10-1100-240-000-10-000-000-0		432.00
		NICHOL BUCKW	ASH		Remit # 1 Check Date: 12/	, ,	432.00
		C0145100004			10-0462-027-PAY-00-000-000-0		1,120.93
	0026				Remit # 1 Check Date: 01/ 10-0462-020-PAY-00-000-000-0		<b>1,120.93</b> 2,200.00
	, ,	C0145100006			Remit # 1 Check Date: 01/		2,200.00
	•	CITADEL CRED C0145100005	IT UNION		10-0462-020-PAY-00-000-000-0	•	24,620.48
		COATESVILLE .	ΔΡΕΔ ΨΕΔ <i>С</i> ΉΕ	R ASSOC	Remit # 1 Check Date: 01/		24,620.48
		C0145100002		110000	10-0462-014-PAY-00-000-000-0	• •	23.00
		COATESVILLE		OUNDATI	Remit # 1 Check Date: 01/		23.00
00002166 1	12/26/2014	C0145100007			10-0462-023-PAY-00-000-000-0	000-0000	114.23
Vendor:	0355 - 3	DIVERSIFIED	COLLECTION	SERVICE	Remit # 1 Check Date: 01/	/05/2015 Check Amount:	114.23
00002167 1	12/26/2014	C0145100009			10-0462-023-PAY-00-000-000-0	000-0000	401.20
Vendor:	0726 - 3	KEYSTONE COL	LECTIONS GF	OUP	Remit # 2 Check Date: 01/	/05/2015 Check Amount:	401.20
00002168 1	12/26/2014	C0145100010			10-0462-023-PAY-00-000-000-0	000-0000	394.65
Vendor:	1055 -	PHEAA			Remit # 1 Check Date: 01/	/05/2015 Check Amount:	394.65
00002169 1	12/26/2014	C0145100003			10-0462-025-PAY-00-000-000-0	000-0000	3,365.58
		SECURITY BEN	EFIT COMPAN	IIES	Remit # 1 Check Date: 01/		3,365.58
00002170 1	12/26/2014	C0145100011			10-0462-023-PAY-00-000-000-0	000-0000	198.00
		TG COLLECTIO	NS		Remit # 1 Check Date: 01/	• • • • • • • • • • • • • • • • • • • •	198.00
	•	C0145100001			10-0462-019-PAY-00-000-000-0		50,974.06
		TSA CONSULTI	NG GROUP IN	IC .	Remit # 1 Check Date: 01/	•	50,974.06
		C0145100008			10-0462-023-PAY-00-000-000-0		77.88
		UNITED STATE	S TREASURY		Remit # 2 Check Date: 01/ 10-0462-023-PAY-00-000-000-0		77.88 172.10
		C0145100013	DITON MTAN				
vendor:	T380 -	US DEPT OF E	DUCATION		Remit # 1 Check Date: 01/	/05/2015 Check Amount:	172.10

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

01/09/2015 09:26:06 AM

P - Prenote

d - Direct Deposit

<sup>C</sup> - Credit Card Payment

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00002174	12/26/2014	C0145100012			10-0462-023-PAY-00-000-000-000-0000		632.50
Vendor	: 1448 - 1	WILLIAM C MI	LLER TRUSTEE		Remit # 1 Check Date: 01/05/2015	Check Amount:	632.50
00002175	01/08/2015	L0149000062	15002354	401390	10 - 1100 - 562 - 000 - 000 - 000 - 000 - 0000		9,260.52
00002175	01/08/2015	L0149000063	15002354	401390	10 - 1290 - 562 - 000 - 000 - 000 - 000 - 0115		4,237.32
Vendor	: 0001 - :	21ST CENTURY	CYBER CHART	ER SCH	Remit # 1 Check Date: 01/08/2015	Check Amount:	13,497.84
00002176	01/08/2015	ь 10149000052	15002305	DEC 16, 2014	10-2310-810-000-00-000-000-000-0000		740.00
Vendor	: 2123 - 3	3CTV Live.com	m		Check Date: 01/08/2015	Check Amount:	740.00
00002177	01/08/2015	L0149000119	15002264	4C446676	10-2620-411-000-00-000-000-000-0000		428.20
00002177	01/08/2015	L0149000120	15002264	4CA47046	10-2620-411-000-00-000-000-000-0000		301.50
00002177	01/08/2015	ь L0149000121	15002317	4CF00323	10-2620-411-000-00-000-000-000-0000		145.76
Vendor		A J BLOSENSK			Remit # 1 Check Date: 01/08/2015	Check Amount:	875.46
00002178	01/08/2015	L0149000077	15002351	245998	10-1290-562-000-00-000-000-000-0115		2,693.88
Vendor	: 0014 - 3	ACHIEVEMENT :	HOUSE CHARTE	R SCHO	Remit # 1 Check Date: 01/08/2015	Check Amount:	2,693.88
00002179	01/07/2015	C0149600054	507507	121914	10-3250-330-000-00-000-000-000-0000		60.00
00002179	01/07/2015	C0149600055	507507	121914	10-3250-330-000-00-000-000-000-0000		60.00
Vendor		ADAM B KRASS			Remit # 1 Check Date: 01/08/2015	Check Amount:	120.00
00002180	01/07/2015	C0149600052	14003890	2016 ck85414void	10-2660-432-000-00-000-000-000-0000		19.50
Vendor	: 0051 - 2	AMERICAN AUT	O WASH		Remit # 1 Check Date: 01/08/2015	Check Amount:	19.50
00002181	01/07/2015	C0149600018	507505	121514	10-3250-330-000-00-000-000-000-0000		67.00
Vendor		ANDREW M ROD			Remit # 1 Check Date: 01/08/2015	Check Amount:	67.00
00002182	01/08/2015	L0149000127	15002278	E/R 10/29/14	10-1241-580-000-00-000-000-000-0115		33.08
Vendor		ANTHONY J BO			Remit # 1 Check Date: 01/08/2015	Check Amount:	33.08
00002183	01/07/2015	C0149600008	507502	12914	10-3250-330-000-000-000-000-0000		60.00
Vendor		ANTHONY PORK			Remit # 1 Check Date: 01/08/2015	Check Amount:	60.00
00002184		5 L0149000122		03247171214	10-2620-424-000-00-000-000-000-0000		1,601.67
Vendor		AQUA PENNSYL			Remit # 1 Check Date: 01/08/2015	Check Amount:	1,601.67
00002185		5 L0149000035		44	10-3250-610-000-000-000-000-0000		400.00
00002185		5 L0149000036		44	10-3250-610-000-000-000-000-0000		51.75
00002185		5 L0149000037			10-3250-610-000-000-000-000-0000		362.25
00002185		5 L0149000038		4 4	10-3250-610-000-00-000-000-000-0000		207.00
00002185		ь 10149000039			10-3250-610-000-00-000-000-000-0000		258.75
00002185	01/08/2015	5 L0149000040	15002209	44	10-3250-610-000-00-000-000-000-000		258.75

<sup>\*</sup> Denotes Non-Negotiable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00002185	01/08/2015	L0149000041	15002209	4.4	10-3250-610-000-00-000-000-000-0000		51.75
00002185	01/08/2015	L0149000042	15002209	44	10-3250-610-000-00-000-000-000-0000		51.75
00002185	01/08/2015	L0149000043	15002209	44	10-3250-610-000-00-000-000-000-0000		58.50
00002185	01/08/2015	L0149000044	15002209	44	10-3250-610-000-00-000-000-000-0000		204.75
00002185	01/08/2015	L0149000045	15002209	44	10-3250-610-000-00-000-000-000-0000		263.25
00002185	01/08/2015	L0149000046	15002209	44	10-3250-610-000-00-000-000-000-0000		146.25
00002185	01/08/2015	L0149000047	15002209	44	10-3250-610-000-00-000-000-000-0000		87.75
00002185	01/08/2015	L0149000048	15002209	44	10-3250-610-000-00-000-000-000-0000		29.25
Vendor	r: 0092 - 1	ATHLETES CLO	SET		Remit # 1 Check Date: 01/08/2015	Check Amount:	2,431.75
00002186	01/08/2015	ь0149000125	15002363	12/29/2014	10-2360-330-000-00-000-000-000-0000		1,485.00
Vendor	r: 2133 - I	BETH TRAPANI			Check Date: 01/08/2015	Check Amount:	1,485.00
00002187	01/07/2015	C0149600044	507506	121914	10-3250-330-000-00-000-000-000-0000		49.00
Vendor	r: 0158 - I	BRYANT MOORE			Remit # 1 Check Date: 01/08/2015	Check Amount:	49.00
00002188	01/08/2015	L0149000073	15002366	375222	10-1390-564-000-00-000-000-000-0000		661,058.50
00002188	01/08/2015	L0149000074	15002361	377843	10-1100-322-000-00-000-000-000-0000		8,283.75
00002188	01/08/2015	L0149000075	15002361	377843	10-1290-322-000-00-000-000-000-0000		3,395.75
00002188	01/08/2015	L0149000076	15002361	377843	10-1441-568-000-00-000-000-000-0000		20,451.75
00002188	01/08/2015	L0149000124	15002365	377790	10-2360-330-000-00-000-000-000-0000		500.00
00002188	01/08/2015	L0149000133	15002250	374386	10-1241-322-000-00-000-000-000-0115		60.94
Vendor	r: 0692 - 0	CCIU #24 - G	ENERAL FUND		Remit # 1 Check Date: 01/08/2015	Check Amount:	693,750.69
00002189	01/07/2015	C0149600028	507505	121514	10-3250-330-000-00-000-000-000-0000		67.00
Vendor	c: 0204 - 0	CHARLES SCOT	T REESE		Remit # 1 Check Date: 01/08/2015	Check Amount:	67.00
00002190	01/08/2015	L0149000028	15002224	2578	10-2840-438-000-00-000-000-000-0000		10,000.00
Vendoi	r: 0207 - 0	CHESCONET			Remit # 1 Check Date: 01/08/2015	Check Amount:	10,000.00
00002191	01/08/2015	L0149000011	15002336	20415	10-1290-568-000-00-000-000-000-0115		2,400.00
Vendor	r: 0215 - 0	CHOR YOUTH &	FAMILY SER	VICES I	Remit # 1 Check Date: 01/08/2015	Check Amount:	2,400.00
. 00002192	01/08/2015	L0149000118	15002299	287319937	10-2620-442-000-00-000-000-000-0000		157.81
Vendo	r: 2093 - 0	CINTAS CORPO	RATION NO 2		Remit # 1 Check Date: 01/08/2015	Check Amount:	157.81
00002193	01/08/2015	L0149000054	15002319	09426280	10-2620-610-000-00-000-000-000-0000		161.46
00002193	01/08/2015	L0149000055	15002319	09426295	10-2620-610-000-00-000-000-000-0000		55.80
00002193	01/08/2015	L0149000056	15002267	09417588	10-2620-610-000-00-000-000-000-0000		200.55
Vendor	r: 0250 - 0	COLONIAL ELE	C SUPPLY CO		Remit # 1 Check Date: 01/08/2015	Check Amount:	417.81

<sup>\*</sup> Denotes Non-Negotiable Transaction

<sup># -</sup> Payable Transaction 01/09/2015 09:26:06 AM

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code		A.S.N.	Expended Amt
00002194	01/08/2015	L0149000117	15002269	01200	10-2620-432-000-00-000-0	00-000-0000		1,344.58
<b>Vendo:</b> 00002195		COMBUSTION M 5 L0149000025			Check Date: 10-2840-438-000-00-000-0		Check Amount:	<b>1,344.58</b> 314.47
Vendo	r: 0253 - 0	COMCAST CABL	E COMMUNICA	ATIONS	Remit # 1 Check Date:	01/08/2015	Check Amount:	314.47
00002196	01/08/2015	ь 10149000026	15002223	32323834	10-2840-438-000-00-000-0	00-000-0000		186.09
00002196	01/08/2015	ь 10149000027	15002223	32791735	10-2840-438-000-00-000-0	00-000-0000		188.84
Vendor	r: 0253 - 0	COMCAST CABL	E COMMUNICA	ATIONS	Remit # 2 Check Date:	01/08/2015	Check Amount:	374.93
00002197	01/07/2015	C0149600049	507506	121914	10-3250-330-000-00-000-0	00-000-0000		67.00
Vendo	r: 0306 - 1	DARRELL L ST	ERLING		Remit # 1 Check Date:	• •	Check Amount:	67.00
00002198	01/07/2015	C0149600016	507505	121514	10-3250-330-000-00-000-0	00-000-0000		55.00
Vendo	r: 2126 - I	DAVE MCDERMO	TT		Check Date:		Check Amount:	55.00
00002199	01/07/2015	C0149600034	507505	121514	10-3250-330-000-00-000-0	00-000-0000		67.00
Vendo		DAVE RUMINSK			Check Date:	• •	Check Amount:	67.00
00002200	01/07/2015	C0149600015	507505	121514	10-3250-330-000-00-000-0			49.00
		DAVID W TRIP			Remit # 1 Check Date:		Check Amount:	49.00
00002201	01/07/2015	C0149600042	507506	121914	10-3250-330-000-00-000-0	00-000-0000		55.00
		DEAN HILLARD			Check Date:	• •	Check Amount:	55.00
00002202	01/07/2015	C0149600022	507505	121514	10-3250-330-000-00-000-0			71.00
Vendo		DEBORAH D HO			Remit # 1 Check Date:	•	Check Amount:	71.00
00002203	01/08/2015	L0149000134	15002265	04L0441180452	10-2500-610-000-00-000-0			66.64
Vendo		DEER PARK SP			Remit # 1 Check Date:		Check Amount:	66.64
00002204	01/08/2015	L0149000010	15002335	63PC000699	10-1290-322-000-00-000-0			1,046.76
Vendo		DELAWARE CO			Remit # 1 Check Date:		Check Amount:	1,046.76
00002205		L0149000132		11/8/14	10-2430-330-000-00-000-0			160.00
Vendo		DR JOHN C GE			Remit # 1 Check Date:	• •	Check Amount:	160.00
		C0149600037		121514	10-3250-330-000-00-000-0			67.00
Vendo		EARL S JOHNS			Remit # 1 Check Date:		Check Amount:	67.00
00002207		L0149000071		246206	10-1100-562-000-00-000-0			1,543.42
00002207		L0149000072		246206	10-1290-562-000-00-000-0			4,237.31
Vendo		EDUCATION PL	US ACADEMY	CYBER CHARTER	Remit # 1 Check Date:	01/08/2015	Check Amount:	5,780.73
SCHOOI 00002208		L0149000078	15002385	SR2004060	10-2271-324-420-00-000-0	00-000-0000	102271324420	7,360.00

\* Denotes Non-Negotiable Transaction

P - Prenote

d - Direct Deposit

<sup>C</sup> - Credit Card Payment

# - Payable Transaction

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00002208	01/08/2015	L0149000079	15002385	SR2004060	10-2271-324-420-00-000-000-000-0000	102271324420	2,453.00
00002208	01/08/2015	L0149000080	15002385	SR2004060	10-2271-324-420-00-000-000-000-0000	102271324420	1,472.00
Vendo:	r: 2144 - 1	EDULINK INC			Check Date: 01/08/2015	Check Amount:	11,285.00
00002209	01/07/2015	C0149600060	507507	121914	10-3250-330-000-00-000-000-000-0000		60.00
Vendo:	r: 0408 - 1	edward c wor	RELL		Remit # 1 Check Date: 01/08/2015	Check Amount:	60.00
00002210	01/07/2015	C0149600011	507502	12914	10-3250-330-000-00-000-000-000-0000		60.00
00002210	01/07/2015	C0149600012	507502	12914	10-3250-330-000-00-000-000-000-0000		60.00
00002210	01/07/2015	C0149600014	507505	121514	10-3250-330-000-00-000-000-000-0000		49.00
Vendo:	r: 2125 - 1	ELMER SHELTO	N JR		Check Date: 01/08/2015	Check Amount:	169.00
00002211	01/08/2015	L0149000123	15002341	10021	10-2620-610-000-00-000-000-000-0000		77.00
Vendo:	r: 0475 -	G V ANTHONY	CO INC		Remit # 1 Check Date: 01/08/2015	Check Amount:	77.00
00002212	01/08/2015	L0149000012	15000831	2291569	10-1100-432-000-34-610-000-000-0000		21.21
00002212	01/08/2015	L0149000013	15000831	2291569	10-1100-432-000-34-610-000-000-0000		107.34
00002212	01/08/2015	L0149000014	15000831	2291569	10-1100-432-000-34-610-000-000-0000		150.00
00002212	01/08/2015	L0149000015	15000831	2291569	10-1100-432-000-34-610-000-000-0000		107.00
00002212	01/08/2015	L0149000016	15000831	2291569	10-1100-432-000-34-610-000-000-0000		5.00
. Vendo:	r: 1491 -	GBC NATIONAL	SERVICE		Remit # 1 Check Date: 01/08/2015	Check Amount:	390.55
00002213	01/08/2015	L0149000070	15002349	G15224	10-1290-561-000-00-000-000-000-0000		2,092.50
Vendo:	r: 0512 -	GROVE CITY A	REA SCHOOL	DISTRIC	Remit # 1 Check Date: 01/08/2015	Check Amount:	2,092.50
00002214	01/07/2015	C0149600041	507506	121914	10-3250-330-000-00-000-000-000-0000		67.00
Vendo:	r: 2138 - 3	HARRY EDWARD	S		Check Date: 01/08/2015	Check Amount:	67.00
00002215	01/08/2015	ь 10149000112	15002326	1380686-01	10-2620-610-000-00-000-000-000-0000		12.99
00002215	01/08/2015	ь 10149000113	15002326	1380696-01	10-2620-610-000-00-000-000-000-0000		14.49
00002215	01/08/2015	L0149000114	15002326	1380712-01	10-2620-610-000-00-000-000-000-0000		83.98
00002215	01/08/2015	L0149000115	15002320	1380606-01	10-2620-610-000-00-000-000-000-0000		26.98
00002215	01/08/2015	ь 10149000116	15002271	1380072-01	10-2620-610-000-00-000-000-000-0000		141.96
Vendo:	r: 0523 - 1	HATT'S INDUS	TRIAL SUPPL	IES INC	Remit # 1 Check Date: 01/08/2015	Check Amount:	280.40
00002216	01/08/2015	L0149000001	15001911	E/R 11/3/14	10-2620-580-000-00-000-000-000-0000		63.84
Vendo:	r: 2072 - 1	HEDRICK CHEU	NG		Remit # 1 Check Date: 01/08/2015	Check Amount:	63.84
00002217	01/08/2015	L0149000131	15002289	OCT 27, 2014	10-2140-330-000-00-000-000-000-0114		3,200.00
Vendo: AMERI	r: 2094 - CA LLC	INDEPENDENT	EDUCATIONAL	EVALUATORS OF	Check Date: 01/08/2015	Check Amount:	3,200.00

<sup>\*</sup> Denotes Non-Negotiable Transaction

<sup># -</sup> Payable Transaction 01/09/2015 09:26:06 AM

d - Direct Deposit

C - Credit Card Payment

fackrgc

Check # Tran Date Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00002218 01/07/2015 C014960	0036 507505	121514	10-3250-330-000-00-000-000-000-0000		67.00
Vendor: 1524 - JIM MCMA 00002219 01/07/2015 C014960		121914	Remit # 1 Check Date: 01/08/2015 10-3250-330-000-00-000-000-0000	Check Amount:	<b>67.00</b> 60.00
Vendor: 1522 - JERRY CH 00002220 01/07/2015 C014960		12914	Remit # 1 Check Date: 01/08/2015 10-3250-330-000-00-000-000-000-0000	Check Amount:	<b>60.00</b> 60.00
Vendor: 2103 - JIM STAN 00002221 01/07/2015 C014960		121914	Check Date: 01/08/2015 10-3250-330-000-00-000-000-000-0000	Check Amount:	<b>60.00</b> 55.00
Vendor: 1532 - JOHN M W 00002222 01/07/2015 C014960		121914	Remit # 1 Check Date: 01/08/2015 10-3250-330-000-00-000-000-000-0000	Check Amount:	<b>55.00</b> 67.00
Vendor: 2140 - JOHN SHA 00002223 01/07/2015 C014960		121514	Check Date: 01/08/2015 10-3250-330-000-00-000-000-0000	Check Amount:	<b>67.00</b> 55 <b>.</b> 00
Vendor: 2128 - JOHN SHI 00002224 01/07/2015 C014960	0001 507503	1292014	Check Date: 01/08/2015 10-3250-330-000-00-000-000-000-0000	Check Amount:	<b>55.00</b> 190.00
00002224 01/07/2015 C014960 Vendor: 0654 - JOHN W C	AMPBELL	12092014	10-3250-330-000-00-000-000-0000  Remit # 1 Check Date: 01/08/2015	Check Amount:	190.00 <b>380.00</b>
00002225 01/07/2015 C014960  Vendor: 1536 - JOHN WIS 00002226 01/08/2015 L014900	NIEWSKI	121514 S100181774.001	10-3250-330-000-00-000-000-0000 Remit # 1 Check Date: 01/08/2015 10-2620-610-000-00-000-000-000-0000	Check Amount:	67.00 <b>67.00</b> 195.11
Vendor: 0660 - JOHNSTON 00002227 01/07/2015 C014960	E SUPPLY	121514	Remit # 1 Check Date: 01/08/2015 10-3250-330-000-00-000-000-0000	Check Amount:	<b>195.11</b> 71.00
Vendor: 0670 - JOSEPH B 00002228 01/07/2015 C014960		121914	Remit # 1 Check Date: 01/08/2015 10-3250-330-000-00-000-000-000-0000	Check Amount:	<b>71.00</b> 49.00
Vendor: 1543 - KAREEM S 00002229 01/07/2015 C014960		12914	Remit # 1 Check Date: 01/08/2015 10-3250-330-000-00-000-000-000-0000	Check Amount:	<b>49.00</b> 60.00
Vendor: 2136 - KARL GRE 00002230 01/07/2015 C014960		121914	Check Date: 01/08/2015 10-3250-330-000-00-000-000-000-0000	Check Amount:	<b>60.00</b> 67.00
Vendor: 0720 - KENNETH 00002231 01/07/2015 C014960		121914	Remit # 1 Check Date: 01/08/2015 10-3250-330-000-00-000-000-000-0000	Check Amount:	<b>67.00</b> 55 <b>.</b> 00
Vendor: 2141 - KEVIN TO 00002232 01/07/2015 C014960		121914	Check Date: 01/08/2015 10-3250-111-000-00-000-000-000-0000	Check Amount:	<b>55.00</b> 49.00
Vendor: 2098 - LARRY JA 00002233 01/07/2015 C014960		12914	Check Date: 01/08/2015 10-3250-330-000-00-000-000-000-0000	Check Amount:	<b>49.00</b> 60.00

<sup>\*</sup> Denotes Non-Negotiable Transaction

d - Direct Deposit

C - Credit Card Payment

# - Payable Transaction

P - Prenote

fackrgc

Check # Tr	an Date Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00002233 01	/07/2015 C014960001	0 507502	12914	10-3250-330-000-00-000-000-000-0000		60.00
00002233 01	/07/2015 C014960005	7 507507	121914	10-3250-330-000-00-000-000-000-0000		60.00
00002233 01	/07/2015 C014960005	8 507507	121914	10-3250-330-000-00-000-000-000-0000		60.00
Vendor:	0778 - LEMMEY ROKI	NS		Remit # 1 Check Date: 01/08/2015	Check Amount:	240.00
00002234 01	/08/2015 L014900000	2 15002339	34849	10-2350-330-000-00-000-000-000-0000		38,900.00
00002234 01	/08/2015 L014900000	3 15002339	34812	10-2350-330-000-00-000-000-000-0000		4,328.00
00002234 01	/08/2015 L014900000	4 15002339	34811	10-2350-330-000-00-000-000-000-0000		72.00
Vendor:	1931 - Levin Legal	Group. P.C.		Check Date: 01/08/2015	Check Amount:	43,300.00
00002235 01	/07/2015 C014960002	0 507505	121514	10-3250-330-000-00-000-000-000-0000		67.00
00002235 01	/07/2015 C014960004	0 507506	121914	10-3250-330-000-00-000-000-000-0000		49.00
Vendor:	0833 - MARK A CUTR	ONA		Remit # 1 Check Date: 01/08/2015	Check Amount:	116.00
00002236 01	/08/2015 L014900013	0 15002033	OCT 27, 2014	10-2140-330-000-00-000-000-000-0114		3,600.00
Vendor:	0844 - MARY F LAZA	R		Remit # 1 Check Date: 01/08/2015	Check Amount:	3,600.00
00002237 01	/07/2015 C014960001	9 507505	121514	10-3250-330-000-00-000-000-000-0000		67.00
Vendor:	2101 - MARY FRANCE	S MCGARRITY		Check Date: 01/08/2015	Check Amount:	67.00
00002238 01	/07/2015 C014960002	4 507505	121514	10-3250-330-000-00-000-000-000-0000		49.00
Vendor:	0857 - MATTHEW QUA	Y		Remit # 1 Check Date: 01/08/2015	Check Amount:	49.00
00002239 01	/08/2015 L014900001	9 15002141	100041	10-2310-610-000-00-000-000-000-0000		45.00
Vendor:	0863 - MCGILLS STA	TIONERS INC		Remit # 1 Check Date: 01/08/2015	Check Amount:	45.00
00002240 01	/07/2015 C014960002	3 507505	121514	10-3250-330-000-00-000-000-000-0000		81.00
Vendor:	0892 - MICHAEL F R	ANDLER SR		Remit # 1 Check Date: 01/08/2015	Check Amount:	81.00
00002241 01	/07/2015 C014960002	5 507505	121514	10-3250-330-000-00-000-000-000-0000		49.00
Vendor:	0899 - MICHAEL PAT	RICK CABRY		Remit # 1 Check Date: 01/08/2015	Check Amount:	49.00
00002242 01	/08/2015 L014900011	0 15002327	546916	10-2620-610-000-00-000-000-000-0000		1,093.08
Vendor:	0939 - NATIONAL EN		S CORP	Remit # 1 Check Date: 01/08/2015	Check Amount:	1,093.08
00002243 01	/08/2015 L014900012	9 15001153	4396409742	10-3300-610-410-10-240-000-000-0000		180,00
	0941 - NATIONAL GE			Remit # 1 Check Date: 01/08/2015	Check Amount:	180.00
00002244 01	/08/2015 L014900000	6 15002195	745507538001	10-1100-610-000-36-810-110-000-0000		61.99
Vendor:	0965 - OFFICE DEPO			Remit # 1 Check Date: 01/08/2015	Check Amount:	61.99
	/08/2015 L014900003		P044709201018	10-3250-610-000-00-000-000-000-0000		387.50
	/08/2015 L014900003		P044709201018	10-3250-610-000-00-000-000-000-0000		387.50
00002245 01	/08/2015 L014900003	4 15001060	P044709201018	10-3250-610-000-00-000-000-000-0000		54,25

\* Denotes Non-Negotiable Transaction

P - Prenote

d - Direct Deposit

c - Credit Card Payment

# - Payable Transaction

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
Vendo:	r: 0969 -	OMNI CHEER			Remit # 1 Check Date: 01/08/2015	Check Amount:	829.25
00002246	01/08/2015	ь 10149000109	15002301	NOV 2014	10-2620-432-000-00-000-000-000-0000		100.00
Vendo	r: 0973 -	P & B MAINTE	NANCE LLC		Remit # 1 Check Date: 01/08/2015	Check Amount:	100.00
00002247	01/08/2015	ь 10149000065	15002355	12/18/2014	10-1100-562-000-00-000-000-000-0000		23,151.35
00002247	01/08/2015	L0149000066	15002355	12/18/2014	10-1290-562-000-00-000-000-0115		10,593.29
Vendo	r: 0981 -	PA CYBER CHA	RTER SCHOOL		Remit # 1 Check Date: 01/08/2015	Check Amount:	33,744.64
00002248	01/08/2015	L0149000067	15002356	246377	10-1100-562-000-00-000-000-000		64,823.78
00002248	01/08/2015	5 L0149000068	15002356	246377	10-1290-562-000-00-000-000-000-0115		19,067.91
Vendo	r: 0985 -	PA LEADERSHI	P CHARTER SO	CH	Remit # 1 Check Date: 01/08/2015	Check Amount:	83,891.69
00002249	01/08/2015	5 L0149000069	15002350	DEC 17, 2014	10-1100-562-000-00-000-000-000-0000		11,575.67
Vendo	r: 0994 -	PA VIRTUAL C	HARTER SCHOO		Remit # 1 Check Date: 01/08/2015	Check Amount:	11,575.67
00002250	01/08/2015	5 L0149000108	15002274	2100312896661214	10-2620-424-000-00-000-000-000-0000		143.99
Vendo	r: 0995 -	PA-AMERICAN	WATER COMPAN		Remit # 1 Check Date: 01/08/2015	Check Amount:	143.99
00002251	01/07/2015	C0149600029	507505	121514	10-3250-330-000-00-000-000-000-0000		67.00
Vendo		PATRICK R TO			Remit # 1 Check Date: 01/08/2015	Check Amount:	67.00
00002252	01/07/2015	C0149600030	507505	121514	10-3250-330-000-00-000-000-000-0000		67.00
Vendo		PAUL TALLANI			Remit # 1 Check Date: 01/08/2015	Check Amount:	67.00
00002253	01/08/2015	L0149000085	15002283	01604015061214	10-2620-621-000-00-000-000-000-0000		108.57
00002253	, ,	5 L0149000086		35745010051214	10-2620-621-000-00-000-000-000		252.62
00002253	01/08/2015	5 L0149000087	15002283	17166019041214	10-2620-621-000-00-000-000-000-0000		440.41
00002253		5 L0149000088		18990391451214	10-2620-621-000-00-000-000-000-0000		2,233.89
00002253	01/08/2015	5 L0149000089	15002284	63625014041214	10-2620-422-000-00-000-000-000-0000		4,436.13
00002253	01/08/2015	5 L0149000090	15002284	54270970641214	10-2620-422-000-00-000-000-000-0000		5,173.86
00002253		5 L0149000091		26509015091214	10-2620-422-000-00-000-000-000-0000		72.57
00002253	01/08/2015	Б L0149000092	15002284	01782018041214	10-2620-422-000-00-000-000-000-0000		5,257.40
00002253	, ,	5 L0149000100		06031461941214	10-2620-422-000-00-000-000-000-0000		4,413.58
00002253	01/08/2015	5 L0149000101	15002275	10786007041214	10-2620-422-000-00-000-000-000-0000		980.19
00002253	01/08/2015	Б L0149000102	: 15002275	13881015051214	10-2620-422-000-000-000-000-0000		242.76
00002253	01/08/2015	5 L0149000103	15002275	54256005071214	10-2620-422-000-00-000-000-000-0000		4,907.60
00002253	01/08/2015	5 L0149000104	15002275	63537003041214	10-2620-422-000-00-000-000-000-0000		26.50
00002253		5 L0149000105		78990560441214	10-2620-422-000-000-000-000-0000		6,946.05
00002253	01/08/2015	5 L0149000106	5 15002328	45089012041214	10-2620-422-000-00-000-000-000-0000		22.49

<sup>\*</sup> Denotes Non-Negotiable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00002253	01/08/2015	L0149000107	15002328	60476006061214	10-2620-422-000-00-000-000-000-000		5,124.84
Vendo	r: 1039 -	PECO ENERGY			Remit # 1 Check Date: 01/08/2015		•
00002254	01/07/2015	C0149600003	507502	1292014	10-3250-330-000-00-000-000-000-0000		60.00
Vendo	r: 1052 -	PETER ANDERS	ON		Remit # 1 Check Date: 01/08/2015		
00002255	01/08/2015	5 L0149000084	15002340	824022	10-2620-626-000-00-000-000-000-0000		19,089.93
Vendo			RADERS CORPOR	ATION	Remit # 1 Check Date: 01/08/2015		•
00002256	01/07/2015	C0149600046	5 507506	121914	10-3250-330-000-00-000-000-000-0000		55.00
		RANDALL BETI			Remit # 1 Check Date: 01/08/2015		
00002257	,	Б L0149000064		CV123114	10-1100-562-000-00-000-000-000-000		6,844.88
Vendo			ACADEMY-EDIS		Remit # 1 Check Date: 01/08/2015		•
		5 C0149600056		121914	10-3250-330-000-00-000-000-000-0000		60.00
		RICHARD R MA			Remit # 1 Check Date: 01/08/2015		
00002259		5 C0149600031	507505	121514	10-3250-330-000-00-000-000-000-0000		67.00
Vendo		RON GREEN	15000076	m (m = 10 / 01 / 14	Check Date: 01/08/2015 10-1241-580-000-00-000-000-000-0115		<b>67.00</b> 115.92
00002260		5 L0149000128		E/R 10/31/14			
Vendo		RONALD TOOLE		10014	Remit # 1 Check Date: 01/08/2015 10-3250-330-000-00-000-000-000-0000		<b>115.92</b> 60.00
00002261		5 C0149600004		12914	10-3250-330-000-000-000-000-000-0000		60.00
	•	5 C0149600005		12914			
Vendo: 00002262		SAMUEL PATRI 5 L0149000018	CK CERMINANO	M5529757	Remit # 1 Check Date: 01/08/2015 10-3300-610-410-20-550-000-000-0000		334.12
00002262		5 L0149000013 5 L0149000093		47628220	10-1190-640-430-00-000-000-000-0000		45.00
00002262		5 L0149000094		47628229	10-1190-640-430-00-000-000-000-0000		27.00
00002262		5 L0149000095		47628224	10-1190-640-430-00-000-000-000-0000		42.50
00002262	,	5 L0149000096		47628252	10-1190-640-430-00-000-000-000-0000		11.00
00002262		5 L0149000097		44385596.000	10-1190-640-430-00-000-000-000-0000		29.22
00002262		5 L0149000098		M5534320	10-1190-640-430-00-000-000-000-000		9,920.69
00002262		5 L0149000099		44385596.000	10-1190-640-430-00-000-000-000-000		52,223.84
Vendo		SCHOLASTIC 3			Remit # 1 Check Date: 01/08/2015	Check Amount:	62,633.37
		Б L0149000126		27327	10-0462-260-000-00-000-000-000-0000		149,305.00
Vendo			RICT INSURANC	E CONS	Remit # 1 Check Date: 01/08/2015	Check Amount:	149,305.00
		5 L0149000017		208113731148	10-1100-751-000-10-220-000-000-0000		431.90
Vendo		SCHOOL SPECI			Remit # 1 Check Date: 01/08/2015	Check Amount:	431,90
					·		

\* Denotes Non-Negotiable Transaction

# - Payable Transaction 01/09/2015 09:26:07 AM P - Prenote

d - Direct Deposit

C - Credit Card Payment

Page 21

fackrgc

Check # Tran Date Tran #	PO No. Invoice #	Account Code	A.S.N.	Expended Amt
00002265 01/07/2015 C0149600032	507505 121514	10-3250-330-000-00-000-000-000-0000		67.00
Vendor: 2134 - SEAN TUCKER		Check Date: 01/08/2015	Check Amount:	67.00
00002266 01/08/2015 L0149000005	15002052 210587	10-2122-610-000-00-000-000-000-0114		328.34
Vendor: 2059 - SARAH JEAN S	TRAUBER	Remit # 1 Check Date: 01/08/2015	Check Amount:	328.34
00002267 01/08/2015 L0149000083	15002330 242158	10-2620-624-000-00-000-000-000-0000		771.23
Vendor: 1231 - SHELLER OIL	CO INC	Remit # 1 Check Date: 01/08/2015	Check Amount:	771.23
00002268 01/08/2015 L0149000082	15002287 3205-7	10-2620-610-000-00-000-000-000-0000		21.10
Vendor: 1235 - SHERWIN-WILL		Remit # 1 Check Date: 01/08/2015	Check Amount:	21.10
00002269 01/07/2015 C0149600038	507506 121914	10-3250-330-000-00-000-000-000-0000		67.00
Vendor: 1691 - STANLEY BROW		Remit # 1 Check Date: 01/08/2015	Check Amount:	67.00
00002270 01/07/2015 C0149600045	507506 121914	10-3250-330-000-00-000-000-000-0000		67.00
Vendor: 1261 - STEPHEN J MU		Remit # 1 Check Date: 01/08/2015	Check Amount:	67.00
00002271 01/08/2015 L0149000031	15002017 238533/238534	10-2620-423-000-00-000-000-000-0000		6.00
Vendor: 1276 - SUBURBAN PRO		Remit # 1 Check Date: 01/08/2015	Check Amount:	6.00
00002272 01/08/2015 L0149000024		10-2840-810-000-00-000-000-000-0000		1,927.80
Vendor: 1278 - SUNESYS HIGH		Remit # 1 Check Date: 01/08/2015	Check Amount:	1,927.80
00002273 01/08/2015 L0149000007		10-1290-568-000-00-000-000-000-0115		120.00
00002273 01/08/2015 L0149000008		10-1290-568-000-00-000-000-000-0115		528.00
00002273 01/08/2015 L0149000009		10-1290-568-000-00-000-000-000-0115		288.00
Vendor: 1313 - THE HORSHAM		Remit # 1 Check Date: 01/08/2015	Check Amount:	936.00
00002274 01/08/2015 L0149000053	15002388 001	10-1100-561-000-00-000-000-000-0000		78,272.00
Vendor: 2145 - THE LINCOLN		Check Date: 01/08/2015	Check Amount:	78,272.00
00002275 01/07/2015 C0149600006		10-3250-330-000-00-000-000-000-0000		60.00
00002275 01/07/2015 C0149600053	507507 121914	10-3250-330-000-00-000-000-000-0000		60.00
Vendor: 1333 - THOMAS A DES		Remit # 1 Check Date: 01/08/2015	Check Amount:	120.00
00002276 01/08/2015 L0149000029		10-1100-610-000-10-240-000-000-0000		77.99
00002276 01/08/2015 L0149000030		10-1100-610-000-10-240-000-000-0000		11.70
Vendor: 1963 - TOLEDO PHYSI		Remit # 1 Check Date: 01/08/2015	Check Amount:	89.69
00002277 01/07/2015 C0149600026		10-3250-330-000-00-000-000-000-0000		67.00
00002277 01/07/2015 C0149600035	507505 121514	10-3250-330-000-00-000-000-000-0000		67.00
Vendor: 1357 - TOYGE DAVIS		Remit # 1 Check Date: 01/08/2015	Check Amount:	134.00
00002278 01/08/2015 L0149000057	15002331 s5625357.001	10-2620-610-000-00-000-000-000-0000		354.33

\* Denotes Non-Negotiable Transaction

P - Prenote

d - Direct Deposit

<sup>C</sup> - Credit Card Payment

# - Payable Transaction

fackrgc

Check # T	ran Date Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00002278 0	1/08/2015 L014900	0058 15002331	S5639792.001	10-2620-610-000-00-000-000-000-0000	1 - 11 11 11 11 11	9.87
00002278 0	1/08/2015 L014900	0059 15002302	s5637337.001	10-2620-610-000-00-000-000-000-0000		6.82
00002278 0	1/08/2015 L014900	0060 15002302	\$5638523.001	10-2620-610-000-00-000-000-000-0000		29.90
00002278 0	1/08/2015 L014900	0061 15002302	S5638525.001	10-2620-610-000-00-000-000-000-0000		113.17
Vendor:	1398 - US SUPPL	Y CO INC		Remit # 1 Check Date: 01/08/2015	Check Amount:	514.09
00002279 0	1/07/2015 C014960	0027 507505	121514	10-3250-330-000-00-000-000-000-0000		67.00
Vendor:	2129 - VASILI R	OUSSEAS		Check Date: 01/08/2015	Check Amount:	67.00
00002280 0	1/08/2015 L014900	0020 15002215	61038372381114	10-2840-530-000-00-000-000-000-0000		26.96
00002280 0	1/08/2015 L014900	0021 15002215	61038081421114	10-2840-530-000-00-000-000-000-0000		23.70
00002280 0	1/08/2015 L014900	0022 15002215	61038010171114	10-2840-530-000-00-000-000-000-0000		32.84
00002280 0	1/08/2015 L014900	0023 15002215	61038013791114	10-2840-530-000-00-000-000-000-0000		23.36
Vendor:	1409 - VERIZON			Remit # 1 Check Date: 01/08/2015	Check Amount:	106.86
00002281 0	1/08/2015 L014900	0050 15002221	61252587	10-2840-530-000-00-000-000-000-0000		12,805.86
00002281 0	1/08/2015 L014900	0051 15002226	69349710	10-2840-530-000-00-000-000-000-0000		5,643.33
Vendor:	1410 - VERIZON	BUSINESS		Remit # 1 Check Date: 01/08/2015	Check Amount:	18,449.19
00002282 0	1/08/2015 L014900	0135 15001630	1601090	10-2271-610-420-10-000-000-000-0000		6,600.00
00002282 0	1/08/2015 L014900	0136 15001630	1601090	10-2271-610-420-10-000-000-000-0000		7,800.00
00002282 0	1/08/2015 L014900	0137 15001630	1601090	10-2271-610-420-10-000-000-000-0000		8,700.00
00002282 0	1/08/2015 L014900	0138 15001630	1601090	10-2271-610-420-10-000-000-000-0000		22,437.10
00002282 0	1/08/2015 L014900	0139 15001630	1601090	10-2271-610-420-10-000-000-000-0000		2,809.50
Vendor:	1464 - WILSON L	ANGUAGE TRAININ	G	Remit # 1 Check Date: 01/08/2015	Check Amount:	48,346.60
00002283 0	1/08/2015 L014900	0081 15002303	1580645	10-2620-610-000-00-000-000-000-0000		834.39
Vendor:	1466 - WITMER A	SSOCIATES INC		Remit # 1 Check Date: 01/08/2015	Check Amount:	834.39
*00ACH223 1	2/15/2014 M013560	0001		10-0462-021-PAY-00-000-000-000-0000		2,521.53
Vendor:	1856 - DOMESTIC	RELATIONS		Remit # 1 Check Date: 12/15/2014	Check Amount:	2,521.53
*00ACH224 1	2/15/2014 M013570	0001		10-0462-010-PAY-00-000-000-000-0000		236,402.46
*00ACH224 1	2/15/2014 M013570	0002		10-0462-011-PAY-00-000-000-000-0000		238,191.66
*00ACH224 1	2/15/2014 M013570	0003		10-0462-026-PAY-00-000-000-000-0000		57,514.66
Vendor:	1857 - IRS/FICA			Remit # 1 Check Date: 12/15/2014	Check Amount:	532,108.78
*00ACH228 1	2/16/2014 M013580	0001		10-0462-017-PAY-00-000-000-000-0000		282,270.88
*00ACH228 1	2/16/2014 M013580	0002		10-0462-018-PAY-00-000-000-000-0000		968.52
Vendor:	1093 - PUBLIC S	CHOOL EMPLOYEE	RET SYS	Remit # 2 Check Date: 12/16/2014	Check Amount:	283,239.40

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

<sup>C</sup> - Credit Card Payment

Page 23 Coatesville Area School District

fackrgc

Check # Tran Date Tran # PO No. Invoice #	Account Code	A.S.N.	Expended Amt
*00ACH229 12/17/2014 M0135900001	10-0462-028-PAY-00-000-000-000-0000		60,581.24
Vendor: 1855 - PA DEPT OF REVENUE *00ACH235 12/23/2014 M0144500001	Remit # 1 Check Date: 12/17/2014 10-0462-017-PAY-00-000-000-000-0000	Check Amount:	<b>60,581.24</b> 1,484,005.93
Vendor: 1093 - PUBLIC SCHOOL EMPLOYEE RET SYS *00ACH236 12/26/2014 M0144600001	Remit # 2 Check Date: 12/23/2014 10-0462-021-PAY-00-000-000-000-0000	Check Amount:	1,484,005.93 2,521.53
<pre>Vendor: 1856 - DOMESTIC RELATIONS *00ACH237 12/29/2014 M0144700001 *00ACH237 12/29/2014 M0144700002</pre>	Remit # 1 Check Date: 12/26/2014 10-0462-010-PAY-00-000-000-000-0000 10-0462-011-PAY-00-000-000-000-0000	Check Amount:	2,521.53 224,186.04 226,541.20
*00ACH237 12/29/2014 M0144700003	10-0462-026-PAY-00-000-000-000-0000		55,833.45
Vendor: 1857 - IRS/FICA *00ACH244 12/31/2014 M0145700001	Remit # 1 Check Date: 12/29/2014 10-0462-028-PAY-00-000-000-000-0000	Check Amount:	<b>506,560.69</b> 58,889.30
Vendor: 1855 - PA DEPT OF REVENUE *0WIRE218 12/30/2014 M0141400001	Remit # 1 Check Date: 12/31/2014 10-0462-271-000-00-000-000-000-0000	Check Amount:	<b>58,889.30</b> 134,064.00
<pre>Vendor: 1385 - UNITED STATES TREASURY *0WIRE225 12/18/2014 M0134600003</pre>	Remit # 2 Check Date: 12/30/2014 10-0462-272-000-00-000-000-000-0000	Check Amount:	134,064.00 12,873.12
Vendor: 1876 - United Concordia *OWIRE226 12/18/2014 M0134600004	Check Date: 12/18/2014 10-0462-271-000-00-000-000-000-0000	Check Amount:	12,873.12 446,151.47
*0WIRE226 12/18/2014 M0134600005  Vendor: 1853 - INDEPENDENCE ADMINISTRATORS  *0WIRE227 12/18/2014 M0134600001	10-0462-275-000-00-000-000-000-0000  Remit # 1 Check Date: 12/18/2014 10-0462-271-000-00-000-000-000-0000	Check Amount:	1,509.10 447,660.57 199,048.33
*0WIRE227 12/18/2014 M0134600002  Vendor: 1853 - INDEPENDENCE ADMINISTRATORS  *0WIRE230 12/18/2014 M0137100001	10-0462-275-000-00-000-000-000-0000  Remit # 1 Check Date: 12/18/2014 10-2500-540-000-00-000-000-000-0000	Check Amount:	3,647.00 202,695.33 10,000.00
Vendor: 1879 - Pitney Bowes *0WIRE231 12/22/2014 M0138300001	Check Date: 12/18/2014 10-0462-272-000-00-000-000-0000	Check Amount:	<b>10,000.00</b> 20,769.80
Vendor: 1876 - United Concordia *OWIRE232 12/24/2014 M0140400002	Check Date: 12/22/2014 10-0462-276-000-00-000-000-0000	Check Amount:	<b>20,769.80</b> 1,588.00
Vendor: 1851 - EXPRESS SCRIPTS HOLDING COMPANY *0WIRE233 12/24/2014 M0140400003 *0WIRE233 12/24/2014 M0140400004	Remit # 1 Check Date: 12/24/2014 10-0462-271-000-00-000-000-000-0000 10-0462-275-000-00-000-000-000-0000	Check Amount:	<b>1,588.00</b> 158,084.94 782.95
Vendor: 1853 - INDEPENDENCE ADMINISTRATORS *OWIRE234 12/24/2014 M0140400001	Remit # 1 Check Date: 12/24/2014 10-0462-276-000-00-000-000-000-0000	Check Amount:	<b>158,867.89</b> 174,899.76

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Coatesville Area School District

Page 24

fackrgc

Check # Tran Date Tran # PO No. Invoice #	Account Code	A.S.N.	Expended Amt
Vendor: 1851 - EXPRESS SCRIPTS HOLDING COMPANY	Remit # 1 Check Date: 12/24/2014	Check Amount:	174,899.76
*0WIRE239 01/05/2015 M0145200005	10-0462-271-000-00-000-000-000-0000		55,887.10
Vendor: 1853 - INDEPENDENCE ADMINISTRATORS	Remit # 1 Check Date: 01/05/2015	Check Amount:	55,887.10
*0WIRE240 01/05/2015 M0145200002	10-0462-272-000-00-000-000-000-0000		13,297.42
Vendor: 1876 - United Concordia	Check Date: 01/05/2015	Check Amount:	13,297.42
*0WIRE241 01/05/2015 M0145200003	10-0462-271-000-00-000-000-000-0000		341,761.70
*0WIRE241 01/05/2015 M0145200004	10-0462-275-000-00-000-000-000-0000		4,217.75
Vendor: 1853 - INDEPENDENCE ADMINISTRATORS	Remit # 1 Check Date: 01/05/2015	Check Amount:	345,979.45
*0WIRE242 01/05/2015 M0145200001	10-0462-272-000-00-000-000-000-0000		19,786.01
Vendor: 1876 - United Concordia	Check Date: 01/05/2015	Check Amount:	19,786.01
*0WIRE243 01/05/2015 M0145200006	10-0462-276-000-00-000-000-000-0000		72,799.23
Vendor: 1851 - EXPRESS SCRIPTS HOLDING COMPANY	Remit # 1 Check Date: 01/05/2015	Check Amount:	72,799.23
	10-GENERAL FUND	6,633,465	.56
	Grand Total Manual Checks :	4,601,596	.08
	Grand Total Regular Checks :	2,031,869	. 48
	Grand Total Direct Deposits:	0	.00
	Grand Total Credit Card Payments:	0	.00
	Grand Total All Checks :	6,633,465	.56

01/09/2015 09:26:07 AM

# Finance Committee

Enclosure #5

# Claims Exhibit Prepared for Coatesville Area School District July, 2014-November 2014

lew Plan Year 7/01/2014	EE	Admin	Stop	Medical	Prescription	Dental	Vision	Combined	Mo. Average
	Count	Fee	Loss	Medical	ESI	Delital	Vision	Combined	Cost Per EE
Jul-14	835	\$43,295	\$12,410	\$900,354	\$221,720	\$84,922	\$18,618	\$1,262,701	\$1,512
Aug-14	848	\$43,969	\$12,603	\$771,541	\$215,707	\$76,809	\$11,433	\$1,120,629	\$1,321
Sep-14	847	\$43,917	\$12,589	\$749,468	\$204,677	\$71,159	\$10,372	\$1,081,810	\$1,277
Oct-14	848	\$43,969	\$12,603	\$999,577	\$348,439	\$48,989	\$5,878	\$1,453,577	\$1,714
Nov-14	842	\$43,658	\$12,514	\$935,002	\$221,660	\$90,844	\$9,039	\$1,303,678	\$1,548
Dec-14	042	<b>943,030</b>	<b>V12,51</b> 4	<b>V333,002</b>	<b>V</b> 222,000	<b>450,511</b>	45,555	7-)000,010	1-,
Jan-15									
Feb-15									
Mar-15									(
Apr-15									
May-15									
Jun-15									
ear to Date (YTD)	4220	\$218,807	\$62,720	\$4,355,942	\$1,212,203	\$372,723	\$55,340	\$6,222,395	\$1,474.50
ve. Mo. Members/Expense	844	\$43,761	\$12,544	\$871,188	\$242,440.69	\$74,545	\$11,068	\$1,244,479	\$1,475
			I Was a Passing		**		***	*	
Prior Plan Year 7/01/201	2-6/30/2013		A STATE			Lating the state of the state o			A A A SA
Jul-13	876	\$45,421	\$13,020	\$1,015,667	\$224,428	\$97,350	\$16,901	\$1,395,885	\$1,593
Aug-13	877	\$45,472	\$13,034	\$1,273,646	\$243,067	\$85,835	\$22,405	\$1,661,055	\$1,894
Sep-13	864	\$44,798	\$12,841	\$936,643	\$230,211	\$77,801	\$11,421	\$1,302,294	\$1,507
Oct-13	861	\$44,643	\$12,797	\$1,050,971	\$228,908	\$66,788	\$9,424	\$1,404,107	\$1,631
Nov-13	860	\$44,591	\$12,782	\$794,242	\$245,640	\$55,130	\$7,330	\$1,152,385	\$1,340
Dec-13	855	\$44,332	\$12,707	\$693,919	\$212,410	\$61,828	\$7,550	\$1,025,196	\$1,199
Jan-14	854	\$44,280	\$12,693	\$687,877	\$263,011	\$74,560	\$27,315	\$1,082,421	\$1,267
Feb-14	855	\$44,332	\$12,707	\$901,093	\$232,965	\$67,553	\$14,726	\$1,258,650	\$1,472
Mar-14	855	\$44,332	\$12,707	\$1,035,838	\$200,653	\$60,992	\$16,467	\$1,354,522	\$1,584
Apr-14	850	\$44,073	\$12,633	\$885,775	\$243,062	\$84,317	\$17,545	\$1,269,860	\$1,494
May-14	845	\$43,813	\$12,559	\$967,880	\$20,890	\$67,128	\$12,873	\$1,112,270	\$1,316
Jun-14	848	\$43,969	\$12,603	\$977,653	\$46,662	\$49,706	\$14,348	\$1,130,593	\$1,333
2 months Year to date	10300	\$534,055	\$153,084	\$11,221,204	\$2,391,908	\$848,987	\$178,305	\$15,149,238	\$1,471
Verage 12 Month 2013	858	\$44,504.58	\$12,757.00	\$935,100.33	\$199,325.66	\$70,748.94	\$14,858.75	\$1,262,436.51	\$1,471
verage Monthly Difference	-14.3	-\$743	-\$213	-\$63,912	\$43,115	\$3,796	-\$3,791	-\$17,958	\$4
	0.00	\$44,591	\$12,782	\$794,242	\$245,640	\$55,130	\$7,330	\$1,152,385	\$1,340
Actual Oct. 2013	860	\$44,391	\$12,702	7754,242	QZ-13,0-10	400/200	41,000	1-77	

<sup>\*</sup>Cost does not reflect Cobra, Employee Contributions and Retiree Contributions



<sup>\*\*</sup>Pharmacy spend year does not include 12 months of rebate credits

<sup>\*\*\*</sup>Vision Claims are included in Medical claims for calculation purposes

# Finance Committee

Enclosure #6

#### **HUMAN RESOURCES REPORT – JANUARY 2015**

#### 1. Resignations - Regular and Extra Duty

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

#### a. 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.

#### 2. Leave(s) of Absence

**RECOMMENDED MOTION:** That the Board of School Directors approves 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) 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, 3<sup>rd</sup> Grade Teacher for the King's Highway Elementary School. Letter Dated: 12/18/14. Effective: 2/23/15 4/1/15.
- 2) Shick, Erin, Kindergarten Teacher for the King's Highway Elementary School. Letter Dated: 12/23/14. Effective: 1/14/15 2/12/15.

#### c. FEDERATION

- 1) Jelke, Rose, 5.25 Hour 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 1/20/15.

#### 3. Change of Status

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

#### a. 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.

# Finance Committee

Enclosure #7



December 11, 2014

RE: Act 80 Comparison Services

Good Afternoon,

Berkheimer OneSource is pleased to submit our proposal for the comparison and processing of Act 80 records, as per your request.

Our experienced staff of professionals in conjunction with our state-of-the-art facilities and equipment will enable us to exceed your expectations. I would like to thank you for the opportunity to be of service. Our team believes that your organization can benefit from our experience and technology. We are looking forward to working with you.

Please review the enclosed proposal and feel free to contact me with any questions. If there are any other areas in which we may be of assistance, please don't hesitate to contact me. I would be happy to discuss with you further how Berkheimer OneSource can help meet your needs.

Sincerely,

Cathryn DeLong

Client Service Representative

Cathurn Ei Bedong

(610) 954-9575, ext. 2068

cdelong@BerkOne.com



Proposal for:

**Act 80 Comparison Services** 



#### Act 80 Comparison

As we all know, the Act 80 review process can be quite time-consuming. Berkheimer has simplified this process to the best of our ability by automating the identification of the Act 80 records that do not belong in your school district.

There is a \$745.00 fee for the basic service that includes two (2) printed copies and one (1) CD or flash drive containing a flat file of the records generated by the comparison process.

For an additional fee, you may also request additional printed or CD/flash drive copies of the reports or a complete set of mailing labels of school districts.

Here's how it works:

#### Stage 1 - Receipt of Data

Act 80 files may be submitted to Berkheimer via email or by mailing the Act 80 CD. If you choose to email the file, please send the .txt file that is labeled with your school code. We will also need to know the total number of records in the file, which can be found in the "Welcome" file contained on the CD. You may email the file to: <a href="mailto:cdelong@BerkOne.com">cdelong@BerkOne.com</a>

If you choose to mail the CD, we will return the CD along with your reports.

#### Stage 2 - Initial Comparison

Our program begins with a comparison of your School District's Act 80 records against our current Earned Income Tax file. Records are also compared to a database containing Pennsylvania addresses and corresponding taxing jurisdictions. If we are able to identify a taxing jurisdiction for a record and the taxing jurisdiction is in another school district, we will output the record to a separate report for the identified school district. All records identified as being located within your School District will also be output to a separate report.



#### PLEASE NOTE:

If, during the comparison process, we are unable to accurately determine a taxpayer's resident taxing jurisdiction, we will output these records to a report labeled "Unknown". Any addresses that are out of state or contain only a Post Office box address will be identified as "Unknown". These records will require manual review by your office.

#### Stage 3 – Report / File Generation

We will generate two printed copies of each report for the various school districts identified during the Act 80 process, as well as two printed copies of the "Unknown" report. We will also create one CD or flash drive containing a flat file of all records processed. This flat file can be imported into any application such as Microsoft Excel, for your review.



#### **Pricing for:**

#### **Act 80 Comparison Services**

SERVICE	UNIT COST	
Act 80 Comparison:  Basic service including two (2) printed copies and one (1) CD or flash drive containing flat file of records processed	\$745.00	
Duplicate copy of CD or flash drive	\$50.00 per CD/drive	
Duplicate copy of School District reports	\$100.00 per complete set	
Complete set of mailing labels for School Districts	\$100.00 per set	
Shipping	Exact cost of shipping	

This quote reflects current understanding of requirements for this assignment. Additional suggestions or changes to this assignment may or may not require a change in pricing as currently quoted.

# Finance Committee

Enclosure #8

# Maluation Engineers incorporated

250 MT. LEBANON BLVD. • PITTSBURGH, PA 15234 • (412) 563-8200 / 563-8201 NATIONAL TOLL FREE NUMBER 1-800-762-9170 FAX (412) 563-4155

December 5, 2014

Mr. Ronald Kabonick, Director of Business Administration, Coatesville Area School District, 3030 C.G. Zinn Road, Thorndale, Pa. 19372

Dear Mr. Kabonick,

DEC 8 2014
BY:

Please find enclosed our proposal for appraisal services for the Coatesville Area School District as per your conversation with our Mr. Joe Santeufemia. The proposal is broken down in four parts, three of which are optional.

The locations to be appraised are listed on Exhibit A..

PART I: Initial Fixed Asset Appraisal – Fee \$14,500.00

This is our <u>basic</u> appraisal process which includes both insurance values and accounting values fully coded and depreciated for GASB 34 compliance. This appraisal will be a "start from scratch approach" without regard to existing book values. However, where possible, we will carry forward previous accounting values on buildings, land and identifiable asset values from the list you supplied. Movable assets equal or greater than \$500.00 will be tagged.

PART II: Annual Revaluation Service — Fee \$1,450.00 / per processing (Optional)
This is our standard annual update service which updates the initial (Part I) report based on inventory change data you provide in either hardcopy or electronic media form. Your insurance values and accounting valuation are updated including accumulated depreciation.

PART III: Fixed Asset Management System - Fee \$995.00 (Optional)

This optional one-time fee is for the development of a Microsoft Access database system which includes the inventory file and is ready for immediate updating through your next fiscal year end by V.E.I. The update process and printing of the supplemental accounting reports available from the system will be performed by VEI (see Part IV below).

PART IV: Annual Accounting Supplements - \$695.00 / per processing. (Optional)
With this option V.E.I. will expand our basic Annual Revaluation Service (Part II) to include updating the Fixed Asset Management System. The annual update package you receive is expanded to include the supplemental accounting reports available from the System. The same inventory change data you provide in Part II is required under this option. Note that the annual fee quoted for this option is in addition to the Part II fee quoted above.

Ms. Kabonick, I have included in this proposal sample pages of our actual report and pages from our competitor's report for your review. I think you will see the difference in the descriptive detail and they don't seem to know the difference between fund and function.

Thank you for this opportunity to quote our appraisal services for the Coatesville Area School District and I hope to have a long business relationship with your organization.

Best regards,

Charles D. Gardner, President Valuation Engineers, Inc.

jam/CDG enclosures

#### ACCOUNTABLE ASSETS, INC. 280 PERRY ROAD PERRYOPOLIS, PA 15473

#### APPRAISAL AGREEMENT

Accountable Assets, Inc. hereby proposes to provide a Fixed Asset Appraisal services for:

Ronald Kabonick
Business Administrator
Coatesville Area School District
3030 C.G. Zinn Road
Thorndale, PA 19372
Phone: 610-466-2400 ext. 2403
Fax: 610-466-2467

Email: kabonickr@coatesville.k12.pa.us

### I. PROVISIONS AND SCOPE OF APPRAISAL

The appraisal reports and services are to consist of on-site consultation, data collection, inventory, valuation, and cost analysis of the fixed assets of Coatesville Area School District for the purpose of preparing a tabulated schedule of assets including a depreciation study related to actual or estimated year of acquisition cost. Accountable Assets, Inc. will determine replacement costs for all insurable assets. An opinion of the current insurance values of the buildings and equipment will be provided.

The fixed assets to be identified and recorded will include selected buildings/structures, fixed and movable equipment.

## II. INVENTORY AND APPRAISAL PROVISIONS

The data for the proposed property insurance appraisal valuation report will be developed by physical inspection, inventory and cost analysis of all applicable assets.

- A. <u>Buildings</u>- The buildings will be valued as a unit-in-place for cost accounting and insurance valuation purposes reflecting specific data elements relating to dates of construction or acquisition, original cost allocation, square footage, useful life, and reproduction cost new. Building component classifications will be comprised of General construction, Plumbing, Heating/ Air Conditioning/ Ventilating, Electrical, Sprinkler System, Roofing and Fixed Equipment allocations.
- B. <u>Site Improvements</u>- The site improvements will consist of: Lighting, Fencing, Signs, Parking Lots, Sidewalks, Curbs, Retaining Walls, Property in the Open, Restrooms, Storage, Etc.
- C. Movable Equipment- Movable equipment will be inventoried on a building, floor, departmental and room by room basis and will be segregated by asset class and between general fixed assets moveable equipment and other moveable equipment.

David Grame (Office Accountant):

Mr. Grame has 11 years experience in the fixed appraisal field. Prior to working for AAI, Mr. Grame performed approximately 210 fixed asset appraisals for government agencies, while working for another accounting /appraisal firm. Mr. Gramc is a registered CPA. Mr. Gramc received a Bachelor of Science degree in Finance from Duquesne University.

Accountable Assets, Inc. service facility has over 1400 sqft. of office space consisting of data entry, database management and computer related, management personnel.

## a. INDUSTRY/PROFESSIONAL

Accountable Assets, Inc. meets and even exceeds the requirements set forth by the Generally Accepted Accounting Principles (GAAP) and GASB statement financial reporting for capital asset and depreciations. Many auditors after reviewing the fixed asset appraisal reports generated by Accountable Assets, Inc. and dealing with the knowledgeable staff will recommend that their clients only have Accountable Assets, Inc. conduct the fixed asset appraisals. In the insurance industry Accountable Assets, Inc. to date is the only company to organize the asset using the field data of insurance codes used to set the property schedule of values.

- 1. General Fixed Assets will generally include individual items with a cost value of \$500.00 exceeding a set amount applicable to insurance and a useful life of one or more years. Certain items / systems below the unit cost standard that may warrant special property and cost control will be considered Critical Control assets or Technology Equipment. Such items ( CPU's, Printers, Ipad's, Monitors) may designated "Technology & Electronic Equipment" in advance of commencement of the inventory.
- 2. The remaining movable equipment, designated as other movable equipment, will be inventoried on a room by room basis, grouped and valued by asset class. Data elements relating to dates of acquisition, acquisition cost, useful life, and replacement cost will be developed by asset type for each location segregation.

#### REPORT PRESENTATION Ш.

The property insurance appraisal valuation report presentation will include all fixed asset classifications currently scheduled or pre-designated by Coatesville Area School District and will essentially be prepared in conformance with Accountable Assets, Inc. property insurance appraisal report.

A. The report to be provided will include:

Buildings/Structure Details Certificate of Values Departmental Schedule Insurance Valuation Summary

Recapitulation Summary by Asset Code Master Detailed Report of Equipment A supplemental Sequential Asset Totals by Insurance Codes

B. The Master Detailed Report will include the following data: Building identification, Floor/Room/Area Code, Department Code, Asset Class Code, Item Identification Number, Quantity, Description, Acquisition Date, Useful life, Replacement Cost New, Acquisition Cost, Accumulated Depreciation, Annual Depreciation, Fund/Function Code, Sound Insurable Value

## Reports may be customized to meet the needs of Coatesville Area School District

1. Asset Identification Number: Item identifications numbers will be computer assigned and reflected in the final report.

2. Acquisition Date and Cost:

The dates of acquisition and acquisition costs will be developed by the appraisal staff through the use of data furnished by Coatesville Area School District and/or through the utilization of reverse trending indices applied against current replacement cost calculations.

3. Useful Life:

The useful Life schedule for fixed assets will conform to schedules and standards predetermined and authorized for use by Coatesville Area School District. The guidelines offered for consideration on property insurance appraisal implementation or to the Useful Life schedule are noted in the sample report provided.

Vehicles

Licenses vehicles will be included in the property insurance appraisal based on information to be supplied by Coatesville Area School District. Vehicles will be reported with Vehicle Description, Manufacturer, Model, Vehicle Identification Number (VIN), Cost and Year Acquired.

5. Fund/Function Code:

Fund and Function Coding, determined and agreed upon in advance of the fieldwork, will be assigned in the field based on item location. In the absence of specific coding instructions, the items will be classified as Function, Instructional / Fund, General or Function, Enterprise Fund.

6. Microsoft Excel Data File (Optional)

Presented as a option, is the Microsoft Excel Data File. Accountable Assets, Inc. (Excel File) spreadsheet is developed from the Microsoft Access Database file used in producing the appraisal report. Data elements reflected on the property insurance appraisal report are included in the spreadsheet.

#### ANNUAL SERVICES OPTIONAL IV.

Accountable Assets, Inc. will provide annual maintenance service for both the updating of the property insurance appraisal report values.

A. Fixed Asset Report Updating

Accountable Assets, Inc. offers to furnish annually a new fixed asset schedule that will reflect the additions, deletions, and transfers that have been reported to Accountable Assets, Inc. for the previous year. New depreciation data will be calculated. In addition to the revised master report the following supplemental reports will be prepared.

\*Sequential Asset Number report

\*Current Year Capital Additions by Building

\*Current Year Deletions by Buildings

B. Insurable Values Updating

A report of updated insurable values will include a new property insurance appraisal summary reflecting the current Cost of Replacement New and Sound Insurable Value of the buildings and equipment.

#### PROFESSIONAL APPRAISAL FEES V.

The fee requirements for the proposed inventory and appraisal work are indicated below:

#### BASIC SERVICE

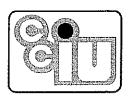
Inventory and Appraisal of fixed assets for insurance purpose	\$19,500
Barcode Tags (6,000) premium polyester 1.75 x .50 tags with code 39	
Property of Coatesville Area School District	<u>\$1,500</u>



INITIAL/DATE

# Finance Committee

Enclosure #9



CASD:

# **Chester County Intermediate Unit**

#### **Technology Support Services**

The Chester County Intermediate Unit will provide a team of three technology staff to the Coatesville Area School District to provide administrative and technical support. The team leader will work closely with the District Superintendent, Dr. Taschner, and Business Manager, Mr. Kabonick, to identify needs and establish priorities. Tasks will include addressing problems with servers and network devices in addition to enduser concerns. The terms and conditions of this service are as follows:

Name of Individual Providing Services:	L
Dr. Noreen O'Neill – Team Leader Mr. Bryan Ruzenski – Technology Spe Ms. Laura Hett – Technology Generalis	
Start Date: 12/15/2014	
End Date (with option to extend): 1/23/	2014
Days per week: Up to 3 days per week	or as needed
Hours per day: 7.5	
Daily Rate: \$1,263	
CCIU:	Date:

Date:

# Finance Committee

Enclosure #10

## **Two Way Radio Bid Summary**

			Base
Date	Vendor	Bid Bond	Bid
	Wireless Communications & Electronics	NO	\$88,458.70
	2905 Southampton Road		
	Philadelphia, PA 19154		
12/22/2014	Procom Corporation	YES	\$74,618.00
	8260 Patuxent Range Road		
	Jessup, MD 20794		



# Policy Committee Agenda

#### POLICY COMMITTEE AGENDA JANUARY 13, 2015 – 6:00 PM

#### 9/10 Center Auditorium

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

**CHAIRPERSON:** 

Ann Wuertz

**BOARD MEMBERS:** 

Deborah Thompson and James A. Fox

**ADMINISTRATION:** 

Dr. Cathy Taschner and Ronald Kabonick

Approval of the November 11, 2014 Community and Student Relations Committee meeting minutes. (Enclosure 1)

1.

2.

Vote:

#### AGENDA ITEMS

- A. Review of Policy 601 Budget & Financial Management 1<sup>st</sup> Reading

  RECOMMENDED MOTION: That the Board of School Directors approve the 1<sup>st</sup> reading of Policy 601, Budget and Financial Management. (Enclosure 2)
- B. Review of New Policy 916 School Volunteers (Version 2) 2<sup>nd</sup> Reading

  RECOMMENDED MOTION: That the Board of School Directors approve the 2<sup>nd</sup> reading of Version 2 of Policy 916, School Volunteers. (Enclosure 3)
- C. Review of Revised Policy 707 Use of Facilities 30 Day Review

  RECOMMENDED MOTION: That the Board of School Directors post policy 707, Use of Facilities, for a 30 day review. (Enclosure 4)
- Policy 123.1 Volunteer Coaches
   RECOMMENDED MOTION: That the Board of School Directors post Policy 123.1,
   Volunteer Coaches, for a 30-day public review. (Enclosure 5)
- E. Review of Revised Policy 348–Unlawful Harassment for Administrative Employees–2<sup>nd</sup> Reading RECOMMENDED MOTION: That the Board of School Directors approve the 2<sup>nd</sup> reading of revised Policy 348, Unlawful Harassment for Administrative Employees. (Enclosure 6)
- F. Review of Revised Policy 448–Unlawful Harassment for Professional Employees–2<sup>nd</sup> Reading RECOMMENDED MOTION: That the Board of School Directors approve the 2<sup>nd</sup> reading of revised Policy 448, Unlawful Harassment for Professional Employees. (Enclosure 7)
- G. Review of Revised Policy 548–Unlawful Harassment for Classified Employees–2<sup>nd</sup> Reading RECOMMENDED MOTION: That the Board of School Directors approve the 2<sup>nd</sup> reading of revised Policy 548, Unlawful Harassment for Classified Employees. (Enclosure 8)
- H. Review of Revised Policy 103 Equal Employment Non-Discrimination in School Programs and Activities and Classroom Practices 2<sup>nd</sup> Reading
   RECOMMENDED MOTION: That the Board of School Directors approve the 2<sup>nd</sup> reading of revised Policy 103, Equal Employment Non-Discrimination in School Programs and Activities and Classroom Practices. (Enclosure 9)

- I. Review of New Policy 103.1 Non-Discrimination in Employment 2<sup>nd</sup> Reading RECOMMENDED MOTION: That the Board of School Directors approve the 2<sup>nd</sup> reading of Policy 103.1, Non-Discrimination in Employment. (Enclosure 10)
- J. Review of New Policy 103.2 Equal Employment Opportunity Policy and Affirmative Action Program 2<sup>nd</sup> Reading RECOMMENDED MOTION: That the Board of School Directors approve the 2<sup>nd</sup> reading of Policy 103.2, Equal Employment Opportunity Policy and Affirmative Action Program. (Enclosure 11)
- K. Review of Revised Policy 104 Non-Discrimination on the Basis of Sex 2<sup>nd</sup> Reading RECOMMENDED MOTION: That the Board of School Directors approve the 2<sup>nd</sup> reading of Policy 104, Non-Discrimination on the Basis of Sex, and waive the 30-day public review. (Enclosure 12)

**INFORMATIONAL ITEM(S)** 

**OLD BUSINESS** 

**NEW BUSINESS** 

**PUBLIC COMMENT** 

**ADJOURN** 

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.

# Policy Committee

Enclosure #1

### COMMUNITY and STUDENT RELATIONS COMMITTEE MINUTES

# November 11, 2014 – 6:00 PM

#### 9/10 Center Auditorium

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

CHAIRPERSON:

James Fox (absent)

**BOARD MEMBERS:** 

Diane Brownfield, Deborah Thompson (absent)

James Hills (substitute for Ms. Thompson)

**ADMINISTRATION:** 

Dr. Cathy Taschner and Ronald Kabonick

**CALL TO ORDER:** 

6:51 p.m.

Approval of October 14, 2014 CSR meeting minutes. (Enclosure #1)

1. Diane Brownfield

2. James Hills

Vote: 2-0

#### AGENDA ITEMS

1. Review of New Policy 916 - School Volunteers (Version 2) - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the 2<sup>nd</sup> reading of Version 2 of Policy 916, School Volunteers. (Enclosure 2)

- 1. Diane Brownfield
- 2. James Hills

Vote: 2-0

2. Review of Revised Policy 707 – Use of Facilities – 2<sup>nd</sup> Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the 2<sup>nd</sup> reading of revised Policy 707, Use of Facilities. (Enclosure 3)

- 1. Diane Brownfield
- 2. James Hills

Vote: 2-0

3. Policy 123.1 - Volunteer Coaches

**RECOMMENDED MOTION:** That the Board of School Directors post Policy 123.1, Volunteer Coaches, for a 30-day public review. (Enclosure 4)

1. James Hills

2. Diane Brownfield

Vote: 2-0

4. Policy 217 - Graduation Requirements

**RECOMMENDED MOTION:** That the Board of School Directors post Policy 217, Graduation Requirements, for a 30-day public review. (*Enclosure 5*)

1. James Hills

2. Diane Brownfield

Vote: 2-0

- 5. Review of Revised Policy 348 Unlawful Harassment for Administrative Employees 1st Reading RECOMMENDED MOTION: That the Board of School Directors approve the 1st reading of revised Policy 348, Unlawful Harassment for Administrative Employees. (Enclosure 6)
- 6. Review of Revised Policy 448 Unlawful Harassment for Professional Employees 1<sup>st</sup> Reading RECOMMENDED MOTION: That the Board of School Directors approve the 1<sup>st</sup> reading of revised Policy 448, Unlawful Harassment for Professional Employees. (Enclosure 7)

7. Review of Revised Policy 548 – Unlawful Harassment for Classified Employees – 1<sup>st</sup> Reading RECOMMENDED MOTION: That the Board of School Directors approve the 1<sup>st</sup> reading of revised Policy 548, Unlawful Harassment for Classified Employees. (Enclosure 8)

Agenda Items 5, 6 & 7 (Policies 348, 448 & 548) were ratified under one vote:

- 1. Diane Brownfield
- 2. James Hills

Vote: 2-0

8. Review of Revised Policy 103 – Equal Employment Non-Discrimination in School Programs and Activities and Classroom Practices – 1<sup>st</sup> Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the 1<sup>st</sup> reading of revised Policy 103, Equal Employment Non-Discrimination in School Programs and Activities and Classroom Practices. (Enclosure 9)

- 1. Diane Brownfield
- 2. James Hills

Vote: 2-0

9. Review of New Policy 103.1 - Non-Discrimination in Employment - 1st Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the 1<sup>st</sup> reading of Policy 103.1, Non-Discrimination in Employment. *(Enclosure 10)* 

10. Review of New Policy 103.2 - Equal Employment Opportunity Policy and Affirmative Action Program - 1st Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the 1<sup>st</sup> reading of Policy 103.2. Equal Employment Opportunity Policy and Affirmative Action Program. (Enclosure 11)

Agenda Items 9 & 10 (Policies 103.1 and 103.2) were ratified under one vote:

- 1. Diane Brownfield
- 2. James Hills

Vote: 2-0

11. Rescind Policy 008 - Legal Fees and Damages

**RECOMMENDED MOTION:** That the Board of School Directors rescind Policy 008, Legal Fees and Damages. (Enclosure 12)

- 1. Diane Brownfield
- 2. James Hills

Vote: 2-0

12. Review of Revised Policy  $104 - \text{Non-Discrimination on the Basis of Sex} - 1^{\text{st}}$  Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the 1<sup>st</sup> reading of Policy 104, Non-Discrimination on the Basis of Sex, and waive the 30-day public review. (Enclosure 13)

- 1. Diane Brownfield
- 2. James Hills

Vote: 2-0

13. Amendment to the Student Discipline Code

**RECOMMENDED MOTION:** That the Board of School Directors approve the amendment to page SD-3 of the Student Discipline Code. (*Enclosure 14*)

- 1. Diane Brownfield
- 2. James Hills

Vote: 2-0

#### INFORMATION

• Parent-Administrator Liaison Update

Ann Wuertz

#### **OLD BUSINESS**

#### **NEW BUSINESS**

#### PUBLIC COMMENT

- 1. Dawn Barringer does not agree with the District's new Graduation Requirements as outlined in Policy #217. She provided the Board with information obtained from Google, surrounding school districts and from personal observations. She compared the Coatesville Area School District's new requirements with those of neighboring districts such as Downingtown and Kennett Square and found that their standards are lower than CASD.
- 2. Jarrett Jackson suggested utilizing Town Hall meetings to communicate more effectively, and to encourage community involvement. He asked the Board to consider adding a "mission statement" to the committee agendas informing readers of each committee's purpose. Mr. Jackson also inquired about the Parent Liaison Group update and asked whether or not other students/groups were given the same opportunity to be heard.
- 3. Judge Gregory Hines asked the Board to consider the annual Walk for Water event.

#### **ADJOURN**

This meeting adjourned at 7:43 p.m.

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

# Policy Committee

Enclosure #2

# COATESVILLE AREA SCHOOL DISTRICT

SECTION:

**FINANCES** 

TITLE:

BUDGET AND FINANCIAL

MANAGEMENT

ADOPTED:

September 26, 2006

REVISED:

#### 601. BUDGET AND FINANCIAL MANAGEMENT

1. Purpose

The budget development process is driven by two (2) objectives – to provide every child in the district with the best possible educational opportunities and to maximize the use of available resources. 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. 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 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.

2. Authority SC 508, 601, 664, 687

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 School Code the operation of 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 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.

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.

#### 601. BUDGET AND FINANCIAL MANAGEMENT - Pg. 2

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.

# Policy Committee

Enclosure #3

# COATESVILLE AREA SCHOOL DISTRICT VERSION 2

SECTION:

**COMMUNITY** 

TITLE:

SCHOOL VOLUNTEERS

ADOPTED:

**REVISED:** 

# 916. SCHOOL VOLUNTEERS

1. Purpose

The Board of School Directors values the unique contributions made by parent/guardian and community volunteers to the educational programs of the Coatesville Area School District. Accordingly, the Board encourages the use of parent/guardian and community volunteers, subject to certain requirements and procedures as set forth below.

2. Authority

The Board authorizes the selection and use of parent/guardians, community members and others as volunteers to assist and supplement regular District staff.

3. Definitions

A volunteer is any individual who performs a service for the school district without compensation, remuneration or other consideration and who otherwise meets the requirements of this policy. A volunteer must be at least eighteen (18) years of age. A volunteer need not be a parent/guardian of a student enrolled in the school district. A school district student who provides other volunteer assistance in support of a curricular, co-curricular or extracurricular activity is not considered to be a volunteer for purposes of this policy.

A casual volunteer is a volunteer who comes to a school infrequently (less than ten (10) hours per school year) and works in the presence of a teacher/administrator with students. A casual volunteer shall not have unsupervised contact with students. Examples include: individuals who volunteer to assist in the planning or conducting of classroom celebrations; guest speakers; and concert/performance ushers; and single-day field trip chaperones.

A program volunteer is a volunteer who provides recurring assistance (10 or more hours per school year) in support of school-sponsored activities under the general direction and supervision of a coach or sponsor employed by the district and may, from time to time, have or may be reasonably expected to have unsupervised contact with students. Examples may include but are not limited to: multiple-day field trip chaperones, single-day field trip chaperones and choreographers, musicians and other individuals who provide assistance to students in the marching band or school sponsored performances.

An **overnight chaperone** is a volunteer who accompanies students on school-sponsored trips involving an overnight stay.

Final determination of a volunteer's status is the responsibility of the building principal.

#### 3. Guidelines

Under no circumstances shall a volunteer be considered an employee or independent contractor of the school district. A volunteer shall not receive wages, salary or other valuable consideration for the performance of his/her services. Holding the position of a volunteer is not a right, but a privilege conferred upon the volunteer by the Board, acting through the building principal of each school within the school district. The school district reserves the right to terminate the services or status of any volunteer at its exclusive discretion.

The role of volunteers is to assist, but not replace or assume the professional or paraprofessional responsibilities or authority of, the school district staff. Volunteers shall not provide regular instruction or educational training to students enrolled in the school district.

Under no circumstances shall volunteers be permitted to administer or enforce discipline upon students enrolled in the school district

Volunteers shall follow all applicable administrative procedures established pursuant to this policy and shall follow all other rules, regulations and administrative guidelines concerning the conduct of the professional and paraprofessional staff of the school district, including all of the requirements of the Family Education Rights and Privacy Act (FERPA); provided, however that such rules, regulations and administrative procedures and guidelines shall not be deemed to expand the responsibility, authority or scope of activity applicable to yolunteers under this policy.

### General Requirements

The following general requirements shall apply to all volunteers:

- 1. Volunteers shall not have access to or handle any materials of a personal or confidential nature, unless the volunteer is a District employee whose job allows such and who has been assigned to do so by the building principal or designee or, as appropriate, the teacher to who s/he has been temporarily assigned.
- 2. Volunteers shall exhibit behaviors considered appropriate for interaction with District students, staffs, other volunteers and the public while performing volunteer functions.

These behaviors include, but are not limited to:

- a. Maintaining a warm, caring, student-centered attitude.
- b. Respecting the role of the school employees.
- c. Maintaining confidentiality in all matters pertaining to staff and students arising from the performance of their duties as volunteers and from their presence in the school.

- d. Following District policies and rules, including the directions of the building principal and employees to whom they are assigned.
- e. Volunteers shall meet any standard which may be established by federal, state or local government, or by the Board and/or administration. The volunteer shall agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules and regulations and administrative guidelines governing the conduct of the District's professional employees and support staff.
- f. In accordance with Board policy, volunteers shall not use tobacco, alcohol or controlled substances, or be under the influence of alcohol or controlled substances while serving a school volunteer, including volunteer service that take place outside of District property.
- g. Volunteers shall not administer first aid, except in the case of an emergency. The exception shall be a District employee whose job allows such and who has been assigned to do so by the building principal or designees or, as appropriate, the teacher to whom s/he has been temporarily assigned.
- h. All volunteers shall be issued a District identification badge which identifies the holder as an approved volunteer. Volunteers shall be required to wear and display such identification badges at all times while providing services to the District.
- i. No volunteer shall be requested or required to transport students in District and/or personal vehicles as part of his/her volunteer duties. Volunteers who transport students in personal vehicles are acting outside of the scope of their volunteer service and they and the students are not covered by insurance provided by the District. Any volunteer so doing assumes any and all liability and any insurance coverage in this situation shall be provided through the volunteer's own service carrier. Any volunteer who agrees to transport students shall be required to consent to a review of his/her driving record.
- j. Except as set forth in paragraph (I) above, the Board shall provide authorized volunteers with liability coverage as provided for employees of the District, to cover them while acting within the scope of their volunteer service. Any volunteer who agrees to transport students shall be required to consent to a review of his/her driving record.
- k. Volunteers shall comply with the legally mandated employee requirements and procedures for criminal history/child abuse/Raptor (or other such building level security program as may exist) reports as set forth in this policy. If under the pertinent laws or regulations, his/her criminal history/child abuse/Raptor (or other such building level security program as may exist) report would preclude him/her from being hired as an employee, that person may not serve as a volunteer. However, the District may deny an

application to volunteer based upon the existence of a conviction of any criminal offense deemed by the District to preclude voluntary service to the District.

## **Application and Clearances**

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

All volunteers shall be approved by the appropriate building principal. The building principal shall maintain a record of the names, a brief description of the services performed, Raptor (or other such building level security program as may exist) results, and clearances submitted for all volunteers in his/her respective building. The Athletic Director shall maintain the same information for volunteers serving as coaches in accordance with policy 123.1. The record shall be maintained for a period of three (3) years. Prior to the approval of any volunteer serving as a coach, the Athletic Director shall consider the impact of the approval on the District's Title IX compliance obligations. Volunteers, as categorized, must acquire and/or submit the following:

Prior to the start of volunteer service, volunteers must submit to the District for review and verification:

- a. original Criminal History Report from the Pennsylvania State
  Police
- b. original Child Abuse History Clearance from the Pennsylvania
  Department of Welfare
- c. original federal criminal history report.

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

Once obtained, substantial contact volunteers shall only be required to resubmit criminal history reports and clearances every three (3) years, unless the substantial contact volunteer has a break in service due to unenrollment in the District. A return to service after a break in service due to unenrollment shall require the submission of new reports/clearances even if three (3) years has not elapsed.

All volunteers shall be required to complete a Raptor (or other such building level security program as may exist) scan annually.

All volunteer shall be required to report to the building principal within seventy-two (72) hours any arrest or conviction of an offense listed in Section 111(e) or (f.1) that occurs after submission of the required clearances or Raptor (or other such building level security program as may exist). The PDE Form 6004 (Arrest or Conviction Report) shall be used to report these arrests or convictions to the building principal. The building principal shall immediately advise the Superintendent of receipt of such a form.

Clearances shall be obtained at the cost of the volunteer.
For district employees who volunteer, the clearances/tests necessary for their employment shall be sufficient for their service as a volunteer.
No individual will be approved to serve as a volunteer if the Raptor (or other such building level security program as may exist) scan, criminal history reports or child abuse reports/clearances required by this policy evidence an offense which would preclude such an individual from being employed in a Pennsylvania public school.

## Volunteers Serving in Excess of 10 hours per year

Volunteers shall undergo a tuberculosis examination, at their own expense, in accordance with this policy and the regulations of the Pennsylvania Department of Health.

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

#### Unique Circumstances

The District recognizes that not all factual scenarios have been accounted for under this policy. For this reason, the Superintendent or designee may determine clearance, health, or other child safety standards, on a case by case basis, for situations not falling directly under this Policy or as necessary for the continuation of District operations/programs. Under no circumstances shall the Raptor (or other such building level security program as may exist) scan requirement be waived.

#### Safety Requirements

Casual volunteers shall be required to be screened through the District's Raptor® system. Exception: a Casual Volunteer who serves as a single-day field trip chaperone shall also be required to obtain and submit an Act 151 Child Abuse Clearance Statement prior to the field trip.

Upon his/her initial appointment, a Program Volunteer shall be required to obtain and submit for approval an Act 34 Criminal History Report, and an Act 151 Child Abuse Clearance Statement. Program and receive Act 126 training. Volunteers shall be required to receive a PPD skin test for tuberculosis shall have been obtained within the three months prior to the application. Once submitted, volunteers shall not be required to obtain a test in a subsequent school year unless required by regulation. within three (3) months of their initial appointments. Where possible, the PPD skin test may be administered by a School District nurse. Program Volunteers shall not chaperone students without a negative reaction to the PPD skin test or a physician's report stating the chaperone is free of tuberculosis disease. Program Volunteers will be required to renew these clearances and tuberculosis tests in the event of a break in continuous service.

Overnight Chaperones shall be required, in advance of their first overnight trip during a school year, to obtain and submit for approval an Act 34 Criminal History Report, and an Act 151 Child Abuse Clearance Statement along with Act 126 training. Overnight Chaperones shall be required to receive a PPD skin test for tuberculosis within three (3) months of the start of the school trip. Where possible, the PPD skin test may be administered by a School District nurse. Overnight chaperones shall not chaperone students without a negative reaction to the PPD skin test or a physician's report stating the chaperone is free of tuberculosis disease. Overnight chaperones shall be required to renew their Act 34 Criminal History Report, Act 151 Child Abuse Clearance Statements, Act 126 training and tuberculosis tests each school year.

The costs of obtaining the required reports, clearances, and tests shall be the responsibility of the volunteer or any sponsoring parent-teacher organization or booster group.

Except in the case of an emergency, volunteers shall not administer first aid or other medical assistance to students.

Except as specifically authorized by the Board on a case by case basis, volunteers shall not be permitted to operate any motor vehicles owned by or under the control of the school district, and volunteers shall not be permitted to transport students by motor vehicle in support of any school program. Volunteers who transport students in personal vehicles are not covered by insurance provided by the district. Any volunteer so doing assumes any and all liability and any insurance coverage in this situation shall be provided through the volunteer's own insurance carrier. Any volunteer who agrees to transport students shall be required to consent to a review of his/her driving record.

## Confidentiality

Pol. 216 No volunteer shall be permitted to access, review, disclose, or use confidential student information; or participate in conversations in which confidential student information is

# 916. SCHOOL VOLUNTEERS - Pg. 7

discussed. Examples of such information include, but are not limited to, the following: grades or other measures of academic performance; class standing; standardized or other test scores; attendance records; disciplinary history; intelligence test scores; personality and interest test scores; individualized education plans; health data; family background information; teacher or counselor ratings and observations; and any other verified or unverified information contained in a student's file maintained by the teachers, administrators or schools within the school district. If volunteers have questions about the confidentiality of student information, they are encouraged to consult with the building principal.

Each volunteer shall keep strictly confidential all information s/he may learn, during the course of performing services, about the students enrolled in the school district.

3. Delegation of Responsibility

Each school within the school district shall adopt its own administrative procedures for the recruitment, selection and assignment of volunteers; provided, however, that the following minimal requirements shall apply to all such procedures:

- 1. Each building principal or designee shall be responsible for training the volunteers to perform the specific duties associated with their assignments.
- 2. Each building principal or designee shall assume general authority and responsibility over the volunteers performing services of any kind at or on behalf of the school, including, without limitation, the responsibility for overseeing the filing of Act 34 Criminal History Reports, Act 151 Clearance Statements and Act 126 training.
- 3. No such procedures adopted by the schools within the school district shall be inconsistent with the terms and conditions of this policy.
- 4. All such procedures adopted by the schools within the school district shall be subject to the approval of the Superintendent.

References:

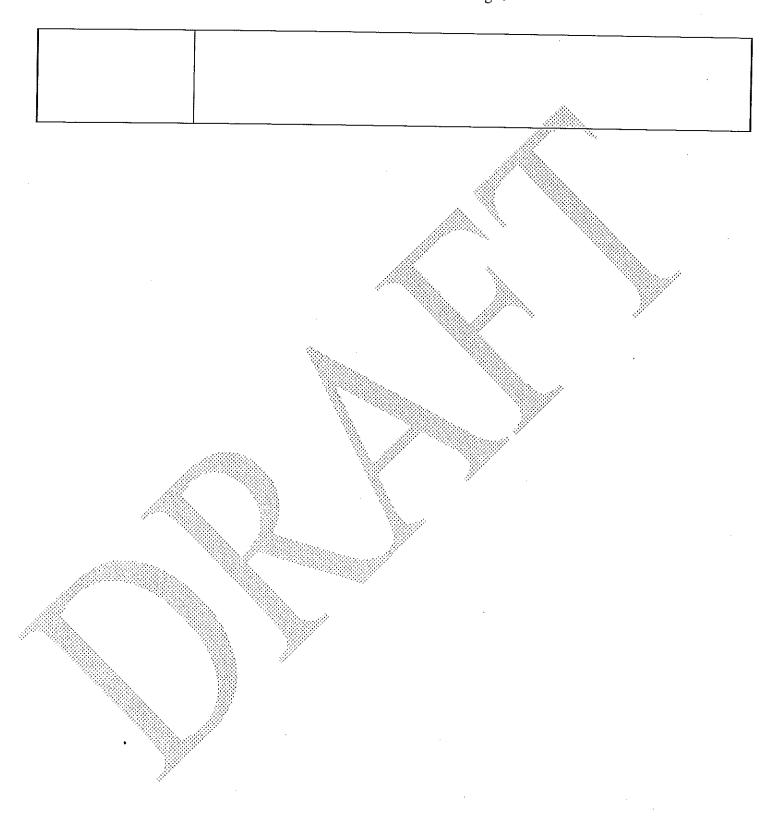
School Code - 24 P.S. Sec. 111

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Board Policy - 121

# 916. SCHOOL VOLUNTEERS - Pg. 8



# Policy Committee

Enclosure #4

# COATESVILLE AREA SCHOOL DISTRICT

SECTION:

**PROPERTY** 

TITLE:

USE OF SCHOOL FACILITIES

ADOPTED:

April 26, 1990

REVISED:

November 27, 2012

#### 707. USE OF SCHOOL FACILITIES

1. Purpose

The Coatesville Area School District's facilities, which include all athletic fields, should be made available for community purposes provided that such use does not interfere with district and/or individual school programs.

2. Authority

The Board will provide for the use of school facilities when permission has been requested in writing and has been approved by the Superintendent or designee in accordance with the following order of classifications:

CLASS I – School-related groups and/or school-sponsored activities (PTAs/PTOs, Coatesville Area Parent Council, school-approved booster organizations, PIAA, Ches-Mont League sponsored events, etc.), inservice programs whose primary purpose and function is to support the district's programs, Special Olympics and voting services.

CLASS II — Scholastic activities (Chester County Intermediate Unit), service and governmental groups whose entire membership is comprised of Coatesville Area School District residents (Boy Scouts, Girl Scouts, borough/township governmental meetings of activities, EMT, Fire Safety, Police, medical groups or other similar groups).

CLASS III—Nonschool-related student activities (borough/township youth or adult athletic and recreational groups) and similar non-profit groups that are primarily comprised of Coatesville Area School District residents and provide service to the district (YMCA, Caln Athletic Association, etc.).

**CLASS IB, IIB, and IIIB** – Any of the above listed classes that charges a fee for its activity which exceeds one hundred dollars (\$100) per person for the duration of the activity.

**CLASS IV** – Any entity not included in the classes listed above, or any entity that charges a fee (P.I.A.A. for non-ChesMont activities), tuition, registration, admission cost, etc., private enterprise groups, for-profit groups, homeowner associations, special interest, religious groups, colleges and universities.

Non-profit groups are any group with an IRS letter showing 501(c)3 tax exempt status. For-profit groups are any group that is not a "non-profit group".

The use of school facilities shall not be granted for the following:

- 1. Partisan political activity.
- 2. Private social functions (with the exception of the swimming pool at the senior high school in which case a certified lifeguard must be on duty).
- 3. Use on Sunday before 1:00 PM (with the exception of church related use and continuing education courses for professional staff).
- 4. Any purpose which is prohibited by law.
- 5. Any activities that involve animals.
- 6. Any activity deemed potentially dangerous to school district property by the Superintendent or designee.
- Delegation of Responsibility

The Superintendent or designee shall develop procedures governing the use of school facilities, including all athletic fields, and shall promulgate directives and regulations for such use which shall include:

- 1. An Application for Use of School Facilities must be completed with the Department of Buildings and Grounds.
- 2. Class II, III and IV users shall present evidence of the purchase of organizational liability insurance to the limit prescribed by district rules, and said coverage must be approved by the Superintendent or designee.
- 3. Any school equipment that is to be used in conjunction with requested facilities shall be identified at the time the request for use of facilities is made. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- 4. The Board shall be held harmless by the user for any liability that arises from the use of school facilities by any nonschool-related organization, individual or activity.
- 5. Users shall be financially liable for damage to the facilities and for proper chaperonage/security.

- 6. A calendar for use of fields will begin being developed during the month of January for the subsequent months March through November.
- 7. All activities should terminate by 10:00 PM (exceptions will be considered on a case-to-case basis by the Board's Operations Committee).

  Availability to facilities may be subject to summer hours.
- 8. Whenever kitchen facilities are used, a food service cafeteria employee must be on duty. Any group wishing to use the food service facilities must contact the District's Food Services Department to obtain contracted services. Only food service employees shall operate kitchen equipment.
- 9. Fees will be payable in advance of usage.

#### 4. Guidelines

# General Conditions Governing Certificates Of Insurance And Fees

- 1. Class I No fees are required for groups using the facility Monday through Friday. Custodial/Security fees will be applied for school-related groups such as PTA/PTOs and booster organizations for Saturday, Sunday and Holiday use. Certificates of insurance are only required of Special Olympics, Voter Services PIAA and/or Ches-Mont League sponsored events. See Attachment 1.
- 2. Class II A certificate of insurance is required. There will be no rental fees charged. Custodial/Security and utility fees will apply if usage occurs outside normal operational times. See Attachment 1.
- 3. Class IIB, III and IIIB A certificate of insurance is required. Rental, Utility and Custodial/Security fees will apply if usage occurs outside normal operational times. See Attachment 1.
- 4. Class IV A certificate of insurance is required. Rental, Utility and Custodial/ Security fees apply. See Attachment 1.

The Board shall annually review and adjust the schedule of fees for the use of school facilities.

#### USE OF SCHOOL FACILITIES

Re	ntal Fees –	
Effective:		

(Evidence of the purchase of organizational liability insurance to the limit prescribed by district rules is required from applicable organizations.) Please send all payments in the form of check, certified check or money order to the Coatesville Area School District Business office at 3030 C.G. Zinn Road, Thorndale PA 19327.

# Coatesville Area Senior High School – 11/12 Center

All fee increases were based on the total	CPI since 2004 rounded to t	he nearest dollar.
	Rental Fees	<u>Utility Fees</u>
Auditorium	\$270.00 \$2.45.00	40000
Gym/Locker Room	\$ <del>270.00</del> \$345.00 \$ <del>325.00</del> \$416.00	\$32.00/hr \$41.00/hr
Cafeteria/Kitchen	\$215.00 \$275.00	\$32.00/hr \$41.00/hr
Large Group Room	\$105.00 \$135.00	\$25.00/hr \$32.00/hr
Library	\$105.00 \$135.00	\$20.00/hr \$26.00/hr
Classroom	\$ 47.00 \$60.00	<del>\$20.00/hr</del> <b>\$26.00/hr</b> <del>\$15.00/hr</del> <b>\$20.00/hr</b>
Pool	\$-75.00/hr \$100.00/hr (1-5	neonle)
	\$ 85.00/hr \$110.00/hr(51-7	v people) 75 people)
	110.00/11(31	75 people)
Coatesville Area High School = 9/10 Center & Sco	tt Middle School	
Auditorium	<del>\$270.00</del> \$345.00	\$32.00/hr \$41.00/hr
*Gym/Locker Room	<del>\$385.00</del> \$495.00	\$35.00/hr \$45.00/hr
Cafeteria/Kitchen	<del>\$2]5.00</del> <b>\$275.00</b>	\$25.00/hr \$32.00/hr
Large Group Room	<del>\$105.00</del> -\$135.00	<del>\$20.00/hr</del> <b>\$26.00/hr</b>
Library	\$ <del>105.00</del> <b>\$135.00</b>	<del>\$20.00/hr</del> <b>\$26.00/h</b> r
Classroom	<del>\$ 45.00</del> <b>\$60.00</b>	<del>\$15.00/hr</del> -\$20.00/hr
N. A. C. A. D. A. C.		
North & South Brandywine		
Auditorium	\$105.00 <b>\$135.00</b>	<b></b>
Gym/Locker Room	\$105.00 \$135.00 \$1.75.00 \$225.00	\$30.00/hr \$38.00/hr
Cafeteria/Kitchen	\$175.00 \$225.00 \$215.00 \$275.00	\$32.00/hr \$41.00/hr
Library	\$\frac{\pi_{2.5.00}}{\$105.00} \\$135.00	\$25.00/hr \$32.00/hr
Classroom	\$ 45.00 \$60.00	\$20.00/hr \$26.00/hr
Ciastroom (*)	<del>Ψ 13.00 </del> Φ <b>00.00</b>	<del>\$15.00/hr</del> - <b>\$20.00/hr</b>
Elementary Schools		
Auditorium	<del>\$105.00</del> <b>\$135.00</b>	<del>\$30.00/hr</del> \$38.00/hr
Gymnasium	\$150.00 \$192.00	\$32.00/hr \$41.00/hr
Cafeteria/Kitchen	\$200.00 \$256.00	\$25.00/hr \$32.00/hr
All Purpose Room	<del>\$130.00</del> <b>\$166.00</b>	\$25.00/hr \$32.00/hr
Large Group Room	<del>\$107.00</del> <b>\$137.00</b>	\$20.00/hr-\$26.00/hr
Library	<del>\$105.00</del> <b>\$135.00</b>	\$20.00/hr-\$26.00/hr

Classroom <u>Coatesville Area Multi-Purpose Stadium CA</u> <u>Raider Field</u>	\$ 45.00 \$58.00 MPS **Coatesville	<del>\$15.00/hr</del> \$20.00/hr e <u>Memorial Stadium – Red</u>
Stadium	\$2,500.00	\$150.00/hr with lights
Locker Rooms	\$ 300.00	\$ 50.00/hr w/o lights
**Multi-Purpose Field (#3)	\$1250.00	\$150.00/hr. with lights \$22.50/hr w/o lights
Scott Field	\$700.00	\$22.50/br

Other Fields (25) Permits issued

\$ 10.00/day

\*Includes concession access with appropriate certifications.

### Sports Camps

Camps run by district employees/coaches for the direct financial benefit of the sport's program. N/C\* Other Sports Camps primarily composed of district student involvement:

Outdoor Sports Camps

\$250.00/wk

Indoor Sports Camps

CASH 9/10 - 11/12 Centers

\$450.00/wk

Middle/Elementary Schools 2.

25% of weekly fees

Private Camps

Standard rental and utility fees

Camps held on Saturdays or custodial non-work days incur utility fees and custodial fees at \$33.00 per hour for ALL\* organizations.

Long-Term Rentals will be negotiated on an individual basis, annually. for Sunday Church Services 40% discount of daily rental Normal utility charges (continuous weekly use or 20 hrs or less per week Charge for all areas used for six (6) months or more)

Custodial charges at \$33 per hour for all non work days. Payments will be made on a monthly basis.

#### PLEASE NOTE

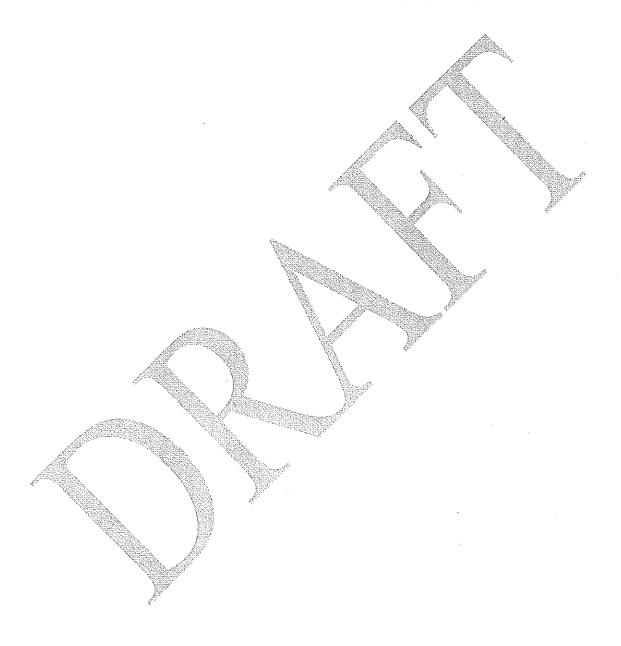
# NO FOOD OR DRINK IS PERMITTED IN ANY AREAS WITHOUT PERMISSION SMOKING IS NOT PERMITTED ON DISTRICT PROPERTY PRICES GO IN EFFECT 10/23/2012

Payment is due within 15 days. If not paid within 30 days, your outstanding invoice will be sent to a collection agency and you will become ineligible to use facilities in the future. Cancellation must be made in writing 10 calendar days prior to the scheduled event to the Department of Building and Grounds or you will be charged the full amount of the rental fee along with an additional 5% processing fee. Please send all payments in the form of check, certified check or money order to the Coatesville Area School District Business office at 3030 C.G. Zinn Road, Thorndale PA 19327.

<sup>\*\*</sup> Requires custodial and police fees in addition to rental and utility fees.

# Note:

Stage Crew Members Stage Crew Manager (Student) Stage Crew Supervisor (Teacher) Minimum Wage Minimum Wage plus \$.50/hr By Appropriate Agreement



	(	Application	n for Use of School	l Facil	lities)
TO:	Administration				
	Coatesville Area School Dis	trict	Dat	te of A	pplication
and ind facilitie applica School the prov	ividuals that will make use of the fa es and grounds. I further agree, on b ble charges and for any damages tha District through their normal bids an	cilities, to be resental for myself at might result frond/or quotations I Code (18 CPS)	sponsible for use of school sponsible for adhering to the and the organization I reproduced use. I understand procedures. Applicants at A 4904). Certificate of like	I facilitie he police resent, te d that da re remin	and reasons indicated on this application form.  es and agree, on behalf of the organization ies and regulations applicable for use of the to be financially responsible for payment of umage assessment shall be established by the ded that false statements may be subject to insurance in the name of the Coatesville
	Name of Organiza	tion		rint Na	ime of Responsible Person
			.e		2.300
	Mailing Address	Phone Numbe	er J	Cert	fying Signature
			<u> </u>	N	<u></u>
	Name of Insurance	Policy Number		urance	effective and end date
				A. 5000 B	tificate is required with application
		SUPPO	RTING INFORMAT	ION	
	Organization School Organization School Related Organization Non-School Reel. Comm. Org. Private Interest Groups  Specify Date(s) and Hour(s)		Facility Classroom Cafeteria Gymnasium Auditorium Large Group Room Library Specify Field #(s) Other:		Building Caln CAHS-11/12 Center E F -CAHS-9/10 Center FR NBMS Gordon SBMS KH Scott MS RB CAMPS RV Scott Field Benner
		for Su.	-	Proj	ected Attendance
	Purpose		Salata musuan C		
2					
	PAID  Por Facilities  For Security  For Custodians  For Others  Recommended  Yes		FOR SCHOOL USE  AMOUNT  \$ \$ \$ \$ \$ \$		PAYMENT PROCEDURE  (Check Payable to CASD) (Check Payable to CASD) (Check Payable to CASD) (Check Payable to CASD) (Check Payable to CASD) No Payment Required (except for Damages)  Approved
		ate		Yes	Director of Facilities Date Maintenance Manager
	No			No	
	Building Principal D	ate			Director of Encilities Date

Business office copy

Facilities department copy

DO NOT SUBMIT APPLICATION DIRECTLY TO SCHOOL. SUBMIT TO: CASD FACILITIES DEPT., 1029 E. LINCOLN HWY, COATESVILLE. Please send all payments in the form of check, certified check or money order to the Coatesville

Maintenance Manager

# Area School District Business office at 3030 C.G. Zinn Road, Thorndale PA 19327. INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT.

Payment is due within 15 days. If not paid within 30 days, your outstanding invoice will be sent to a collection agency and you will become ineligible to use facilities in the future. Cancellation must be made in writing 10 calendar days prior to the scheduled event to the Department of Building and Grounds or you will be charged the full amount of the rental fee along with an additional 5% processing fee.



# Policy Committee

Enclosure #5

SECTION:

**PROGRAMS** 

TITLE:

**VOLUNTEER COACHES** 

# COATESVILLE AREA SCHOOL DISTRICT

ADOPTED:

REVISED:

## 123.1. VOLUNTEER COACHES

1. Purpose

The Board recognizes that parent and community volunteers can make valuable contributions to the district's athletic programs. When, in the opinion of the building principal, athletic director and superintendent, the addition of a volunteer coach will enhance the support and training which the regular staff is providing to students participating in the activity, such a volunteer may be utilized.

2. Authority

The Board authorizes the selection and use of parents/guardians, community members and others as volunteers to assist and supplement regular district athletic programs.

3. Definition

A volunteer is any individual who performs a service for the school district without compensation, remuneration or other consideration and who otherwise meets the requirements of this policy. A volunteer must be at least eighteen (18) years of age. A volunteer need not be a parent/guardian of a student enrolled in the school district. A school district student who provides other volunteer assistance in support of a curricular, co-curricular or extracurricular activity is not considered to be a volunteer for purposes of this policy.

4. Guidelines

- 1. The head coach must forward to the building principal and/or the athletic director, a request for permission to use a volunteer. This must include the name of the volunteer and name of the extracurricular activity.
- 2. The building principal, athletic director and make recommendation to the Superintendent who will either deny or forward the request to the jointly make a decision whether to deny the request or forward the request for Board for consideration.

SC 111 Title 22 Sec. 8.1 et seq Title 28 Sec. 23.44 23 Pa. C.S.A. Sec. 6301 et seq

- 3. All volunteer coaches, prior to their assumption of the position and/or duties as volunteer coach, must submit to the district an Act 34 State Police Background Check, an Act 151 Child Abuse Background Check, an Act 114 Federal Criminal History Records Background Check (FBI Fingerprint Clearance), and annual submission of the PDE-6004 form as well as the results of a tuberculin test.
- 4. All volunteer coaches, prior to their assumption of duties as volunteer coach and

#### 123.1. VOLUNTEER COACHES - Pg. 2

- annually thereafter, must submit to the district a Concussion Management Training Certificate of Completion and a Sudden Cardiac Arrest Prevention Training Certificate of Completion and Act 126 training proof of completion.
- 5. All volunteer coaches, prior to their assumption of duties as a volunteer, must be approved by the Board. To be approved, the name of the volunteer coach must appear as an agenda line item and voted upon at a scheduled Board meeting.
- 6. A person may not assume the position of a volunteer coach, render any services, or assume any responsibility of a volunteer coach until and unless items 1 through 5 above have been accomplished.
- 7. All costs incurred during this process will be paid for by the volunteer.
- 8. All volunteers will be required to show proof of insurance.
- 9. Under no circumstances shall a volunteer be considered an employee of the district. A volunteer shall receive no wages or other consideration which has a monetary value for the performance of volunteer services. Without altering a person's status as a volunteer, the applicable building principal, in his/her sole discretion, may reimburse costs incurred by volunteers. A volunteer may not direct or supervise a school-sponsored program, group of students, or an individual student belonging to any such program outside the immediate supervision of a professional staff member.
- 10. The volunteer position is not a right, but rather a privilege, which is recommended conferred by the Board and administration and conferred by the Board. As such, any volunteer position may be eliminated and/or the services of any volunteer may be terminated at any time at the sole discretion of the responsible district administrator(s). If the services of a volunteer are terminated, the Superintendent shall provide timely notification to the Board.
- 11. Except as specifically authorized by the Board on a case by case basis, volunteers shall not be permitted to operate any motor vehicles owned by or under the control of the school district, and volunteers shall not be permitted to transport students by motor vehicle in support of any school program. Volunteers who transport students in personal vehicles are not covered by insurance provided by the district. Any volunteer so doing assumes any and all liability and any insurance coverage in this situation shall be provided through the volunteer's own insurance carrier. Any volunteer who agrees to transport students shall be required to consent to a review of his/her driving record.
- 12. The head coach will assume responsibility for the actions and training of a volunteer.

### 123.1. VOLUNTEER COACHES - Pg. 3

- 13. A volunteer coach may not solely direct or supervise a team, a group of students, or an individual student involved in the activity; a head coach, or assistant shall be present during all practices and/or competitions.
- 14. Volunteer coaches shall have their performances reviewed by the head coach on a yearly basis and submitted to the athletic director.
- 15. Permission to utilize a volunteer coach may be revoked at any time by any of the persons listed in #2.
- 16. Each volunteer shall keep strictly confidential all information s/he may learn, during the course of performing services, about the student enrolled in the school district.

References:

School Code – 24 P.S. Sec. 111, 1418

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

State Department of Health Regulations - 28 PA Code Sec. 23.44

Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125

Child Protective Services Law = 23 Pa. C.S.A. Sec. 6301 et seq.

# Policy Committee

Enclosure #6

# **COATESVILLE** AREA SCHOOL DISTRICT

SECTION:

**ADMINISTRATIVE** 

**EMPLOYEES** 

TITLE:

UNLAWFUL HARASSMENT

ADOPTED: October 25, 1990

REVISED:

April 23, 2013

## Policy, Generally

- 1. Prohibition. There shall be no unlawful harassment or intimidation of any employee, volunteer or third party; nor shall there be any or unlawful retaliation against any person. The Board prohibits all forms of unlawful harassment of employees, volunteers and third parties by all District students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools.
- 2. Positive Working Environment. The Board strives to provide a safe, positive working climate for its employees and volunteers. Therefore, it shall be the policy of the District to maintain an employment environment in which unlawful harassment or intimidation in any form is not tolerated.
- The Board encourages 3. Complaints and Reports Encouraged. employees and third parties who have been harassed to promptly report such incidents to the designated administrators.
- 4. Investigations and Corrective Action. The Board directs that complaints of unlawful harassment or intimidation and/or unlawful retaliation shall be investigated promptly, and when allegations are substantiated that corrective action is taken reasonably calculated to end the unlawful conduct.
- Confidentiality respecting any complaint or 1. Confidentiality. complainant, the investigation, and the results or action taken as a result of the investigation or complaints shall be maintained and no information may be disclosed by any employee or official of the School District related to the complaint, the complainant, the investigation, the facts surrounding the complaint, or the actions taken as a result of the complaints and investigation except: (1) as reasonably necessary to conduct the investigation or to end unlawful conduct; or (2) when anyone has a legal right or duty to make a disclosure. This provision is not to be construed to prohibit disclosure to the Superintendent, legal counsel, the School Board or any other administrator or person as part of or necessary for the investigation or

	corrective action.
Unlawful harassment or unlawful intimidation	For purposes of this policy, harassment or intimidation shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:  1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.  2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.  3. Otherwise adversely affects an individual's employment opportunities.
Sexual Harassment	For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:  1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment.  2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual.  3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment.
	Examples of conduct that may constitute sexual harassment include, but are not limited to, sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a employee's ability to work or creates an intimidating, hostile or offensive working environment.
	Whether and to what extent the aforementioned types of inappropriate conduct are sufficiently severe or pervasive so as to be deemed harassment or intimidation or sexual harassment is a fact-based inquiry based upon the nature and extent of the circumstances giving rise to the complaint. For example, in general, simple teasing or offhand jokes or comments usually will not be deemed unlawful harassment or intimidation or sexual harassment. However, these types of conduct are still inappropriate and prohibited and will be subject to discipline regardless of whether or not they are deemed sufficiently severe or

	pervasive so as to be deemed harassment or intimidation or sexual harassment.
Compliance Officer	In order to maintain an employment environment that is free of unlawful harassment or intimidation and that is in compliance with applicable law, the Board designates Loree Lonsinger, Assistant Business Manger as the District's Compliance Officer.
	The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to applicants, employees, volunteers and the public. The annual notice shall include the position, office address and telephone number of the Compliance Officer.
	The Compliance Officer is responsible to monitor the practices, policies and procedures of the School District to ensure that there is no unlawful harassment, intimidation or unlawful retaliation.
	The Compliance Officer shall ensure reasonable training of employees and volunteers to ensure that there is no unlawful harassment or intimidation or retaliation and to ensure that the terms and conditions of this policy are known to employees and volunteers.
	The Compliance Officer may be assisted in these duties by forming a District committee of appropriate representatives.
	The Compliance Officer shall inform the Board of any lack of compliance with this policy within the District.
	The building Principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:
	<ol> <li>Inform the employee, volunteer or third party of the right to file a complaint and the complaint procedure.</li> <li>Inform the complainant that s/he may be accompanied by legal counsel or a union representative during all steps of the complaint procedure.</li> <li>Refer the employee, volunteer, or complainant to the Compliance Officer.</li> </ol>
Complaint Procedure	Complaint Procedure
Troccaure	Step 1 – Reporting
	An employee, volunteer or third party who believes that he or she has been the victim of unlawful harassment or intimidation, or unlawful retaliation or that he or she has witnessed unlawful harassment, or unlawful retaliation is encouraged to report the incident(s) to the building

Principal and/or the Compliance Officer immediately; however, a complaint will be accepted at any time regardless of when the unlawful conduct is alleged to have occurred.

If the building Principal is the subject of a complaint, the employee, volunteer, or third party may file the complaint directly with the Compliance Officer, an Assistant Principal of the school, and/or the Solicitor of the School District.

The complainant or reporting employee or individual is encouraged to use the report form available from the building Principal, but oral complaints shall be acceptable.

Upon witnessing or receiving a complaint of unlawful harassment or intimidation, or unlawful retaliation, the Principal, Assistant Principal, Solicitor or any other employee, shall notify the Compliance Officer immediately.

## Step 2 – Investigation

Upon receipt of a complaint, the Compliance Officer shall ensure that an investigation is conducted promptly. The Compliance Officer may utilize the services of the Solicitor or other legal counsel authorized by the School Board in order to investigate the complaint and may direct the Principal or Assistant Principal to conduct the investigation. The investigation shall consist of such investigative techniques as will ensure a prompt and thorough investigation.

If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the Compliance Officer shall inform the appropriate law enforcement authorities about the incident(s).

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

# Step 3 – Investigative Report

Upon the completion of the investigation, the Compliance Officer shall ensure that a written report is promptly prepared. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether the conduct at issue is in violation of this policy, and a recommended disposition of the complaint.

The Compliance Officer shall ensure that the report is provided to the complainant or victim, as may be appropriate, and the accused, as may be appropriate. To the extent that there are interests of confidentiality that should be recognized, the report that is provided to the complainant, victim or accused may be modified from the written report prepared following the investigation.

## Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the School District shall take prompt, corrective action reasonably calculated to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be in accordance with the Student Code of Conduct, Board policies and administrative guidelines, District procedures, applicable collective bargaining agreements, and state and federal laws.

## Step 5—Appeal Procedure

- 1. If the complainant or victim is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
- 2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a further investigation.
- 3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days, unless additional time is reasonably necessary. The results of the appeal decision shall be disseminated as appropriate.

#### References:

Pennsylvania Human Relations Act – 43 P.S. § 951 et seq. Federal Anti-Discrimination Law – 20 U.S.C. § 1681 et seq (Title IX) Harassment Regulations and Guidelines Code of Federal Regulations – 29 CFR §§ 1604.11(a), 1606.8(a) Office for Civil Rights – Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, Or Third Parties

Board Policy 103

# COATESVILLE AREA SCHOOL DISTRICT

SECTION:

**ADMINISTRATIVE** 

EMPLOYEES

TITLE:

UNLAWFUL HARASSMENT

ADOPTED: October 25, 1990

REVISED:

April 23, 2013

### 348. UNLAWFUL HARASSMENT

1. Purpose

The Board strives to provide a safe, positive working climate for its employees. Therefore, it shall be the policy of the district to maintain an employment environment in which harassment in any form is not tolerated.

2. Authority Title VII 42 U.S.C. Sec. 2000e et seq Title IX 20 U.S.C. Sec. 1681

The Board prohibits all forms of unlawful harassment of employees and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

3. Definitions 29 CFR Sec. 1606.8 (a) For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

- 1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.
- 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.
- 3. Otherwise adversely affects an individual's employment opportunities.

### 29 CFR Sec. 1604.11 (a)

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

- 1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment.
- 2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual.
- Such conduct is sufficiently severe, persistent or pervasive that it has the
   purpose or effect of substantially interfering with the employee's job
   performance or creating an intimidating, hostile or offensive working
   environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a employee's ability to work or creates an intimidating, hostile or offensive working environment.

# 4. Delegation of Responsibility

In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates:

David Krakower
COATESVILLE AREA SCHOOL DISTRICT
545 East Lincoln Hwy.
Coatesville, PA 19320
610-466-2400

Pol. 103

as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain a working environment free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

- 1. Inform the employee or third party of the right to file a complaint and the complaint procedure.
- 2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
- 3. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

### 5. Guidelines

### Complaint Procedure Employee/Third Party

### Step 1 Reporting

An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.

The complainant is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

### Step 2 - Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

### Step 3—Investigative Report

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

### Step 4 - District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

Pol. 317, 417, 517

If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action, including termination.

### Appeal Procedure

- 1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
- 2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
- 3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.
- 4. The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.

References:
Pennsylvania Human Relations Act 43 P.S. Sec. 951 et seq.
Federal Anti Discrimination Law 20 U.S.C. Sec. 1681 et seq (Title IX)
Harassment Regulations and Guidelines
— Code of Federal Regulations—29 CFR Sec. 1604.11(a), 1606.8(a)
- Office for Civil Rights Revised Sexual Harassment Guidance: Harassment of
Students by School Employees, Other Students, Or Third Parties
Board Policy 103

## COATESVILLE AREA SCHOOL DISTRICT

3030 C.G. Zinn Road Thorndale PA 19372

## "Excellence in Education"

348. ATTACHMENT

### REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

Complainant:		
Home Address:		
Home Phone:		
School Building:		
Date of Alleged Incident(s):	and the state of t	
Alleged discrimination was based on: (	circle those that apply)	Tura
		The Name of Colors
Race	Color	National Origin
Gender	Age	Disability
Religion	Sexual Orientation	
Name of person you believe violated th	e district's Non-Discrimination policy:	
Teal of the state	against another person, identify the other person:	
If the aneged harassment was directed	against anomer person, identity the other person.	
Describe the moident as clearly as nose	ible, including what force, if any, was used; verba	l statements (i.e. threats
requests, demands, etc.); what, if any, p		i statements (1.0, tineats,
Attach additional pages if necessary:	Mysical Contact was involved.	
Attach additional pages if necessary.		the beautiful l
<b>1</b>		
FI FARM FOR CONTRACTOR A		
When and where incident occurred:		
List any witnesses who were present:		
This complaint is based on my honest b	pelief that has discrin	ninated against me or
another person. I certify that the inform	ation I have provided in this complaint is true, cor	rect and complete to the
best of my knowledge.	목적하는 이 전 경험 전 경험 경험 경험 전 경험 경험 경험 경험 경험 경험 경험 경험 경험 경험 경험 경험 경험	
San San San San San San San San San San		
Fig. 4		Property Services
Complainant's Signature		Dâte
Received By .	And the second of the second o	Date

Submit report form for complaints of discrimination to the Coatesville Area School District Compliance officer:

Loree Lonsinger Assistant Business Manager 3030 C.G. Zinn Road Thorndale PA 19372 610-466-2400

# Policy Committee

Enclosure #7

# **COATESVILLE** AREA SCHOOL DISTRICT

SECTION:

PROFESSIONAL EMPLOYEES

TITLE:

UNLAWFUL HARASSMENT

ADOPTED: October 25, 1990

REVISED:

April 23, 2013

### Policy, Generally

- Prohibition. There shall be no unlawful harassment or intimidation of any employee, volunteer or third party; nor shall there be any or unlawful retaliation against any person. The Board prohibits all forms of unlawful harassment of employees, volunteers and third parties by all District students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools.
- 2. Positive Working Environment. The Board strives to provide a safe, positive working climate for its employees and volunteers. Therefore, it shall be the policy of the District to maintain an employment environment in which unlawful harassment or intimidation in any form is not tolerated.
- The Board encourages 3. Complaints and Reports Encouraged. employees and third parties who have been harassed to promptly report such incidents to the designated administrators.
- The Board directs that 4. Investigations and Corrective Action. complaints of unlawful harassment or intimidation and/or unlawful retaliation shall be investigated promptly, and when allegations are substantiated that corrective action is taken reasonably calculated to end the unlawful conduct.
- Confidentiality respecting any complaint or 1. Confidentiality. complainant, the investigation, and the results or action taken as a result of the investigation or complaints shall be maintained and no information may be disclosed by any employee or official of the School District related to the complaint, the complainant, the investigation, the facts surrounding the complaint, or the actions taken as a result of the complaints and investigation except: (1) as reasonably necessary to conduct the investigation or to end unlawful conduct; or (2) when anyone has a legal right or duty to make a disclosure. This provision is not to be construed to prohibit disclosure to the Superintendent, legal counsel, the School Board or any other administrator or person as part of or necessary for the investigation or

	corrective action.
Unlawful harassment or unlawful intimidation	For purposes of this policy, harassment or intimidation shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:
	<ol> <li>Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.</li> <li>Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.</li> <li>Otherwise adversely affects an individual's employment opportunities.</li> </ol>
Sexual Harassment	For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:  1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment.  2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual.  3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment.
	Examples of conduct that may constitute sexual harassment include, but are not limited to, sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a employee's ability to work or creates an intimidating, hostile or offensive working environment.
	Whether and to what extent the aforementioned types of inappropriate conduct are sufficiently severe or pervasive so as to be deemed harassment or intimidation or sexual harassment is a fact-based inquiry based upon the nature and extent of the circumstances giving rise to the complaint. For example, in general, simple teasing or offhand jokes or comments usually will not be deemed unlawful harassment or intimidation or sexual harassment. However, these types of conduct are still inappropriate and prohibited and will be subject to discipline regardless of whether or not they are deemed sufficiently severe or

	pervasive so as to be deemed harassment or intimidation or sexual
Compliance Officer	harassment.  In order to maintain an employment environment that is free of unlawful harassment or intimidation and that is in compliance with applicable law, the Board designates Loree Lonsinger, Assistant Business Manger as the District's Compliance Officer.
	The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to applicants, employees, volunteers and the public. The annual notice shall include the position, office address and telephone number of the Compliance Officer.
	The Compliance Officer is responsible to monitor the practices, policies and procedures of the School District to ensure that there is no unlawful harassment, intimidation or unlawful retaliation.
	The Compliance Officer shall ensure reasonable training of employees and volunteers to ensure that there is no unlawful harassment or intimidation or retaliation and to ensure that the terms and conditions of this policy are known to employees and volunteers.
	The Compliance Officer may be assisted in these duties by forming a District committee of appropriate representatives.
	The Compliance Officer shall inform the Board of any lack of compliance with this policy within the District.
	The building Principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:
	<ol> <li>Inform the employee, volunteer or third party of the right to file a complaint and the complaint procedure.</li> <li>Inform the complainant that s/he may be accompanied by legal counsel or a union representative during all steps of the complaint procedure.</li> <li>Refer the employee, volunteer, or complainant to the Compliance Officer.</li> </ol>
Complaint	Complaint Procedure
Procedure	Step 1 — Reporting
	An employee, volunteer or third party who believes that he or she has been the victim of unlawful harassment or intimidation, or unlawful retaliation or that he or she has witnessed unlawful harassment, or unlawful retaliation is encouraged to report the incident(s) to the building

Principal and/or the Compliance Officer immediately; however, a complaint will be accepted at any time regardless of when the unlawful conduct is alleged to have occurred.

If the building Principal is the subject of a complaint, the employee, volunteer, or third party may file the complaint directly with the Compliance Officer, an Assistant Principal of the school, and/or the Solicitor of the School District.

The complainant or reporting employee or individual is encouraged to use the report form available from the building Principal, but oral complaints shall be acceptable.

Upon witnessing or receiving a complaint of unlawful harassment or intimidation, or unlawful retaliation, the Principal, Assistant Principal, Solicitor or any other employee, shall notify the Compliance Officer immediately.

### Step 2 – Investigation

Upon receipt of a complaint, the Compliance Officer shall ensure that an investigation is conducted promptly. The Compliance Officer may utilize the services of the Solicitor or other legal counsel authorized by the School Board in order to investigate the complaint and may direct the Principal or Assistant Principal to conduct the investigation. The investigation shall consist of such investigative techniques as will ensure a prompt and thorough investigation.

If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the Compliance Officer shall inform the appropriate law enforcement authorities about the incident(s).

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

### Step 3 – Investigative Report

Upon the completion of the investigation, the Compliance Officer shall ensure that a written report is promptly prepared. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether the conduct at issue is in violation of this policy, and a recommended disposition of the complaint.

The Compliance Officer shall ensure that the report is provided to the complainant or victim, as may be appropriate, and the accused, as may be appropriate. To the extent that there are interests of confidentiality that should be recognized, the report that is provided to the complainant, victim or accused may be modified from the written report prepared following the investigation.

### Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the School District shall take prompt, corrective action reasonably calculated to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be in accordance with the Student Code of Conduct, Board policies and administrative guidelines, District procedures, applicable collective bargaining agreements, and state and federal laws.

### Step 5—Appeal Procedure

- 1. If the complainant or victim is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
- 2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a further investigation.
- 3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days, unless additional time is reasonably necessary. The results of the appeal decision shall be disseminated as appropriate.

### References:

Pennsylvania Human Relations Act – 43 P.S. § 951 et seq. Federal Anti-Discrimination Law – 20 U.S.C. § 1681 et seq (Title IX) Harassment Regulations and Guidelines Code of Federal Regulations – 29 CFR §§ 1604.11(a), 1606.8(a)

Office for Civil Rights — Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, Or Third Parties

Board Policy 103

# COATESVILLE AREA SCHOOL DISTRICT

SECTION:

**PROFESSIONAL** 

**EMPLOYEES** 

TITLE:

UNLAWFUL HARASSMENT

ADOPTED:

October 25, 1990

REVISED:

April 23, 2013

#### 448. UNLAWFUL HARASSMENT

1. Purpose

The Board strives to provide a safe, positive working climate for its employees. Therefore, it shall be the policy of the district to maintain an employment environment in which harassment in any form is not tolerated.

2. Authority
Title VII
42 U.S.C.
Sec. 2000e et seq
Title IX
20 U.S.C.
Sec. 1681

The Board prohibits all forms of unlawful harassment of employees and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

3. Definitions 29 CFR Sec. 1606.8 (a) For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

- 1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.
- 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.
- 3. Otherwise adversely affects an individual's employment opportunities.

### 29 CFR Sec. 1604.11 (a)

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

- 1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment.
- 2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual.
- 3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a employee's ability to work or creates an intimidating, hostile or offensive working environment.

# 4. Delegation of Responsibility

In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates:

David Krakower
COATESVILLE AREA SCHOOL DISTRICT
545 East Lincoln Hwy.
Coatesville, PA 19320
610-466-2400

Pol. 103

as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain a working environment free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

- 1. Inform the employee or third party of the right to file a complaint and the complaint procedure.
- 2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
- 3. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

### 5. Guidelines

Complaint Procedure Employee/Third Party

### Step 1 Reporting

An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.

The complainant is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

### Step 2 Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

### Step 3 Investigative Report

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

### Step 4 - District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

Pol. 317, 417, 517

If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action, including termination.

### Appeal Procedure

- 1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
- 2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
- 3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.
- 4. The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.

### References:

Pennsylvania Human Relations Act 43 P.S. Sec. 951 et seq. Federal Anti-Discrimination Law 20 U.S.C. Sec. 1681 et seq (Title IX) Harassment Regulations and Guidelines

- Code of Federal Regulations 29 CFR Sec. 1604.11(a), 1606.8(a)
- Office for Civil Rights Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, Or Third Parties

  Board Policy 103

## COATESVILLE AREA SCHOOL DISTRICT

3030 C.G. Zinn Road Thorndale PA 19372

### "Excellence in Education"

448. ATTACHMENT

### REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

Complainant:	•
Home Address:	
Home Phone:	
School Building:	
Date of Alleged Incident(s):	
Alleged discrimination was based on: (circle those that apply)	
	No.
Race	National Origin
Gender	Disability
Religion Sexual Orientation	
Name of person you believe violated the district's Non-Discrimination policy:	
If the alleged harassment was directed against another person, identify the other person:	
Describe the incident as clearly as possible, including what force, if any, was used, verba	I statements (i.e. threats,)
requests, demands, etc.); what, if any, physical contact was involved.	
Attach additional pages if necessary:	
When and where incident occurred:	
when and whole including occurred.	
List any witnesses who were present:	
Dist any majoratory and process	
	The state of the s
This complaint is based on my honest belief that has discrin	ninated against me or
another person. I certify that the information I have provided in this complaint is true, con	rect and complete to the
best of my knowledge	
	A STATE OF THE STA
Complainant's Signature	Date
Received By	Date

Submit report form for complaints of discrimination to the Coatesville Area School District Compliance officer:

Loree Lonsinger Assistant Business Manager 3030 C.G. Zinn Road Thorndale PA 19372 610-466-2400

# Policy Committee

Enclosure #8

# **COATESVILLE** AREA SCHOOL DISTRICT

SECTION:

CLASSIFIED EMPLOYEES

TITLE:

UNLAWFUL HARASSMENT

ADOPTED: October 25, 1990

REVISED:

April 23, 2013

### Policy, Generally

- 1. Prohibition. There shall be no unlawful harassment or intimidation of any employee, volunteer or third party; nor shall there be any or unlawful retaliation against any person. The Board prohibits all forms of unlawful harassment of employees, volunteers and third parties by all District students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools.
- 2. Positive Working Environment. The Board strives to provide a safe, positive working climate for its employees and volunteers. Therefore, it shall be the policy of the District to maintain an employment environment in which unlawful harassment or intimidation in any form is not tolerated.
- 3. Complaints and Reports Encouraged. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators.
- The Board directs that 4. Investigations and Corrective Action. complaints of unlawful harassment or intimidation and/or unlawful retaliation shall be investigated promptly, and when allegations are substantiated that corrective action is taken reasonably calculated to end the unlawful conduct.
- Confidentiality respecting any complaint or 1. Confidentiality. complainant, the investigation, and the results or action taken as a result of the investigation or complaints shall be maintained and no information may be disclosed by any employee or official of the School District related to the complaint, the complainant, the investigation, the facts surrounding the complaint, or the actions taken as a result of the complaints and investigation except: (1) as reasonably necessary to conduct the investigation or to end unlawful conduct; or (2) when anyone has a legal right or duty to make a disclosure. This provision is not to be construed to prohibit disclosure to the Superintendent, legal counsel, the School Board or any other administrator or person as part of or necessary for the investigation or

	corrective action.
Unlawful harassment or unlawful intimidation	For purposes of this policy, harassment or intimidation shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:
	<ol> <li>Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.</li> <li>Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.</li> <li>Otherwise adversely affects an individual's employment opportunities.</li> </ol>
Sexual Harassment	For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:  1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment.  2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual.  3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment.
	Examples of conduct that may constitute sexual harassment include, but are not limited to, sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a employee's ability to work or creates an intimidating, hostile or offensive working environment.
	Whether and to what extent the aforementioned types of inappropriate conduct are sufficiently severe or pervasive so as to be deemed harassment or intimidation or sexual harassment is a fact-based inquiry based upon the nature and extent of the circumstances giving rise to the complaint. For example, in general, simple teasing or offhand jokes or comments usually will not be deemed unlawful harassment or intimidation or sexual harassment. However, these types of conduct are still inappropriate and prohibited and will be subject to discipline regardless of whether or not they are deemed sufficiently severe or

	pervasive so as to be deemed harassment or intimidation or sexual harassment.
Compliance Officer	In order to maintain an employment environment that is free of unlawful harassment or intimidation and that is in compliance with applicable law, the Board designates Loree Lonsinger, Assistant Business Manger as the District's Compliance Officer.
	The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to applicants, employees, volunteers and the public. The annual notice shall include the position, office address and telephone number of the Compliance Officer.
	The Compliance Officer is responsible to monitor the practices, policies and procedures of the School District to ensure that there is no unlawful harassment, intimidation or unlawful retaliation.
	The Compliance Officer shall ensure reasonable training of employees and volunteers to ensure that there is no unlawful harassment or intimidation or retaliation and to ensure that the terms and conditions of this policy are known to employees and volunteers.
	The Compliance Officer may be assisted in these duties by forming a District committee of appropriate representatives.
	The Compliance Officer shall inform the Board of any lack of compliance with this policy within the District.
	The building Principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:
	<ol> <li>Inform the employee, volunteer or third party of the right to file a complaint and the complaint procedure.</li> <li>Inform the complainant that s/he may be accompanied by legal counsel or a union representative during all steps of the complaint procedure.</li> <li>Refer the employee, volunteer, or complainant to the Compliance Officer.</li> </ol>
Complaint	Complaint Procedure
Procedure	Step 1 – Reporting
	An employee, volunteer or third party who believes that he or she has been the victim of unlawful harassment or intimidation, or unlawful retaliation or that he or she has witnessed unlawful harassment, or unlawful retaliation is encouraged to report the incident(s) to the building

Principal and/or the Compliance Officer immediately; however, a complaint will be accepted at any time regardless of when the unlawful conduct is alleged to have occurred.

If the building Principal is the subject of a complaint, the employee, volunteer, or third party may file the complaint directly with the Compliance Officer, an Assistant Principal of the school, and/or the Solicitor of the School District.

The complainant or reporting employee or individual is encouraged to use the report form available from the building Principal, but oral complaints shall be acceptable.

Upon witnessing or receiving a complaint of unlawful harassment or intimidation, or unlawful retaliation, the Principal, Assistant Principal, Solicitor or any other employee, shall notify the Compliance Officer immediately.

### Step 2 – Investigation

Upon receipt of a complaint, the Compliance Officer shall ensure that an investigation is conducted promptly. The Compliance Officer may utilize the services of the Solicitor or other legal counsel authorized by the School Board in order to investigate the complaint and may direct the Principal or Assistant Principal to conduct the investigation. The investigation shall consist of such investigative techniques as will ensure a prompt and thorough investigation.

If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the Compliance Officer shall inform the appropriate law enforcement authorities about the incident(s).

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

### Step 3 – Investigative Report

Upon the completion of the investigation, the Compliance Officer shall ensure that a written report is promptly prepared. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether the conduct at issue is in violation of this policy, and a recommended disposition of the complaint.

The Compliance Officer shall ensure that the report is provided to the complainant or victim, as may be appropriate, and the accused, as may be appropriate. To the extent that there are interests of confidentiality that should be recognized, the report that is provided to the complainant, victim or accused may be modified from the written report prepared following the investigation.

### Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the School District shall take prompt, corrective action reasonably calculated to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be in accordance with the Student Code of Conduct, Board policies and administrative guidelines, District procedures, applicable collective bargaining agreements, and state and federal laws.

### Step 5—Appeal Procedure

- 1. If the complainant or victim is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
- 2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a further investigation.
- 3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days, unless additional time is reasonably necessary. The results of the appeal decision shall be disseminated as appropriate.

### References:

Pennsylvania Human Relations Act – 43 P.S. § 951 et seq. Federal Anti-Discrimination Law – 20 U.S.C. § 1681 et seq (Title IX) Harassment Regulations and Guidelines Code of Federal Regulations – 29 CFR §§ 1604.11(a), 1606.8(a)

Office for Civil Rights - Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, Or Third Parties

Board Policy 103

# COATESVILLE AREA SCHOOL DISTRICT

SECTION:

CLASSIFIED EMPLOYEES

TITLE:

UNLAWFUL HARASSMENT

ADOPTED:

October 25, 1990

REVISED:

April 23, 2013

### 548. UNLAWFUL HARASSMENT

1. Purpose

The Board strives to provide a safe, positive working climate for its employees. Therefore, it shall be the policy of the district to maintain an employment environment in which harassment in any form is not tolerated.

2. Authority
Title VII
42 U.S.C.
Sec. 2000e et seq
Title IX
20 U.S.C.
Sec. 1681

The Board prohibits all forms of unlawful harassment of employees and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Definitions
 29 CFR
 Sec. 1606.8 (a)

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

- 1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.
- 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.
- 3. Otherwise adversely affects an individual's employment opportunities.

### 29 CFR Sec. 1604.11 (a)

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

- 1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment.
- 2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual.
- 3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar-statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a employee's ability to work or creates an intimidating, hostile or offensive working environment.

4. Delegation of Responsibility

In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates:

David Krakower
COATESVILLE AREA SCHOOL DISTRICT
545 East Lincoln Hwy.
Coatesville, PA 19320
610-466-2400

Pol. 103

as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain a working environment free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

- 1. Inform the employee or third party of the right to file a complaint and the complaint procedure.
- 2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
- 3. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

### 5. Guidelines

### Complaint Procedure Employee/Third Party

### Step 1 - Reporting

An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.

The complainant is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

### **Step 2** Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

### Step 3 Investigative Report

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

### **Step 4 District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

Pol. 317, 417, 517

If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action, including termination.

### Appeal Procedure

- 1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
- 2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
- 3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.
- 4. The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.

 References:
Pennsylvania Human Relations Act 43 P.S. Sec. 951 et seq.
Federal Anti-Discrimination Law 20 U.S.C. Sec. 1681 et seq (Title IX)  Harassment Regulations and Guidelines
— Code of Federal Regulations 29 CFR Sec. 1604.11(a), 1606.8(a)
— Office for Civil Rights—Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, Or Third Parties
Board Policy 103

## COATESVILLE AREA SCHOOL DISTRICT

3030 C.G. Zinn Road Thorndale PA 19372

## "Excellence in Education"

**548. ATTACHMENT** 

### REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

Complainant:	
Home Address:	
Home Phone:	
School Building:	
Date of Alleged Incident(s):	
And the state of t	
Alleged discrimination was based on: (circle those that apply)	
The same of the sa	
Race Color National C	rigin)
Gender Age Disability	
Religion Sexual Orientation	
Name of person you believe violated the district's Non-Discrimination policy:	
If the alleged harassment was directed against another person, identify the other person:	bir Figi
	1
Describe the incident as clearly as possible, including what force, if any, was used, verbal statements (i.e. three	ats,
requests, demands, etc.); what, if any, physical contact was involved.	
Attach additional pages if necessary:	1.7
	5.
	r
TO THE PROPERTY OF THE PROPERT	
When and where incident occurred:	1
	ŕŕ
List any witnesses who were present;	rs. Ar
	¥
This complaint is based on my honest belief that has discriminated against me or	
another person. I certify that the information I have provided in this complaint is true, correct and complete to	the
best of my knowledge	
Complainant's Signature Date	

Submit report form for complaints of discrimination to the Coatesville Area School District Compliance officer:

Loree Lonsinger Assistant Business Manager 3030 C.G. Zinn Road Thorndale PA 19372 610-466-2400

# Policy Committee

Enclosure #9

COATESVILLE AREA SCHOOL DISTRICT SECTION:

**PROGRAMS** 

TITLE:

EQUAL EMPLOYMENT
OPPORTUNITY POLICY AND

AFFIRMATIVE ACTION PROGRAM
NONDISCRIMINATION IN SCHOOL,

SCHOOL PROGRAMS AND ACTIVITIES AND CLASSROOM

ADOPTED:

March 18, 1989

### **REVISED:**

Policy,	1. Prohibitions. There shall be no unlawful discrimination or
Generally	unlawful harassment of any student; nor shall there be any or unlawful retaliation against any person.
Authority:	2. Equal Educational Opportunity. The Board declares it to be the policy of this District to provide an equal opportunity for all
Title 22	students to achieve their potential through the programs and
§§ 4.4, 12.1,	activities offered in the schools regardless of race, color, age,
12.4, 15.1 et seq	creed, religion, sex, sexual orientation, ancestry, national origin,
24 P.S.	marital status, pregnancy or handicap/disability.
§§13-1310, 5004	
43 P.S. §. 951et	3. Equitable Distribution. The District shall provide to students,
seq.	without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The
Title IX	equitable distribution of District resources is one means the District shall use to ensure all students receive a quality education.
20 U.S.C. § 1400	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
email to seq.,	4. Accommodations, Specially Designed Instruction and Related
§1681 et seq; §	Services. The District shall make reasonable accommodations,
6321	specially designed instruction, and/or related serviced for identified physical and mental impairments that constitute
29 U.S.C. § 794	disabilities consistent with the requirements of federal and state
22 012.00	laws and regulations.
Title VI	•
42 U.S.C. §2000d	5. Complaints and Reports Encouraged. The Board encourages
et seq	students and third parties who have been subject to unlawful discrimination, unlawful harassment, or unlawful retaliation to
42 U.S.C. §	report such incidents promptly to designated employees or
12101 et seq	officials.
	6. <u>Investigation</u> . The Board directs that complaints of discrimination and/or unlawful retaliation shall be investigated
	promptly, and that corrective action reasonably calculated to end unlawful conduct be taken when allegations are substantiated.
	<u>Confidentiality</u> . Confidentiality respecting any complaint or complainant, the investigation, and the results or action taken as a

result of the investigation or complaints shall be maintained and no information may be disclosed by any employee or official of the School District that is related to the complaint, the complainant, the investigation, the facts surrounding the complaint, or the actions taken as a result of the complaints and investigation except: (1) as reasonably necessary to conduct the investigation or to end unlawful conduct; or (2) when anyone has a legal right or duty to make a disclosure. This provision is not to be construed to prohibit disclosure to the Superintendent, legal counsel, the School Board or any other administrator or person as part of or necessary for the investigation or corrective action.

### Compliance Officer

In order to maintain a program of nondiscrimination practices that is in compliance with applicable law, the Board designates [insert position, one or more individuals can be designated] as the District's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. The annual notice shall include the position, office address and telephone number of the Compliance Officer.

The Compliance Officer is responsible to monitor the implementation of

nondiscrimination procedures in the following areas:

- 1. Curriculum and Materials Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
- 2. Training Provision of training for students and staff to identify and alleviate problems of discrimination and harassment.
- 3. Student Access Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
- 4. District Support Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related areas.
- 5. Student Evaluation Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.

The Compliance Officer may be assisted in these duties by forming a District committee of appropriate representatives.

The Compliance Officer shall inform the Board of any lack of compliance with this policy within the District.

Principals are required to report any complaints or reports of discrimination, harassment or retaliation to the Compliance Office and shall be responsible to complete the following duties when receiving a complaint of discrimination:

- 1. Inform the employee, volunteer or third party of the right to file a complaint and the complaint procedure.
- 2. Inform the complainant that s/he may be accompanied by legal counsel or a union representative during all steps of the complaint procedure.
- 3. Refer the employee, volunteer, or complainant to the Compliance Officer.

## Complaint Procedure

### **Complaint Procedure**

### Step 1 - Reporting

A student who believes that he or she has been the victim of unlawful discrimination, unlawful harassment, or unlawful retaliation or that he or she has witnessed unlawful discrimination, unlawful harassment, or unlawful retaliation is encouraged to report the incident to the building Principal and/or the Compliance Officer immediately; however, a complaint will be accepted at any time regardless of when the unlawful conduct is alleged to have occurred.

A school employee who suspects, witnesses or is notified that a student has been subject to conduct that constitutes unlawful discrimination, unlawful harassment, or unlawful retaliation shall immediately report the incident to the building Principal.

If the building Principal is the subject of a complaint, the student, third party or employee may file the complaint directly with the Compliance Officer, an Assistant Principal of the school, and/or the Solicitor of the School District.

The complainant or reporting employee or individual is encouraged to use the report form available from the building Principal, but oral complaints shall be acceptable.

Upon receiving a complaint, the Principal, Assistant Principal, Solicitor or any other employee, shall notify the Compliance Officer immediately.

### Step 2 - Investigation

The Compliance Officer shall ensure that an investigation is conducted promptly. The Compliance Officer may utilize the services of the Solicitor or other legal counsel authorized by the School Board in order to investigate the complaint and may direct the Principal or Assistant Principal to conduct the investigation. The investigation shall consist of such investigative techniques as will ensure a prompt and thorough investigation.

If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the Compliance Officer shall inform law enforcement authorities about the incident(s).

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

### Step 3 – Investigative Report

Upon the completion of the investigation, the Compliance Officer shall ensure that a written report is promptly prepared. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether the conduct at issue is in violation of this policy, and a recommended disposition of the complaint.

The Compliance Officer shall ensure that the report is provided to the complainant or victim, as may be appropriate, and the accused, as may be appropriate. To the extent that there are interests of confidentiality that should be recognized, the report that is provided to the complainant, victim or accused may be modified from the written report prepared following the investigation.

### Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the District shall take prompt, corrective action reasonably calculated to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and administrative guidelines, District procedures, applicable collective bargaining agreements, and state and federal laws.

-	Step 5—Appeal Procedure
	1. If the complainant or victim is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
	2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a further investigation.
	3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days, unless additional time is reasonably necessary. The results of the appeal decision shall be disseminated as appropriate.
School	Equivalence Between Schools
Equivalency	The Board directs that services in Title I schools and programs, when taken as a whole, shall be substantially comparable to services in schools and programs that do not receive Title I funds.
	Curriculum materials, instructional supplies and percentages of highly qualified personnel shall be equivalent between all District schools when compared on a grade-span by grade-span basis or a school-by-school basis. Records documenting such compliance shall be updated biannually.
	The Board understands that equivalence between programs and schools shall not be measured by:  1. Changes in enrollment after the start of the school year.  2. Varying costs associated with providing services to students with disabilities.
	3. Unexpected changes in personnel assignments occurring after the beginning of the school year. 4. Expenditures on language instruction education programs. 5. Other expenditures from supplemental state or local funds consistent with the intent of Title I.
Pol. 906	Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Board policy.
	References: School Code – 24 P.S. §13-1310 State Board of Education Regulations – 22 PA Code §§ 4.4, 12.1, 12.4,

15.1 et seq.
Unfair Educational Practices – 24 P.S. § 5004
Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq. 103.
No Child Left Behind Act – 20 U.S.C. § 6321
Section 504 of the Rehabilitation Act – 29 U.S.C. § 794
Americans With Disabilities Act – 42 U.S.C. § 12101 et seq.
Federal Anti-Discrimination and Civil Rights Laws –
20 U.S.C. Sec. 1681 et seq. (Title IX)
42 U.S.C. Sec. 2000d et seq. (Title VI)
Federal Anti-Discrimination and Civil Rights Regulations –
28 CFR Part 35, Part 41
34 CFR Part 100, Part 104, Part 106, Part 110
Board Policy – 000, 103.1, 701, 906

# Policy Committee

SECTION:

**PROGRAMS** 

# COATESVILLE AREA SCHOOL DISTRICT

TITLE:

NONDISCRIMINATION IN

**EMPLOYMENT** 

ADOPTED:

REVISED:

Policy, Generally	1. Prohibitions. There shall be no unlawful discrimination or unlawful harassment of any employee or volunteer; nor shall there be any or unlawful retaliation against any person. The Board declares it to be the policy of this District to provide an equal employment opportunity in accordance with applicable law and regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or disability.
Authority: Title IX	2. <u>Definition</u> . It is unlawful to refuse to hire or employ, or to bar or to discharge from employment an individual, or to otherwise discriminate against such individual with respect to compensation,
29 U.S.C. § 794  Title VI: 42 U.S.C. §2000d et seq Title VII, 42 U.S.C. §2000e et seq	hire, tenure, terms, conditions or privileges of employment because of the individual's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or disability. It is further unlawful to limit, segregate or classify employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect the individual's status as an employee, because of the individual's race, color, religion, sex, age or national origin or on the basis of disability.
42 U.S.C. § 12101 et seq 43 P.S. §§ 951- 963	3. Complaints and Reports Encouraged. The Board encourages applicants, employees and volunteers who have been subject to unlawful discrimination, unlawful harassment, or unlawful retaliation to report such incidents promptly to designated employees or officials.
	4. <u>Investigations and Corrective Action</u> . The Board directs that complaints of discrimination, harassment and/or unlawful retaliation shall be investigated promptly, and that corrective action reasonably calculated to end the unlawful conduct be taken when allegations are substantiated.
	5. <u>Confidentiality</u> . Confidentiality respecting any complaint or complainant, the investigation, and the results or action taken as

a result of the investigation or complaints shall be maintained and no information may be disclosed by any employee or official of the School District that is related to the complaint, the complainant, the investigation, the facts surrounding the complaint, or the actions taken as a result of the complaints and investigation except: (1) as reasonably necessary to conduct the investigation or to end unlawful conduct; or (2) when anyone has a legal right or duty to make a disclosure. This provision is not to be construed to prohibit disclosure to the Superintendent, legal counsel, the School Board or any other administrator or person as part of or necessary for the investigation or corrective action.

# Compliance Officer

In order to maintain a program of nondiscrimination practices that is in compliance with applicable law, the Board designates [insert position, one or more individuals can be designated] as the District's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to applicants, employees, volunteers and the public. The annual notice shall include the position, office address and telephone number of the Compliance Officer.

The Compliance Officer is responsible to monitor the practices, policies and procedures of the District to ensure that there is no unlawful discrimination, unlawful harassment or unlawful retaliation.

The Compliance Officer shall ensure reasonable training of employees and volunteers to ensure that there is no unlawful discrimination, harassment or retaliation and to ensure that the terms and conditions of this policy are known to employees and volunteers.

The Compliance Officer may be assisted in these duties by forming a District committee of appropriate representatives.

The Compliance Officer shall inform the Board of any lack of compliance with this policy within the District.

The building Principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:

1. Inform the employee, volunteer or third party of the right to file a complaint and the complaint procedure.

- 2. Inform the complainant that s/he may be accompanied by legal counsel or a union representative during all steps of the complaint procedure.
- 3. Refer the employee, volunteer, or complainant to the Compliance Officer.

# Complaint Procedure

# **Complaint Procedure**

# Step 1 - Reporting

An applicant, employee or volunteer who believes that he or she has been the victim of unlawful discrimination, unlawful harassment, or unlawful retaliation or that he or she has witnessed unlawful discrimination, unlawful harassment, or unlawful retaliation is encouraged to report the incident(s) to the building Principal and/or the Compliance Officer immediately; however, a complaint will be accepted at any time regardless of when the unlawful conduct is alleged to have occurred.

A school employee who suspects, witnesses or is notified that an applicant, employee or volunteer has been subject to conduct that constitutes unlawful discrimination, unlawful harassment, or unlawful retaliation shall immediately report the incident to the building Principal.

If the building Principal is the subject of a complaint, the employee, volunteer, or third party may file the complaint directly with the Compliance Officer, an Assistant Principal of the school, and/or the Solicitor of the School District.

The complainant or reporting employee or individual is encouraged to use the report form available from the building Principal, but oral complaints shall be acceptable.

Upon receiving a complaint, the Principal, Assistant Principal, Solicitor or any other employee, shall notify the Compliance Officer immediately.

# Step 2 - Investigation

The Compliance Officer shall ensure that an investigation is conducted promptly. The Compliance Officer may utilize the services of the Solicitor or other legal counsel authorized by the School Board in order to investigate the complaint and may direct the Principal or Assistant Principal to conduct the investigation. The

investigation shall consist of such investigative techniques as will ensure a prompt and thorough investigation.

If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the Compliance Officer shall inform law enforcement authorities about the incident.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

# Step 3 - Investigative Report

Upon the completion of the investigation, the Compliance Officer shall ensure that a written report is promptly prepared. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether the conduct at issue is in violation of this policy, and a recommended disposition of the complaint.

The Compliance Officer shall ensure that the report is provided to the complainant or victim, as may be appropriate, and the accused, as may be appropriate. To the extent that there are interests of confidentiality that should be recognized, the report that is provided to the complainant, victim or accused may be modified from the written report prepared following the investigation.

# Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the District shall take prompt, corrective action reasonably calculated to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and administrative guidelines, District procedures, applicable collective bargaining agreements, and state and federal laws.

# Step 5—Appeal Procedure

1. If the complainant or victim is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.

- 2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a further investigation.
- 3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days, unless additional time is reasonably necessary. The results of the appeal decision shall be disseminated as appropriate.

### References:

Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq. Section 504 of the Rehabilitation Act – 29 U.S.C. §794 Americans With Disabilities Act – 42 U.S.C. § 12101 et seq. Federal Anti-Discrimination and Civil Rights Laws – 20 U.S.C. Sec. 1681 et seq. (Title IX) 42 U.S.C. Sec. 2000d et seq. (Title VI) Federal Anti-Discrimination and Civil Rights Regulations – 28 CFR Part 35, Part 41 34 CFR Part 100, Part 104, Part 106, Part 110

# Policy Committee

# COATESVILLE AREA SCHOOL DISTRICT

SECTION:

**PROGRAMS** 

TITLE:

**EQUAL EMPLOYMENT** 

OPPORTUNITY POLICY AND

AFFIRMATIVE ACTION

**PROGRAM** 

ADOPTED: May 18,1989

REVISED:

# 103.2. EQUAL EMPLOYMENT OPPORTUNITY POLICY AND AFFIRMATIVE ACTION PROGRAM

# 1. Authority

The Coatesville Area School Board has always been committed, and will continue to adhere to the commitment, that all qualified persons regardless of race, color, religious creed, ancestry, age, sex or national origin are entitled to equal employment opportunities. This policy applies to recruitment, employment and subsequent placement, training, promotion, compensation, tenure and probation, and other terms and conditions of employment over which the Board has jurisdiction. Decisions on employment and promotions will be made in accordance with the principles of equal employment opportunity by imposing only valid requirements with respect to those decisions.

The Board will comply with all federal and State laws and executive orders relating to equal employment opportunity, and with all regulations issued by the Pennsylvania Human Relations Commission and the United States Equal Employment Opportunity Commission. The Board will comply not only with the letter of laws affecting equal employment opportunity, but also with their spirit. The Board will take steps to insure equal employment opportunity for all qualified minorities and females through affirmative action to assure their full utilization. The Board will actively seek qualified minority and women applicants for all open positions in an effort to attain its goal of fair representation of minorities and women in all branches and divisions and in all job classifications.

# 2. Delegation

The responsible officials for the implementation of the Affirmative Action Program will be the Board of Education

The operating official for the implementation of the Affirmative Action Program will be the Superintendent of Schools, who will rely upon and delegate authority to his/her staff members as appropriate. At the direction of the Coatesville Area School Board, or a committee appointed by the Board, the Superintendent will work to insure that the goals and objectives of the program are being met. The Superintendent will provide staff direction and see that necessary personnel are assigned to meet the program's goals and objectives. Further, the Superintendent and/or designee will hear complaints and resolve disputes in the administration which may arise from implementation of the program.

The monitoring official for the Affirmative Action Program will be the Superintendent and/or designee. The duties will include, but will not be limited to, the following:

- a. Developing effective communication techniques.
- b. Monitoring progress made in the implementation of the program.
- c. Assisting in the identification of problem areas.
- d. Making recommendations for improvement in the program.
- e. Assisting other personnel in the solution of problems.
- f. Preparing periodic progress reports.
- g. Chairing the Minority Affairs Task Force Committee (Affirmative Action Advisors).
- h. Performing such other duties as may be deemed necessary to effectuate the program.

The Affirmative Action advisors will be appointed by the Superintendent to make an ongoing review of the affirmative action effort in the administration. They will act in an advisory capacity to the Superintendent and the Board. Among thee advisors will be eentral office administrators, representative members of the secondary and elementary principals eabinet. When appropriate, these advisors shall seek the assistance and cooperation of minority and women's organizations and community action groups in performing their functions. They will submit progress reports to the Board or a committee appointed by the Board semiannually and at such other times as the Board or a committee may require.

All personnel of the school district will be responsible for insuring that the various aspects of the overall program which are within their immediate control are administered in such a manner as to effectuate most full the policy of equal employment opportunity. The support and implementation of the program will be considered a basic responsibility of all administrators and supervisors, and their performance will be evaluated on the basis of their EEO efforts, as well as other criteria.

### 3. Guidelines

All administrative and supervisory personnel will be informed of the Equal Employment Opportunity Policy and Affirmative Action Program, and of the intent of the program and their individual responsibility for its implementation. Copies of the Equal Employment Opportunity Policy, signed by the President of the Board,

will be distributed to all employees in the school district and will be framed and posted prominently in the reception area of the administration offices and in each school.

The Board's policy on equal employment opportunity will be communicated to all new employees of the school district during orientation interviews.

The Equal Employment Opportunity Policy, signed by the President of the Board, will be disseminated as follows:

- a. Distributed to persons making inquiries concerning employment or employment matters.
- b. Published in all recruitment literature so that prospective employees will avail themselves of the benefits of the policy.
- c. An information copy of the district's Equal Employment Opportunity Policy and Affirmative Action Program will be sent to the Governor, the Secretary of Education and other key officials.
- d. A copy of the district's Equal Employment Opportunity Policy and Affirmative Action Program, with an appropriate cover letter indicating the district's interest in hiring minorities and females and indicating that all referrals must be made without regard to race, color, creed, age, sex or national origin, will be sent to the following recruitment sources:
  - Regular recruitment sources, such as colleges, universities, and employment agencies, including minority and women's colleges and universities;
  - 2. All school Superintendents in Chester County;
  - 3. Minority and women's organizations;
  - 4. Community action organizations;

An announcement of the District's Equal Employment Opportunity Policy will be offered to the editor of every Chester County newspaper, as well as the major Philadelphia newspapers, and such other publications as the Affirmative Action committee may recommend.

The administration and the Affirmative Action Advisors will prepare goals and timetables consistent with and as required by the Pennsylvania Department of Education long Range Plan.

Evaluation and monitoring of the Affirmative Action Program will be accomplished on a continuing basis. The monitoring official will be the Superintendent **and/or** designee who will work with the Affirmative Action advisors to make an ongoing review of the affirmative action effort in the district.

Under the direction of the Superintendent **and/or designee**, internal audit procedures, plans for maintaining and updating the data base, and plans for maintaining records will be developed. Reports will be submitted to the Board.

In addition, the Superintendent **and/or designee** will furnish the Board the following information for each recommended appointment for all positions in underutilized job classifications:

- a. Whenever possible, a tabulation of race and sex of all candidates who made formal written application for the position.
- b. A list of contacts outside normal employment and recruiting channels.
- c. In order to update and improve the quality of instruction, the most highly qualified applicant for any position will be selected.
- d. In the event that recruitment of minorities and/or women was unsuccessful, a report will be submitted listing possible reasons why recruitment failed to produce a competitive minority or female applicants for the position.

Administrators and supervisors with responsibility for hiring and promoting shall have, as part of his/her regular performance evaluation (or in consideration for promotion), as assessment of his/her success in pursuing the district's commitment to the Affirmative Action Program.

Recruitment will be a cooperative effort. The Affirmative Action advisors will be a resource to the Superintendent and/or designee.

Whenever a job opening occurs, qualified minority and women applicants will be sought using the following techniques:

- a. Any newspaper advertisement that may be used will include the statement"An Equal Opportunity Employer." Advertisements will be placed in minority and female oriented publications.
- b. All recruitment resources will be advised of the district's Equal Employment Opportunity Policy and Affirmative Action Program each time they are notified of a job opening.
- c. All recruitment literature and job notices will include a statement of the district's policy of non-discrimination in employment.

- d. Recruitment resources will include contact with local minority and women's organizations, local community action organizations, and minority and women's schools, colleges and universities on the approved recruitment list.
- e. The school district will contact agencies which can refer qualified minority and female applicants.
- f. Recruitment efforts shall involve minority and/or women staff members to:
  - 1. Contact minority and women's recruitment resources.
  - 2. Refer minority and/or women applicants for job openings to the district.

District representatives will establish and maintain personal contact with local minority and local women's organizations.

The recruitment effort shall, when possible, include participation in career days, youth motivation programs, and cooperative educational programs, and cooperative educational programs in minority schools.

Procedures relating to employment and placement will be reviewed and amended as necessary to insure non-discrimination and the effectuation of the Affirmative Action Program.

- a. Job qualifications and job descriptions will be reviewed by the Affirmative Action advisors to insure that they are realistic and do not discriminate in any manner.
- b. Application forms will be reviewed and revised, if necessary, by the Affirmative Action advisors.
- c. A removable section for each interviewer's comments will become part of the application form. This section will be removed when the application proper is forwarded to another interviewer. This is an effort to insure that subsequent interviewers are not influenced by opinions of earlier interviewers.
- d. Any testing procedures which might be used in the future for selection and/or placement will be validated for job-relatedness.
- e. Personnel policies will be reviewed to insure compliance with Federal and State equal employment regulations.

Promotion and upgrading will be based on qualifications, demonstrated competence, and potential. Although seniority will be considered, it will not be the controlling factor unless required by the provisions of a collective bargaining agreement.

All job openings will be announced by district memorandum in accordance with appropriate collective bargaining agreements where applicable.

Administrators and supervisors will encourage employees (especially minorities and women) to acquire additional training and/or education in order to increase their promotion potential.

The Personnel Department will maintain an active file of catalogues of nearby institutions training nonprofessional and/or professional personnel employed in the district.

An orientation program will be developed and implemented by the Superintendent or designee for the purpose of acquainting all new employees with the importance of the Affirmative Action Program and with the need for positive human relations among employees.

Any employee who believes he/she has been discriminated against shall be free to discuss the matter with the Superintendent or designee or one of the Affirmative Action Advisors without concern for reprisal. A free flow of information concerning the program will be encouraged.

There will be no discrimination on account of race, color, religious creed, ancestry, age, sex or national origin in compensation paid to employees. Opportunity for performing overtime work will be afforded to all employees with discrimination in accordance with any collective bargaining agreement.

The district will make every good faith effort to recruit minorities and females not currently in the workforce, who possess the requisite skills for employment. The district will consider these potential employees as it would consider employees in the workforce.

The following **but not limited to** agencies-organizations and institutions shall receive copies of the district's policy statement:

# Colleges and Universities

Allegheny College Middlebury College Beaver College Millersville University Bloomsburg University Moore College of Art Bluefield State College Morgan State University Bowie State College Muhlenberg College Bryn Mawr College Norfolk State College **Buchnell University** North Carolina A & T Cabrini College North Carolina Central California University of PA Ohio University

Carnegie-Mellon University

Penn State University

Philadelphia Callege

Cedar Crest College Philadelphia College of Art
Control State University Pagement College

Central State University

Cheyney University of PA

Chairm Hairman & PA

Chairm Hairman & PA

Chairman & PA

Ch

Clarion University of PA Shippensburg University
Columbia University Teachers College Slippery Rock University

Cornell University
Delaware University
Dickinson College
Drexel University
Drexel University
Drexel University
Drexel University
Drexel University
Drexel University
Drexel University
Drexel University
Temple University

East Stroudsburg University

Eastern College

University

Thiel College

University of DC

Eastern College University of DC
Edinboro University University of Deleware

Elizabethtown College University of Maryland, Baltimore County Fayetteville State University University of Maryland, College Park

Geneva College University of Maryland, Eastern Shore
Gettysburg College University of Pennsylvania

University of Pennsylvania

Grove City College University of Pittsuburgh
Hampton University Ursinus College
Harvard University Villanova University

Hood College Virginia Commonwealth University

Howard University
Immaculata College

Virginia State University
Virginia Union University

Indiana University of PA Wagner College

Juniata CollegeWayne State UniversityKutztown UniversityWest Chester UniversityLehigh UniversityWest Liberty State CollegeLincoln UniversityWestminster College

Lock Haven University

West Virginia State College

Lycoming College William and Mary College
Mansfield University William Penn College

Marshall University Wilson College

Marywood College Winston Salem State University

Messiah College

# **Employment Agencies**

Baltimore Teachers Agency Greater American Teachers Agency

Bryant Teachers Bureau Manpower, Inc.

Cosmopolitan Professional Partime Temporary Help Placement Inc. Snelling & Snelling

Fidelity Personnel Task Force Temporary Help Service

# Minority and Women's Organization

American Association of University
Women
Business & Professional Women's
Club (2)
The Federated Club
Fe Juardims
Junior New Century Club
League of Women Voters

National Association for the Advancement of Colored People, Coatesville Branch National Organization for Women Opportunities Industrialization Center Urban League of Philadelphia Coatesville New Century Club

# **Community Action Organizations**

Big Brothers of Chester County, Inc. Chamber of Commerce Chester County CARES Community Action Board ECIA Title I, Parent Advisory Council ECIA Title II, Parent Advisory Council Friends Social Concerns Committee Human Relations Council Ministerial Association Neighborhood Youth Corps
Spanish Community Action Center
Coatesville Civic Association
Coatesville Community Center
Coatesville Police Community Relations
Board
YMCA
YWCA

The Coatesville Area School District will not discriminate in employment, educational programs or activities, based on race, sex, handicap, or because a person is a disabled veteran or a veteran of the Vietnam era. This policy of non-discrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws including Title IX of the Educational Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973.

School Code 3721 et seq.

PA Code Title 22 Sec. 5.10, 5.4

# Policy Committee

# COATESVILLE AREA SCHOOL DISTRICT

SECTION:

**PROGRAMS** 

TITLE:

NON-DISCRIMINATION ON

THE BASIS OF SEX IN EMPLOYMENT AND CONTRACT PRACTICES

ADOPTED: March 18, 1989

REVISED:

# 104. NON-DISCRIMINATION ON THE BASIS FO SEX IN EMPLOYMENT AND CONTRACT PRACTICES

1. Authority 43 P.S. Sec. 336.3 43 P.S. Sec. 951 et seq Title IX 20 U.S.C. Sec. 1681 et seq 29 U.S.C. Sec. 206 29 U.S.C. Sec. 621 et seq 29 U.S.C. Sec. 794 42 U.S.C. Sec. 1981 et seq Title VII 42 U.S.C. Sec. 2000e et seq

42 U.S.C.

Sec. 12101 et seq

In compliance with the provisions of Title IX, the Coatesville Area School Board adopted a policy of non-discrimination on the basis of sex.

The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages employees and third parties who have been subject to discrimination to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the districts legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

The Board appoints the Superintendent as the Coordinator of Title IX compliance. Staff and students who feel they have been discriminated against because of their sex should make their complaints to that office as part of the grievance procedure.

The following guidelines shall be adhered to by the staff at all levels:

- 1. Course offerings shall not be labeled in a manner that would indicate they are offered for one sex only.
- 2. Applicants for employment shall be screened on their qualifications and ability to

perform in the position they are seeking and not on the basis of sex.

- 3. Students requesting career information should receive this information on the entire broad spectrum of the world of work and any references to traditional sex role shall be avoided.
- 4. Any newspaper advertisements, recruitment literature, job notices, program brochures shall include a copy of the policy on non-discrimination.

The Coatesville Area School District will not discriminate in employment, educational programs or activities, based on race, sex, handicap, or because a person is a disabled veteran or a veteran of the Vietnam era. This policy of non-discrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws including Title IX of the Educational Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates:

Loree Lonsinger Assistant Business Manager 3030 C.G. Zinn Road Thorndale PA 19372 610-466-2400

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.

The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following areas:

- 1. Development of position qualifications, job descriptions and essential job functions.
- 2. Recruitment materials and practices.
- 3. Procedures for screening, interviewing and hiring.
- 4. Promotions.

School Code 3701 5. Disciplinary actions, up to and including terminations.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:

- 1. Inform the employee or third party of the right to file a complaint and the complaint procedure.
- 2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
- 3. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

# Complaint Procedure — Employee/Third Party

# Step 1 - Reporting

Guidelines

3.

An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.

The complainant is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

# Step 2 - Investigation

Upon receiving a complaint of discrimination, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

### Step 3 - Investigative Report

The building principal shall prepare a written report within fifteen (15) days,

unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

Findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

# **Step 4 - District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

# **Appeal Procedure**

- 1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
- 2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
- 3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the Superintendent, the complainant, the accused and the building principal who conducted the initial investigation.

### References:

Human Relations Commission Regulations - 16 PA Code Sec. 44.1 et seq.

Pennsylvania Equal Pay Law - 43 P.S. Sec. 336.3

Pennsylvania Human Relations Act - 43 P.S. Sec. 951 et seg.

Equal Pay Act - 29 U.S.C. Sec. 206

Age Discrimination In Employment Act - 29 U.S.C. Sec. 621 et seq.

Section 504 of the Rehabilitation Act - 29 U.S.C. Sec. 794

Americans With Disabilities Act - 42 U.S.C. Sec. 12101 et seq.

Federal Anti-Discrimination and Civil Rights Laws -

20 U.S.C. Sec. 1681 et seq. (Title IX)

42 U.S.C. Sec. 1981 et seq.

42 U.S.C. Sec. 2000e et seq. (Title VII)

Federal Anti-Discrimination Regulations, Title 28, Code of Federal Regulations - 28 CFR Sec. 35.140, Part 41

Federal Equal Employment Opportunity Commission Regulations, Title 29, Code of Federal Regulations - 29 CFR Parts 1600-1691

# COATESVILLE AREA SCHOOL DISTRICT

3030 C.G. Zinn Road Thorndale PA 19372

# "Excellence in Education"

104. ATTACHMENT

### REPORT FORM FOR COMPLAINTS OF DISCRIMINATION

Complainant:		
Home Address:		
Home Phone:		
School Building:		
Date of Alleged Incident(s):	general Andrews Control of the Contr	
Alleged discrimination was based on: (c	ircle those that apply)	
Race	Color	National Origin
Gender	Age	Disability
Religion	Sexual Orientation	
Name of person you believe violated the	district's Non-Discrimination policy:	
	경영한 시작되는 10 10 10 1 10 1 10 10 10 10 10 10 10 10	
If the alleged harassment was directed a	gainst another person, identify the other perso	on:
Describe the incident as clearly as nossil	ble, including what force, if any, was used; ve	rhal statements (i.e. threats
requests, demands, etc.); what, if any, pl		Toar statements (i.e. threats,
Attach additional pages if necessary:	rysicar contact was involved.	
Attach additional pages if necessary.		
		2
When and where incident occurred:		
List any witnesses who were present:		
This complaint is based on my honest be	lief that has dis	criminated against me or
another person. I certify that the informa	tion I have provided in this complaint is true,	correct and complete to the
best of my knowledge.		
		A CONTRACTOR OF THE PROPERTY O
	of the second section	
Complainant's Signature		Date
Received By	The state of the s	Date
	TO THE REAL PLANTAGE AND THE PROPERTY.	

 $Submit\ report\ form\ for\ complaints\ of\ discrimination\ to\ the\ Coatesville\ Area\ School\ District\ Compliance\ officer:$ 

Loree Lonsinger Assistant Business Manager 3030 C.G. Zinn Road Thorndale PA 19372 610-466-2400

# Policy Committee

# Policy Committee



# Education Committee Agenda

# EDUCATION COMMITTEE AGENDA JANUARY 13, 2015 - 6:00 PM

# 9/10 Center Auditorium

(4th Committee Meeting of the Evening)

**CHAIRPERSON:** 

Deborah L. Thompson

**BOARD MEMBERS:** 

Diane M. Brownfield and James Hills

ADMINISTRATION:

Dr. Cathy Taschner and Ronald Kabonick

CALL TO ORDER:

Approval of November 11, 2014 committee meeting minutes. (Enclosure 1)

1.

2.

Vote:

### **AGENDA ITEMS**

### A. Homebound Instruction Students

**RECOMMENDED MOTION:** That the Board of School Directors approve the Homebound Instruction for students #002, #003, #004, #005 and #006. (*Confidential Enclosure 2*)

# B. 2015-2016 School Calendar

**RECOMMENDED MOTION:** That the Board of School Directors approve the school calendar for the 2015-2016 school year. (*Enclosure 3*)

### 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. (*Enclosure 4*)

### **INFORMATIONAL ITEM(S)**

- Value Pass
- Lincoln University Agreement

**OLD BUSINESS** 

**NEW BUSINESS** 

**PUBLIC COMMENT** 

ADJOURNMENT

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.

# Education Committee

# EDUCATION COMMITTEE MINUTES November 11, 2014 - 6:00 PM 9/10 Center Auditorium

(1st Committee Meeting of the Evening)

**CHAIRPERSON:** 

Diane M. Brownfield

**BOARD MEMBERS:** 

Deborah Thompson (absent) and James Hills

ADMINISTRATION:

Dr. Cathy Taschner and Ronald G. Kabonick

**CALL TO ORDER:** 

6:07 p.m.

Approval of October 14, 2014 committee meeting minutes. (Enclosure #1)

1. Diane Brownfield

2. James Hills

Vote: 2-0

### **AGENDA ITEMS**

# **INFORMATIONAL ITEM(S)**

1. Comprehensive Planning Team Appointment

2. Board Education: Value Pass

### **OLD BUSINESS**

# **NEW BUSINESS**

### PUBLIC COMMENT

### **ADJOURNMENT**

This meeting adjourned at 6:17 p.m.

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

# Education Committee (Confidential) Enclosure #2

# Education Committee

# Coatesville Area School District-Draft 1/9/15

# 2015 - 2016 School Calendar

	. Jul-15										
S	M	Т	W	Т	F	S					
			1	2	3	4					
5	6	7	8	9	10	11					
12	13	14	15	16	17	18					
19	20	21	22	23	24	25					
26	27	28	29	30	31						

Aug-15										
S	M	Т	W	T	F	S				
						1				
2	3	4	5	6	7	8				
9	10	11	12	13	14	15				
16	17	18	19	20	21	22				
23	24	25	26	27	28	29				
30	3		S=	1						
	Teach	ner	T =	6						

Sep-15									
S	M	Т	W	Т	F	S			
		1	2	3	4	5			
6	7	8	9	10	11	12			
13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
27	28	29	30						
			S=	21					

S = 21 T = 21

Oct-15										
S	M	T	W	Т	F	S				
				1	2	3				
4	5	6	7	8	9	10				
11	12	13	14	15	16	17				
18	19	20	21	22	23	24				
25	26	28	28	29	30	31				

S = 21 T = 22

Nov-15										
S	M	T	W	Т	F	S				
1	2	3	4	5	8	7				
8	9	10	11	12	13	14				
15	16	17	18	19	20	21				
22	23	24	25)	26	27	28				
29	30									

K-12 Parent conferences S = 16T = 17

•	Dec-15									
S	M	Т	Ŵ	Т	F	S				
		1	32	3	4	5				
6	7	8	9	10	11	12				
13	14	15	16	17	18	19				
20	2	22	23)	24)	25)	26				
27	28	29	30	(31)		·				

Keystone wave 1 S = 14T = 14

Jan-16									
S	M	T	W	Т	F	S			
	V				$\Theta$	2			
3	4	5	6	7	8	9			
10	11	12	13	14	15	16			
17	18	19	20	21	22	23			
24	25	26	27	28	29	30			
31			S=	19					

Keystone wave 2 T = 19

Feb-16										
S	M	T	W	Т	F	S				
	1	2	3	4	5	6				
7	8	9	10	11	12	13				
14	(15)	16	17	18	19	20				
21	22	23	24	25	26	27				
28	29									
	ow day m	ake un	S =	19						

snow day make up S = 19T = 19

	Mar-16								
S	M	Т	W	Т	F	S			
		1	X	3	4	5			
6	7	8	797	10	11	12			
13	14	15	16	17	18	19			
20	21	22	23	24)	25)	26			
27	28	29	30	31					
			_	40					

2nd & 3rd snow day make up S = 19K-12 Parent conferences T = 20

Apr-16									
M	Т	W	Т	F	S				
				1	2				
4	3	6	7	X	9				
11	12	13	14	15	16				
18	19	20	21	22	23				
25	26	27	28	29	30				
	4 11 18	M T 4 5 11 12 18 19	M T W 4 5 6 11 12 13 18 19 20	M T W T 4 5 6 7 11 12 13 14 18 19 20 21	M T W T F  1 4 5 6 7 11 12 13 14 15 18 19 20 21 22				

S = 21 PSSA Testing Window
T = 21

May-16							
S	M	Т	W	Т	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

S = 21 Keystone Spring T = 21

Jun-16								
S	M	Т	W	T	F	S		
			1	2	3	4		
5	6	7	8	X	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30				

S = 7 T = 8

# Calendar Key

△ 1st student day ✓ Last student day-1/2 day ✓ School Closed

Early Dismissal K - 12

Teacher In-Service No School for students

12 Grade Graduation Ceremony

End Of Marking Period
Elementary Trimester
snow make up days

# Coatesville Area School District 2015 - 2016 School Calendar DRAFT

	10 10 2010 Golloof Galellaar Dival					
August 24, 2015	New Teacher Induction and All Teacher Induction					
August 25 - 28, 2014	Teacher Induction					
August 31, 2015	First Student Day					
Salar Carrier contributor to the	•					
September 7, 2015	Labor Day Recess NO SCHOOL FOR STUDENTS/STAFF					
September 9, 2015	Back to School Night Elementary					
September 10, 2015	Back to School Night-Middle Schools					
September 15, 2015	Back to School Night-High Schools					
The second secon	ğ.,					
October 12, 2015	Teacher Inservice-NO SCHOOL FOR STUDENTS					
produced and produ						
November 2, 2015	K - 12 Parent Conferences: 12:00pm - 7:30pm					
November 3, 2015	Election Day NO SCHOOL FOR STUDENTS/STAFF					
November 6, 2015	End of 1st MP Secondary (secondary grades 11/12 2:30pm-6:15pm)					
November 25-27, 2015	Thanksgiving Recess NO SCHOOL FOR STUDENTS/STAFF					
,	Thanksgiving recess commences at the end of the work day on November 24th					
December 2, 2015	End of 1st Trimester Elementary (elementary grades 12/9 4:00pm-7:45pm)					
December 21 - January 1, 2016	Winter Recess NO SCHOOL FOR STUDENTS/STAFF					
December 21 dandary 1, 2010	Winter recess commences at the end of the work day on December 18th					
	William readed commenced at the one of the Werk day on Becomber retir					
January 18, 2016	Martin Luther King Day (Day of Service) NO SCHOOL FOR STUDENTS/STAFF					
January 26, 2016	End of 2nd MP secondary (secondary grades 2/2; 2:30pm - 6:15pm)					
carracty 25, 2515	Zita di Zita ili decenali y (cecenali y grade 2/2, 2100pm di 10pm)					
February 12-15, 2016	Presidents Holiday NO SCHOOL FOR STUDENTS/STAFF (2/12/16 1st snow make-up day)					
	(					
March 2, 2016	Early Dismissal- K-12 Parent Conferences					
March 9, 2016	End of 2nd Trimester Elementary (elementary grades 3/16; 4:00pm-7:45pm)					
March 23, 2016*	Teacher Inservice NO SCHOOL FOR STUDENTS					
March 24-28, 2016	Spring Recess NO SCHOOL FOR STUDENTS/STAFF					
<u>.</u>	(3/23/16 2nd snow make-up day) (3/24/16 3rd snow make-up day)					
	The state of the s					
April 5, 2016	End of 3rd MP Secondary					
April 8, 2016	Early Dismissal- Elementary Inservice/Secondary Grades					
	,					
May 30, 2016	Memorial Day NO SCHOOL FOR STUDENTS/STAFF					
Section (C. Section C. Section C. Section C. S. Section C. S. Section C. S. Section C. S. Section C.  #####################################						
June 9, 2016	Last Student Day - Early Dismissal -High School Graduation					
June 10, 2016	Last Teacher Day 1/2 Day (AM)					
Control of the Contro	(PM) is compensation for attending Back to School Night					
	20272 77 1 1 2 20272 171					

<sup>\*2</sup>nd snow make up is scheduled for 3/23/16. The in-service day on 3/23/16 will be moved to 3/24/2016 (no school for students).

<sup>\*3</sup>rd snow make up is scheduled for 3/24/16. The in-service day on 3/24/16 will be moved to 6/10/2016 (no school for students). Any additional snow make up days will be added to end of the school year.

# Education Committee



zone:

UIZ RS

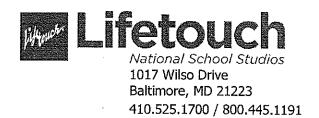
# Underclass Portrait Date Confirmation 2015/16 Coatesville Area High 9-10 Ctr

Dear Advisor,

We are looking forward to working with you and coordinating a highly successful picture program. Planning for success includes securing information for underclass portraits. Below are tentative dates as well as a request for additional information required for picture day. Please answer all questions and verify the dates on your school calendar. Call us immediately if you need to change any detail.

# PLEASE COMPLETE OR CORRECT THE FOLLOWING INFORMATION

	you like the ca lo (circle cho		or picture	day delive	ered to sch	ool in adva	ance for dis	tribution by s	chool staff?
100 ( ) (		d the cards to	the attent	ion of:					
		se contact yo					rovide nam		
If the Ca	amera Card So	ort is not provi	ided, the c	ards will a	utomatical	ly be sorte	d by LAST I	NAME.	•
Expecte	d enrollment fo	r the 2015/16 s	chool year	•					
SCHOO	L CONTACT/D	ATA INFORM	ATION:						
D		Principal: E							
	none #/ Ext & E Official in Charg								
	none #/ Ext & E								
	k Advisor: <i>Dou</i>								
Ph	one #/ Ext & Er	mail Address:							
Please re serve as	eturn the signe confirmation o	d confirmation f your schedule	to our offic ed photogra	e via email aphy dates i	to rhenry@in conjunction	lifetouch.c	om or via fa extension of	ax to 877.644 the current ag	1.1237 This will reement.
Administ	rator's Signatu	re		• .	D	ate:			
Portrait Date	Portrait Type	Location			<u>Arrival</u> <u>Time</u>	<u>Start</u> <u>Time</u>	<u>End</u> <u>Time</u>	<u>Departure</u> <u>Time</u>	
9/3/2015	A Orig Day	9/10 Aud.			5:45 Am	7:15 Am	2:30 Pm	3:45 Pm	
9/3/2015	l-depot	9/10 Aud.			5:45 Am	7:15 Am	2:30 Pm	3:45 Pm	
10/13/2015	B Make Up 1	9/10 Aud.			6:00 Am	7:30 Am	11:30 Am	12:45 Pm	
10/13/2015	I-depot	9/10 Aud.			6:00 Am	7:30 Am	11:30 Am	12:45 Pm	



UIZ

Coatesville Area High 9-10 Ctr

1425 E Lincoln Hwy

Coatesville, PA 19320-2449

Attn:

14/15 Guaranteed Underclass Commission

Total Paid: \$2,500.00

Check #:

2804296

Job number:

MJ514045Q0

Please feel free to call your sales representative Randy Slotnick at 410.525.1700 or 800.445.1191, ext.622,with any questions.

# This concludes

the

Committee Packet

for

Tuesday

January 13, 2015