

Education Committee Minutes

Coatesville Area Senior High School Auditorium

October 8, 2019 - 6:00 PM

(1st Committee Meeting of the Evening)

CHAIRPERSON: Robert J. Fisher
BOARD MEMBERS: Henry J. Assetto and Robert T. Marshall, Jr. (*excused*)
SUBSTITUTE: Tom Keech
ADMINISTRATION: Richard F. Dunlap, Jr., Ed.D., Dr. Kim Donahue,
Lisa Hauswirth, Jason Palaia, Rita Perez and Darian Smith
CALL TO ORDER: 6:10 p.m.

APPROVAL of MINUTES

Approval of the September 10, 2019 Education Committee meeting minutes. ([Enclosure](#))

Motion: Henry Assetto

Second: Rob Fisher

Vote: 3-0

AGENDA ITEMS

A. Camphill School Enrollment Contracts – 2019-2020 Regular School Year

RECOMMENDED MOTION: That the Board of School Directors approve the Camphill School Enrollment Contracts for the 2019-2020 regular school year, as presented. ([Confidential Enclosure](#))

10005280

10008300

10005435

10008313

Motion: Henry Assetto

Second: Tom Keech

Vote: 3-0

B. Devereux Foundation Independent Contractor Contract – Regular School Year – 90003126

RECOMMENDED MOTION: That the Board of School Directors retroactively approve the Independent Contractor Contract with The Devereux Foundation for the 2018-2019 regular school year for 90003126. ([Confidential Enclosure](#))

Motion: Henry Assetto

Second: Tom Keech

Vote: 3-0

C. Devereux Foundation Independent Contractor Contract – Extended School Year

RECOMMENDED MOTION: That the Board of School Directors retroactively approve the Independent Contractor Contract with The Devereux Foundation for the 2019 extended school year for the following: ([Confidential Enclosure](#))

10003705

50001011

10008242

90002464

10009629

90003126

Motion: Henry Assetto

Second: Tom Keech

Vote: 3-0

D. Out-of-State Overnight Trip – C.A.S.H. Ski Club

RECOMMENDED MOTION: That the Board of School of Directors approve the annual overnight ski trip, as presented. ([Confidential Enclosure](#))

Motion: Henry Assetto

Second: Tom Keech

Vote: 3-0

E. Pathway School – Lower School Program – 10006923

RECOMMENDED MOTION: That the Board of School Directors approve the Agreement with the Pathway School for the 2019-2020 school year at the Lower School for 10006923. ([Confidential Enclosure](#))

Motion: Henry Assetto

Second: Tom Keech

Vote: 3-0

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

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

Motion: Henry Assetto

Second: Tom Keech

Vote: 3-0

G. Timothy School – Regular School Year Agreements

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

10002887	10006642	10006765	10007861	10008080
10011163	10011233	10011675	10013478	10013900

Motion: Henry Assetto

Second: Tom Keech

Vote: 3-0

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

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

10002057	10008084
10004377	10011125
10004536	10015530
10007726	

Motion: Henry Assetto

Second: Tom Keech

Vote: 3-0

INFORMATIONAL ITEM(S)

- CPR Training - (Recent Bill signed by Governor Wolf) Act 7 requires PDE to provide a curriculum to schools to teach “hands-only” CPR, a no breath, compression-only technique recommended by the American Heart Association for sudden cardiac arrest. The curriculum must also include the use of automatic external defibrillators. The Sports Medicine Class offered at the 9/10 this year will be adding the First Aid/CPR/AED handbook by the American Red Cross. This is an additional resource for the class.

- Kindergarten Online Registration ([Enclosure](#))
- Substitute Shortage ([Enclosure](#))
- Enrollment Reports ([Enclosure](#))

OLD BUSINESS

NEW BUSINESS

REVIEW OF AGENDA ITEMS

- Motion items A through H will move to the October 8th Special Board Meeting Agenda.

PUBLIC COMMENT

ADJOURNMENT

This meeting adjourned at 6:54 p.m.

Anyone wishing to view the video of this meeting may visit our website.

Finance Committee Minutes

Coatesville Area Senior High School Auditorium

October 8, 2019 - 6:00 PM

(2nd Committee Meeting of the Evening)

CHAIRPERSON: Thomas N. Keech
BOARD MEMBERS: James Hills and Donna M. Urban
ADMINISTRATION: Richard F. Dunlap, Jr., Ed.D. and Chuck Linderman
CALL TO ORDER: 6:54 p.m.

APPROVAL of MINUTES

Approval of the September 10, 2019 Finance Committee meeting minutes. ([Enclosure](#))

Motion: Donna Urban Second: James Hills Vote: 2-0-1
Abstained: Urban

AGENDA ITEMS

A. Financial Statements

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

Motion: Donna Urban Second: James Hills Vote: 3-0

B. Asbestos Abatement – Friendship School

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

Motion: Donna Urban Second: James Hills Vote: 3-0

C. 2020-2021 Budget Building Allocations

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

Motion: Donna Urban Second: James Hills Vote: 3-0

D. 2020-2021 Budget Calendar – Timeline for Events

RECOMMENDED MOTION: That the Board of School Directors approve the budget calendar for use in the 2020-2021 budget planning process, as presented. ([Enclosure #1](#)) ([Enclosure #2](#)) ([Enclosure #3](#))

Motion: Donna Urban Second: James Hills Vote: 3-0

E. C.C.I.U. Marketplace Services Agreement

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

Motion: Donna Urban Second: James Hills Vote: 3-0

F. Donations

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

Motion: Donna Urban

Second: James Hills

Vote: 3-0

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

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

Motion: Donna Urban

Second: James Hills

Vote: 3-0

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

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

Motion: Donna Urban

Second: James Hills

Vote: 3-0

I. Replacement of School District Police Vehicle Emergency Equipment – State Contract Purchase

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

Motion: Donna Urban

Second: James Hills

Vote: 3-0

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

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

Motion: Donna Urban

Second: James Hills

Vote: 3-0

K. Policy 126 - Class Size Guidelines

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

Motion: Donna Urban

Second: James Hills

Vote: 3-0

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

➤ Presentation and Discussion:

- Charles Kramer, Caln Township Commissioner
- Kristen Denne, Caln Township Manager

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

Motion: Donna Urban

Second: James Hills

Vote: 3-0

M. Temporary Director of Operations - CCRES

➤ Discussion:

RECOMMENDED MOTION: That the Board of School Directors approve the temporary employment of a Director of Operations through the existing Agreement of Services with CCRES at a cost of \$440/per day.

Motion: Donna Urban

Second: James Hills

Vote: 3-0

N. Human Resources Report

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

1. Resignations - Regular and Extra Duty

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

a. CATSS

- 1) Houck, Carol, Food Service Secretary for the Coatesville Area School District. Letter Dated: 9/26/2019. Reason: Personal. Effective: 10/9/2019.

b. NON-CERTIFIED

- 1) Jiang, Xiaoping, Accountant for the Coatesville Area School District. Letter Dated: 9/24/2019. Reason: Personal. Effective: 11/1/2019.

2. New Appointments - Regular and Extra Duty

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

a. ADMINISTRATION

- 1) Messenger, Heather, Assistant Principal for Scott 6th Grade Center and the Cyber Academy. Posted: 6/19/2019. Salary: \$93,000 (prorated). Degree: BA—Psychology, Shippensburg University; MA—Counseling Psychology, Immaculata University; M. Ed.—Education and Administrative Principal Program, California University. Certifications: Administrative Principal PK-12, Educational Specialist Secondary School Counselor 7-12. Effective: 10/9/2019. SP4: Approved. Pending 168 Forms.

b. CATSS

- 1) Siddiqui, Tehmina, 2.5 Hour Cafeteria/Playground/Library Aide for Caln Elementary School. Posted: 8/26/2019. Salary: \$9.50/hour. Effective: TBD. SP4: Approved. Pending 168 Forms.

c. FEDERATION

- 1) Kilgore, Pereice, 5.5 Hour Food Service Cook for Reeceville Elementary School. Posted: 9/16/2019. Salary: \$15.60/hour (\$16.60 after 1,040-hour probation period). Effective: TBD. SP4: Approved. Pending 168 Forms.

d. EXTRA DUTY

- 1) Ballard, Douglas, Band Director for North Brandywine Middle School. Effective: 2019—2020 School Year. SP4: Staff.
- 2) Beegle, Bernard, 7th Grade Football Coach for North Brandywine Middle School. Posted: 7/29/2019. Salary: \$2,196.75. SP4: Staff.
- 3) Bennett, Elizabeth, Co-Robotics/STEM Club Advisor for King's Highway Elementary School. Posted: 9/13/2018. Salary: \$217.50. Effective: 2019—2020 School Year. SP4: Staff
- 4) Blankley, Jaimie, Co-Student Council Advisor for Scott 6th Grade Center. Effective: 2019—2020 School Year. SP4: Staff.
- 5) DiGuissepe, Alexander, Drama Club Advisor for Scott 6th Grade Center. Effective: 2019—2020 School Year. SP4: Staff.
- 6) Ellis, Daniel, Head Lacrosse Coach for the Coatesville Area High School Campus. Posted: 8/22/2019. Salary: \$5,345.37. Effective: 2019—2020 School Year. SP4: Approved. Pending 168 Forms.
- 7) Fidanza, Anjanette, Twilight/Credit Recovery Tutor: Spanish for the Coatesville Area High School Campus. Posted: 9/5/2019. Salary: \$33/hour. Effective: TBD. SP4: Staff.
- 8) Freeman-Petersen, Jesseka, Twilight/Credit Recovering Tutor: Algebra for the Coatesville Area High School Campus. Posted: 9/5/2019. Salary: \$33/hour. Effective: TBD. SP4: Staff.
- 9) Gamber, Claarissa, Band Director for Scott 6th Grade Center. Effective: 2019—2020 School Year. SP4: Staff.
- 10) Gamber, Claarissa, Vocal Music Director for Scott 6th Grade Center. Effective: 2019—2020 School Year. SP4: Staff.
- 11) Gehris, Michele, Game/Event Worker for the Coatesville Area School District. Posted: 2/9/2016. Effective: 2019—2020 School Year. SP4: Staff.
- 12) Hughes, Gabriel, Mentor for Brittany Crawford for the Coatesville Area Senior High School. Posted: 7/18/2019. Salary: \$1,000. Effective: 2019—2020 School Year. SP4: Staff.
- 13) Leyden, William, Garden Club Advisor for Reeceville Elementary School. Posted: 9/13/2018. Salary: \$435. Effective: 2019—2020 School Year. SP4: Staff.

- 14) Mangio villano, Joanna, Vocal Music Director for North Brandywine Middle School. Effective: 2019—2020 School Year. SP4: Staff.
- 15) Murray, Megan, Yearbook Advisor for Scott 6th Grade Center. Effective: 2019—2020 School Year. SP4: Staff.
- 16) Noonan, Sean, Faculty Manager for North Brandywine Middle School. Effective: 2019—2020 School Year. SP4: Staff.
- 17) Pandosh, Elizabeth, Co-Robotics/STEM Club Advisor for King’s Highway Elementary School. Posted: 9/13/2018. Salary: \$217.50. Effective: 2019—2020 School Year. SP4: Staff.
- 18) Reborn, Erin, Mentor for Kenneth Vaughn for Rainbow Elementary School. Posted: 7/18/2019. Salary: \$1,000. Effective: 2019—2020 School Year. SP4: Staff.
- 19) Rocco, Judith, Twilight/Credit Recovery Tutor: Earth & Space Science for the Coatesville Area High School Campus. Posted: 9/5/2019. Salary: \$33/hour. Effective: TBD. SP4: Staff.
- 20) Sayles, Mary Carol, Spanish Club Advisor for Reeceville Elementary School. Posted: 7/18/2019. Salary: \$435. Effective: 2019—2020 School Year. SP4: Staff.
- 21) Shallis, Bruce, Assistant Lacrosse Coach for the Coatesville Area High School Campus. Posted: 8/22/2019. Salary: \$3,135.75. Effective: 2019—2020 School Year. SP4: Approved. Pending 168 Forms.
- 22) Sweeney, Dawn, Assistant Girls’ Basketball Coach for the Coatesville Area High School Campus. Posted: 7/2/2019. Salary: \$4,412.25. Effective: 2019—2020 School Year. SP4: Approved. Pending 168 Forms.
- 23) Tassoni, Joseph, Twilight/Credit Recovery Tutor: Early/Modern History for the Coatesville Area High School Campus. Posted: 9/5/2019. Salary: \$33/hour. Effective: TBD. SP4: Staff.
- 24) Tingle-Lewis, Rita, Mentor for Sean Pastorok for the Coatesville Area Intermediate High School. Posted: 7/18/2019. Salary: \$1,000. Effective: 2019—2020 School Year. SP4: Staff.

3. Leave of Absence

RECOMMENDED MOTION: That the Board of School Directors approve the following leave of absence requests as indicated:

a. CATA

- 1) Demos, John, Teacher for the Coatesville Area Senior High School. Effective: 9/4/2019—9/30/2019.
- 2) Peter, Susan, Teacher for King’s Highway Elementary School. Effective: 10/30/2019—12/16/2019.

- 3) Pilz, David, Teacher for the Coatesville Area Senior High School. Effective: 10/17/2019—11/29/2019.

4. Creation of New Position(s)

RECOMMENDED MOTION: That the Board of School Directors approve the creation of the following extra duty position:

- 1) Pilot STEM/Robotics Club for Scott 6th Grade Center and North Brandywine Middle School. Effective: 2019—2020 School Year.

Motion: Donna Urban

Second: James Hills

Vote: 3-0

INFORMATIONAL ITEM(S)

• **Benner Building Discussion**

- Review of lease vs costs to maintain building. ([Enclosure](#))
- Email to “Build-A-Band” Organization. ([Enclosure](#))

• **Capital Projects**

- King’s Highway Update – Continue Approval Process
- Friendship – Asbestos Abatement ([Enclosure](#))
- Friendship – Razing of building later this year

• **Cyber School Alternative – Brandywine Virtual Academy**

- Brandywine Virtual Academy Presentation - Mary Curley ([Enclosure](#))
- Consider Academic Stipend for Students

OLD BUSINESS

NEW BUSINESS

REVIEW OF AGENDA ITEMS

- Motion items D, M and N will move to the October 8th Special Board Meeting Agenda.

PUBLIC COMMENT

ADJOURNMENT

This meeting adjourned at 8:55 p.m.

Anyone wishing to view the video of this meeting may visit our website.

Policy Committee Minutes
Coatesville Area Senior High School Auditorium
October 8, 2019 - 6:00 PM
(3rd Committee Meeting of the Evening)

CHAIRPERSON: Robert T. Marshall, Jr. (*excused*)
SUB-CHAIR: Tom Siedenbuehl
BOARD MEMBERS: Brandon J. Rhone (*excused*)
SUBSTITUTE(S): Robert J. Fisher and James Hills
ADMINISTRATION: Richard F. Dunlap, Jr., Ed.D. and Dr. Kim Donahue
CALL TO ORDER: 8:50 p.m.

APPROVAL of MINUTES

Approval of the September 10, 2019 Policy Committee meeting minutes. ([*Enclosure*](#))

Motion: Rob Fisher

Second: James Hills

Vote: 3-0

AGENDA ITEMS

None

INFORMATIONAL ITEM(S)

OLD BUSINESS

NEW BUSINESS

REVIEW OF AGENDA ITEMS

PUBLIC COMMENT

ADJOURNMENT

This meeting adjourned at 8:56 p.m.

Anyone wishing to view the video of this meeting may visit our website.

D. Request to Waive Fees – Coatesville Area Aquatics – C.A.S.H. Pool

RECOMMENDED MOTION: That the Board of School of Directors approve the request to waive fees in the amount of \$45,552.50 for use of the swimming pool from Monday through Thursday, from 5:00 - 7:15 p.m., October 10th through June 2020. The program will be held during normal working hours. ([Enclosure](#))

Motion: Rob Fisher

Second: Tyrone Carter

Vote: 3-0

E. Request to Waive Fees – Coatesville Football Booster Club – Campus Football Field & Stadium

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

Motion: Rob Fisher

Second: Tyrone Carter

Vote: 3-0

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

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

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

Motion: Rob Fisher

Second: Tyrone Carter

Vote: 3-0

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

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

Motion: Rob Fisher

Second: Tyrone Carter

Vote: 3-0

H. Request to Waive Fees - Out-of-the-Box Robotics Mentoring – C.A.S.H.

RECOMMENDED MOTION: That the Board of School of Directors approve the request to waive fees in the amount of \$21,340 for classroom use from July 1, 2019 through June 30, 2020, Monday through Friday from 6:00 to 10:00 p.m. and on the weekends from 8:00 a.m. to 4:00 p.m. for robotics mentoring. ([Enclosure](#))

Motion: Rob Fisher

Second: Tyrone Carter

Vote: 3-0

I. Request to Waive Fees – Parents Music Club Spaghetti Dinner Fundraiser – C.A.S.H. Cafeteria

RECOMMENDED MOTION: That the Board of School of Directors approve the request to waive fees in the amount of \$698.50 for use of the cafeteria on October 17, 2019 from 2:30 - 8:00 p.m. for a spaghetti dinner fundraiser. This event will be held during normal working hours. ([Enclosure](#))

Motion: Rob Fisher

Second: Tyrone Carter

Vote: 3-0

INFORMATIONAL ITEM(S)

- ABM Update - Staffing and Small Building Projects ([Enclosure](#))
- Food Service Reimbursement/Participation Report for the month ending 9/30/2019 ([Enclosure](#))
- Recommend the Policy Committee review Policy 707-Use of Facilities including review of the classifications for groups and the rental fees and impact fees.

OLD BUSINESS

NEW BUSINESS

REVIEW OF AGENDA ITEMS

- Motion items A, D, H and I will move to the October 22nd special meeting.

PUBLIC COMMENT

- Robin Seagraves

ADJOURNMENT

This meeting adjourned at 9:24 p.m.

Anyone wishing to view the video of this meeting may visit our website.