# **Education Committee Minutes**

Coatesville Area Senior High School Auditorium

# April 11, 2017 - 6:00 PM

(Ist Committee Meeting of the Evening)

CHAIRPERSON:

Deborah Thompson (Absent)

**BOARD MEMBERS:** 

James Hills and Ann Wuertz (Acting Chair)

Brenda Geist (Substitute)

ADMINISTRATION:

Dr. Cathy Taschner, Ronald Kabonick and Judy Shopp, Esquire

CALL TO ORDER:

6:27 p.m.

### APPROVAL of MINUTES

Approval of the March 15, 2017 Education Committee meeting minutes. (Enclosure)

Motion: Brenda Geist

Second: James Hills

Vote: 3-0

#### **AGENDA ITEMS**

### A. Event Central Rental and Sales - Chairs for Graduation

**RECOMMENDED MOTION:** That the Board of School Directors approve the rental and 50% advance payment of chairs, from Event Central Rental and Sales, in the amount of \$1,500. (*Enclosure*)

Motion: Brenda Geist

Second: James Hills

Vote: 3-0

# B. Out-of-State Trip for the 6ABC Annual "Best of the Class"

**RECOMMENDED MOTION:** That the Board of School Directors approve the out of state trip to attend WPVI-TV 33<sup>rd</sup> Annual "Best of the Class" salute to academic excellence. (*Confidential Enclosure*)

Motion: James Hills

Second: Brenda Geist

Vote: 3-0

# C. <u>Proposal for Meistersingers' Performance in Hawaii – National Festival of the States</u> RECOMMENDED MOTION: That the Board of School Directors approve the proposal for the

Meistersingers' performance in Hawaii, as presented. (Confidential Enclosure)

Motion to Table:

Motion: Brenda Geist

Second: James Hills

Vote: 3-0

### D. One-on-One Support Services - Valley Forge/Vanguard School - Student #60000563

**RECOMMENDED MOTION:** That the Board of School Directors approve the agreement between CASD and Valley Forge Educational Services/The Vanguard School for One-on-One Support Services for the 2016-2017 school year for student 60000563. (*Confidential Enclosure*)

Motion: James Hills

Second: Brenda Geist

Vote: 3-0

E. Enrollment Agreements - Valley Forge Educational Services (The Vanguard School)

**RECOMMENDED MOTION:** That the Board of School Directors approve the following Enrollment Contractual Agreements, for the 2016-2017 school year, with Valley Forge Educational Services (The Vanguard School), as presented: (*Confidential Enclosures*)

10002249	10008267	17000443
10002369	10008304	70000519
10002919	10012925	90001180
10004377	17000422	

Motion: James Hills

Second: Brenda Geist

Vote: 3-0

F. <u>University of Pennsylvania – Penn Literacy Network (PLN)</u>

**RECOMMENDED MOTION:** That the Board of School Directors approve the PLN Program for the 2017-2018 school year, as presented. (*Enclosure*)

Motion: James Hills

Second: Brenda Geist

Vote: 3-0

G. Units of Study

**RECOMMENDED MOTION:** That the Board of School Directors approve the Agreement for the Summer Reading Institute for grades K-8, as presented. (*Enclosure*)

Motion: Brenda Geist

Second: James Hills

Vote: 3-0

H. Rover Community Transportation Agreement

**RECOMMENDED MOTION:** That the Board of School Directors approve the Agreement for transportation services with Rover, as presented. (*Enclosure*)

Motion: James Hills

Second: Brenda Geist

Vote: 3-0

I. Coatesville Campus Glee Club Proposal

**RECOMMENDED MOTION:** That the Board of School Directors approve the proposal for a student led Glee Club, at no cost to the CASD. (*Confidential Enclosure*)

Motion: James Hills

Second: Brenda Geist

Vote: 3-0

J. Transportation Procedures Agreement - Chester County Children, Youth and Families

**RECOMMENDED MOTION:** That the Board of School Directors approve the Transportation Agreement, as required by, and in accordance with, the Every Student Succeeds Act (ESSA), between the Coatesville Area School District and the Chester County Children, Youth and Families (C.C.C.Y.F.), as presented. (*Enclosure*)

Motion: James Hills

Second: Brenda Geist

Vote: 3-0

K. 2017-2018 Student Handbooks

**RECOMMENDED MOTION:** That the Board of School Directors approve the student handbooks for the 2017-2018 school year, as presented. (*Enclosure*)

Motion: Brenda Geist

Second: James Hills

Vote: 3-0

L. Student Adjudication for 10001205

RECOMMENDED MOTION: That the Board of School Directors approve the student

adjudication 10001205, as presented. (Confidential Enclosure)

Motion: James Hills

Second: Brenda Geist

Vote: 3-0

M. Student Adjudication for 90001417

RECOMMENDED MOTION: That the Board of School Directors approve the student

adjudication 90001417, as presented. (Confidential Enclosure)

Motion: James Hills

Second: Brenda Geist

Vote: 3-0

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

- Summer School Update
- CPM Teacher Trainers
- Grading Scale/Assessment Proposal

OLD BUSINESS

**NEW BUSINESS** 

PUBLIC COMMENT

**ADJOURNMENT** This meeting adjourned at 7:31 p.m.

Respectfully submitted, Karen Jackson

# **Finance Committee Minutes**

Coatesville Area Senior High School Auditorium

# April 11, 2017 - 6:00 PM

(2nd Committee Meeting of the Evening)

CHAIRPERSON:

Stuart Deets

**BOARD MEMBERS:** 

James Hills and Tom Siedenbuehl

ADMINISTRATION:

Dr. Cathy Taschner, Ronald Kabonick and Judy Shopp, Esquire

CALL TO ORDER:

7:31 p.m.

#### APPROVAL of MINUTES

Approval of the March 15, 2017 Finance Committee meeting minutes. (Enclosure)

Motion: James Hills

Second: Stuart Deets

Vote: 2-0 | Abstained: Siedenbuehl

#### AGENDA ITEMS

A. Financial Statements

**RECOMMENDED MOTION:** That the Board of School Directors approve the enclosed

Financial Statements and the Bills Payable list, as presented. (Enclosures)

Motion: James Hills

Second: Tom Siedenbuehl

Vote: 3-0

B. CCIU Core and Occupational Education Budget

**RECOMMENDED MOTION**: That the Board of School Directors approve the Chester County Intermediate Unit Core and Occupational Education Budget. (*Confidential Enclosure*)

Motion: James Hills

Second: Tom Siedenbuehl

Vote: 3-0

C. Chester County Tax Claims Bureau

**RECOMMENDED MOTION:** That the Board of School Directors approve the repository sale of Parcel #16-6-572 in the amount of \$9,500.00. (*Enclosures*)

Motion: James Hills

Second: Tom Siedenbuehl

Vote: 3-0

D. Confidential Release and Settlement Agreement – Employee 010578

**RECOMMENDED MOTION:** That the Board of School Directors approve the confidential release and settlement agreement for employee 010578, as presented. (*Confidential Enclosure*)

Motion: James Hills

Second: Tom Siedenbuehl

Vote: 3-0

E. Confidential Release and Settlement Agreement – Employee 013874

**RECOMMENDED MOTION:** That the Board of School Directors approve the confidential release and settlement agreement for employee 013874, as presented. (*Confidential Enclosure*)

Motion: James Hills

Second: Tom Siedenbuehl

Vote: 3-0

#### F. B.R.I.D.G.E.E. Club Banquet Agreement

**RECOMMENDED MOTION:** That the Board of School Directors approve the Agreement with Shady Maple Banquets and Conference Center, in the amount of \$2,304.44. (Enclosure)

Motion: James Hills

Second: Tom Siedenbuehl

Vote: 3-0

#### 2017-2018 Photograph Agreement - East Fallowfield Elementary School G.

**RECOMMENDED MOTION:** That the Board of School Directors approve the Photography Agreement between the Coatesville Area School District and Barksdale Photo for school pictures. (Enclosure)

Motion: James Hills

Second: Tom Siedenbuehl

Vote: 3-0

#### H. **Sungard Education**

**RECOMMENDED MOTION:** That the Board of School Directors approve the professional services quote for the migration of data at a cost of \$4,500, as presented. (Confidential Enclosure)

Motion: James Hills

Second: Tom Siedenbuehl

Vote: 3-0

#### I. Job Description for the Director of Special Education

**RECOMMENDED MOTION:** That the Board of School Directors approve the revisions to the job description of the Director of Special Education. For purposes of clarity and completeness in the School District's records, the previous Boards approved personnel in the position, and it is believed that the position was created prior to 2004. In an effort to complete the records and ensure accuracy, it is motioned that the Board memorialize the creation of the position with the update of the job description.

Motion: James Hills

Second: Tom Siedenbuehl

Vote: 3-0

#### J. Job Description for the Director of Pupil Services

**RECOMMENDED MOTION:** That the Board of School Directors approve the revisions to the job description of the Director of Pupil Services.

Motion: James Hills

Second: Tom Siedenbuehl

Vote: 3-0

#### K. **Human Resources Report and Addendum**

**RECOMMENDED MOTION:** That the Board of School Directors approve the resignations, appointments, new positions, leave of absences, transfers, changes of status and corrections, as presented. (Enclosure)

Motion: James Hills

Second: Tom Siedenbuehl

Vote: 3-0

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

- **Budget Update**
- CASD and Charter School Enrollment Reports for the month ending March 31, 2017 (Enclosure)

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OLD BUSINESS

**NEW BUSINESS** 

PUBLIC COMMENT

**ADJOURNMENT** This meeting adjourned at 8:00 p.m.

Respectfully submitted, Karen Jackson

# **Policy Committee Minutes**

Coatesville Area Senior High School Auditorium

# April 11, 2017 - 6:00 PM

(3rd Committee Meeting of the Evening)

**CHAIRPERSON:** 

Ann Wuertz

**BOARD MEMBERS:** 

Bashera Grove (Absent) and Tom Siedenbuehl

Dean Snyder (Substitute)

ADMINISTRATION:

Dr. Cathy Taschner, Ronald Kabonick and Judy Shopp, Esquire

CALL TO ORDER:

8:00 p.m.

### APPROVAL of MINUTES

Approval of the March 15, 2017 Policy Committee meeting minutes. (Enclosure)

Motion: Dean Snyder

Second: Tom Siedenbuehl

Vote: 3-0

#### AGENDA <u>ITEMS</u>

#### Consent Agenda

**RECOMMENDED MOTION:** That the Board of School Directors approve the Consent Agenda items:

Items to be removed from Consent Agenda:

IJ.

Policy 338

KK.

Policy 338.1

LL.

Policy 339

MM.

Policy 340

Motion: Dean Snyder

Second: Tom Siedenbuehl

Vote: 3-0

#### Policy 301 - Creating A Position - Adoption A.

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 301.

#### Policy 302 - Employment of Superintendent/Assistant Superintendent - Adoption В.

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 302.

#### Policy 303.1 - Nepotism/Cronyism - Adoption C.

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 303.1.

#### Policy 304 - Employment of District Staff - Adoption D.

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 304.

#### Policy 305 - Employment of Substitutes - Adoption E.

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 305.

#### Policy 306 - Employment of Summer School Staff - Adoption F.

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 306.

- G. Policy 307 Student Teachers/Interns Adoption
  RECOMMENDED MOTION: That the Board of School Directors approve the adoption of Policy 307.
- H. Policy 308 Employment Contract/Board Resolution Adoption
   RECOMMENDED MOTION: That the Board of School Directors approve the adoption of Policy 308.
- I. Policy 309 Assignment and Transfer Adoption
   RECOMMENDED MOTION: That the Board of School Directors approve the adoption of Policy 309.
- J. <u>Policy 309.1 Resignation Acceptance of Employees Adoption</u> **RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 309.1.
- K. Policy 311 Suspensions/Furloughs Adoption
   RECOMMENDED MOTION: That the Board of School Directors approve the adoption of Policy 311.
- L. <u>Policy 312 Performance Assessment of Superintendent/Assistant Superintendent Adoption</u>

  RECOMMENDED MOTION: That the Board of School Directors approve the adoption of Policy 312.
- M. Policy 313 Evaluation of Employees Adoption

  RECOMMENDED MOTION: That the Board of School Directors approve the adoption of Policy 313.
- N. <u>Policy 314 Physical Examination Adoption</u>

  RECOMMENDED MOTION: That the Board of School Directors approve the adoption of Policy 314.
- O. <u>Policy 314.1 HIV Infection Adoption</u>

  RECOMMENDED MOTION: That the Board of School Directors approve the adoption of Policy 314.1.
- P. <u>Policy 317 Conduct/Disciplinary Procedures Adoption</u> **RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 317.
- Q. Policy 317.1 Educator Misconduct Adoption
  RECOMMENDED MOTION: That the Board of School Directors approve the adoption of Policy 317.1.
- R. Policy 318 Penalties for Tardiness Adoption
   RECOMMENDED MOTION: That the Board of School Directors approve the adoption of Policy 318.
- S. Policy 319 Outside Activities Adoption

  RECOMMENDED MOTION: That the Board of School Directors approve the adoption of Policy 319.
- T. Policy 320 Freedom of Speech in Non-School Settings Adoption
   RECOMMENDED MOTION: That the Board of School Directors approve the adoption of Policy 320.
- U. <u>Policy 321 Political Activities Adoption</u>
   RECOMMENDED MOTION: That the Board of School Directors approve the adoption of Policy 321.
- V. <u>Policy 322 Gifts Adoption</u>

  RECOMMENDED MOTION: That the Board of School Directors approve the adoption of Policy 322.

W. Policy 323 - Tobacco - Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 323.

X. Policy 324 – Personnel Files – Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 324.

Y. Policy 325 - Dress and Grooming - Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 325.

Z. Policy 326 - Complaint Process - Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 326.

AA. Policy 328 - Compensation Plans/Salary Schedules - Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 328.

BB. Policy 330 - Overtime - Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 330.

CC. Policy 331 - Job Related Expenses - Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 331.

DD. Policy 332 – Working Periods – Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 332.

EE. Policy 333 – Professional Development – Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 333.

FF. Policy 334 - Sick Leave - Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 334.

GG. Policy 335 - Family and Medical Leaves - Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 335.

HH. Policy 336 - Personal Necessity Leave - Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 336.

II. Policy 337 - Vacation - Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 337.

JJ. Policy 338 - Sabbatical Leave - Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 338, as presented.

KK. Policy 338.1 - Compensated Professional Leaves - Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 338.1.

### LL. Policy 339 - Uncompensated Leave - Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 339, as presented.

### MM. Policy 340 - Responsibility for Student Welfare - Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 340.

Motion to table items JJ, KK, LL and MM pending legal review were ratified under one vote:

Motion: Dean Snyder

Second: Tom Siedenbuehl

Vote: 3-0

#### NN. Policy 341 - Benefits for Part-Time Employees - Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 341.

#### OO. Policy 342 - Jury Duty - Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 342.

# PP. Policy 343 - Paid Holidays - Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 343.

# QQ. Policy 347 - Workers' Compensation Transitional Return-to-Work Program - Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 347.

#### RR. Policy 348 – Unlawful Harassment – Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 348.

#### SS. Policy 351 – Drug and Substance Abuse – Adoption

**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 351.

### TT. Policy 601 - Fiscal Objectives - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 601.

# UU. Policy 602 - Budget Planning - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 602.

#### VV. Policy 603 - Budget Preparation - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 603.

#### WW. Policy 604 - Budget Adoption - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 604.

### XX. Policy 605 - Tax Levy - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 605.

#### YY. Policy 606 - Tax Collection - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 606.

#### ZZ. Policy 607 – Tuition Income – 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 607.

### AAA. Policy 608 - Bank Accounts - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 608.

### BBB. Policy 609 - Investment of District Funds - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 609.

# CCC. Policy 610 - Purchase Subject to Bid/Quotation - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 610.

#### DDD. Policy 611 - Purchases Budgeted - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 611.

#### EEE. Policy 612 - Purchases Not Budgeted - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 612.

### FFF. Policy 613 - Cooperative Purchasing - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 613.

#### GGG. Policy 614 - Payroll Authorization - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 614.

#### HHH. Policy 615 - Payroll Deductions - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 615.

# III. Policy 616 - Payment of Bills - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 616, with revisions.

### JJJ. Policy 617 - Petty Cash - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 617.

### KKK. Policy 618 - Student Activity Funds - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 618.

# LLL. Policy 619 - District Audit - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 619.

#### MMM. Policy 620 - Fund Balance - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 620.

# NNN. Policy 621 - Local Taxpayer Bill of Rights - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 621.

# OOO. Policy 622 - GASB Statement 34 - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 622, with revisions.

#### PPP. Policy 624 - Taxable Fringe Benefits - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 624.

### QQQ. Policy 625 - Procurement Cards - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 625.

# RRR. Policy 626 - Federal Fiscal Compliance - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 626.

# SSS. Policy 626.1 - Travel Reimbursement - Federal Programs - 2nd Reading

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 626.1.



# **INFORMATIONAL ITEM(S)**

# **OLD BUSINESS**

### **NEW BUSINESS**

Tom Siedenbueh would like the Board to establish a legislation committee.

# PUBLIC COMMENT

1) Amelia Mills - Legislative Committee

**ADJOURNMENT** This meeting adjourned at 8:04 p.m.

Respectfully submitted, Karen Jackson

# **Operations Committee Minutes**

Coatesville Area Senior High School Auditorium

# April 11, 2017 - 6:00 PM

(4th Committee Meeting of the Evening)

CHAIRPERSON:

Brenda Geist

**BOARD MEMBERS:** 

Laurie Knecht and Dean Snyder

**ADMINISTRATION:** 

Dr. Cathy Taschner, Ronald Kabonick and Judy Shopp, Esquire

CALL TO ORDER:

8:04 p.m.

#### APPROVAL of MINUTES

Approval of the March 15, 2017 Operations Committee meeting minutes. (Enclosure)

Motion: Laurie Knecht

Second: Dean Snyder

Vote: 3-0

#### **AGENDA ITEMS**

#### A. 3B Services, Inc.

**RECOMMENDED MOTION:** That the Board of School Directors approve the 3B Services, Inc. proposal to repair two sections of the H. B. Smith boiler at the Scott Middle School as per the attached proposal for a total amount of \$17,448.00. The total cost includes two boiler sections, gasket set, graphite seals and labor. Other proposals received were from Johnson Controls for \$30,651.00 and Worth & Company for \$23,600.00. (*Enclosure*)

Motion: Laurie Knecht

Second: Dean Snyder

Vote: 3-0

B. <u>Property Owner Acknowledgement Letter – Reeceville Road Wawa TPD No. RWHO.00018</u>
RECOMMENDED MOTION: That the Board of School Directors approve the Property Owner Acknowledgement Letter for the Reeceville Road Wawa TPD No. RWHO.00018 from Traffic Planning and Design, Inc. acknowledging the left-turn lane, as presented. (*Enclosure*)

Motion to Table:

Motion: Laurie Knecht

Second: Dean Snyder

Vote: 3-0

#### C. Disposal of Technology Equipment

**RECOMMENDED MOTION**: That the Board of School Directors approve the proper disposal of obsolete technology equipment, as submitted. (*Enclosure*)

Motion: Dean Snyder

Second: Laurie Knecht

Vote: 3-0

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

- Facilities Update
- Food Service Reimbursement/Participation Report for the month ending March 31, 2017 (Enclosure)

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**OLD BUSINESS** 

**NEW BUSINESS** 

PUBLIC COMMENT

**ADJOURNMENT** This meeting adjourned at 8:41 p.m.

Respectfully submitted, Karen Jackson