

COATESVILLE AREA SCHOOL DISTRICT SCHOOL BOARD MEETING MINUTES

Virtual Meeting through Live Stream
MAY 27, 2020 - 7:00 PM

OPENING ACTIVITIES

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

2. **READING OF MISSION STATEMENT**

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

3. **ADVISEMENT**

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

4. **ROLL CALL**

Board of School Directors

Robert J. Fisher, President (<i>present</i>)	(<i>Policy Committee</i>)
Thomas N. Keech, Vice President (<i>present</i>)	(<i>Finance Committee</i>)
Henry J. Assetto (<i>present</i>)	(<i>Education Committee</i>)
James Bookman (<i>present</i>)	(<i>Operations Committee</i>)
Andrew C. Finkbohner (<i>present</i>)	(<i>Finance & Policy Committees</i>)
Rebecca L. Harlan (<i>present</i>)	(<i>Education Committee</i>)
Mary Ann Harris (<i>present</i>)	(<i>Operations Committee</i>)
Amelia Mills (<i>present</i>)	(<i>Education & Finance Committees</i>)
Brandon J. Rhone (<i>present</i>)	(<i>Operations & Policy Committees</i>)

Administration

Richard F. Dunlap, Jr., Ed.D., Interim Superintendent of Schools (*present*)
Dr. Kimberly R. Donahue, Assistant to the Superintendent of Curriculum and Learning (*absent*)
Lori Diefenderfer, Director of Business Administration and Board Secretary (*present*)
Carol Heindel, Director of Human Resources (*present*)
Jason Palaia, Director of Elementary and Secondary Education (*present*)
Rita Perez, Director of Pupil Services (*present*)

Student Representatives

Beamlak Abraham, Senior Class Representative (*present*)
Allison Carling, Junior Class Representative (*present*)

Solicitor

Michael I. Levin, Esquire (*absent*)

5. MOMENT OF SILENCE AND SALUTE TO THE FLAG

ADDITIONS, DELETIONS OR MODIFICATIONS TO THE AGENDA

APPROVAL OF THE MINUTES

RECOMMENDED MOTION: That the Board of School Directors approve the minutes for the April 28, 2020 School Board meeting subject to any additions, deletions, modifications, or clarifications. ([Enclosure](#))

Motion: Henry Assetto

Second: Brandon Rhone

Vote: 9-0-0

APPROVAL OF THE MINUTES

RECOMMENDED MOTION: That the Board of School Directors approve the minutes for the May 12, 2020 Special Board meeting subject to any additions, deletions, modifications, or clarifications. ([Enclosure](#))

Motion: Henry Assetto

Second: Brandon Rhone

Vote: 9-0-0

PUBLIC COMMENT ON AGENDA ITEMS

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

- Ann Wuertz
- Jack Chain
- Tammy Vondra
- Dawn Barringer

EXECUTIVE SESSION

An executive session was held on Monday, May 11, 2020 for legal and personnel reasons.

An executive session was held on Wednesday, May 13, 2020 for legal and personnel reasons.

An executive session will be held on Tuesday, May 26, 2020 for legal and personnel reasons.

STUDENT REPRESENTATIVE'S REPORT

SUPERINTENDENT'S REPORT

IMPORTANT DATES

Date	Time	Meetings	Place
June 9, 2020	6:00 PM	All Committees & Special Meeting	Virtual Live Stream

June 23, 2020	7:00 PM	School Board Meeting	Virtual Live Stream
---------------	---------	----------------------	---------------------

SPECIAL REPORTS

- Budget Update – Richard F. Dunlap, Jr., Ed.D., Lori Diefenderfer and Chuck Linderman ([Enclosure](#))
- Amendment to the Bonds Parameters Resolution ([Enclosure-Resolution](#)) ([Enclosure-Agreement](#))

MOTION ITEMS FOR APPROVAL

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

CONSENT AGENDA (*Robert Fisher, Board President*)

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

Motion: Brandon Rhone Second: Andrew Finkbohner Vote: 9-0-0

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

A. **Financial Statements**

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

Motion: Tom Keech Second: Amelia Mills Vote: 9-0-0

B. **Amendment to the Bonds Parameters Resolution Adopted April 28, 2020**

RECOMMENDED MOTION: That the Board of School Directors approve the Amendment to the Bonds Parameters Resolution adopted on April 28, 2020, regarding authorizing and incurring non-electoral debt of the Coatesville Area School District, as presented. ([Enclosure-Resolution](#)) ([Enclosure-Agreement](#))

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

C. **Digital Assurance Certification, LLC – Disclosure-Dissemination Agent Services**

RECOMMENDED MOTION: That the Board of School Directors approve the agreement with Digital Assurance Certification to provide SEC Post-Issuance Compliance and Repository Services for a one-time \$1,000 set-up fee and an annual filing/storage fee of \$1,500, as presented. ([Enclosure-Agreement](#)) ([Enclosure-Services](#))

Motion: Tom Keech Second: Brandon Rhone Vote: 9-0-0

D. **Repository Sales**

RECOMMENDED MOTION: That the Board of School Directors approve the repository sales as recommended by the Chester County Tax Claim Bureau of the following parcels, as per the attachment. ([Enclosure](#))

<u>Bidder</u>	<u>Parcel No.</u>	<u>Bid Amount</u>	<u>Taxes Exonerated</u>
A-N-D Properties, LLC	47-4-54	\$32,050.00	\$48,887.25
Compass Geographic, LLC	38-2M-68.1	\$1,500.00	\$12,179.45
Compass Geographic, LLC	38-2M-68.2	\$1,000.00	\$7,901.04

Motion: Tom Keech Second: James Bookman Vote: 9-0-0

E. Memorandum of Understanding—CAFEE Collective Bargaining Agreement

RECOMMENDED MOTION: That the Board of School Directors approve the MOU for the CAFEE Collective Bargaining Agreement, as presented. ([Enclosure](#))

Motion: Tom Keech Second: James Bookman Vote: 9-0-0

F. Job Description—Director of Operations and Facilities

RECOMMENDED MOTION: That the Board of School Directors approve the job description for the Director of Operations and Administrative Services position, as presented. ([Enclosure](#))

Vote to Table

Motion: Robert Fisher Second: Rebecca Harlan Vote: 4-5-0

Table Denied. Vote on motion

Motion: Tom Keech Second: Amelia Mills Vote: 5-4-0

G. Job Description—Purchasing Coordinator/Fiscal Services Specialist

RECOMMENDED MOTION: That the Board of School Directors approve the job description for the Purchasing Coordinator/Fiscal Services Specialist, as presented. ([Enclosure](#))

Vote to Table

Motion: Robert Fisher Second: Rebecca Harlan Vote: 6-3-0

H. Job Description—Director of Pupil Services

RECOMMENDED MOTION: That the Board of School Directors approve the job description for the Director of Pupil Services, as presented. ([Enclosure](#))

Motion: Tom Keech Second: James Bookman Vote: 9-0-0

I. Job Description—Director of Educational Services

RECOMMENDED MOTION: That the Board of School Directors approve the job description for the Director of Educational Services, as presented. ([Enclosure](#))

Motion: Henry Assetto Second: Amelia Mills Vote: 8-0-0

*Technical issues for Brandon Rhone

J. Human Resources Report

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

1. Resignations - Regular and Extra Duty

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

a. ADMINISTRATION

- 1) Perez, Rita, Director of Pupil Services for the Coatesville Area School District. Letter Dated: 5/18/2020. Reason: Personal. Effective: 6/30/2020.

b. CATA

- 1) DiGuissepe, Alexander, Art Teacher for Scott 6th Grade Center. Letter Dated: 5/18/2020. Reason: Retirement. Effective: 6/12/2020.
- 2) DiObilda, Samuel, Technology Education Teacher for the Coatesville Area Intermediate High School. Letter Dated: 5/19/2020. Reason: Retirement. Effective: 6/12/2020.
- 3) Sayles, Mary Carol, Art Teacher for Reeceville Elementary School. Letter Dated: 5/8/2020. Reason: Retirement. Effective: 6/12/2020.

c. CATSS

- 1) DeLucca, Marlene, Library Secretary for North Brandywine Middle School. Letter Dated: 5/5/2020. Reason: Retirement. Effective: 6/11/2020.

2. New Appointments - Regular and Extra Duty

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

a. EXTRA DUTY

- 1) Deck, Susan, ESY Special Education Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 2) McHugh, Tammy, ESY Special Education Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.

3. Leave(s) of Absence

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

a. CATA

- 1) Rodgers, Tina, Guidance Counselor for the Coatesville Area Intermediate High School. Effective: 8/24/2020—1/22/2021.

b. NON-CERTIFIED

- 1) Jelke, Rose, Cook Manager for King’s Highway Elementary School. Effective: 4/23/2020—5/12/2020.

4. Creation of New Position(s)

RECOMMENDED MOTION: That the Board of School Directors approve the creation of the following Non-Certified positions:

- 1) Director of Operations and Facilities for the Coatesville Area School District. This position directs the Operations and Facilities Departments and oversees the physical facilities and grounds within the School District.
- 2) Purchasing Coordinator/Fiscal Services Specialist for the Coatesville Area School District. This position is responsible for understanding and implementing all state requirements and District procedures related to the purchasing process to ensure full compliance.

Creation of New Positions

Motion: Amelia Mills Second: Tom Keech Vote: 4-5-0

HR Report

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

K. Human Resources Addendum

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

a. ADMINISTRATION

- 1) Stauffer, Maria, move from Assistant Principal for North Brandywine Middle School to Principal for Rainbow Elementary School. Posted: 3/12/2020. Salary: \$110,000. Effective: TBD. SP4: Staff.

Motion: Tom Keech Second: Amelia Mills Vote: 8-1-0

2. OPERATIONS COMMITTEE (Brandon Rhone, Chair)

A. Proposal for Roof Repair/Replacements

RECOMMENDED MOTION: That the Board of School Directors approve awarding contracts for roof repair/replacements, as presented. ([Enclosure—Summary](#)) ([Enclosure—Proposal](#))

Group 1 Award – Jottan Roofing – Coatesville Area Senior High School, Coatesville Area Intermediate High School, Benner Building, \$753,102.

Group 2 Award – Jottan Roofing – Administration Building, \$325,076.

Group 3 Award – Jottan Roofing – Caln Elementary School, East Fallowfield Elementary School, Scott Middle School, \$233,409.

Group 4 Award – Munn Roofing – Gordon, Reeceville Elementary School, North Brandywine Middle School, Rainbow Elementary School, King’s Highway Elementary School, South Brandywine Middle School, \$408,879.

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

B. FieldTurf/Tarkett Sports Company – Proposal to Resurface High School Running Track

RECOMMENDED MOTION: That the Board of School Directors approve the proposal from Beynon Sports Surfaces, Inc., a Tarkett Sports Company, to resurface the running track at Coatesville Area Senior High School at a cost of \$294,690 plus patching costs, as presented. ([Enclosure-Proposal](#))

Motion: Tom Keech Second: Amelia Mills Vote: 9-0-0

C. Deerfield Mowing & Property Maintenance, Inc. – Proposal

RECOMMENDED MOTION: That the Board of School Directors approve the proposal for Deerfield Mowing & Property Maintenance, Inc to provide grass-cutting and lawn maintenance services at a cost of \$112,610/per year and other services upon request, as presented. ([Enclosure-Summary](#)) ([Enclosure-Proposal](#)) ([Enclosure-Pricing](#)) ([Enclosure-Other Services](#))

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

D. M&M Farms Lease

RECOMMENDED MOTION: That the Board of School Directors approve the lease with M&M Farms for the use of 13.25 acres at South Brandywine Middle School for haying, as presented. ([Enclosure-Lease](#)) ([Enclosure-Map](#))

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

3. EDUCATION COMMITTEE (*Henry Assetto, Chair*)

A. Independent Contractor Contract—10010959

RECOMMENDED MOTION: That the Board of School Directors approves the Independent Contractor Contract for 10010959, as presented. ([Confidential Enclosure](#)) ([Confidential Enclosure 2](#))

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

B. Independent Contractor Contract—10013822

RECOMMENDED MOTION: That the Board of School Directors approves the Independent Contractor Contract for 10013822, as presented. ([Confidential Enclosure](#))

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

4. POLICY COMMITTEE (*Robert J. Fisher, Chair*)

A. PS 003 Operations Policy

RECOMMENDED MOTION: That the Board of School Directors approve the suggested changes in language for Policy 003 Local Board Procedures, Functions, Policy Adoptions. ([Enclosure](#))

B. Adoption of Definitions and Hyperlink

RECOMMENDED MOTION: That the Board of School Directors approve the definition of terms for the policy manual. ([Enclosure](#))

C. Policy 220

RECOMMENDED MOTION: That the Board of School Directors approve the Pennsylvania School Board Association 's suggested changes in language for Policy 220, Student Expression/Distribution and Posting of Materials. ([Enclosure](#))

D. Policy 913

RECOMMENDED MOTION: That the Board of School Directors approve the Pennsylvania School Board Association 's suggested changes in language for Policy 913, Non-school Organizations/Groups and Individuals. ([Enclosure](#))

PUBLIC COMMENT

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

- Ann Wuertz
- Dawn Barringer
- Audra Ritter
- Katie Hadzor

ADDITIONAL BOARD MEMBERS' REPORTS

INFORMATION ITEMS

ADJOURNMENT

Motion: Henry Assetto

Second: James Bookman

Time: 9:10PM

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

