

*Coatesville Area School District  
Education Committee*



Members

Deborah Thompson, Chair  
Diane Brownfield  
James Hills

November 10, 2015

**EDUCATION COMMITTEE AGENDA**  
**November 10, 2015 - 6:00 PM**  
**9/10 Center Auditorium**  
*(1<sup>st</sup> Committee Meeting of the Evening)*

**CHAIRPERSON:** Deborah Thompson  
**BOARD MEMBERS:** Diane Brownfield and James Hills  
**ADMINISTRATION:** Dr. Cathy Taschner and Ronald Kabonick  
**CALL TO ORDER:** \_\_\_\_\_

Approval of October 13, 2015 Education Committee meeting minutes. (*Enclosure*)

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**AGENDA ITEMS**

**A. Educational Services Contracts with the Timothy School**

**RECOMMENDED MOTION:** That the Board of School Directors approve the contracts for educational services with the Timothy School for the 2015-2016 school year for the following students ID numbers: (*Confidential Enclosure*)

10002887	10006642	10006765	10007861
10008080	10011163	10011233	10011675

**B. Homebound Instruction Students**

**RECOMMENDED MOTION:** That the Board of School Directors approve the Homebound Instruction for students with the following ID numbers: (*Confidential Enclosure*)

- 151606/NBMS [3-7-2016 thru end of school year]
- 151607/CASH [10-19-2015 thru 1-19-2016]
- 151608/CASH [10-30-2015 thru 1-30-2016]
- 151609/CAIHS [11-04-2015 thru 2-04-2016]

**C. The Devereux Foundation - Special Education Assigned Student ID Number 10006086**

**RECOMMENDED MOTION:** That the Board of School Directors approve the contract for education services with the Devereux Foundation for Student ID 10006086. (*Confidential Enclosure*)

**D. Adjudication for Student ID Number 10002045**

**RECOMMENDED MOTION:** That the Board of School Directors approve the adjudication for student ID number 10002045, as presented. (*Confidential Enclosure*)

**E. Adjudication for Student ID Number 90003462**

**RECOMMENDED MOTION:** That the Board of School Directors approve the adjudication for student ID number 90003462, as presented. (*Confidential Enclosure*)

**F. The Franklin Institute Traveling Science Show at Scott Middle School**

**RECOMMENDED MOTION:** That the Board of School Directors approve the performance contract with the Franklin Institute to present a Traveling Science Show at Scott Middle School. (*Enclosure*)

**INFORMATIONAL ITEM(S)**

**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 Enclosure*

*Minutes to Approve*

**EDUCATION COMMITTEE MINUTES**

**October 13, 2015 - 6:00 PM**

**9/10 Center Auditorium**

*(1<sup>st</sup> Committee Meeting of the Evening)*

**CHAIRPERSON:** Deborah Thompson  
**BOARD MEMBERS:** Diane Brownfield and Ann Wuertz (Substitute)  
James Hills (Absent)  
**ADMINISTRATION:** Dr. Cathy Taschner and Ronald Kabonick  
**CALL TO ORDER:** 6:03 p.m.

Approval of September 8, 2015 Education Committee meeting minutes. *(Enclosure)*

Motion: Deborah Thompson                      Second: Ann Wuertz                      Vote: 2-0  
Abstained: Brownfield

**AGENDA ITEMS**

**A. Bayada Nursing Services for Student ID Number 10006868**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the contract for Nursing Services with Bayada Home Health Care, Inc. for student ID number 10006868. *(Confidential Enclosure)*

Motion: Ann Wuertz                      Second: Diane Brownfield                      Vote: 3-0

**B. Homebound Instruction for Student ID Number 151604**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the Homebound Instruction for student ID number 151604 with a start date of September 28, 2015 for 8 weeks. *(Confidential Enclosure)*

Motion: Diane Brownfield                      Second: Ann Wuertz                      Vote: 3-0

**C. Homebound Instruction for Student ID Number 151605**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the Homebound Instruction for student ID number 151605 with a start date of September 28, 2015 for 12 weeks. *(Confidential Enclosure)*

Motion: Ann Wuertz                      Second: Diane Brownfield                      Vote: 3-0

**D. Independent Contractor Agreement – Holcomb Behavioral Health Systems**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the Independent Contractor’s Agreement between Holcomb Behavioral Health Systems to provide Say It Straight and Safe Date Programs, and other programs as described. *(Confidential Enclosure)*

Motion: Ann Wuertz                      Second: Diane Brownfield                      Vote: 3-0

**E. Independent Contractor Contract – CRITICARE**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the Independent Contractor’s Contract with Chadds Ford Alternacare, Inc. d/b/a/ CRITICARE for Skilled Nurses

**E. Independent Contractor Contract – CRITICARE (cont.)**

(RNs and LPNs), Certified Nursing Assistants (CNA) and Personal Care Assistants (PCA) to provide nursing and/or aide services during the 2015-2016 school year. (*Confidential Enclosure*)

Motion: Diane Brownfield                      Second: Ann Wuertz                      Vote: 3-0

**F. Independent Contractor Contract – Dr. Jose Monasterio**

**RECOMMENDED MOTION:** That the Board of School Directors approve the Independent Contractor's Contract with Dr. Jose Monasterio. (*Enclosure*)

Motion: Ann Wuertz                      Second: Diane Brownfield                      Vote: 3-0

**G. Longwood Gardens Grant**

**RECOMMENDED MOTION:** That the Board of School Directors accept the grant funds in the amount of \$482 from Longwood Gardens for programming and transportation. (*Enclosure*)

Motion: Diane Brownfield                      Second: Ann Wuertz                      Vote: 3-0

**H. InfoSnap Online Registration Software**

**RECOMMENDED MOTION:** That the Board of School Directors approve the contract with InfoSnap to provide online registration software. (*Enclosure*)

Motion: Diane Brownfield                      Second: Ann Wuertz                      Vote: 3-0

**INFORMATIONAL ITEM(S)**

- PSSA Report
- Word Study Presentation (*Delayed until November*)

**OLD BUSINESS**

**NEW BUSINESS**

- Ms. Thompson would like to explore the possibility of cheerleading scholarships.

**PUBLIC COMMENT**

- 1) Sara Redmile - Schedule changes and related arts classes.
- 2) Marnie Gibson – CritiCare Contract, CASD Phone System and the Health & Safety of Students

**ADJOURNMENT:** This meeting was adjourned at 6:47 p.m.

*Education Committee Enclosure*

*The Franklin Institute  
Traveling Science Show*



## TRAVELING SCIENCE SHOWS

### **PROFESSIONAL SERVICES CONTRACT** **(To be read and signed by Principal or contact person)**

The Franklin Institute (TFI) is a non-profit organization providing educational science programs at school and other sites through the Traveling Science Shows (TSS). This agreement is entered into by and between TFI and the school or organization listed below, herein referred to as the Customer.

TFI will provide:

1. A trained instructor to conduct the presentation, who will arrive approximately thirty (30) to forty-five (45) minutes prior to the time of the performance to set-up,
2. A preview sheet describing the main ideas of the program and an activity sheet related to each show topic that may be duplicated as necessary.

The Customer will be responsible for:

3. Notifying the presenter as to the presence of special needs students, so that the presenter can tailor their program accordingly.
  4. Setting up two standard, rectangular tables (at least 6' long).
  5. Providing a stage, platform, or similar area of good visibility suitable for the size of the audience.
  6. Providing a microphone.
  7. Making above and additional preparation of performance space as specified in the "To the Custodian" section of the pre-visit materials at least 60 minutes prior to the scheduled start time.
- ⇒ 8. **A deposit of \$100.00, with the signed contract, made payable to:**

***The Franklin Institute  
Traveling Science Shows  
222 N. 20th Street  
Philadelphia, PA 19103***

- ⇒ 9. Final payment is due **the week of the performance** and mailed to the above address. TSS Presenters are not permitted to collect payment. However, they will have pre-addressed envelopes available if necessary.

#### TERMS AND CONDITIONS

##### A. Changes and Cancellations

- 1) Any change of topic or date of performance may be able to be accommodated, based on availability, when requested at least three calendar days prior to performance date.
- 2) If the school at which the performance is to take place is unexpectedly closed for any reason so that the performance cannot take place as scheduled, every effort will be made to reschedule to a mutually acceptable date. It is the responsibility of the Customer to reschedule.
- 3) **Cancellations must be e-mailed to both [ptaylor@fi.edu](mailto:ptaylor@fi.edu) and [dcrowe@fi.edu](mailto:dcrowe@fi.edu), or faxed to 215.448.1219, 15 days prior to scheduled performance.**
- 4) **VOICE MAIL MESSAGES WILL NOT BE ACCEPTED.**
- 5) **If cancellations are made less than 15 days prior to scheduled performance, the cancellation penalty will be forfeiture of the entire deposit and or balance.**



B. Responsibility

- 1) Some programs may include features such as latex balloons, strobe lights, small amounts of smoke, and loud noises. It is the responsibility of the Customer to be aware of and inform the presenter of any medical conditions for which these features, or any other features of the programs, may pose a concern (see 2b).
- 2) TFI shall not be held liable for any injury to persons attending the performance or for damages caused by anyone attending the performance, to the extent that such occurrence is not caused by the negligence, recklessness, or willful misconduct of the TSS staff.
- 3) The Customer is responsible for the security and recovery of any equipment it provides for TSS. TFI will not be held liable for any equipment loss or damage not caused by reckless or willful misconduct of the TSS staff.
- 4) The Customer is responsible for identifying and securing one standard parking space near the performance site for the TSS vehicle prior to the show.

C. Conduct

TFI is designed to be educational as well as entertaining. To this end, certain rules of behavior are necessary to ensure that all may receive the full benefit of the program.

- 1) The Customer assumes responsibility for the behavior of the audience. Adults must supervise all children.
- 2) Individuals are not permitted on the stage or in the performance area during or after the program except by invitation of the presenter.
- 3) We reserve the right to alter the length and/or content of the program, or cancel the program at any time, including while in progress, if the presenter determines that conditions conducive to learning are not present.

D. Non-Performance

TFI shall not be liable for non-performance of this contract when such non-performance is attributable to labor troubles, disputes, strikes, accidents, national emergencies, or other causes which are beyond the reasonable control of TFI.

E. Safety and Security

TFI recognizes and supports the Customer's need for a secure and safe learning environment.

- 1) TFI conducts a Criminal Background Check and Child Abuse Clearance upon employment as well as periodic recertification.
- 2) All TSS staff members have a TFI-issued photographic identification, which will be available for the Customer's security procedures.
- 3) It is the responsibility of the Customer to notify the TSS Presenter of all applicable safety and security procedures no less than three days before the show date.
- 4) Questions about our security policies may be sent to TFI Director of Safety and Security, José Rivera at [jrivera@fi.edu](mailto:jrivera@fi.edu).

I have read and understand the Traveling Science Shows Professional Service Contract and agree to all above Terms and Conditions.

School's name \_\_\_\_\_ Show date \_\_\_\_\_

Principal/contact signature \_\_\_\_\_ Reservation # \_\_\_\_\_

Please make a copy of this contract and send the signed original along with the deposit to:

**The Franklin Institute  
Traveling Science Shows  
222 N. 20th Street  
Philadelphia, PA 19103**

*Coatesville Area School District*  
*Finance Committee*



Members

Stuart Deets, Chair  
Michele Maffei  
Dean Snyder

November 10, 2015

# FINANCE & PERSONNEL COMMITTEE AGENDA

November 10, 2015 - 6:00 P.M.

9/10 Center Auditorium

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

**CHAIRPERSON:** Stuart Deets  
**BOARD MEMBERS:** Dean Snyder and Michele Maffei  
**ADMINISTRATION:** Dr. Cathy Taschner and Ron Kabonick  
**CALL TO ORDER:** \_\_\_\_\_

Approval of October 13, 2015 Finance Committee meeting minutes. (*Enclosure*)

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

## AGENDA ITEMS:

### A. Financial Statements

**RECOMMENDED MOTION:** That the Board of School Directors approve the Financial Statements (Treasurer's Report, Bills Payable and Investment Report) for the period October 21, 2015 to November 3, 2015, as presented. (*Enclosure*)

### B. eRate Service Agreement with Van Strien Consulting, LLC

**RECOMMEND MOTION:** That the Board of School Directors approve the agreement with Van Strien Consulting, LLC to complete the eRate service applications for an amount of \$7,000 for Category-1 services plus a 2% commission not to exceed \$15,000 for Category-2 services for the 2016-2017 funding years. (*Enclosure*)

### C. Human Resources Report

**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*)

## INFORMATIONAL ITEM(S)

- CASD & Charter School Enrollment Reports for month ending October 31, 2015 (*Enclosure*)

## 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.*

*Finance Committee Enclosure*

*Minutes to Approve*

# FINANCE & PERSONNEL COMMITTEE MINUTES

October 13, 2015 - 6:00 P.M.

9/10 Center Auditorium

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

**CHAIRPERSON:** Stuart Deets  
**BOARD MEMBERS:** Dean Snyder and Michele Maffei  
**ADMINISTRATION:** Dr. Cathy Taschner and Ron Kabonick  
**CALL TO ORDER:** 7:27 p.m.

Approval of September 8, 2015 Finance Committee meeting minutes. (*Enclosure*)

Motion: Dean Snyder                      Second: Michele Maffei                      Vote: 3-0

## AGENDA ITEMS

### A. Financial Statements for August 2015

**RECOMMENDED MOTION:** That the Board of School Directors approve the Financial Statements for the month ending August 2015, as presented. (*Enclosure*)

Motion: Michele Maffei                      Second: Dean Snyder                      Vote: 3-0

### B. PlanCon-K Refinancing of the 1999, 2005, 2006, 2009 and 2014 Series A General Obligation Bonds

**RECOMMENDED MOTION:** That the Board of School Directors approve the submission of PlanCon-K documents for the refinancing of the 1999, 2005, 2006, 2009 and 2014 Series A General Obligation Bonds. Note the refinancing of the Bonds for the years 1999, 2005, 2006 and 2009 were completed prior to the current administration. (*Enclosure*)

Motion: Michele Maffei                      Second: Dean Snyder                      Vote: 3-0

### C. Crown Benefits Administration, Inc. COBRA Benefits Program

**RECOMMENDED MOTION:** That the Board of School Directors approve the agreement between Crown Benefits Administration, Inc. for the administration of the School District's COBRA Benefits Program as per the attached agreement. The school district will pay a \$2.50 one-time General Notification fee plus \$1.40 per month per member Administration Charge. The district will charge the allowable 2% COBRA administrative fee for each active member. The terms of the agreement are December 1, 2015 to June 30, 2016 with an annual option to renew. (*Enclosure*)

Motion: Michele Maffei                      Second: Dean Snyder                      Vote: 3-0

### D. Prudential Insurance Company

**RECOMMENDED MOTION:** That the Board of School Directors approve the attached proposal from Prudential Insurance Company to provide Basic Term Life Insurance, Accidental Death & Dismemberment and Long Term Disability Insurance as per the benefits stated within each bargaining unit agreement and other district employee agreements. (*Enclosure*)

Motion: Michele Maffei                      Second: Dean Snyder                      Vote: 3-0

**E. Tri-M Cyber Station Software**

**RECOMMENDED MOTION:** That the Board of School Directors approve the attached proposal from Tri-M for the installation of Andover Continuum LAN HVAC Cyberstation and Graphics Engineering Software for Caln Elementary School. (*Enclosure*)

Motion: Michele Maffei

Second: Dean Snyder

Vote: 3-0

**F. Benner Building Chiller Installation**

**RECOMMENDED MOTION:** That the Board of School Directors approve Johnson Controls to install the Benner Building Chiller for a cost of \$141,980.00. (*Enclosure*)

Motion: Michele Maffei

Second: Dean Snyder

Vote: 3-0

**G. Human Resources Report**

**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: Michele Maffei

Second: Dean Snyder

Vote: 3-0

**H. Job Description Revision**

**RECOMMENDED MOTION:** That the Board of School Directors approve the update and revisions to the Human Resources Assistant job description.

Motion: Michele Maffei

Second: Dean Snyder

Vote: 3-0

**INFORMATIONAL ITEM(S)**

- Talent Ed Software
- CASD & Charter School Enrollment Reports for month ending September 30, 2015 (*Enclosure*)

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT**

- Fonz Newsuan – Legal fees associated with refile charges against the former superintendent.

**ADJOURNMENT:** This meeting was adjourned 7:47 p.m.

*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.*

# *Finance Enclosure*

- *Treasurer's Report*
- *Bills Payable List*
- *Investment Report*

**Coatesville Area School District  
Treasurer's Report For The Period Ending October 31, 2015**

	General Fund	Food Service Fund	Capital Reserve Fund - 30	Capital Projects Fund - 39
<b>Beginning Balance</b>	\$67,978,785.29	\$1,966,935.90	\$90,231.00	\$9,041,493.70
Local Revenue	\$3,225,105.94	\$73,641.34	\$1.55	\$604.42
State Revenue	\$1,893,394.77			
Federal Revenue				
Other Revenue	\$0.00			
<b>Total Revenues</b>	\$5,118,500.71	\$73,641.34	\$1.55	\$604.42
<b>Total Expenditures</b>	\$10,393,430.12	\$24,450.09	\$0.00	\$654,368.15
<b>Ending Balance</b>	\$62,703,855.88	\$2,016,127.15	\$90,232.55	\$8,387,729.97

	Student Activities	Trust Fund	Agency Fund Transfer
<b>Beginning Balance</b>	\$81,569.19	\$174,871.92	\$140,306.50
Local Revenue	\$23,568.45	\$3.13	\$15,097.68
State Revenue			
Federal Revenue			
Other Revenue			
<b>Total Revenues</b>	\$23,568.45	\$3.13	\$15,097.68
<b>Total Expenditures</b>	\$7,427.06	\$200.00	\$5,248.68
<b>Ending Balance</b>	\$97,710.58	\$174,675.05	\$150,155.50





# Fund Accounting Check Register

GENERAL FUND - From 10/21/2015 To 11/03/2015

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00004672	10/27/2015	C0472100001			10-0462-027-PAY-00-000-000-0000		1,271.08
Vendor: 0026 - AFLAC					Remit # 1 Check Date: 10/27/2015	Check Amount:	1,271.08
00004674	10/30/2015	L0466800018	16004508	404301	10-1110-562-000-00-000-000-0000		5,397.89
00004674	10/30/2015	L0466800019	16004508	404301	10-1290-562-000-00-000-000-0115		2,135.00
Vendor: 0001 - 21ST CENTURY CYBER CHARTER SCH					Remit # 1 Check Date: 10/30/2015	Check Amount:	7,532.89
00004675	10/30/2015	L0466800043	16004449	58S20762	10-2620-411-000-00-000-000-0000		130.00
00004675	10/30/2015	L0466800044	16004449	58S20762	10-2620-411-000-00-000-000-0000		220.50
00004675	10/30/2015	L0466800045	16004449	58F00384	10-2620-411-000-00-000-000-0000		145.76
00004675	10/30/2015	L0466800046	16004449	59F00395	10-2620-411-000-00-000-000-0000		145.76
00004675	10/30/2015	L0466800047	16004449	59M21826	10-2620-411-000-00-000-000-0000		214.70
00004675	10/30/2015	L0474000006	16004449	5AF00388	10-2620-411-000-00-000-000-0000		145.76
Vendor: 1717 - A J BLOSENSKI INC					Remit # 1 Check Date: 10/30/2015	Check Amount:	1,002.48
00004676	10/30/2015	L0467800049	16004483	52566	10-1243-610-000-34-610-000-000-0000		134.00
Vendor: 0008 - ACADEMIC HALLMARKS					Remit # 1 Check Date: 10/30/2015	Check Amount:	134.00
00004677	10/30/2015	C0476800066	507676	10/2115	10-3250-330-000-00-000-000-0000		64.00
Vendor: 6115 - ADAM BUSH					Check Date: 10/30/2015	Check Amount:	64.00
00004678	10/30/2015	C0474600016	507677	102315	10-3250-330-000-00-000-000-0000		75.00
Vendor: 0020 - ADDIE TOLLEN					Remit # 1 Check Date: 10/30/2015	Check Amount:	75.00
00004679	10/30/2015	L0475500006	16004207	41556	10-1110-610-000-10-270-000-000-0000		690.00
Vendor: 0028 - AGILE ENTERPRISES					Remit # 1 Check Date: 10/30/2015	Check Amount:	690.00
00004680	10/30/2015	L0466800024	16004518	278697	10-1110-562-000-00-000-000-0000		30,073.97
00004680	10/30/2015	L0466800025	16004518	278697	10-1290-562-000-00-000-000-0115		16,012.50
Vendor: 0030 - AGORA CYBER CHARTER SCHOOL					Remit # 1 Check Date: 10/30/2015	Check Amount:	46,086.47
00004681	10/30/2015	L0475500081	16004519	175979	10-1341-610-000-36-810-240-000-0000		103.51
00004681	10/30/2015	L0475500082	16004519	175974	10-1341-610-000-36-810-240-000-0000		78.21
00004681	10/30/2015	L0475500083	16004485	175932	10-1341-610-000-36-810-240-000-0000		103.74
00004681	10/30/2015	L0475500084	16004485	175958	10-1341-610-000-36-810-240-000-0000		68.52
00004681	10/30/2015	L0475500085	16004485	175959	10-1341-610-000-36-810-240-000-0000		48.08
00004681	10/30/2015	L0475500086	16004469	175914	10-1341-610-000-36-810-240-000-0000		158.35
00004681	10/30/2015	L0475500225	16004598	175936	10-1341-610-000-22-550-240-000-0000		56.81
00004681	10/30/2015	L0475500226	16004598	175936	10-1341-610-000-23-550-240-000-0000		56.81
00004681	10/30/2015	L0475500227	16004598	175936	10-1341-610-000-24-550-240-000-0000		56.81

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

# Fund Accounting Check Register

GENERAL FUND - From 10/21/2015 To 11/03/2015

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00004681	10/30/2015	L0475500228	16004598	175978	10-1341-610-000-22-550-240-000-0000		19.34
00004681	10/30/2015	L0475500229	16004598	175978	10-1341-610-000-23-550-240-000-0000		19.34
00004681	10/30/2015	L0475500230	16004598	175978	10-1341-610-000-24-550-240-000-0000		19.33
00004681	10/30/2015	L0475500231	16004598	253108	10-1341-610-000-22-550-240-000-0000		21.83
00004681	10/30/2015	L0475500232	16004598	253108	10-1341-610-000-23-550-240-000-0000		21.83
00004681	10/30/2015	L0475500233	16004598	253108	10-1341-610-000-24-550-240-000-0000		21.83
<b>Vendor: 0031 - AHOLD FINANCIAL SERVICES LLC</b>					<b>Remit # 2 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>854.34</b>
00004682	10/30/2015	L0466800071	16004344	270765502541	10-1233-320-000-00-000-000-000-0115		316.14
00004682	10/30/2015	L0466800072	16004344	270766845913	10-1233-320-000-00-000-000-000-0115		52.46
00004682	10/30/2015	L0466800073	16004344	270766845696	10-1233-320-000-00-000-000-000-0115		131.38
<b>Vendor: 0050 - AMAZON.COM</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>499.98</b>
00004683	10/30/2015	L0466800069	16003551	000324717 10/15	10-2620-424-000-00-000-000-000-0000		1,093.61
00004683	10/30/2015	L0466800070	16003551	000324712 10/15	10-2620-424-000-00-000-000-000-0000		743.79
<b>Vendor: 0076 - AQUA PENNSYLVANIA INC</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>1,837.40</b>
00004684	10/30/2015	L0466800001	16004524	10072015	10-2611-330-000-00-000-000-000-0000		32,500.00
<b>Vendor: 0077 - ARAMARK</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>32,500.00</b>
00004685	10/30/2015	L0467800050	16004477	9/1/15 LW	10-1241-320-000-00-000-000-000-0115		520.00
<b>Vendor: 0078 - ARC OF CHESTER CO - FIRST STEP</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>520.00</b>
00004686	10/30/2015	L0474000023	16003687	0012128267	10-2380-810-000-23-530-000-000-0000		89.00
<b>Vendor: 0084 - ASCD</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>89.00</b>
00004687	10/30/2015	L0466800022	16004501	1619	10-1110-562-000-00-000-000-000-0000		67,088.12
00004687	10/30/2015	L0466800023	16004501	1619	10-1290-562-000-00-000-000-000-0115		41,616.82
<b>Vendor: 0097 - AVON GROVE CHARTER SCHOOL</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>108,704.94</b>
00004688	10/30/2015	L0467800051	16004470	10819635	10-1270-330-000-00-000-000-000-0115		902.63
00004688	10/30/2015	L0467800052	16004471	10819634	10-1270-330-000-00-000-000-000-0115		652.51
00004688	10/30/2015	L0467800053	16004473	10858737	10-1270-330-000-00-000-000-000-0115		972.00
00004688	10/30/2015	L0467800054	16004474	10858736	10-1270-330-000-00-000-000-000-0115		1,392.00
00004688	10/30/2015	L0467800055	16004502	10878197	10-1270-330-000-00-000-000-000-0115		1,718.26
00004688	10/30/2015	L0467800056	16004503	10878198	10-1270-330-000-00-000-000-000-0115		1,620.00
00004688	10/30/2015	L0467800144	16004472	10839484	10-1270-330-000-00-000-000-000-0115		1,296.00
<b>Vendor: 0114 - BAYADA HOME HEALTHCARE INC</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>8,553.40</b>
00004689	10/30/2015	L0475500147	16004591	2027347	10-2620-610-000-00-000-000-000-0000		87.90

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

c - Credit Card Payment

# Fund Accounting Check Register

GENERAL FUND - From 10/21/2015 To 11/03/2015

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00004689	10/30/2015	L0475500148	16004591	2027351	10-2620-610-000-00-000-000-0000		25.66
Vendor: 0117 - BEARINGS BELTS & CHAIN INC					Remit # 1	Check Date: 10/30/2015	Check Amount: 113.56
00004690	10/30/2015	L0466800012	16004520	15090022	10-2330-330-000-00-000-000-0000		201.30
Vendor: 0121 - BERKHEIMER TAX ADMINISTRATOR					Remit # 1	Check Date: 10/30/2015	Check Amount: 201.30
00004691	10/30/2015	C0474600013	507677	102215	10-3250-330-000-00-000-000-0000		55.00
Vendor: 6041 - BOB CURRAN						Check Date: 10/30/2015	Check Amount: 55.00
00004692	10/30/2015	C0474600012	507677	102215	10-3250-330-000-00-000-000-0000		70.00
Vendor: 6097 - BOB KROTEE						Check Date: 10/30/2015	Check Amount: 70.00
00004693	10/30/2015	L0466800006	16004397	914116	10-1110-640-000-18-230-000-000-0000		845.75
Vendor: 1805 - BOUND TO STAY BOUND BOOKS INC					Remit # 1	Check Date: 10/30/2015	Check Amount: 845.75
00004694	10/30/2015	C0476800051	507683	101315	10-3250-330-000-00-000-000-0000		82.50
00004694	10/30/2015	C0476800054	507683	101515	10-3250-330-000-00-000-000-0000		55.00
Vendor: 2068 - BOWEN HOSFORD						Check Date: 10/30/2015	Check Amount: 137.50
00004695	10/30/2015	C0476800037	507685	10115	10-3250-330-000-00-000-000-0000		70.00
Vendor: 0146 - BRADLEY A BRELJE					Remit # 1	Check Date: 10/30/2015	Check Amount: 70.00
00004696	10/30/2015	L0475500053	16004548	I092995	10-2620-610-000-00-000-000-0000		135.94
Vendor: 0164 - C & R GLASS INC					Remit # 1	Check Date: 10/30/2015	Check Amount: 135.94
00004697	10/30/2015	L0466800048	16003971	997948	10-2620-610-000-00-000-000-0000		4,635.00
00004697	10/30/2015	L0466800049	16003971	997681	10-2620-610-000-00-000-000-0000		3,508.00
00004697	10/30/2015	L0466800050	16003971	997681	10-2620-610-000-00-000-000-0000		5,106.00
Vendor: 0166 - CALICO INDUSTRIES					Remit # 1	Check Date: 10/30/2015	Check Amount: 13,249.00
00004698	10/30/2015	L0467800047	16004504	13977	10-1241-320-000-00-000-000-000-0115		4,334.00
Vendor: 0172 - CAMPHILL SPECIAL SCHOOL INC					Remit # 1	Check Date: 10/30/2015	Check Amount: 4,334.00
00004699	10/30/2015	L0474000014	16003792	65345	10-1110-610-000-22-550-181-000-0000		58.45
00004699	10/30/2015	L0474000015	16003792	65345	10-1110-610-000-23-550-181-000-0000		58.45
00004699	10/30/2015	L0474000016	16003792	65345	10-1110-610-000-24-550-181-000-0000		58.44
00004699	10/30/2015	L0474000017	16003792	65345	10-2380-610-000-23-550-000-000-0000		66.14
Vendor: 5078 - CASCADE SCHOOL SUPPLIES INC						Check Date: 10/30/2015	Check Amount: 241.48
00004700	10/30/2015	L0467800043	16004434	FS15-051	10-1110-610-000-22-530-110-000-0000		408.51
00004700	10/30/2015	L0467800044	16004434	FS15-051	10-1110-610-000-23-530-110-000-0000		408.52
00004700	10/30/2015	L0467800045	16004434	FS15-051	10-1110-610-000-24-530-110-000-0000		408.52
Vendor: 0185 - CASD - FOOD SERVICE						Check Date: 10/30/2015	Check Amount: 1,225.55

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

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# Fund Accounting Check Register

GENERAL FUND - From 10/21/2015 To 11/03/2015

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00004701	10/30/2015	L0466800005	16004495	384016	10-2840-330-000-00-000-000-0000		30,674.04
00004701	10/30/2015	L0475500158	16004584	383222	10-2832-330-000-00-000-000-0000		2,887.50
00004701	10/30/2015	L0475500159	16004585	382689	10-2832-330-000-00-000-000-0000		3,600.00
00004701	10/30/2015	L0475500164	16004578	383898	10-2832-330-000-00-000-000-0000		4,725.00
<b>Vendor: 0692 - CCIU #24 - GENERAL FUND</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>41,886.54</b>
00004702	10/30/2015	L0467800057	16004475	AUG-15 KS	10-1241-320-000-00-000-000-0115		1,600.00
00004702	10/30/2015	L0467800058	16004475	AUG-15 BUS-RR	10-1241-320-000-00-000-000-0115		720.00
00004702	10/30/2015	L0467800059	16004475	AUG-15 MM	10-1241-320-000-00-000-000-0115		780.00
00004702	10/30/2015	L0467800060	16004475	AUG-15 LM	10-1241-320-000-00-000-000-0115		2,230.00
00004702	10/30/2015	L0467800061	16004475	AUG-15 AM	10-1241-320-000-00-000-000-0115		2,960.00
00004702	10/30/2015	L0467800062	16004475	AUG-15 KJ	10-1241-320-000-00-000-000-0115		800.00
00004702	10/30/2015	L0467800063	16004475	AUG-15 HG	10-1241-320-000-00-000-000-0115		840.00
00004702	10/30/2015	L0467800064	16004475	AUG-15 LF	10-1241-320-000-00-000-000-0115		800.00
00004702	10/30/2015	L0467800098	16004507	SEP-15 MHW	10-1241-320-000-00-000-000-0115		700.00
00004702	10/30/2015	L0467800099	16004507	SEP-15 KS	10-1241-320-000-00-000-000-0115		4,488.00
00004702	10/30/2015	L0467800100	16004507	SEP-15 MR	10-1241-320-000-00-000-000-0115		3,984.00
00004702	10/30/2015	L0467800101	16004507	SEP-15 BUS-RR	10-1241-320-000-00-000-000-0115		2,016.00
00004702	10/30/2015	L0467800102	16004507	SEP-15 MM	10-1241-320-000-00-000-000-0115		5,640.00
00004702	10/30/2015	L0467800103	16004507	SEP-15 ZM	10-1241-320-000-00-000-000-0115		4,880.00
00004702	10/30/2015	L0467800104	16004507	SEP-15 LM	10-1241-320-000-00-000-000-0115		4,920.00
00004702	10/30/2015	L0467800105	16004507	SEP-15 AM	10-1241-320-000-00-000-000-0115		5,440.00
00004702	10/30/2015	L0467800106	16004507	SEP-15 KJ	10-1241-320-000-00-000-000-0115		5,720.00
00004702	10/30/2015	L0467800107	16004507	SEP-15 HG	10-1241-320-000-00-000-000-0115		5,740.00
00004702	10/30/2015	L0467800108	16004507	SEP-15 CG	10-1241-320-000-00-000-000-0115		5,100.00
00004702	10/30/2015	L0467800109	16004507	SEP-15 LF	10-1241-320-000-00-000-000-0115		5,720.00
00004702	10/30/2015	L0467800110	16004507	SEP-15 EB	10-1241-320-000-00-000-000-0115		4,560.00
<b>Vendor: 0212 - CHESTER COUNTY RESPITE NETWORK</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>69,638.00</b>
00004703	10/30/2015	L0467800077	16003755	146441	10-2620-413-000-00-000-000-0000		30.00
00004703	10/30/2015	L0467800078	16003755	146442	10-2620-413-000-00-000-000-0000		15.00
<b>Vendor: 0190 - CEDAR GROVE ENVIRONMENTAL</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>45.00</b>
00004704	10/30/2015	C0474600001	507677	101615	10-3250-330-000-00-000-000-0000		70.00
<b>Vendor: 0198 - CHARLES A PARKER</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>70.00</b>

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

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# Fund Accounting Check Register

GENERAL FUND - From 10/21/2015 To 11/03/2015

fackrgo

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00004705	10/30/2015	L0466800014	16004521	9/30/2015 BW	10-1290-561-000-00-000-000-0000		1,988.70
00004705	10/30/2015	L0466800015	16004525	8/31/2015 RC	10-1290-561-000-00-000-000-0000		284.10
00004705	10/30/2015	L0466800016	16004525	8/31/2015 BW	10-1290-561-000-00-000-000-0000		568.20
00004705	10/30/2015	L0466800017	16004526	9/30/2015 RC	10-1290-561-000-00-000-000-0000		1,988.70
<b>Vendor: 2055 - CHARTIERS VALLEY SCHOOL DISTRICT</b>				<b>Check Date: 10/30/2015</b>		<b>Check Amount:</b>	<b>4,829.70</b>
00004706	10/30/2015	C0476800035	507685	93015	10-3250-330-000-00-000-000-0000		125.00
<b>Vendor: 0217 - CHRIS A LIACOURAS</b>				<b>Remit # 1 Check Date: 10/30/2015</b>		<b>Check Amount:</b>	<b>125.00</b>
00004707	10/30/2015	C0476800052	507683	101315	10-3250-330-000-00-000-000-0000		70.00
00004707	10/30/2015	C0476800056	507683	101515	10-3250-330-000-00-000-000-0000		125.00
<b>Vendor: 6059 - CHRIS BALADY</b>				<b>Check Date: 10/30/2015</b>		<b>Check Amount:</b>	<b>195.00</b>
00004708	10/30/2015	C0474600007	507677	102215	10-3250-330-000-00-000-000-0000		49.00
<b>Vendor: 6096 - CHRIS HORTON</b>				<b>Check Date: 10/30/2015</b>		<b>Check Amount:</b>	<b>49.00</b>
00004709	10/30/2015	C0476800016	507682	92215	10-3250-330-000-00-000-000-0000		64.00
<b>Vendor: 0223 - CHRISTOPHER M DEROBA</b>				<b>Remit # 1 Check Date: 10/30/2015</b>		<b>Check Amount:</b>	<b>64.00</b>
00004710	10/30/2015	L0474000021	16004566	287455585	10-2620-610-000-00-000-000-0000		155.91
00004710	10/30/2015	L0474000022	16004566	287458777	10-2620-610-000-00-000-000-0000		155.91
<b>Vendor: 2093 - CINTAS CORPORATION NO 2</b>				<b>Remit # 1 Check Date: 10/30/2015</b>		<b>Check Amount:</b>	<b>311.82</b>
00004711	10/30/2015	L0475500165	16003689	302490	10-3250-432-000-00-000-000-0000		737.88
<b>Vendor: 1897 - COACH COMM LLC</b>				<b>Remit # 1 Check Date: 10/30/2015</b>		<b>Check Amount:</b>	<b>737.88</b>
00004712	10/30/2015	L0466800066	16003544	10045332	10-2620-610-000-00-000-000-0000		348.80
00004712	10/30/2015	L0466800067	16003544	10046236	10-2620-610-000-00-000-000-0000		74.84
00004712	10/30/2015	L0466800068	16003544	10056293	10-2620-610-000-00-000-000-0000		41.75
00004712	10/30/2015	L0475500218	16003544	10078611	10-2620-610-000-00-000-000-0000		365.44
00004712	10/30/2015	L0475500219	16003544	10081388	10-2620-610-000-00-000-000-0000		11.98
00004712	10/30/2015	L0475500220	16003544	10084209	10-2620-610-000-00-000-000-0000		2.00
<b>Vendor: 0250 - COLONIAL ELEC SUPPLY CO</b>				<b>Remit # 1 Check Date: 10/30/2015</b>		<b>Check Amount:</b>	<b>844.81</b>
00004713	10/30/2015	L0467800066	16004398	263987	10-1110-610-000-11-230-000-000-0000		257.00
00004713	10/30/2015	L0467800067	16004398	263987	10-2250-640-000-18-230-000-000-0000		270.00
00004713	10/30/2015	L0467800068	16004398	263987	10-2250-648-000-11-230-000-000-0000		221.00
<b>Vendor: 1045 - COMMITTEE FOR CHILDREN</b>				<b>Remit # 1 Check Date: 10/30/2015</b>		<b>Check Amount:</b>	<b>748.00</b>
00004714	10/30/2015	L0466800020	16004500	279252	10-1110-562-000-00-000-000-0000		12,338.04
00004714	10/30/2015	L0466800021	16004500	279252	10-1290-562-000-00-000-000-000-0115		4,270.00

\* Denotes Non-Negotiable Transaction

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# Fund Accounting Check Register

GENERAL FUND - From 10/21/2015 To 11/03/2015

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
<b>Vendor: 0256 - COMMONWEALTH CONNECTIONS ACADEMY</b>							
00004715	10/30/2015	L0475500054	16004547	1024774	10-2620-413-000-00-000-000-0000	Remit # 1 Check Date: 10/30/2015 Check Amount:	16,608.04 66.00
00004715	10/30/2015	L0475500055	16004547	1023168	10-2620-413-000-00-000-000-0000		352.00
<b>Vendor: 1083 - COMMONWEALTH OF PENNSYLVANIA</b>							
00004716	10/30/2015	C0476800067	507685	10115	10-3250-330-000-00-000-000-0000	Remit # 1 Check Date: 10/30/2015 Check Amount:	418.00 52.00
00004716	10/30/2015	C0476800068	507685	92815	10-3250-330-000-00-000-000-0000		52.00
<b>Vendor: 0267 - CONSTANCE DEVINE</b>							
00004717	10/30/2015	L0474000018	16003550	0028371326	10-2620-621-000-00-000-000-0000	Remit # 1 Check Date: 10/30/2015 Check Amount:	104.00 2,431.66
<b>Vendor: 2070 - CONSTELLATION NEWENERGY GAS DIVISION LLC</b>							
00004718	10/30/2015	C0476800038	507685	1012015	10-3250-330-000-00-000-000-0000	Remit # 1 Check Date: 10/30/2015 Check Amount:	2,431.66 70.00
<b>Vendor: 0273 - CRAIG M EPPRIGHT</b>							
00004719	10/30/2015	L0467800097	16004487	26614	10-1270-330-000-00-000-000-00115	Remit # 1 Check Date: 10/30/2015 Check Amount:	70.00 1,242.00
<b>Vendor: 0275 - CRITICARE</b>							
00004720	10/30/2015	C0467300002	14003243	E/R 03/21/2014	10-1110-610-000-10-220-000-000-0000	Remit # 1 Check Date: 10/30/2015 Check Amount:	1,242.00 185.11
<b>Vendor: 0292 - DANA R GALLIS</b>							
00004721	10/30/2015	C0474600015	507677	102315	10-3250-330-000-00-000-000-0000	Remit # 1 Check Date: 10/30/2015 Check Amount:	185.11 75.00
<b>Vendor: 1981 - DANIEL JOSEPH HUNT</b>							
00004722	10/30/2015	C0476800049	507683	101315	10-3250-330-000-00-000-000-0000	Remit # 1 Check Date: 10/30/2015 Check Amount:	75.00 117.00
<b>Vendor: 0321 - DAWN GROTHMANN</b>							
00004723	10/30/2015	L0467800080	16004480	C2015-14	10-1241-320-000-00-000-000-00115	Remit # 1 Check Date: 10/30/2015 Check Amount:	117.00 4,355.00
<b>Vendor: 0337 - DELORES M VANDERBILT</b>							
00004724	10/30/2015	L0474000012	16004457	5719409	10-1110-610-000-15-230-000-000-0000	Remit # 1 Check Date: 10/30/2015 Check Amount:	4,355.00 215.62
<b>Vendor: 0338 - DEMCO INC</b>							
00004725	10/30/2015	C0476800006	507684	10515	10-3250-330-000-00-000-000-0000	Remit # 1 Check Date: 10/30/2015 Check Amount:	215.62 52.00
00004725	10/30/2015	C0476800018	507682	10715	10-3250-330-000-00-000-000-0000		64.00
00004725	10/30/2015	C0476800045	507683	101215	10-3250-330-000-00-000-000-0000		52.00
<b>Vendor: 0342 - DENNIS E GILLESPIE</b>							
00004726	10/30/2015	C0474600003	507677	101915	10-3250-330-000-00-000-000-0000	Remit # 1 Check Date: 10/30/2015 Check Amount:	168.00 55.00
00004726	10/30/2015	C0474600014	507677	102215	10-3250-330-000-00-000-000-0000		55.00
<b>Vendor: 0343 - DENNIS J CALL</b>							
00004727	10/30/2015	C0476800032	507685	92915	10-3250-330-000-00-000-000-0000	Remit # 1 Check Date: 10/30/2015 Check Amount:	110.00 70.00
00004727	10/30/2015	C0476800053	507683	101315	10-3250-330-000-00-000-000-0000		70.00

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GENERAL FUND - From 10/21/2015 To 11/03/2015

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00004727	10/30/2015	C0476800055	507683	101515	10-3250-330-000-00-000-000-0000		70.00
<b>Vendor: 0345 - DEREK SMITH</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 210.00</b>
00004728	10/30/2015	L0467800095	16004514	SEP20151144001	10-1290-567-000-00-000-000-0115		8,700.00
00004728	10/30/2015	L0467800096	16004515	SEP20151230002	10-1290-567-000-00-000-000-0115		21,300.22
<b>Vendor: 0347 - DEVEREUX FOUNDATION</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 30,000.22</b>
00004729	10/30/2015	L0475500167	16004029	5006489	10-1110-610-000-34-610-120-000-0000		5.12
00004729	10/30/2015	L0475500168	16004029	5006489	10-1110-610-000-34-610-120-000-0000		6.24
00004729	10/30/2015	L0475500169	16004029	5006489	10-1110-610-000-34-610-120-000-0000		15.12
00004729	10/30/2015	L0475500170	16004029	4924581	10-1110-610-000-34-610-120-000-0000		18.06
00004729	10/30/2015	L0475500171	16004029	4924581	10-1110-610-000-34-610-120-000-0000		18.06
00004729	10/30/2015	L0475500172	16004029	4924581	10-1110-610-000-34-610-120-000-0000		27.09
00004729	10/30/2015	L0475500173	16004029	4924581	10-1110-610-000-34-610-120-000-0000		18.06
00004729	10/30/2015	L0475500174	16004029	4924581	10-1110-610-000-34-610-120-000-0000		36.16
00004729	10/30/2015	L0475500175	16004029	4924581	10-1110-610-000-34-610-120-000-0000		22.66
00004729	10/30/2015	L0475500176	16004029	4924581	10-1110-610-000-34-610-120-000-0000		22.66
00004729	10/30/2015	L0475500177	16004029	4924581	10-1110-610-000-34-610-120-000-0000		33.99
00004729	10/30/2015	L0475500178	16004029	4924581	10-1110-610-000-34-610-120-000-0000		22.66
00004729	10/30/2015	L0475500179	16004029	4924581	10-1110-610-000-34-610-120-000-0000		11.33
00004729	10/30/2015	L0475500180	16004029	4924581	10-1110-610-000-34-610-120-000-0000		22.66
00004729	10/30/2015	L0475500181	16004029	4924581	10-1110-610-000-34-610-120-000-0000		22.66
00004729	10/30/2015	L0475500182	16004029	4924581	10-1110-610-000-34-610-120-000-0000		67.98
00004729	10/30/2015	L0475500183	16004029	4924581	10-1110-610-000-34-610-120-000-0000		33.99
00004729	10/30/2015	L0475500184	16004029	4924581	10-1110-610-000-34-610-120-000-0000		47.96
00004729	10/30/2015	L0475500185	16004029	4924581	10-1110-610-000-34-610-120-000-0000		103.64
00004729	10/30/2015	L0475500186	16004029	4924581	10-1110-610-000-34-610-120-000-0000		48.78
00004729	10/30/2015	L0475500187	16004029	4924581	10-1110-610-000-34-610-120-000-0000		23.98
00004729	10/30/2015	L0475500188	16004029	4924581	10-1110-610-000-34-610-120-000-0000		82.52
00004729	10/30/2015	L0475500189	16004029	4924581	10-1110-610-000-34-610-120-000-0000		47.96
00004729	10/30/2015	L0475500190	16004029	4924581	10-1110-610-000-34-610-120-000-0000		9.42
00004729	10/30/2015	L0475500191	16004029	4924581	10-1110-610-000-34-610-120-000-0000		18.84
00004729	10/30/2015	L0475500192	16004029	4924581	10-1110-610-000-34-610-120-000-0000		169.92
00004729	10/30/2015	L0475500193	16004029	4924581	10-1110-610-000-34-610-120-000-0000		21.86

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

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Coatesville Area School District

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# Fund Accounting Check Register

GENERAL FUND - From 10/21/2015 To 11/03/2015

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00004729	10/30/2015	L0475500194	16004029	4924581	10-1110-610-000-34-610-120-000-0000		39.75
00004729	10/30/2015	L0475500195	16004029	4924581	10-1110-610-000-34-610-120-000-0000		48.48
00004729	10/30/2015	L0475500196	16004029	4924581	10-1110-610-000-34-610-120-000-0000		24.96
00004729	10/30/2015	L0475500197	16004029	4924581	10-1110-610-000-34-610-120-000-0000		18.12
00004729	10/30/2015	L0475500198	16004029	4924581	10-1110-610-000-34-610-120-000-0000		22.66
00004729	10/30/2015	L0475500199	16004029	4924581	10-1110-610-000-34-610-120-000-0000		24.71
00004729	10/30/2015	L0475500200	16004029	4924581	10-1110-610-000-34-610-120-000-0000		35.70
00004729	10/30/2015	L0475500201	16004029	4924581	10-1110-610-000-34-610-120-000-0000		12.79
00004729	10/30/2015	L0475500202	16004029	4924581	10-1110-610-000-34-610-120-000-0000		222.48
00004729	10/30/2015	L0475500203	16004029	4924581	10-1110-610-000-34-610-120-000-0000		222.48
00004729	10/30/2015	L0475500204	16004029	4924581	10-1110-610-000-34-610-120-000-0000		4.87
00004729	10/30/2015	L0475500205	16004029	4924581	10-1110-610-000-34-610-120-000-0000		13.10
00004729	10/30/2015	L0475500206	16004029	4924581	10-1110-610-000-34-610-120-000-0000		11.80
00004729	10/30/2015	L0475500207	16004029	4924581	10-1110-610-000-34-610-120-000-0000		20.84
00004729	10/30/2015	L0475500208	16004029	4924581	10-1110-610-000-34-610-120-000-0000		5.21
00004729	10/30/2015	L0475500209	16004029	4924581	10-1110-610-000-34-610-120-000-0000		41.68
00004729	10/30/2015	L0475500210	16004029	4924581	10-1110-610-000-34-610-120-000-0000		41.68
00004729	10/30/2015	L0475500211	16004029	4924581	10-1110-610-000-34-610-120-000-0000		7.40
00004729	10/30/2015	L0475500212	16004029	4924581	10-1110-610-000-34-610-120-000-0000		7.40
00004729	10/30/2015	L0475500213	16004029	4924581	10-1110-610-000-34-610-120-000-0000		15.98
00004729	10/30/2015	L0475500214	16004029	4924581	10-1110-610-000-34-610-120-000-0000		17.70
00004729	10/30/2015	L0475500215	16004029	4924581	10-1110-610-000-34-610-120-000-0000		9.18
00004729	10/30/2015	L0475500216	16004029	4924581	10-1110-610-000-34-610-120-000-0000		103.08
<b>Vendor: 1225 - DICK BLICK COMPANY</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>1,951.43</b>
00004730	10/30/2015	C0474600002	507677	101615	10-3250-330-000-00-000-000-0000		70.00
<b>Vendor: 0352 - DIKRAN ASDOURIAN</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>70.00</b>
00004731	10/30/2015	C0476800012	507684	10815	10-3250-330-000-00-000-000-0000		55.00
00004731	10/30/2015	C0476800029	507685	92915	10-3250-330-000-00-000-000-0000		55.00
<b>Vendor: 0366 - DOUG SMITH</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>110.00</b>
00004732	10/30/2015	L0475500052	16004571	1150597	10-2620-433-000-00-000-000-0000		652.00
<b>Vendor: 0399 - ECONOMY GLASS SPECIALISTS</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>652.00</b>
00004733	10/30/2015	C0474600024	507686	102815	10-3250-330-000-00-000-000-0000		64.00

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

# Fund Accounting Check Register

GENERAL FUND - From 10/21/2015 To 11/03/2015

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
<b>Vendor: 1968 - EDWARD GRIDER</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 64.00</b>
00004734	10/30/2015	C0474600025	507686	93015	10-3250-330-000-00-000-000-0000		64.00
00004734	10/30/2015	C0476800015	507682	10715	10-3250-330-000-00-000-000-0000		64.00
00004734	10/30/2015	C0476800020	507682	92215	10-3250-330-000-00-000-000-0000		64.00
00004734	10/30/2015	C0476800058	507683	101515	10-3250-330-000-00-000-000-0000		49.00
<b>Vendor: 0410 - EDWARD J DENCZI SR</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 241.00</b>
00004735	10/30/2015	L0478900003	16004543	E/R 9/25/15	10-2620-580-000-00-000-000-0000		58.59
<b>Vendor: 0433 - ERNEST FAUST</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 58.59</b>
00004736	10/30/2015	L0475500050	16004565	PACOA47167	10-2620-610-000-00-000-000-0000		72.20
00004736	10/30/2015	L0475500051	16004565	PACOA47245	10-2620-610-000-00-000-000-0000		11.65
<b>Vendor: 0443 - FASTENAL COMPANY</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 83.85</b>
00004737	10/30/2015	C0476800062	507683	101615	10-3250-330-000-00-000-000-0000		75.00
<b>Vendor: 0464 - FRANK KENNEDY</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 75.00</b>
00004738	10/30/2015	C0476800002	507684	10515	10-3250-330-000-00-000-000-0000		90.00
<b>Vendor: 0480 - GAR SHOEMAKER</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 90.00</b>
00004739	10/30/2015	C0474600020	507677	102315	10-3250-330-000-00-000-000-0000		75.00
<b>Vendor: 6074 - GARRY BRISBANE</b>						<b>Check Date: 10/30/2015</b>	<b>Check Amount: 75.00</b>
00004740	10/30/2015	C0476800010	507684	10715	10-3250-330-000-00-000-000-0000		69.00
<b>Vendor: 1927 - GEORGE W CORNER JR</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 69.00</b>
00004741	10/30/2015	C0476800072	507683	101615	10-3250-330-000-00-000-000-0000		75.00
<b>Vendor: 6118 - GERRY MUZILLO</b>						<b>Check Date: 10/30/2015</b>	<b>Check Amount: 75.00</b>
00004742	10/30/2015	L0466800060	16004451	159007	10-2620-433-000-00-000-000-0000		255.22
00004742	10/30/2015	L0466800061	16004451	158601	10-2620-433-000-00-000-000-0000		657.71
00004742	10/30/2015	L0466800062	16004451	158828	10-2620-433-000-00-000-000-0000		156.00
00004742	10/30/2015	L0466800063	16004451	159374	10-2620-433-000-00-000-000-0000		859.16
00004742	10/30/2015	L0466800064	16004451	156511	10-2620-433-000-00-000-000-0000		219.95
00004742	10/30/2015	L0466800065	16004451	157661	10-2620-433-000-00-000-000-0000		13.94
<b>Vendor: 0501 - GOODYEAR AUTO SERVICE CENTER</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 2,161.98</b>
00004743	10/30/2015	C0478000001		29-05-0001.2000	10-6111-000-000-00-000-000-0000		1,613.97
<b>Vendor: 6095 - GREGORY D &amp; TRACY J HOPE</b>						<b>Check Date: 10/30/2015</b>	<b>Check Amount: 1,613.97</b>
00004744	10/30/2015	L0467800046	16004492	IN21252	10-1241-320-000-00-000-000-00115		3,685.00
<b>Vendor: 0517 - HANDI-CRAFTERS INC</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 3,685.00</b>

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

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# Fund Accounting Check Register

GENERAL FUND - From 10/21/2015 To 11/03/2015

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00004745	10/30/2015	L0474000010	16004111	87782	10-1110-640-000-30-810-181-000-0000		273.72
Vendor: 0527 - HAYDEN-MCNEIL SPECIALTY PRODUC      Remit # 1 Check Date: 10/30/2015      Check Amount:							273.72
00004746	10/30/2015	L0475500157	16004583	COATESLEAP151015	10-2832-330-000-00-000-000-0000		1,145.20
Vendor: 0530 - HEALTH ADVOCATE INC      Remit # 1 Check Date: 10/30/2015      Check Amount:							1,145.20
00004747	10/30/2015	L0475500049	16004567	7/24/15	10-2620-610-000-00-000-000-0000		125.91
Vendor: 0539 - HENSELS MOWER SERVICE      Remit # 1 Check Date: 10/30/2015      Check Amount:							125.91
00004748	10/30/2015	L0467800093	16004489	2016093	10-1290-567-000-00-000-000-00115		2,370.00
00004748	10/30/2015	L0467800094	16004488	2016045	10-1290-567-000-00-000-000-00115		592.50
Vendor: 6065 - HOFFMAN HOMES INC      Check Date: 10/30/2015      Check Amount:							2,962.50
00004749	10/30/2015	C0474600009	507677	102215	10-3250-330-000-00-000-000-0000		49.00
00004749	10/30/2015	C0476800007	507684	10515	10-3250-330-000-00-000-000-0000		52.00
00004749	10/30/2015	C0476800024	507682	101415	10-3250-330-000-00-000-000-0000		64.00
00004749	10/30/2015	C0476800047	507683	101215	10-3250-330-000-00-000-000-0000		52.00
Vendor: 0555 - HOWARD REINHARD      Remit # 1 Check Date: 10/30/2015      Check Amount:							217.00
00004750	10/30/2015	L0466800009	16004523	8663	10-0462-250-000-00-000-000-0000		578.70
Vendor: 0565 - INTERSTATE TAX SERVICE      Remit # 1 Check Date: 10/30/2015      Check Amount:							578.70
00004751	10/30/2015	C0474600004	507677	101915	10-3250-330-000-00-000-000-0000		55.00
00004751	10/30/2015	C0474600026	507686	10515	10-3250-330-000-00-000-000-0000		90.00
00004751	10/30/2015	C0476800009	507684	1015	10-3250-330-000-00-000-000-0000		55.00
Vendor: 0586 - JAMES L LESLIE      Remit # 1 Check Date: 10/30/2015      Check Amount:							200.00
00004752	10/30/2015	C0474600006	507677	101915	10-3250-330-000-00-000-000-0000		117.00
Vendor: 6072 - JANE EHNOT      Check Date: 10/30/2015      Check Amount:							117.00
00004753	10/30/2015	C0476800063	507683	101615	10-3250-330-000-00-000-000-0000		75.00
Vendor: 0612 - JERRY A HERMAN SAN      Remit # 1 Check Date: 10/30/2015      Check Amount:							75.00
00004754	10/30/2015	L0478900001	16004560	T/R 10/28/15	10-1110-240-000-10-000-000-0000		1,021.50
Vendor: 6082 - JESSICA L ROGOWSKI      Remit # 1 Check Date: 10/30/2015      Check Amount:							1,021.50
00004755	10/30/2015	L0475500042	16004558	FA63307	10-2620-432-000-00-000-000-0000		9.47
00004755	10/30/2015	L0475500043	16004558	SW36666	10-2620-432-000-00-000-000-0000		224.63
00004755	10/30/2015	L0475500044	16004558	SW36663	10-2620-432-000-00-000-000-0000		311.90
00004755	10/30/2015	L0475500045	16004558	SW36665	10-2620-432-000-00-000-000-0000		448.28
00004755	10/30/2015	L0475500046	16004558	SW36769	10-2620-432-000-00-000-000-0000		165.77
00004755	10/30/2015	L0475500047	16004558	FA63871	10-2620-432-000-00-000-000-0000		6.49

\* Denotes Non-Negotiable Transaction

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# Fund Accounting Check Register

GENERAL FUND - From 10/21/2015 To 11/03/2015

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00004755	10/30/2015	L0475500048	16004558	FA63236	10-2620-432-000-00-000-000-0000		256.68
Vendor: 0635 - JOHN DEERE FINANCIAL					Remit # 1	Check Date: 10/30/2015	Check Amount: 1,423.22
00004756	10/30/2015	C0476800008	507684	10515	10-3250-330-000-00-000-000-0000		70.00
Vendor: 0647 - JOHN P BARNER JR					Remit # 1	Check Date: 10/30/2015	Check Amount: 70.00
00004757	10/30/2015	C0476800019	507682	10715	10-3250-330-000-00-000-000-0000		64.00
Vendor: 0649 - JOHN SHEPTOCK					Remit # 1	Check Date: 10/30/2015	Check Amount: 64.00
00004758	10/30/2015	C0476800014	507682	10715	10-3250-330-000-00-000-000-0000		64.00
00004758	10/30/2015	C0476800022	507682	92215	10-3250-330-000-00-000-000-0000		64.00
00004758	10/30/2015	C0476800059	507683	101515	10-3250-330-000-00-000-000-0000		49.00
Vendor: 0655 - JOHN W REILLY					Remit # 1	Check Date: 10/30/2015	Check Amount: 177.00
00004759	10/30/2015	L0467800069	16003752	1-24114801599	10-2620-432-000-00-000-000-0000		2,351.00
00004759	10/30/2015	L0475500239	16004588	1-23768027154	10-2620-432-000-00-000-000-0000		293.00
Vendor: 0659 - JOHNSON CONTROLS INC					Remit # 1	Check Date: 10/30/2015	Check Amount: 2,644.00
00004760	10/30/2015	C0474600027	507686	10515	10-3250-330-000-00-000-000-0000		90.00
Vendor: 6070 - JON MARUCA						Check Date: 10/30/2015	Check Amount: 90.00
00004761	10/30/2015	L0475500001	16004552	0000005	10-2430-330-000-00-000-000-0014		480.00
Vendor: 0666 - JOSE R MONASTERIO MD					Remit # 1	Check Date: 10/30/2015	Check Amount: 480.00
00004762	10/30/2015	C0476800004	507684	10515	10-3250-330-000-00-000-000-0000		52.00
00004762	10/30/2015	C0476800046	507683	101215	10-3250-330-000-00-000-000-0000		52.00
Vendor: 0667 - JOSEPH A ARNOLD					Remit # 1	Check Date: 10/30/2015	Check Amount: 104.00
00004763	10/30/2015	C0474600021	507686	92815	10-3250-330-000-00-000-000-0000		90.00
00004763	10/30/2015	C0476800011	507684	10815	10-3250-330-000-00-000-000-0000		70.00
Vendor: 0674 - JOSEPH FRATONI					Remit # 1	Check Date: 10/30/2015	Check Amount: 160.00
00004764	10/30/2015	C0476800065	507684	10515	10-3250-330-000-00-000-000-0000		125.00
Vendor: 6109 - JOSEPH LEITNER						Check Date: 10/30/2015	Check Amount: 125.00
00004765	10/30/2015	C0474600011	507677	102215	10-3250-330-000-00-000-000-0000		70.00
00004765	10/30/2015	C0476800031	507685	92915	10-3250-330-000-00-000-000-0000		70.00
Vendor: 1920 - JOSEPH NOVIELLI JR					Remit # 1	Check Date: 10/30/2015	Check Amount: 140.00
00004766	10/30/2015	C0474600008	507677	102215	10-3250-330-000-00-000-000-0000		49.00
00004766	10/30/2015	C0476800005	507684	10515	10-3250-330-000-00-000-000-0000		52.00
00004766	10/30/2015	C0476800023	507682	101415	10-3250-330-000-00-000-000-0000		64.00
00004766	10/30/2015	C0476800042	507676	102115	10-3250-330-000-00-000-000-0000		64.00

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# Fund Accounting Check Register

GENERAL FUND - From 10/21/2015 To 11/03/2015

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00004766	10/30/2015	C0476800048	507683	101215	10-3250-330-000-00-000-000-0000		52.00
<b>Vendor: 0681 - JOSEPH S JACKSON</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 281.00</b>
00004767	10/30/2015	C0476800040	507685	10115	10-3250-330-000-00-000-000-0000		117.00
00004767	10/30/2015	C0476800050	507683	101315	10-3250-330-000-00-000-000-0000		117.00
<b>Vendor: 0701 - KATHLEEN A SHEA PUGLIESE</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 234.00</b>
00004768	10/30/2015	L0475500041	16004564	30173242	10-2620-423-000-00-000-000-0000		238.00
<b>Vendor: 0710 - KEEN COMPRESSED GAS COMPANY</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 238.00</b>
00004769	10/30/2015	C0476800041	507676	102115	10-3250-330-000-00-000-000-0000		64.00
00004769	10/30/2015	C0476800061	507683	101615	10-3250-330-000-00-000-000-0000		75.00
<b>Vendor: 0725 - KEVIN SMITH</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 139.00</b>
00004770	10/30/2015	C0467300001	14002959	E/R 11/23/2013	10-1110-610-000-22-530-181-000-0000		75.00
<b>Vendor: 0730 - KIMBERLY A GREDZINSKI</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 75.00</b>
00004771	10/30/2015	L0466800035	16004418	588155	10-2620-413-000-00-000-000-0000		167.70
00004771	10/30/2015	L0466800036	16004418	588156	10-2620-413-000-00-000-000-0000		304.00
00004771	10/30/2015	L0466800037	16004418	588157	10-2620-413-000-00-000-000-0000		193.50
00004771	10/30/2015	L0466800038	16004418	588158	10-2620-413-000-00-000-000-0000		183.50
00004771	10/30/2015	L0466800039	16004418	588159	10-2620-413-000-00-000-000-0000		212.50
<b>Vendor: 0736 - KISTLER OBRIEN FIRE PROTECTION</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 1,061.20</b>
00004772	10/30/2015	L0474000029	16004542	CVSPLJLY15R	10-2720-513-000-00-000-000-0000		2,887.90
<b>Vendor: 0487 - GEORGE KRAPF JR &amp; SONS INC</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 2,887.90</b>
00004773	10/30/2015	L0467800029	16004377	66309.00	10-1110-610-000-24-520-000-000-0000		422.17
00004773	10/30/2015	L0467800030	16004343	66072.00	10-1110-610-000-10-270-000-000-0000		229.95
00004773	10/30/2015	L0467800031	16004343	66072.00	10-1110-610-000-10-270-000-000-0000		109.50
00004773	10/30/2015	L0467800032	16004343	66072.00	10-1110-610-000-10-270-000-000-0000		109.50
00004773	10/30/2015	L0467800033	16004343	66072.00	10-1110-610-000-10-270-000-000-0000		109.50
00004773	10/30/2015	L0467800034	16004343	66072.00	10-1110-610-000-10-270-000-000-0000		45.25
00004773	10/30/2015	L0467800035	16004343	66072.00	10-1110-610-000-10-270-000-000-0000		10.20
00004773	10/30/2015	L0467800036	16004343	66072.00	10-1110-610-000-10-270-000-000-0000		7.05
00004773	10/30/2015	L0467800037	16004343	66072.00	10-1110-610-000-10-270-000-000-0000		75.00
00004773	10/30/2015	L0467800038	16004343	66072.00	10-1110-610-000-10-270-000-000-0000		13.00
00004773	10/30/2015	L0467800039	16004343	66072.00	10-1110-610-000-10-270-000-000-0000		55.00
00004773	10/30/2015	L0467800040	16004343	66072.00	10-1110-610-000-10-270-000-000-0000		85.00

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

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# Fund Accounting Check Register

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00004773	10/30/2015	L0467800041	16004343	66072.00	10-1110-610-000-10-270-000-000-0000		-258.89
00004773	10/30/2015	L0467800042	16004343	66072.00	10-1110-610-000-10-270-000-000-0000		14.00
<b>Vendor: 0749 - KURTZ BROTHERS</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 1,026.23</b>
00004774	10/30/2015	C0474600017	507677	102315	10-3250-330-000-00-000-000-0000		75.00
<b>Vendor: 0757 - LANCE CASH</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 75.00</b>
00004775	10/30/2015	C0476800034	507685	93015	10-3250-330-000-00-000-000-0000		90.00
<b>Vendor: 1971 - LARRY LARK</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 90.00</b>
00004776	10/30/2015	L0475500166	16004553	22555	10-2832-810-000-00-000-000-0000		1,498.00
<b>Vendor: 6092 - LATCAREERS LLC</b>					<b>Check Date: 10/30/2015</b>	<b>Check Amount: 1,498.00</b>	
00004777	10/30/2015	L0467800065	16004159	T/R 10/22/15	10-1110-240-000-30-000-000-0000		258.75
<b>Vendor: 0764 - LAUREN HALLINAN</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 258.75</b>
00004778	10/30/2015	L0478900002	16004537	T/R 10/26/15	10-1110-240-000-10-000-000-0000		1,091.25
<b>Vendor: 5041 - LAUREN M DIMITRI</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 1,091.25</b>
00004779	10/30/2015	L0475500242	16004589	174-385543	10-2620-610-000-00-000-000-0000		51.28
<b>Vendor: 0781 - LESLIES SWIMMING POOL SUPPLIES</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 51.28</b>
00004780	10/30/2015	L0466800040	16004419	75826	10-2620-433-000-00-000-000-0000		716.19
00004780	10/30/2015	L0466800041	16004419	FC 768	10-2620-433-000-00-000-000-0000		23.59
<b>Vendor: 5067 - LICHTY BROTHERS INC</b>					<b>Check Date: 10/30/2015</b>	<b>Check Amount: 739.78</b>	
00004781	10/30/2015	L0467800092	16004482	10403	10-1243-610-000-34-610-000-000-0000		650.00
<b>Vendor: 0787 - LIMELIGHT RECOGNITION INC</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 650.00</b>
00004782	10/30/2015	L0467800083	16004479	031005614	10-1241-320-000-00-000-000-000-0115		1,792.00
00004782	10/30/2015	L0467800085	16004478	031005585	10-1241-320-000-00-000-000-000-0115		1,792.00
00004782	10/30/2015	L0467800086	16004510	031005793	10-1241-320-000-00-000-000-000-0115		832.00
00004782	10/30/2015	L0467800087	16004511	031005732	10-1241-320-000-00-000-000-000-0115		2,080.00
00004782	10/30/2015	L0467800088	16004512	031005741	10-1241-320-000-00-000-000-000-0115		2,080.00
00004782	10/30/2015	L0467800089	16004513	031005780	10-1241-320-000-00-000-000-000-0115		1,248.00
<b>Vendor: 2259 - LINDAMOOD BELL LEARNING PROCESSES</b>					<b>Check Date: 10/30/2015</b>	<b>Check Amount: 9,824.00</b>	
00004783	10/30/2015	L0467800091	16004517	PDS 2564	10-1241-330-890-00-000-000-000-0115		133.70
<b>Vendor: 0804 - LNP INC</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 133.70</b>
00004784	10/30/2015	C0476800017	507682	10715	10-3250-330-000-00-000-000-0000		64.00
<b>Vendor: 0811 - LOUIS MAIER</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 64.00</b>
00004785	10/30/2015	L0466800051	16004417	63299	10-2620-413-000-00-000-000-0000		386.00

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

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# Fund Accounting Check Register

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00004785	10/30/2015	L0466800052	16004417	63233	10-2620-413-000-00-000-000-0000		130.00
00004785	10/30/2015	L0466800053	16004417	63234	10-2620-413-000-00-000-000-0000		200.00
00004785	10/30/2015	L0466800054	16004417	63235	10-2620-413-000-00-000-000-0000		600.00
00004785	10/30/2015	L0466800055	16004417	63419	10-2620-413-000-00-000-000-0000		386.00
00004785	10/30/2015	L0466800056	16004417	63672	10-2620-413-000-00-000-000-0000		1,003.80
<b>Vendor: 0813 - LOW-RISE ELEVATOR CO INC</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>2,705.80</b>
00004786	10/30/2015	L0466800008	16004494	12701915	10-2350-330-000-00-000-000-0000		1,573.76
<b>Vendor: 0838 - MARSHALL DENNEHEY WARNER</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>1,573.76</b>
00004787	10/30/2015	L0475500002	16004533	T/R 10/28/15	10-1110-240-000-10-000-000-0000		956.25
<b>Vendor: 1958 - MARY E SAYLES</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>956.25</b>
00004788	10/30/2015	L0474000013	16004538	T/R 10/28/15	10-1110-240-000-30-000-000-0000		2,013.75
<b>Vendor: 4089 - MARY G CONLAN</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>2,013.75</b>
00004789	10/30/2015	C0476800028	507685	92815	10-3250-330-000-00-000-000-0000		65.00
<b>Vendor: 0860 - MAUREEN ANN GREGORY</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>65.00</b>
00004790	10/30/2015	L0466800010	16004367	89084045001	10-1110-610-000-10-260-000-000-0000		599.97
00004790	10/30/2015	L0466800011	16004367	89084045001	10-1110-610-000-10-260-000-000-0000		46.67
<b>Vendor: 1871 - MCGRAW HILL SCHOOL EDUCATION</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>646.64</b>
00004791	10/30/2015	L0467800084	16004516	0060945-IN	10-1290-567-000-00-000-000-000-0115		56,307.00
<b>Vendor: 0879 - MELMARK INC</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>56,307.00</b>
00004792	10/30/2015	L0475500038	16004433	5248634	10-1110-432-000-22-530-121-000-0000		33.59
00004792	10/30/2015	L0475500039	16004433	5248634	10-1110-432-000-23-530-121-000-0000		33.58
00004792	10/30/2015	L0475500040	16004433	5248634	10-1110-432-000-24-530-121-000-0000		33.58
00004792	10/30/2015	L0475500234	16004599	5044373	10-2380-610-000-23-550-000-000-0000		33.60
00004792	10/30/2015	L0475500235	16004599	5073209	10-2380-610-000-23-550-000-000-0000		22.67
00004792	10/30/2015	L0475500236	16004599	5098098	10-2380-610-000-23-550-000-000-0000		29.25
00004792	10/30/2015	L0475500237	16004599	5129919	10-2380-610-000-23-550-000-000-0000		9.06
<b>Vendor: 0880 - MENCHEY MUSIC SERVICE</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>195.33</b>
00004793	10/30/2015	L0467800028	16004399	064629	10-2271-610-952-00-000-000-000-1516	102271610952151	3,523.42
<b>Vendor: 2191 - MENTAL HEALTH ASSOCIATION OF MARYLAND INC</b>					<b>Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>3,523.42</b>
00004794	10/30/2015	C0474600010	507677	102215	10-3250-330-000-00-000-000-000-0000		49.00
00004794	10/30/2015	C0476800025	507682	101415	10-3250-330-000-00-000-000-000-0000		64.00

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# Fund Accounting Check Register

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
<b>Vendor: 1928 - MICHAEL C HOLLOWAY</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 113.00</b>
00004795	10/30/2015	C0476800021	507682	10715	10-3250-330-000-00-000-000-0000		64.00
<b>Vendor: 0895 - MICHAEL LARKIN</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 64.00</b>
00004796	10/30/2015	C0476800013	507684	10815	10-3250-330-000-00-000-000-0000		125.00
<b>Vendor: 0896 - MICHAEL MCKINNEY</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 125.00</b>
00004797	10/30/2015	C0474600023	507686	102815	10-3250-330-000-00-000-000-0000		64.00
00004797	10/30/2015	C0476800057	507683	101515	10-3250-330-000-00-000-000-0000		49.00
<b>Vendor: 0897 - MICHAEL MEEHAN JR</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 113.00</b>
00004798	10/30/2015	C0476800060	507683	101615	10-3250-330-000-00-000-000-0000		75.00
<b>Vendor: 1921 - MICHAEL RENNING</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 75.00</b>
00004799	10/30/2015	C0476800030	507685	92915	10-3250-330-000-00-000-000-0000		55.00
<b>Vendor: 6061 - MICHAEL SHIMPENO</b>					<b>Check Date: 10/30/2015</b>	<b>Check Amount: 55.00</b>	
00004800	10/30/2015	C0476800069	507683	101515	10-3250-330-000-00-000-000-0000		49.00
<b>Vendor: 6116 - MIKE VERBOS</b>					<b>Check Date: 10/30/2015</b>	<b>Check Amount: 49.00</b>	
00004801	10/30/2015	L0474000007	16004535	49699	10-2832-330-000-00-000-000-0000		1,193.40
00004801	10/30/2015	L0474000008	16004536	49569	10-2832-330-000-00-000-000-0000		1,562.19
00004801	10/30/2015	L0474000024	16004531	49218	10-2513-330-000-00-000-000-0000		1,374.45
00004801	10/30/2015	L0474000025	16004531	49220	10-2260-330-000-00-000-000-0000		1,011.84
00004801	10/30/2015	L0474000026	16004530	48666	10-2260-330-000-00-000-000-0000		1,264.80
00004801	10/30/2015	L0474000027	16004530	48776	10-2260-330-000-00-000-000-0000		1,264.80
00004801	10/30/2015	L0474000028	16004530	48887	10-2260-330-000-00-000-000-0000		1,264.80
00004801	10/30/2015	L0475500004	16004546	49956	10-1241-330-000-00-000-000-0000		1,111.80
00004801	10/30/2015	L0475500036	16004555	50214	10-2380-330-000-10-240-000-000-0000		885.63
00004801	10/30/2015	L0475500037	16004555	50214	10-2380-330-000-10-240-000-000-0000		17.71
00004801	10/30/2015	L0475500156	16004582	50210	10-2832-330-000-00-000-000-0000		1,611.92
00004801	10/30/2015	L0475500163	16004580	49955	10-2832-330-000-00-000-000-0000		1,798.39
00004801	10/30/2015	L0475500224	16004597	50341	10-2380-610-000-23-550-000-000-0000		892.44
<b>Vendor: 5002 - MONARCH STAFFING</b>					<b>Check Date: 10/30/2015</b>	<b>Check Amount: 15,254.17</b>	
00004802	10/30/2015	L0475500031	16004375	5081538	10-1110-610-000-23-520-000-000-0000		85.80
00004802	10/30/2015	L0475500032	16004375	5055934	10-1110-610-000-23-520-000-000-0000		186.60
00004802	10/30/2015	L0475500033	16004375	5055930	10-1110-610-000-23-520-000-000-0000		121.50
00004802	10/30/2015	L0475500034	16004375	5055926	10-1110-610-000-23-520-000-000-0000		193.00

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00004802	10/30/2015	L0475500035	16004375	5055912	10-1110-610-000-23-520-000-000-0000		196.60
<b>Vendor: 0924 - MUSIC AND ARTS CENTER</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>783.50</b>
00004803	10/30/2015	L0474000030	16003994	489079-0	10-1110-610-000-22-520-000-000-0000		436.67
00004803	10/30/2015	L0474000031	16003994	489079-0	10-1110-610-000-23-520-000-000-0000		436.67
00004803	10/30/2015	L0474000032	16003994	489079-0	10-1110-610-000-24-520-000-000-0000		436.68
00004803	10/30/2015	L0475500075	16004432	490029-0	10-1110-610-000-22-520-000-000-0000		66.54
00004803	10/30/2015	L0475500076	16004432	490029-0	10-1110-610-000-23-520-000-000-0000		66.54
00004803	10/30/2015	L0475500077	16004432	490029-0	10-1110-610-000-24-520-000-000-0000		66.52
00004803	10/30/2015	L0475500078	16004431	489963-0	10-1110-610-000-22-530-110-000-0000		86.50
00004803	10/30/2015	L0475500079	16004431	489963-0	10-1110-610-000-23-530-110-000-0000		86.50
00004803	10/30/2015	L0475500080	16004431	489963-0	10-1110-610-000-24-530-110-000-0000		86.48
<b>Vendor: 1873 - NEWTOWN OFFICE &amp; COMPANY SUPPLY</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>1,769.10</b>
00004804	10/30/2015	L0474000011	16004540	T/R 10/28/15	10-1110-240-000-30-000-000-000-0000		269.32
<b>Vendor: 6030 - NICOLE HANNA</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>269.32</b>
00004805	10/30/2015	L0475500058	16004381	49465	10-2513-610-000-00-000-000-000-0000		90.42
00004805	10/30/2015	L0475500059	16004381	49465	10-2513-610-000-00-000-000-000-0000		10.42
<b>Vendor: 0960 - OAK SYSTEMS INC</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>100.84</b>
00004806	10/30/2015	L0475500065	16003859	787723839003	10-1110-610-000-10-250-000-000-0000		175.80
00004806	10/30/2015	L0475500066	16004198	794707043001	10-1110-610-000-10-260-000-000-0000		-67.95
00004806	10/30/2015	L0475500067	16004198	794707044001	10-1110-610-000-10-260-000-000-0000		67.95
00004806	10/30/2015	L0475500068	16004198	794368889001	10-1110-610-000-10-260-000-000-0000		18.15
00004806	10/30/2015	L0475500069	16004198	794368889001	10-1110-610-000-10-260-000-000-0000		90.60
00004806	10/30/2015	L0475500070	16004198	794368889001	10-1110-610-000-10-260-000-000-0000		78.15
00004806	10/30/2015	L0475500071	16004198	794368889001	10-1110-610-000-10-260-000-000-0000		16.04
00004806	10/30/2015	L0475500072	16004198	794368889001	10-1110-610-000-10-260-000-000-0000		74.86
00004806	10/30/2015	L0475500073	16004198	794368889001	10-1110-610-000-10-260-000-000-0000		15.90
00004806	10/30/2015	L0475500074	16004198	794368889001	10-1110-610-000-10-260-000-000-0000		4.94
<b>Vendor: 0965 - OFFICE DEPOT</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>474.44</b>
00004807	10/30/2015	L0475500101	16004603	279838	10-1110-562-000-00-000-000-000-0000		23,320.83
<b>Vendor: 0985 - PA LEADERSHIP CHARTER SCH</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>23,320.83</b>
00004808	10/30/2015	L0467800070	16003546	2100312896661015	10-2620-424-000-00-000-000-000-0000		145.08
00004808	10/30/2015	L0467800071	16003546	2100293741891015	10-2620-424-000-00-000-000-000-0000		242.45

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

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# Fund Accounting Check Register

GENERAL FUND - From 10/21/2015 To 11/03/2015

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00004808	10/30/2015	L0467800072	16003546	2100312153751015	10-2620-424-000-00-000-000-0000		24.46
00004808	10/30/2015	L0467800073	16003546	2100299708601015	10-2620-424-000-00-000-000-0000		663.62
00004808	10/30/2015	L0467800074	16003546	2100311504301015	10-2620-424-000-00-000-000-0000		1,390.17
00004808	10/30/2015	L0467800075	16003546	2100293746771015	10-2620-424-000-00-000-000-0000		3,487.05
00004808	10/30/2015	L0467800076	16003546	2100293748201015	10-2620-424-000-00-000-000-0000		1,494.43
00004808	10/30/2015	L0475500090	16003546	2200025471251015	10-2620-424-000-00-000-000-0000		146.46
00004808	10/30/2015	L0475500091	16003546	2100328919631015	10-2620-424-000-00-000-000-0000		24.50
00004808	10/30/2015	L0475500092	16003546	2100304966691015	10-2620-424-000-00-000-000-0000		38.72
<b>Vendor: 0995 - PA-AMERICAN WATER COMPANY</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 7,656.94</b>
00004809	10/30/2015	L0466800074	16004430	500003250 ER	10-2380-810-000-30-710-000-000-0000		595.00
<b>Vendor: 0997 - PAESSP</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 595.00</b>
00004810	10/30/2015	L0466800075	16004440	6663	10-2513-330-000-00-000-000-0000		80.00
00004810	10/30/2015	L0466800076	16004465	6712	10-2513-330-000-00-000-000-0000		75.00
<b>Vendor: 1007 - PASBO</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 155.00</b>
00004811	10/30/2015	L0474000009	16004550	E/R 9/30/15	10-2420-610-000-00-000-000-0014		39.68
<b>Vendor: 1013 - PATRICIA L MILLER</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 39.68</b>
00004812	10/30/2015	C0476800001	507684	10615	10-3250-330-000-00-000-000-0000		117.00
00004812	10/30/2015	C0476800039	507685	10115	10-3250-330-000-00-000-000-0000		65.00
<b>Vendor: 1929 - PAULA REIFF</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 182.00</b>
00004813	10/30/2015	L0466800057	16003941	2015-11468	10-2620-432-000-00-000-000-0000		134.35
<b>Vendor: 1035 - PDM SERVICE COMPANY INC</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 134.35</b>
00004814	10/30/2015	L0467800003	16003983	4024183645	10-1241-610-000-22-550-000-000-0000		263.36
00004814	10/30/2015	L0467800004	16003983	4024183645	10-1241-610-000-23-550-000-000-0000		263.35
00004814	10/30/2015	L0467800005	16003983	4024183645	10-1241-610-000-24-550-000-000-0000		263.35
00004814	10/30/2015	L0467800006	16003983	4024183645	10-1243-610-000-22-550-000-000-0000		263.35
00004814	10/30/2015	L0467800007	16003983	4024183645	10-1243-610-000-23-550-000-000-0000		263.35
00004814	10/30/2015	L0467800008	16003983	4024183645	10-1243-610-000-24-550-000-000-0000		263.36
00004814	10/30/2015	L0467800009	16004195	4024188182	10-1110-610-000-10-240-000-000-0000		845.94
00004814	10/30/2015	L0467800010	16004195	4024188182	10-1110-640-000-10-240-000-000-0000		88.82
00004814	10/30/2015	L0467800011	16004195	4024186296	10-1110-640-000-10-240-000-000-0000		19.47
00004814	10/30/2015	L0467800012	16004195	4024186296	10-1110-640-000-10-240-000-000-0000		19.47
00004814	10/30/2015	L0467800013	16004195	4024186296	10-1110-640-000-10-240-000-000-0000		19.47

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

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# Fund Accounting Check Register

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00004814	10/30/2015	L0467800014	16004195	4024186296	10-1110-640-000-10-240-000-000-0000		38.94
00004814	10/30/2015	L0467800015	16004195	4024186296	10-1110-640-000-10-240-000-000-0000		19.47
00004814	10/30/2015	L0467800016	16004195	4024186296	10-1110-640-000-10-240-000-000-0000		19.47
00004814	10/30/2015	L0467800017	16004195	4024186296	10-1110-640-000-10-240-000-000-0000		19.47
00004814	10/30/2015	L0467800018	16004195	4024186296	10-1110-640-000-10-240-000-000-0000		19.47
00004814	10/30/2015	L0467800019	16004195	4024186296	10-1110-640-000-10-240-000-000-0000		58.41
00004814	10/30/2015	L0467800020	16004195	4024186296	10-1110-640-000-10-240-000-000-0000		58.41
00004814	10/30/2015	L0467800021	16004195	4024186296	10-1110-640-000-10-240-000-000-0000		58.41
00004814	10/30/2015	L0467800022	16004195	4024186296	10-1110-640-000-10-240-000-000-0000		26.37
<b>Vendor: 5092 - PEARSON EDUCATION</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>2,891.71</b>
00004815	10/30/2015	L0467800023	16004016	10415608	10-2140-610-000-00-000-000-000-0114		579.60
00004815	10/30/2015	L0467800024	16004016	10371160	10-2140-610-000-00-000-000-000-0114		40.95
00004815	10/30/2015	L0467800025	16004016	10373532	10-2140-610-000-00-000-000-000-0114		40.95
00004815	10/30/2015	L0467800026	16004016	10367328	10-2140-610-000-00-000-000-000-0114		119.70
00004815	10/30/2015	L0467800027	16004016	10367321	10-2140-610-000-00-000-000-000-0114		1,110.11
<b>Vendor: 1038 - PEARSON NCS</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>1,891.31</b>
00004816	10/30/2015	L0466800029	16003549	789905604410/15	10-2620-621-000-00-000-000-000-0000		5,010.50
00004816	10/30/2015	L0466800030	16003545	604760060610/15	10-2620-422-000-00-000-000-000-0000		7,561.74
00004816	10/30/2015	L0466800031	16003545	542560050710/15	10-2620-422-000-00-000-000-000-0000		6,346.66
00004816	10/30/2015	L0466800032	16003545	017820180410/15	10-2620-422-000-00-000-000-000-0000		4,362.47
00004816	10/30/2015	L0466800033	16003545	138810150510/15	10-2620-422-000-00-000-000-000-0000		150.59
00004816	10/30/2015	L0466800034	16003545	264820090310/15	10-2620-422-000-00-000-000-000-0000		687.61
00004816	10/30/2015	L0475500087	16003549	26602004099/15	10-2620-621-000-00-000-000-000-0000		242.55
00004816	10/30/2015	L0475500088	16003545	636250140410/15	10-2620-422-000-00-000-000-000-0000		5,679.50
00004816	10/30/2015	L0475500089	16003545	671002300610/15	10-2620-422-000-00-000-000-000-0000		11,243.76
00004816	10/30/2015	L0475500144	16003545	636090020910/15	10-2620-422-000-00-000-000-000-0000		11,578.14
00004816	10/30/2015	L0475500145	16003545	727820110010/15	10-2620-422-000-00-000-000-000-0000		2,415.94
00004816	10/30/2015	L0475500146	16003549	110250110510/15	10-2620-621-000-00-000-000-000-0000		126.54
00004816	10/30/2015	L0475500221	16003545	35878009061015	10-2620-422-000-00-000-000-000-0000		3,458.60
00004816	10/30/2015	L0475500222	16003545	82148012061015	10-2620-422-000-00-000-000-000-0000		964.94
00004816	10/30/2015	L0475500223	16003545	69687023071015	10-2620-422-000-00-000-000-000-0000		87.06
<b>Vendor: 1039 - PECO ENERGY</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>59,916.60</b>

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# - Payable Transaction

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00004817	10/30/2015	L0466800042	16004034	3152044	10-2620-610-000-00-000-000-0000		2,180.00
Vendor: 1044 - PENN JERSEY PAPER CO					Remit # 1	Check Date: 10/30/2015	Check Amount: 2,180.00
00004818	10/30/2015	C0474600028	507679	012316	10-3250-810-000-00-000-000-0000		600.00
Vendor: 1621 - PENN STATE UNIVERSITY					Remit # 2	Check Date: 10/30/2015	Check Amount: 600.00
00004819	10/30/2015	L0466800013	16004527	SEP 30, 2015	10-1290-561-000-00-000-000-0000		1,133.70
Vendor: 2092 - PENNRIDGE SCHOOL DISTRICT					Remit # 1	Check Date: 10/30/2015	Check Amount: 1,133.70
00004820	10/30/2015	C0476800026	507682	101415	10-3250-330-000-00-000-000-0000		90.00
Vendor: 1052 - PETER ANDERSON					Remit # 1	Check Date: 10/30/2015	Check Amount: 90.00
00004821	10/30/2015	L0475500238	16004590	14437	10-2620-432-000-00-000-000-0000		500.00
Vendor: 1071 - PIPE DATA VIEW SERVICES					Remit # 1	Check Date: 10/30/2015	Check Amount: 500.00
00004822	10/30/2015	L0475500094	16004409	05362794	10-2122-610-000-10-270-000-000-0000		41.85
00004822	10/30/2015	L0475500095	16004409	05362794	10-2122-610-000-10-270-000-000-0000		41.85
00004822	10/30/2015	L0475500096	16004409	05362794	10-2122-610-000-10-270-000-000-0000		41.85
00004822	10/30/2015	L0475500097	16004409	05362794	10-2122-610-000-10-270-000-000-0000		41.85
00004822	10/30/2015	L0475500098	16004409	05362794	10-2122-610-000-10-270-000-000-0000		41.85
00004822	10/30/2015	L0475500099	16004409	05362794	10-2122-610-000-10-270-000-000-0000		24.95
00004822	10/30/2015	L0475500100	16004409	05362794	10-2122-610-000-10-270-000-000-0000		25.95
Vendor: 1080 - POSITIVE PROMOTIONS					Remit # 1	Check Date: 10/30/2015	Check Amount: 260.15
00004823	10/30/2015	L0475500023	16004129	8667756	10-1110-610-000-22-530-120-000-0000		62.00
00004823	10/30/2015	L0475500024	16004129	8667756	10-1110-610-000-23-530-120-000-0000		62.00
00004823	10/30/2015	L0475500025	16004129	8667756	10-1110-610-000-24-530-120-000-0000		61.99
00004823	10/30/2015	L0475500026	16004129	8569393	10-1110-610-000-22-530-120-000-0000		138.00
00004823	10/30/2015	L0475500027	16004129	8569393	10-1110-610-000-23-530-120-000-0000		138.00
00004823	10/30/2015	L0475500028	16004129	8569393	10-1110-610-000-24-530-120-000-0000		138.01
00004823	10/30/2015	L0475500029	16004129	8569393	10-1110-648-000-24-530-250-000-0000		102.00
00004823	10/30/2015	L0475500030	16004129	8569393	10-2380-635-000-23-530-000-000-0000		130.55
Vendor: 1103 - QUILL CORPORATION					Remit # 1	Check Date: 10/30/2015	Check Amount: 832.55
00004824	10/30/2015	C0476800071	507683	101615	10-3250-330-000-00-000-000-0000		75.00
Vendor: 6117 - RALPH HOLZER						Check Date: 10/30/2015	Check Amount: 75.00
00004825	10/30/2015	L0466800007	16004496	05J0441180452	10-2513-610-000-00-000-000-0000		50.60
Vendor: 0330 - READYREFRESH					Remit # 1	Check Date: 10/30/2015	Check Amount: 50.60
00004826	10/30/2015	C0476800064	507684	10615	10-3250-330-000-00-000-000-0000		117.00

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<b>Vendor: 6108 - RENEE TAMBURRO</b>					<b>Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>117.00</b>
00004827	10/30/2015	L0466800058	16003547	3190001362495/15	10-2620-411-000-00-000-000-0000		644.52
<b>Vendor: 1994 - REPUBLIC SERVICES INC</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>644.52</b>
00004828	10/30/2015	L0475500063	16004212	76024	10-1110-610-000-10-240-000-000-0000		244.70
00004828	10/30/2015	L0475500064	16004466	76024	10-1110-610-000-10-240-000-000-0000		244.70
<b>Vendor: 1146 - RITE ENVELOPE &amp; GRAPHICS INC</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>489.40</b>
00004829	10/30/2015	C0476800027	507685	92815	10-3250-330-000-00-000-000-0000		117.00
<b>Vendor: 1164 - ROBIN DUSKO</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>117.00</b>
00004830	10/30/2015	C0474600022	507686	102815	10-3250-330-000-00-000-000-0000		90.00
00004830	10/30/2015	C0476800044	507676	101915	10-3250-330-000-00-000-000-0000		60.00
<b>Vendor: 1167 - RON MILLER</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>150.00</b>
00004831	10/30/2015	L0467800001	16004210	3044575-01	10-2420-610-000-00-000-000-000-0114		212.56
00004831	10/30/2015	L0467800002	16004210	3044575-00	10-2420-610-000-00-000-000-000-0114		627.26
<b>Vendor: 1205 - SCHOOL HEALTH CORP</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>839.82</b>
00004832	10/30/2015	L0466800118	16004247	0549421-IN	10-2420-610-000-00-000-000-000-0114		179.00
00004832	10/30/2015	L0466800119	16004247	0549421-IN	10-2420-610-000-00-000-000-000-0114		20.50
00004832	10/30/2015	L0466800120	16004247	0549421-IN	10-2420-610-000-00-000-000-000-0114		6.89
<b>Vendor: 1206 - SCHOOL NURSE SUPPLY INC</b>					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>206.39</b>
00004833	10/30/2015	L0466800080	16003934	208115328102	10-1110-610-000-10-270-000-000-0000		83.98
00004833	10/30/2015	L0466800081	16003934	208115342096	10-1110-610-000-10-270-000-000-0000		6.24
00004833	10/30/2015	L0466800082	16003934	208115238710	10-1110-610-000-10-270-000-000-0000		1.43
00004833	10/30/2015	L0466800083	16003934	208115238710	10-1110-610-000-10-270-000-000-0000		8.38
00004833	10/30/2015	L0466800084	16003934	208115143426	10-1110-610-000-10-270-000-000-0000		22.40
00004833	10/30/2015	L0466800085	16003934	208115143426	10-1110-610-000-10-270-000-000-0000		289.80
00004833	10/30/2015	L0466800086	16003934	208115201021	10-1110-610-000-10-270-000-000-0000		231.84
00004833	10/30/2015	L0466800087	16003934	208115219330	10-1110-610-000-10-270-000-000-0000		103.90
00004833	10/30/2015	L0466800088	16003934	208115227609	10-1110-610-000-10-270-000-000-0000		103.90
00004833	10/30/2015	L0466800089	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		45.72
00004833	10/30/2015	L0466800090	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		27.07
00004833	10/30/2015	L0466800091	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		95.52
00004833	10/30/2015	L0466800092	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		57.96
00004833	10/30/2015	L0466800095	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		26.00

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00004833	10/30/2015	L0466800096	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		8.24
00004833	10/30/2015	L0466800097	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		57.09
00004833	10/30/2015	L0466800098	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		25.56
00004833	10/30/2015	L0466800099	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		35.32
00004833	10/30/2015	L0466800100	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		9.52
00004833	10/30/2015	L0466800101	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		3.20
00004833	10/30/2015	L0466800102	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		18.54
00004833	10/30/2015	L0466800103	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		38.24
00004833	10/30/2015	L0466800104	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		107.00
00004833	10/30/2015	L0466800105	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		6.40
00004833	10/30/2015	L0466800106	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		5.50
00004833	10/30/2015	L0466800107	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		61.55
00004833	10/30/2015	L0466800108	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		55.82
00004833	10/30/2015	L0466800109	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		46.60
00004833	10/30/2015	L0466800110	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		40.41
00004833	10/30/2015	L0466800111	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		93.32
00004833	10/30/2015	L0466800112	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		12.20
00004833	10/30/2015	L0466800113	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		30.00
00004833	10/30/2015	L0466800114	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		289.80
00004833	10/30/2015	L0466800115	16003934	208115147424	10-1110-610-000-10-220-000-000-0000		289.80
00004833	10/30/2015	L0466800116	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		4.71
00004833	10/30/2015	L0466800117	16003934	208115147424	10-1110-610-000-10-270-000-000-0000		104.00
00004833	10/30/2015	L0475500019	16004361	208115413772	10-1110-610-000-22-550-181-000-0000		72.99
00004833	10/30/2015	L0475500020	16004361	208115413772	10-1110-610-000-23-550-181-000-0000		72.99
00004833	10/30/2015	L0475500021	16004361	208115413772	10-1110-610-000-24-550-181-000-0000		72.99
00004833	10/30/2015	L0475500022	16004455	208115413771	10-2380-610-000-23-550-000-000-0000		85.85
00004833	10/30/2015	L0475500060	16004413	208115392683	10-1110-610-000-10-240-000-000-0000		1,049.75
00004833	10/30/2015	L0475500061	16004413	208115392683	10-1110-610-000-10-240-000-000-0000		5.44
00004833	10/30/2015	L0475500062	16004413	208115392683	10-1110-610-000-10-240-000-000-0000		28.96
Vendor: 1208 - SCHOOL SPECIALTY INC					Remit # 1 Check Date: 10/30/2015	Check Amount:	3,835.93
00004834	10/30/2015	C0476800036	507685	93015	10-3250-330-000-00-000-000-000-0000		125.00
Vendor: 1211 - SCOTT B HARRE					Remit # 1 Check Date: 10/30/2015	Check Amount:	125.00

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

# Fund Accounting Check Register

GENERAL FUND - From 10/21/2015 To 11/03/2015

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00004835	10/30/2015	L0466800079	16004364	9310404	10-1110-610-000-10-240-000-000-0000		150.00
Vendor: 1212 - SCOTT ELECTRIC					Remit # 1 Check Date: 10/30/2015	Check Amount:	150.00
00004836	10/30/2015	L0466800078	16003677	2388009-0T15	10-2513-530-000-00-000-000-000-0000		395.00
Vendor: 1216 - SECAP FINANCE					Remit # 1 Check Date: 10/30/2015	Check Amount:	395.00
00004837	10/30/2015	L0475500003	16004534	T/R 10/28/15	10-1110-240-000-10-000-000-000-0000		99.75
Vendor: 1230 - SHEILA M NORTON					Remit # 1 Check Date: 10/30/2015	Check Amount:	99.75
00004838	10/30/2015	L0475500018	16004568	349479	10-2620-624-000-00-000-000-000-0000		98.04
Vendor: 1231 - SHELLER OIL CO INC					Remit # 1 Check Date: 10/30/2015	Check Amount:	98.04
00004839	10/30/2015	L0466800028	16004420	4286-6	10-2620-610-000-00-000-000-000-0000		709.04
Vendor: 1235 - SHERWIN-WILLIAMS PAINT					Remit # 1 Check Date: 10/30/2015	Check Amount:	709.04
00004840	10/30/2015	L0466800077	16004396	E/R 9/15/15	10-1110-580-000-34-610-000-000-0000		38.15
Vendor: 1264 - STEPHEN N SHIRK					Remit # 1 Check Date: 10/30/2015	Check Amount:	38.15
00004841	10/30/2015	L0467800081	16004484	15917	10-1243-610-000-34-610-000-000-0000		75.00
Vendor: 1273 - STOCK MARKET GAME OF PA					Remit # 1 Check Date: 10/30/2015	Check Amount:	75.00
00004842	10/30/2015	L0475500013	16004570	181900	10-2620-423-000-00-000-000-000-0000		3.00
00004842	10/30/2015	L0475500014	16004570	181901	10-2620-423-000-00-000-000-000-0000		3.00
00004842	10/30/2015	L0475500015	16004570	161621	10-2620-423-000-00-000-000-000-0000		3.00
00004842	10/30/2015	L0475500016	16004570	161622	10-2620-423-000-00-000-000-000-0000		3.00
00004842	10/30/2015	L0475500161	16004594	202165	10-2620-423-000-00-000-000-000-0000		3.00
00004842	10/30/2015	L0475500162	16004594	202166	10-2620-423-000-00-000-000-000-0000		3.00
Vendor: 1276 - SUBURBAN PROPANE					Remit # 1 Check Date: 10/30/2015	Check Amount:	18.00
00004843	10/30/2015	C0474600005	507677	101915	10-3250-330-000-00-000-000-000-0000		117.00
Vendor: 1286 - SUZANNE M WILSON					Remit # 1 Check Date: 10/30/2015	Check Amount:	117.00
00004844	10/30/2015	L0466800003	16004180	12918007	10-1110-610-000-10-260-000-000-0000		99.95
00004844	10/30/2015	L0466800004	16004180	12918007	10-1110-610-000-10-260-000-000-0000		104.00
00004844	10/30/2015	L0475500017	16004522	13046355	10-1110-610-000-10-260-000-000-0000		312.00
Vendor: 6025 - SWEETWATER SOUND INC					Check Date: 10/30/2015	Check Amount:	515.95
00004845	10/30/2015	C0474600029	507681	102015	10-3250-810-000-00-000-000-000-0000		75.00
00004845	10/30/2015	C0474600030	507678	102215	10-3250-810-000-00-000-000-000-0000		500.00
Vendor: 1288 - T & FCA OF GP INC					Remit # 1 Check Date: 10/30/2015	Check Amount:	575.00
00004846	10/30/2015	L0466800002	16004493	OCT 2015	10-0462-020-PAY-00-000-000-000-0000		6,444.92
Vendor: 1294 - TEAMSTERS LOCAL 384					Remit # 2 Check Date: 10/30/2015	Check Amount:	6,444.92

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

# Fund Accounting Check Register

GENERAL FUND - From 10/21/2015 To 11/03/2015

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00004847	10/30/2015	L0475500093	16004414	SI0382371	10-1110-640-000-10-270-000-000-0000		1,284.00
Vendor: 1299 - TEXTBOOK WAREHOUSE					Remit # 1	Check Date: 10/30/2015	Check Amount: 1,284.00
00004848	10/30/2015	L0467800048	16004506	I-000177603	10-1241-320-000-00-000-000-000-0115		2,227.00
Vendor: 1312 - THE GLEN MILLS SCHOOLS					Remit # 1	Check Date: 10/30/2015	Check Amount: 2,227.00
00004849	10/30/2015	L0467800082	16004468	092870	10-1241-320-000-00-000-000-000-0115		4,950.06
Vendor: 1319 - THE PATHWAY SCHOOL					Remit # 1	Check Date: 10/30/2015	Check Amount: 4,950.06
00004850	10/30/2015	C0476800003	507684	10515	10-3250-330-000-00-000-000-000-0000		90.00
00004850	10/30/2015	C0476800033	507685	93015	10-3250-330-000-00-000-000-000-0000		90.00
Vendor: 1332 - THOMAS A BANNAN					Remit # 1	Check Date: 10/30/2015	Check Amount: 180.00
00004851	10/30/2015	C0474600019	507677	102315	10-3250-330-000-00-000-000-000-0000		75.00
Vendor: 1940 - TIM SEXTON					Remit # 1	Check Date: 10/30/2015	Check Amount: 75.00
00004852	10/30/2015	C0476800043	507676	102615	10-3250-330-000-00-000-000-000-0000		60.00
Vendor: 1970 - TJ ANTICH					Remit # 1	Check Date: 10/30/2015	Check Amount: 60.00
00004853	10/30/2015	L0466800059	16003742	05-080340-04	10-2620-431-000-00-000-000-000-0000		234.00
Vendor: 1356 - TOTAL RENTAL					Remit # 1	Check Date: 10/30/2015	Check Amount: 234.00
00004854	10/30/2015	L0475500149	16004593	120061	10-2620-610-000-00-000-000-000-0000		1,331.00
00004854	10/30/2015	L0475500150	16004593	120679	10-2620-610-000-00-000-000-000-0000		880.00
00004854	10/30/2015	L0475500151	16004593	120984	10-2620-610-000-00-000-000-000-0000		610.00
00004854	10/30/2015	L0475500152	16004593	120950	10-2620-610-000-00-000-000-000-0000		1,633.42
00004854	10/30/2015	L0475500153	16004593	121360	10-2620-610-000-00-000-000-000-0000		654.00
Vendor: 1366 - TRI-M BUILDING AUTO SYSTEM					Remit # 1	Check Date: 10/30/2015	Check Amount: 5,108.42
00004855	10/30/2015	L0467800111	16004450	47863540-00	10-2620-431-000-00-000-000-000-0000		830.03
00004855	10/30/2015	L0467800112	16004450	47995081-00	10-2620-431-000-00-000-000-000-0000		18.75
00004855	10/30/2015	L0467800113	16004450	47980957-00	10-2620-431-000-00-000-000-000-0000		289.40
00004855	10/30/2015	L0467800114	16004450	47994874-00	10-2620-431-000-00-000-000-000-0000		60.20
00004855	10/30/2015	L0467800115	16004450	48053077-00	10-2620-431-000-00-000-000-000-0000		44.76
00004855	10/30/2015	L0467800116	16004450	47973801-00	10-2620-431-000-00-000-000-000-0000		126.20
00004855	10/30/2015	L0467800117	16004450	48389147-02	10-2620-431-000-00-000-000-000-0000		40.59
00004855	10/30/2015	L0467800118	16004450	48389147-03	10-2620-431-000-00-000-000-000-0000		27.76
00004855	10/30/2015	L0467800119	16004450	48389147-04	10-2620-431-000-00-000-000-000-0000		40.59
00004855	10/30/2015	L0467800120	16004450	47142320-00	10-2620-431-000-00-000-000-000-0000		118.18
00004855	10/30/2015	L0467800121	16004450	48052950-00	10-2620-431-000-00-000-000-000-0000		34.57

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

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# Fund Accounting Check Register

GENERAL FUND - From 10/21/2015 To 11/03/2015

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00004855	10/30/2015	L0467800122	16004450	48116280-00	10-2620-431-000-00-000-000-0000		106.50
00004855	10/30/2015	L0467800123	16004450	48083444-00	10-2620-431-000-00-000-000-0000		184.38
00004855	10/30/2015	L0467800124	16004450	48252918-00	10-2620-431-000-00-000-000-0000		6.49
00004855	10/30/2015	L0467800125	16004450	48313116-00	10-2620-431-000-00-000-000-0000		85.56
00004855	10/30/2015	L0467800126	16004450	48311279-00	10-2620-431-000-00-000-000-0000		36.86
00004855	10/30/2015	L0467800127	16004450	48388975-00	10-2620-431-000-00-000-000-0000		9.56
00004855	10/30/2015	L0467800128	16004450	48385256-00	10-2620-431-000-00-000-000-0000		157.32
00004855	10/30/2015	L0467800129	16004450	48389147-00	10-2620-431-000-00-000-000-0000		118.29
00004855	10/30/2015	L0467800130	16004450	48389147-01	10-2620-431-000-00-000-000-0000		81.18
00004855	10/30/2015	L0467800131	16004450	48701952-00	10-2620-431-000-00-000-000-0000		40.02
00004855	10/30/2015	L0467800132	16004450	48590110-00	10-2620-431-000-00-000-000-0000		84.25
00004855	10/30/2015	L0467800133	16004450	48578005-00	10-2620-431-000-00-000-000-0000		39.16
00004855	10/30/2015	L0467800134	16004450	48600268-00	10-2620-431-000-00-000-000-0000		84.25
00004855	10/30/2015	L0467800135	16004450	48078813-00	10-2620-431-000-00-000-000-0000		48.00
00004855	10/30/2015	L0467800138	16004450	48078813-00	10-2620-431-000-00-000-000-0000		3.61
00004855	10/30/2015	L0467800139	16004450	48078813-00	10-2620-431-000-00-000-000-0000		1.61
<b>Vendor: 1383 - UNITED REFRIGERATION INC</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 2,718.07</b>
00004856	10/30/2015	L0475500007	16004562	S5771530.001	10-2620-610-000-00-000-000-0000		76.95
00004856	10/30/2015	L0475500102	16004549	S5771540.001	10-2620-610-000-00-000-000-0000		149.62
00004856	10/30/2015	L0475500103	16004549	S5769127.001	10-2620-610-000-00-000-000-0000		446.93
00004856	10/30/2015	L0475500104	16004549	S5771082.001	10-2620-610-000-00-000-000-0000		710.00
00004856	10/30/2015	L0475500105	16004549	S5771528.001	10-2620-610-000-00-000-000-0000		735.82
00004856	10/30/2015	L0475500106	16004549	S5782944.001	10-2620-610-000-00-000-000-0000		15.76
00004856	10/30/2015	L0475500107	16004549	S5783172.001	10-2620-610-000-00-000-000-0000		70.87
00004856	10/30/2015	L0475500108	16004549	S5783988.001	10-2620-610-000-00-000-000-0000		444.62
00004856	10/30/2015	L0475500109	16004549	S5784802.001	10-2620-610-000-00-000-000-0000		334.15
00004856	10/30/2015	L0475500110	16004549	S5784967.001	10-2620-610-000-00-000-000-0000		51.17
00004856	10/30/2015	L0475500111	16004549	S5784356.001	10-2620-610-000-00-000-000-0000		20.55
00004856	10/30/2015	L0475500112	16004549	S5785081.001	10-2620-610-000-00-000-000-0000		75.93
00004856	10/30/2015	L0475500113	16004549	S5785338.001	10-2620-610-000-00-000-000-0000		93.16
00004856	10/30/2015	L0475500114	16004549	S5788288.001	10-2620-610-000-00-000-000-0000		25.40
00004856	10/30/2015	L0475500115	16004549	S5789095.001	10-2620-610-000-00-000-000-0000		171.94

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

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d - Direct Deposit

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# Fund Accounting Check Register

GENERAL FUND - From 10/21/2015 To 11/03/2015

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00004856	10/30/2015	L0475500116	16004549	S5789938.001	10-2620-610-000-00-000-000-0000		179.53
00004856	10/30/2015	L0475500117	16004549	S5783273.001	10-2620-610-000-00-000-000-0000		386.94
00004856	10/30/2015	L0475500118	16004549	S5790628.001	10-2620-610-000-00-000-000-0000		260.78
00004856	10/30/2015	L0475500119	16004549	S5790628.001	10-2620-610-000-00-000-000-0000		69.49
00004856	10/30/2015	L0475500120	16004549	S5794079.001	10-2620-610-000-00-000-000-0000		56.57
00004856	10/30/2015	L0475500121	16004549	S5785081.002	10-2620-610-000-00-000-000-0000		22.41
00004856	10/30/2015	L0475500122	16004549	S5793855.001	10-2620-610-000-00-000-000-0000		-20.04
00004856	10/30/2015	L0475500123	16004549	S5794351.001	10-2620-610-000-00-000-000-0000		138.96
00004856	10/30/2015	L0475500124	16004549	S5794733.001	10-2620-610-000-00-000-000-0000		20.51
00004856	10/30/2015	L0475500125	16004549	S5789936.001	10-2620-610-000-00-000-000-0000		2,049.87
00004856	10/30/2015	L0475500126	16004549	S5796658.001	10-2620-610-000-00-000-000-0000		233.42
00004856	10/30/2015	L0475500127	16004549	S5795302.001	10-2620-610-000-00-000-000-0000		6.24
00004856	10/30/2015	L0475500128	16004549	S5793843.001	10-2620-610-000-00-000-000-0000		8.96
00004856	10/30/2015	L0475500129	16004549	S5796965.001	10-2620-610-000-00-000-000-0000		-3.94
00004856	10/30/2015	L0475500130	16004549	S5796970.001	10-2620-610-000-00-000-000-0000		89.59
00004856	10/30/2015	L0475500131	16004549	S5798200.001	10-2620-610-000-00-000-000-0000		59.04
00004856	10/30/2015	L0475500132	16004549	S5789988.001	10-2620-610-000-00-000-000-0000		3,999.79
00004856	10/30/2015	L0475500133	16004549	S5800152.001	10-2620-610-000-00-000-000-0000		179.72
00004856	10/30/2015	L0475500134	16004549	S5788221.001	10-2620-610-000-00-000-000-0000		53.81
00004856	10/30/2015	L0475500135	16004549	S5801530.001	10-2620-610-000-00-000-000-0000		16.41
00004856	10/30/2015	L0475500136	16004549	S5802973.001	10-2620-610-000-00-000-000-0000		219.93
00004856	10/30/2015	L0475500137	16004549	S5803635.001	10-2620-610-000-00-000-000-0000		19.43
00004856	10/30/2015	L0475500138	16004549	S5789095.002	10-2620-610-000-00-000-000-0000		21.97
00004856	10/30/2015	L0475500139	16004549	S5805634.001	10-2620-610-000-00-000-000-0000		3.95
00004856	10/30/2015	L0475500140	16004549	S5808958.001	10-2620-610-000-00-000-000-0000		85.35
00004856	10/30/2015	L0475500141	16004549	S5810591.001	10-2620-610-000-00-000-000-0000		4.82
00004856	10/30/2015	L0475500142	16004549	S5811559.001	10-2620-610-000-00-000-000-0000		123.77
00004856	10/30/2015	L0475500143	16004549	S5811721.001	10-2620-610-000-00-000-000-0000		67.66
00004856	10/30/2015	L0475500241	16004549	S5814101.001	10-2620-610-000-00-000-000-0000		30.78
<b>Vendor: 1398 - US SUPPLY CO INC</b>					<b>Remit # 1</b>	<b>Check Date: 10/30/2015</b>	<b>Check Amount: 11,808.59</b>
00004857	10/30/2015	L0466800026	16004422	38-2-073.009/15	10-2620-424-000-00-000-000-0000		635.75
00004857	10/30/2015	L0466800027	16004422	38-2-073A.009/15	10-2620-424-000-00-000-000-0000		616.15

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

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Coatesville Area School District

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# Fund Accounting Check Register

GENERAL FUND - From 10/21/2015 To 11/03/2015

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
<b>Vendor: 1401 - VALLEY TWNSHP BOARD OF SUPERVI</b>							
					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>1,251.90</b>
00004858	10/30/2015	L0467800079	16004481	2910	10-1241-320-000-00-000-000-0115		815.00
00004858	10/30/2015	L0474000001	16003872	755	10-1233-320-000-00-000-000-0115		-25,787.50
00004858	10/30/2015	L0474000002	16003872	2835	10-1233-320-000-00-000-000-0115		25,787.50
<b>Vendor: 1404 - VANGUARD SCHOOL</b>							
					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>815.00</b>
00004859	10/30/2015	L0474000019	16004544	54693957	10-2660-350-000-00-000-000-0000		284.28
00004859	10/30/2015	L0474000020	16004544	55283646	10-2660-350-000-00-000-000-0000		284.28
<b>Vendor: 1408 - VECTOR SECURITY INC</b>							
					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>568.56</b>
00004860	10/30/2015	L0475500005	16003656	8042756679	10-1110-610-000-30-810-181-000-0000		58.19
<b>Vendor: 1423 - VWR INTERNATIONAL LLC</b>							
					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>58.19</b>
00004861	10/30/2015	L0475500008	16004043	I28528250	10-2620-610-000-00-000-000-0000		6,175.50
00004861	10/30/2015	L0475500009	16004043	I28118654	10-2620-610-000-00-000-000-0000		579.80
00004861	10/30/2015	L0475500010	16004043	I28377303	10-2620-610-000-00-000-000-0000		869.70
00004861	10/30/2015	L0475500011	16004087	I28118654	10-2620-610-000-00-000-000-0000		760.50
00004861	10/30/2015	L0475500012	16004087	I28528250	10-2620-610-000-00-000-000-0000		9,477.00
<b>Vendor: 1421 - W B MASON CO INC</b>							
					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>17,862.50</b>
00004862	10/30/2015	C0474600018	507677	102315	10-3250-330-000-00-000-000-0000		75.00
<b>Vendor: 1449 - WILLIAM CUSTER</b>							
					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>75.00</b>
00004863	10/30/2015	L0475500154	16004586	18783	10-2620-610-000-00-000-000-0000		9.25
00004863	10/30/2015	L0475500155	16004586	18824	10-2620-610-000-00-000-000-0000		2.55
<b>Vendor: 1473 - YERKES REPAIR INC</b>							
					<b>Remit # 1 Check Date: 10/30/2015</b>	<b>Check Amount:</b>	<b>11.80</b>
00004864	11/03/2015	C0482000004			10-0462-027-PAY-00-000-000-0000		1,314.14
<b>Vendor: 0026 - AFLAC</b>							
					<b>Remit # 1 Check Date: 11/03/2015</b>	<b>Check Amount:</b>	<b>1,314.14</b>
00004865	11/03/2015	C0482000008			10-0462-023-PAY-00-000-000-0000		61.50
<b>Vendor: 0121 - BERKHEIMER TAX ADMINISTRATOR</b>							
					<b>Remit # 1 Check Date: 11/03/2015</b>	<b>Check Amount:</b>	<b>61.50</b>
00004866	11/03/2015	C0482000006			10-0462-020-PAY-00-000-000-0000		2,020.56
<b>Vendor: 0229 - CITADEL CREDIT UNION</b>							
					<b>Remit # 2 Check Date: 11/03/2015</b>	<b>Check Amount:</b>	<b>2,020.56</b>
00004867	11/03/2015	C0482000005			10-0462-020-PAY-00-000-000-0000		23,806.04
<b>Vendor: 0240 - COATESVILLE AREA TEACHER ASSOC</b>							
					<b>Remit # 1 Check Date: 11/03/2015</b>	<b>Check Amount:</b>	<b>23,806.04</b>
00004868	11/03/2015	C0482000009			10-0462-023-PAY-00-000-000-0000		114.23
<b>Vendor: 0355 - DIVERSIFIED COLLECTION SERVICE</b>							
					<b>Remit # 1 Check Date: 11/03/2015</b>	<b>Check Amount:</b>	<b>114.23</b>
00004869	11/03/2015	C0482000011			10-0462-023-PAY-00-000-000-0000		209.58

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

# Fund Accounting Check Register

GENERAL FUND - From 10/21/2015 To 11/03/2015

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
Vendor: 0726 - KEYSTONE COLLECTIONS GROUP					Remit # 2	Check Date: 11/03/2015	Check Amount: 209.58
00004870	11/03/2015	C0482000012			10-0462-023-PAY-00-000-000-0000		323.65
Vendor: 1055 - PHEAA					Remit # 1	Check Date: 11/03/2015	Check Amount: 323.65
00004871	11/03/2015	C0482000002			10-0462-025-PAY-00-000-000-0000		807.71
00004871	11/03/2015	C0482000003			10-0462-029-PAY-00-000-000-0000		2,380.22
Vendor: 1218 - SECURITY BENEFIT COMPANIES					Remit # 1	Check Date: 11/03/2015	Check Amount: 3,187.93
00004872	11/03/2015	C0482000013			10-0462-023-PAY-00-000-000-0000		100.00
Vendor: 6015 - SOCIAL SECURITY ADMINISTRATION						Check Date: 11/03/2015	Check Amount: 100.00
00004873	11/03/2015	C0482000014			10-0462-023-PAY-00-000-000-0000		198.00
Vendor: 1300 - TG COLLECTIONS					Remit # 1	Check Date: 11/03/2015	Check Amount: 198.00
00004874	11/03/2015	C0482000001			10-0462-019-PAY-00-000-000-0000		50,373.27
Vendor: 1886 - TSA CONSULTING GROUP INC					Remit # 1	Check Date: 11/03/2015	Check Amount: 50,373.27
00004875	11/03/2015	C0482000010			10-0462-023-PAY-00-000-000-0000		77.88
Vendor: 1385 - UNITED STATES TREASURY					Remit # 3	Check Date: 11/03/2015	Check Amount: 77.88
00004876	11/03/2015	C0482000007			10-0462-022-PAY-00-000-000-0000		110.04
Vendor: 1387 - UNITED WAY OF CHESTER COUNTY					Remit # 1	Check Date: 11/03/2015	Check Amount: 110.04
00004877	11/03/2015	C0482000016			10-0462-023-PAY-00-000-000-0000		172.10
Vendor: 1396 - US DEPT OF EDUCATION					Remit # 1	Check Date: 11/03/2015	Check Amount: 172.10
00004878	11/03/2015	C0482000015			10-0462-023-PAY-00-000-000-0000		632.50
Vendor: 1448 - WILLIAM C MILLER TRUSTEE					Remit # 1	Check Date: 11/03/2015	Check Amount: 632.50
*0004225B	10/27/2015	M0482900002			10-0462-027-PAY-00-000-000-0000		-1,271.08
Vendor: 0026 - AFLAC					Remit # 1	Check Date: 10/27/2015	Check Amount: -1,271.08
*0004670A	10/21/2015	M0483200002			10-6111-000-000-00-000-000-0000		-414.68
Vendor: 6090 - LEE HEIRS						Check Date: 10/21/2015	Check Amount: -414.68
*0004673A	10/21/2015	M0483200001			10-6111-000-000-00-000-000-0000		414.68
Vendor: 6090 - LEE HEIRS						Check Date: 10/21/2015	Check Amount: 414.68
00082957	10/21/2015	M0465600001			10-2620-411-000-00-000-000-0000		-941.62
Vendor: 1717 - A J BLOSENSKI INC					Remit # 1	Check Date: 10/21/2015	Check Amount: -941.62
00084656	10/21/2015	M0465700001			10-1110-610-000-22-530-181-000-0000		-75.00
Vendor: 0730 - KIMBERLY A GREDZINSKI					Remit # 1	Check Date: 10/21/2015	Check Amount: -75.00
00084728	10/21/2015	M0465500001			10-1110-610-000-10-220-000-000-0000		-196.22
Vendor: 0292 - DANA R GALLIS					Remit # 1	Check Date: 10/21/2015	Check Amount: -196.22

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

# Fund Accounting Check Register

GENERAL FUND - From 10/21/2015 To 11/03/2015

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00085202	11/03/2015	M0482500001			10-0462-019-PAY-00-000-000-000-0000		-625.00
Vendor: 0025 - AETNA LIFE & CASUALTY							Remit # 1 Check Date: 11/03/2015 Check Amount: -625.00
00085371	11/03/2015	M0482500002			10-0462-019-PAY-00-000-000-000-0000		-625.00
Vendor: 0025 - AETNA LIFE & CASUALTY							Remit # 1 Check Date: 11/03/2015 Check Amount: -625.00
*00ACH475	10/21/2015	M0467200001			10-0462-028-PAY-00-000-000-000-0000		58,177.66
Vendor: 1855 - PA DEPT OF REVENUE							Remit # 1 Check Date: 10/21/2015 Check Amount: 58,177.66
*00ACH489	11/02/2015	M0484000001			10-0462-010-PAY-00-000-000-000-0000		212,411.40
*00ACH489	11/02/2015	M0484000002			10-0462-011-PAY-00-000-000-000-0000		225,930.83
*00ACH489	11/02/2015	M0484000003			10-0462-026-PAY-00-000-000-000-0000		53,606.03
Vendor: 1857 - IRS/FICA							Remit # 1 Check Date: 11/02/2015 Check Amount: 491,948.26
*00ACH490	11/02/2015	M0483900001			10-0462-021-PAY-00-000-000-000-0000		2,449.35
Vendor: 1856 - DOMESTIC RELATIONS							Remit # 1 Check Date: 11/02/2015 Check Amount: 2,449.35
*0WIRE272	10/23/2015	M0473300001			10-0462-272-000-00-000-000-000-0000		13,718.33
Vendor: 1876 - United Concordia							Check Date: 10/27/2015 Check Amount: 13,718.33
*0WIRE477	10/26/2015	M0473200001			10-0462-273-000-00-000-000-000-0000		16,224.77
*0WIRE477	10/26/2015	M0473200002			10-0462-273-000-00-000-000-000-0000		-1,483.72
Vendor: 0883 - METLIFE							Remit # 2 Check Date: 10/26/2015 Check Amount: 14,741.05
*0WIRE478	10/26/2015	M0473100001			10-0462-273-000-00-000-000-000-0000		16,936.24
Vendor: 0883 - METLIFE							Remit # 2 Check Date: 10/26/2015 Check Amount: 16,936.24
*0WIRE479	10/26/2015	M0473000001			10-0462-273-000-00-000-000-000-0000		16,858.78
Vendor: 0883 - METLIFE							Remit # 2 Check Date: 10/26/2015 Check Amount: 16,858.78
*0WIRE480	10/27/2015	M0473700001			10-0462-276-000-00-000-000-000-0000		776.60
Vendor: 1851 - EXPRESS SCRIPTS HOLDING COMPANY							Remit # 1 Check Date: 10/27/2015 Check Amount: 776.60
*0WIRE481	10/27/2015	M0473900001			10-0462-271-000-00-000-000-000-0000		28,303.89
Vendor: 1853 - INDEPENDENCE ADMINISTRATORS							Remit # 1 Check Date: 10/27/2015 Check Amount: 28,303.89
*0WIRE482	10/27/2015	M0473400001			10-0462-276-000-00-000-000-000-0000		165,354.06
Vendor: 1851 - EXPRESS SCRIPTS HOLDING COMPANY							Remit # 1 Check Date: 10/27/2015 Check Amount: 165,354.06
*0WIRE484	10/29/2015	M0478100001			10-0462-271-000-00-000-000-000-0000		121,095.00
*0WIRE484	10/29/2015	M0478100002			10-0462-275-000-00-000-000-000-0000		890.00
Vendor: 1853 - INDEPENDENCE ADMINISTRATORS							Remit # 1 Check Date: 10/29/2015 Check Amount: 121,985.00

10-GENERAL FUND

1,715,639.58

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

# Fund Accounting Check Register

GENERAL FUND - From 10/21/2015 To 11/03/2015

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
						Grand Total Manual Checks :	927,515.30
						Grand Total Regular Checks :	788,124.28
						Grand Total Direct Deposits:	0.00
						Grand Total Credit Card Payments:	0.00
						Grand Total All Checks :	1,715,639.58



# Bills to be Approved

GENERAL FUND - From 10/21/2015 To 11/03/2015

facksmc

Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
AFLAC	REPLACEMENT CHECK 4225.....		1,271.08
21ST CENTURY CYBER CHARTER SCH	Tuition - Charter Schools.....	CHARTER SCHOOLS - TUITION.....	7,532.89
A J BLOSENSKI INC	Disposal Svcs.....		1,002.48
ACADEMIC HALLMARKS	Gifted program.....		134.00
ADAM BUSH	FOOTBALL MIDDLE PENNS GROVE 10/21.		64.00
ADDIE TOLLEN	FOOTBALL VAR AVONGROVE 10/23.....		75.00
AGILE ENTERPRISES	General Supplies.....		690.00
AGORA CYBER CHARTER SCHOOL	Tuition - Charter Schools.....	CHARTER SCHOOLS - TUITION.....	46,086.47
AHOLD FINANCIAL SERVICES LLC	General Supplies - Family Stud....		854.34
AMAZON.COM	PROFESS-EDUCATIONAL SVCS.....		499.98
AQUA PENNSYLVANIA INC	Water/Sewer.....		1,837.40
ARAMARK			32,500.00
ARC OF CHESTER CO - FIRST STEP	PROFESS-EDUCATIONAL SVCS.....		520.00
ASCD	Dues & Fees.....		89.00
AVON GROVE CHARTER SCHOOL	Tuition - Charter Schools.....	CHARTER SCHOOLS - TUITION.....	108,704.94
BAYADA HOME HEALTHCARE INC	OTHER PROFESSIONAL SVCS.....		8,553.40
BEARINGS BELTS & CHAIN INC	General Supplies.....		113.56
BERKHEIMER TAX ADMINISTRATOR	Other Professional Services.....		201.30
BOB CURRAN	BOYS SOCCER VAR DOWNTWN EAST 10/22		55.00
BOB KROTEE	BOYS SOCCER VAR DOWNTWN EAST 10/22		70.00
BOUND TO STAY BOUND BOOKS INC	Books & Periodicals.....		845.75
BOWEN HOSFORD	GIRLS SOCCER JV WEST CHESTER RUSTI	BOYS SOCCER JV UNIONVILLE 10/15...	137.50
BRADLEY A BRELJE	GIRLS SOCCER VAR PERKIOMEN VALLEY		70.00
C & R GLASS INC	General Supplies.....		135.94
CALICO INDUSTRIES	General Supplies.....		13,249.00
CAMP HILL SPECIAL SCHOOL INC	PROFESS-EDUCATIONAL SVCS.....		4,334.00
CASCADE SCHOOL SUPPLIES INC	General Supplies.....		241.48
CASD - FOOD SERVICE	General Supplies.....		1,225.55
CCIU #24 - GENERAL FUND	-	Other Professional Svcs.....	41,886.54
CHESTER COUNTY RESPITE NETWORK	PROFESS-EDUCATIONAL SVCS.....		69,638.00
CEDAR GROVE ENVIRONMENTAL	Inspections & Testing Svc.....		45.00
CHARLES A PARKER	GIRLS SOCCER VAR GREAT VALLEY 10/1		70.00
CHARTIERS VALLEY SCHOOL DISTRICT			4,829.70
CHRIS A LIACOURAS	GIRLS SOCCER V/JV SUN VALLEY 9/30.		125.00

\* Denotes Non-Negotiable Transaction

P - Prenote

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# Bills to be Approved

GENERAL FUND - From 10/21/2015 To 11/03/2015

facksmc

Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
CHRIS BALADY	BOYS SOCCER V/JV UNIONVILLE 10/15.	GIRLS SOCCER V WEST CHESTER RUSTIN	195.00
CHRIS HORTON	FOOTBALL 9TH ACADEMY PARK 10/22...		49.00
CHRISTOPHER M DEROBA	FOOTBALL MIDDLE LIONVILLE 9/22....		64.00
CINTAS CORPORATION NO 2	General Supplies.....		311.82
COACH COMM LLC	Repair & Maintenance - Equipme....		737.88
COLONIAL ELEC SUPPLY CO	General Supplies.....		844.81
COMMITTEE FOR CHILDREN	Books & Periodicals.....	General Supplies.....	748.00
COMMONWEALTH CONNECTIONS	Tuition - Charter Schools.....	CHARTER SCHOOLS - TUITION.....	16,608.04
ACADEMY			
COMMONWEALTH OF PENNSYLVANIA	Inspections & Testing Svc.....		418.00
CONSTANCE DEVINE	FIELD HOCKEY JV SUN VALLEY 10/1...	FIELD HOCKEY JV WEST CHESTER EAST	104.00
CONSTELLATION NEWENERGY GAS	Natural Gas (Heat & A/C).....		2,431.66
DIVISION LLC			
CRAIG M EPPRIGHT	GIRLS SOCCER VAR PERKIOMEN VALLEY		70.00
CRITICARE	OTHER PROFESSIONAL SVCS.....		1,242.00
DANA R GALLIS	General Supplies - REPLACES CK 847		185.11
DANIEL JOSEPH HUNT	FOOTBALL VAR AVONGROVE 10/23.....		75.00
DAWN GROTHMANN	FIELD HOCKEY V/JV WEST CHESTER RUS		117.00
DELORES M VANDERBILT	PROFESS-EDUCATIONAL SVCS.....		4,355.00
DEMCO INC	General Supplies.....		215.62
DENNIS E GILLESPIE	FOOTBALL MIDDLE OCTORARA 10/7....	FOOTBALL JV DOWNTWN WEST 10/5....	168.00
DENNIS J CALL	GIRLS SOCCER JV GREAT VALLEY 10/19	BOYS SOCCER VAR DOWNTWN EAST 10/22	110.00
DEREK SMITH	BOYS SOCCER VAR KENNETT 9/29.....	GIRLS SOCCER VAR WEST CHESTER RUST	210.00
DEVEREUX FOUNDATION	TUITION APS.....		30,000.22
DICK BLICK COMPANY	General Supplies - Art.....		1,951.43
DIKRAN ASDOURIAN	GIRLS SOCCER VAR GREAT VALLEY 10/1		70.00
DOUG SMITH	BOYS SOCCER JV OXFORD 10/8.....	BOYS SOCCER JV KENNETT 9/29.....	110.00
ECONOMY GLASS SPECIALISTS			652.00
EDWARD GRIDER	FOOTBALL MIDDLE NORTH 9/13/15.....		64.00
EDWARD J DENCZI SR	FOOTBALL MIDDLE NORTH 9/30.....	FOOTBALL MIDDLE CHICHESTER 10/7..	241.00
ERNEST FAUST	Travel.....		58.59
FASTENAL COMPANY	General Supplies.....		83.85
FRANK KENNEDY	FOOTBALL VAR DOWNTWN EAST 10/16...		75.00
GAR SHOEMAKER	VOLLEYBALL V/JV WEST CHESTER EAST		90.00
GARRY BRISBANE	FOOTBALL VAR AVON GROVE 10/23.....		75.00
GEORGE W CORNER JR	CROSS COUNTRY V/JV HENDERSON/AVON		69.00
GERRY MUZILLO	FOOTBALL VAR DTOWN EAST 10/16.....		75.00
GOODYEAR AUTO SERVICE CENTER			2,161.98
GREGORY D & TRACY J HOPE	Real Estate Taxes.....		1,613.97
HANDI-CRAFTERS INC	PROFESS-EDUCATIONAL SVCS.....		3,685.00

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# Bills to be Approved

GENERAL FUND - From 10/21/2015 To 11/03/2015

facksmc

Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
HAYDEN-MCNEIL SPECIALTY PRODUC	Books & Periodicals - Science.....		273.72
HEALTH ADVOCATE INC	Other Professional Svcs.....		1,145.20
HENSELS MOWER SERVICE	General Supplies.....		125.91
HOFFMAN HOMES INC	TUITION APS.....		2,962.50
HOWARD REINHARD	FOOTBALL MIDDLE PENNS GROVE 10/14.	FOOTBALL JV DOWNTWN WEST 10/5.....	217.00
INTERSTATE TAX SERVICE	Employer Unemployment Comp.....		578.70
JAMES L LESLIE	BOYS SOCCER MIDDLE PATTON 10/5....	GIRLS SOCCER JR VAR GREAT VALLEY 1	200.00
JANE EHNOT	FIELD HOCKEY V/JV GREAT VALLEY 10/		117.00
JERRY A HERMAN SAN	FOOTBALL VAR DOWNTWN EAST 10/16...		75.00
JESSICA L ROGOWSKI	Tuition Reimb - Elementary.....		1,021.50
JOHN DEERE FINANCIAL	Repair & Maintenance - Equipme....		1,423.22
JOHN P BARNER JR	GIRLS SOCCER VAR BISHOP SHANAHAN 1		70.00
JOHN SHEPTOCK	Other Professional Services.....		64.00
JOHN W REILLY	FOOTBALL MIDDLE CHICHESTER 10/7...	FOOTBALL MIDDLE LIONVILLE 9/22....	177.00
JOHNSON CONTROLS INC	Repair & Maintenance - Equipme....		2,644.00
JON MARUCA	SOCCER BOYS/GIRLS MIDDLE ENGLE 10/		90.00
JOSE R MONASTERIO MD	Other Professional Svcs.....		480.00
JOSEPH A ARNOLD	FOOTBALL JV DTOWN WEST 10/5.....	FOOTBALL JV WEST CHESTER EAST 10/1	104.00
JOSEPH FRATONI	BOYS/GIRLS SOCCER MIDDLE PIERCE 9/	BOYS SOCCER VAR OXFORD 10/8.....	160.00
JOSEPH LEITNER	GIRLS SOCCER V/JV BISHOP SHANAHAN		125.00
JOSEPH NOVIELLI JR	BOYS SOCCER VAR DOWNTWN EAST 10/22	BOYS SOCCER VAR KENNETT 9/29.....	140.00
JOSEPH S JACKSON	FOOTBALL MIDDLE PENNS GROVE 10/14.	FOOTBALL MIDDLE PENN GROVE 10/21..	281.00
KATHLEEN A SHEA PUGLIESE	FIELD HOCKEY V/JV SUN VALLEY 10/01	FIELD HOCKEY V/JV WEST CHESTER RUS	234.00
KEEN COMPRESSED GAS COMPANY	Bottled Gas (Not Heat).....		238.00
KEVIN SMITH	FOOTBALL VAR DOWNTWN EAST 10/16...	FOOTBALL MIDDLE PENNS GROVE 10/21	139.00
KIMBERLY A GREDZINSKI	General Supplies - REPLACES CK 846		75.00
KISTLER OBRIEN FIRE PROTECTION	Inspections & Testing Svc.....		1,061.20
GEORGE KRAPF JR & SONS INC			2,887.90
KURTZ BROTHERS	General Supplies.....		1,026.23
LANCE CASH	FOOTBALL VAR AVONGROVE 10/23.....		75.00
LARRY LARK	VOLLEYBALL V/JV KENNETT 9/30.....		90.00
LATCAREERS LLC	Dues & Fees.....		1,498.00
LAUREN HALLINAN			258.75
LAUREN M DIMITRI			1,091.25
LESLIES SWIMMING POOL SUPPLIES	General Supplies.....		51.28
LICHTY BROTHERS INC			739.78

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# Bills to be Approved

GENERAL FUND - From 10/21/2015 To 11/03/2015

facksmc

Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
LIMELIGHT RECOGNITION INC	Gifted.....		650.00
LINDAMOOD BELL LEARNING	PROFESS-EDUCATIONAL SVCS.....		9,824.00
PROCESSES			
LNP INC	OTHER PROFESSIONAL SVCS.....		133.70
LOUIS MAIER	FOOTBALL MIDDLE OCTORARA 10/7.....		64.00
LOW-RISE ELEVATOR CO INC	Inspections & Testing Svc.....		2,705.80
MARSHALL DENNEHEY WARNER	Legal Fees.....		1,573.76
MARY E SAYLES			956.25
MARY G CONLAN			2,013.75
MAUREEN ANN GREGORY	FIELD HOCKEY VAR WEST CHESTER EAST		65.00
MCGRAW HILL SCHOOL EDUCATION	General Supplies.....		646.64
MELMARK INC	TUITION APS.....		56,307.00
MENCHEY MUSIC SERVICE	General Supplies.....	Repair & Maintenance - Equipme....	195.33
MENTAL HEALTH ASSOCIATION OF	NITT - Supplies.....		3,523.42
MARYLAND INC			
MICHAEL C HOLLOWAY	FOOTBALL MIDDLE PENNS GROVE 10/14.	FOOTBALL 9TH GRADE ACADEMY PARK 10	113.00
MICHAEL LARKIN	FOOTBALL MIDDLE CHICHESTER 10/7...		64.00
MICHAEL MCKINNEY	BOYS SOCER V/JV OXFORD 10/8.....		125.00
MICHAEL MEEHAN JR	FOOTBALL MIDDLE NORTH 9/30.....	FOOTBALL 9TH GRADE GREAT VALLEY 10	113.00
MICHAEL RENNING	FOOTBALL VAR DOWNINGTOWN EAST 10/1		75.00
MICHAEL SHIMPENO	BOYS SOCCER JV KENNETT 9/29.....		55.00
MIKE VERBOS	FOOTBALL 9TH GREAT VALLEY 10/15...		49.00
MONARCH STAFFING	Other Professional Svcs.....		15,254.17
MUSIC AND ARTS CENTER	General Supplies.....		783.50
NEWTOWN OFFICE & COMPANY	General Supplies.....		1,769.10
SUPPLY			
NICOLE HANNA			269.32
OAK SYSTEMS INC	Accounts Payable - 6/30/15.....		100.84
OFFICE DEPOT	General Supplies.....		474.44
PA LEADERSHIP CHARTER SCH	Tuition - Charter Schools.....		23,320.83
PA-AMERICAN WATER COMPANY	Water/Sewer.....		7,656.94
PAESSP	Dues & Fees.....		595.00
PASBO			155.00
PATRICIA L MILLER	Reimbursement.....		39.68
PAULA REIFF	FIELD HOCKEY V/JV BISHOP SHANAHAN	FIELD HOCKEY VAR SUN VALLEY 10/1..	182.00
PDM SERVICE COMPANY INC	Repair & Maintenance - Equipme....		134.35
PEARSON EDUCATION	General Supplies.....		2,891.71
PEARSON NCS	General Supplies.....		1,891.31
PECO ENERGY	Electricity (Not Heat).....		59,916.60

\* Denotes Non-Negotiable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

# Bills to be Approved

GENERAL FUND - From 10/21/2015 To 11/03/2015

facksmc

Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
PENN JERSEY PAPER CO	General Supplies.....		2,180.00
PENN STATE UNIVERSITY	THE KEVIN DARE INVITATIONAL ENTRY		600.00
PENNRIDGE SCHOOL DISTRICT			1,133.70
PETER ANDERSON	SOCCER MIDDLE FUGGETT 10/14.....		90.00
PIPE DATA VIEW SERVICES	Repair & Maintenance - Equipme....		500.00
POSITIVE PROMOTIONS	General Supplies.....		260.15
QUILL CORPORATION	General Supplies.....		832.55
RALPH HOLZER	FOOTBALL VAR DTOWN EAST 10/16.....		75.00
READYREFRESH			50.60
RENEE TAMBURRO	FIELD HOCKEY V/JV BISHOP SHANAHAN		117.00
REPUBLIC SERVICES INC	Disposal Svcs.....		644.52
RITE ENVELOPE & GRAPHICS INC	General Supplies.....		489.40
ROBIN DUSKO	FIELD HOCKEY V/JV WEST CHESTER EAS		117.00
RON MILLER	Other Professional Services.....	SOCCER BOYS/GIRLS GREAT VALLEY 10/	150.00
SCHOOL HEALTH CORP	General Supplies.....		839.82
SCHOOL NURSE SUPPLY INC	General Supplies.....		206.39
SCHOOL SPECIALTY INC	General Supplies.....		3,835.93
SCOTT B HARRE	GIRLS SOCCER V/JV SUN VALLEY 9/30.		125.00
SCOTT ELECTRIC	General Supplies.....		150.00
SECAP FINANCE			395.00
SHEILA M NORTON			99.75
SHELLER OIL CO INC	Oil (Heat).....		98.04
SHERWIN-WILLIAMS PAINT	General Supplies.....		709.04
STEPHEN N SHIRK	Travel.....		38.15
STOCK MARKET GAME OF PA	Gifted program.....		75.00
SUBURBAN PROPANE	Bottled Gas (Not Heat).....		18.00
SUZANNE M WILSON	FIELD HOCKEY V/JV GREAT VALLEY 10/		117.00
SWEETWATER SOUND INC	General Supplies.....		515.95
T & FCA OF GP INC	15/16 SCHOOL MEMBERSHIP FEE.....	ROBERT J BURDETTE INDOOR CLASSIC E	575.00
TEAMSTERS LOCAL 384	October 2015 dues.....		6,444.92
TEXTBOOK WAREHOUSE	Books & Periodicals.....		1,284.00
THE GLEN MILLS SCHOOLS	PROFESS-EDUCATIONAL SVCS.....		2,227.00
THE PATHWAY SCHOOL	PROFESS-EDUCATIONAL SVCS.....		4,950.06
THOMAS A BANNAN	VOLLEYBALL V/JV WEST CHESTER EAST	VOLLEYBALL V/JV KENNETT 9/30.....	180.00
TIM SEXTON	FOOTBALL VAR AVON GROVE 10/23.....		75.00
TJ ANTICH	SOCCER BOYS/GIRLS MIDDLE GR VALLEY		60.00
TOTAL RENTAL	Repair & Maintenance - Buildin....		234.00
TRI-M BUILDING AUTO SYSTEM	General Supplies.....		5,108.42
UNITED REFRIGERATION INC	Repair & Maintenance - Buildin....		2,718.07
US SUPPLY CO INC	General Supplies.....		11,808.59

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# Bills to be Approved

GENERAL FUND - From 10/21/2015 To 11/03/2015

facksmc

Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
VALLEY TWNShP BOARD OF SUPERVI	Water/Sewer.....		1,251.90
VANGUARD SCHOOL	PROFESS-EDUCATIONAL SVCS.....		815.00
VECTOR SECURITY INC	Security/Safety Services.....		568.56
VWR INTERNATIONAL LLC	General Supplies - SCIENCE.....		58.19
W B MASON CO INC	General Supplies.....		17,862.50
WILLIAM CUSTER	FOOTBALL VAR AVONGROVE 10/23.....		75.00
YERKES REPAIR INC	General Supplies.....		11.80
AFLAC	Payroll deductions 10/30/15.....		1,314.14
BERKHEIMER TAX ADMINISTRATOR	Payroll deductions 10/30/15.....		61.50
CITADEL CREDIT UNION	Payroll deductions 10/30/15.....		2,020.56
COATESVILLE AREA TEACHER ASSOC	Payroll deductions 10/30/15.....		23,806.04
DIVERSIFIED COLLECTION SERVICE	Payroll deductions 10/30/15.....		114.23
KEYSTONE COLLECTIONS GROUP	Payroll deductions 10/30/15.....		209.58
PHEAA	Payroll deductions 10/30/15.....		323.65
SECURITY BENEFIT COMPANIES	Payroll deductions 10/30/15.....		3,187.93
SOCIAL SECURITY ADMINISTRATION	Payroll deductions 10/30/15.....		100.00
TG COLLECTIONS	Payroll deductions 10/30/15.....		198.00
TSA CONSULTING GROUP INC	Payroll deductions 10/30/15.....		50,373.27
UNITED STATES TREASURY	Payroll deductions 10/30/15.....		77.88
UNITED WAY OF CHESTER COUNTY	Payroll deductions 10/30/15.....		110.04
US DEPT OF EDUCATION	Payroll deductions 10/30/15.....		172.10
WILLIAM C MILLER TRUSTEE	Payroll deductions 10/30/15.....		632.50
AFLAC	Record Void Ck #4225 10/27/15.....		-1,271.08
LEE HEIRS	Real Estate Taxes - void ck 4670 f		-414.68
LEE HEIRS	Real Estate Taxes - reissue ck 467		414.68
A J BLOENSKI INC	Void ck #82957; Bolenski 12/6/13..		-941.62
KIMBERLY A GREDZINSKI	Void ck #84656 4/10/14.....		-75.00
DANA R GALLIS	Void Ck #84725 Citizens 4/16/14...		-196.22
AETNA LIFE & CASUALTY	Void Ck #85202; Aetna 5/6/14.....		-625.00
AETNA LIFE & CASUALTY	Void Ck #85371 Aetna 5/30/14.....		-625.00
PA DEPT OF REVENUE	10-21-15 PA W/H Tax pymt.....		58,177.66
IRS/FICA	11-02-15 FICA Pymt.....	11-02-15 Fed W/H Tax Pymt.....	491,948.26
DOMESTIC RELATIONS	11-02-15 PA Domestic Rel.....		2,449.35
United Concordia	10/23/2015 Funding Notification...		13,718.33
METLIFE	August 2015 Premium.....	July 2015 Premium revised.....	14,741.05

\* Denotes Non-Negotiable Transaction

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# Bills to be Approved

GENERAL FUND - From 10/21/2015 To 11/03/2015

facksmc

Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
METLIFE	September 2015 Premium.....		16,936.24
METLIFE	October 2015 Premium.....		16,858.78
EXPRESS SCRIPTS HOLDING COMPANY	Admin Fee-09/26/15-10/23/15.....		776.60
INDEPENDENCE ADMINISTRATORS	Stop/Loss Admin Fees-11/01/2015-11		28,303.89
EXPRESS SCRIPTS HOLDING COMPANY	Prescription Claims-10/10/15-10/23		165,354.06
INDEPENDENCE ADMINISTRATORS	Medical Claims-10/26/2015.....	Vision Claims-10/26/2015.....	121,985.00

10-GENERAL FUND 1,715,639.58

Grand Total Manual Checks :	927,515.30
Grand Total Regular Checks :	788,124.28
Grand Total Direct Deposits:	0.00
Grand Total Credit Card Payments:	0.00
Grand Total All Checks :	1,715,639.58

\* Denotes Non-Negotiable Transaction  
 P - Prenote                      d - Direct Deposit                      c - Credit Card Payment



# Fund Accounting Check Register

CAPITAL PROJECTS - From 10/21/2015 To 11/03/2015

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
69000188	10/30/2015	M0479000001	16004271	4142	39-2513-810-000-00-000-000-0000		14.58
Vendor: 0495 - GILBERT ARCHITECTS INC					Check Date: 10/30/2015	Check Amount:	14.58
39-OTHER CAPITAL PROJECTS							14.58
Grand Total Manual Checks :							14.58
Grand Total Regular Checks :							0.00
Grand Total Direct Deposits:							0.00
Grand Total Credit Card Payments:							0.00
Grand Total All Checks :							14.58





# Bills to be Approved

CAPITAL PROJECTS - From 10/21/2015 To 11/03/2015

facksmc

Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
GILBERT ARCHITECTS INC	REIMBURSABLE POSTAGE FEES.....		14.58
	39-OTHER CAPITAL PROJECTS		14.58
	Grand Total Manual Checks :		14.58
	Grand Total Regular Checks :		0.00
	Grand Total Direct Deposits:		0.00
	Grand Total Credit Card Payments:		0.00
	Grand Total All Checks :		14.58

\* Denotes Non-Negotiable Transaction  
 P - Prenote                      d - Direct Deposit                      C - Credit Card Payment





*Finance Committee Enclosure*

*eRate Proposal*

## Summary of eRate Proposals

Vendor	Category - 1	Category - 2
Van Strien Consulting, LLC 142 Phillips St Charleroi, PA 15022	\$7,000	2% not to exceed \$15,000
CSM Consulting Inc. P. O. Box 4408 El Dorado Hills, CA 95762	\$10,000	6% not to exceed \$15,000
<b><u>CURRENT PROVIDER</u></b> - Will no longer be providing eRate services		
Julie Tritt Schell 1300 Bent Creek Blvd., Suite 102 Mechanicsburg, PA 17050	\$8,500	2% not to exceed \$20,000

### **What is the E-Rate Program?**

The Telecommunications Act of 1996 established the E-Rate program in an effort to aid U.S. schools and libraries in promoting technology and obtaining affordable telecommunication and Internet services. Awarded annually since 1998, the program funds of 2.25 billion dollars are divided into two funding levels:

**Category One Services** - Telecommunication and Internet Access. These services include the following:  
Recurring Telecommunication Services (Basic Telephone Service, Centrex, Fax Lines, Local Dial Tone Service, Long Distance Service, POTS, 800#, Fax lines, etc.)

Digital Transmission Services (ATM, Cable Modem service, Digital DSL, DS-1, DS-2, DS-3, Frame Relay, ISDN, OC-1, OC-3, OC-12, Satellite, SMDS, T-1, T-2, T-3, Fractional T-1, Wireless)  
 Cellular / Paging (Some Eligibility Restrictions)

Internet Access Service (Unbundled Internet Access, Domain Name Registration, Wireless Internet Access)  
 Due to the E-Rate Modernization, all voice services will be phased-out by 20% each funding year. This decrease will begin in Funding Year 2015, and will continue until all voice services are phased out by Funding Year 2019.

**Category Two Services** - Due to the recent E-Rate Modernization Order, each school now has a Category Two budget, which is \$150 per student, per school, over a 5 year period. Funds can be used to purchase eligible equipment and maintenance of existing networks.

October 23, 2015

Mr. Ronald Kabonick  
Business Administrator  
Coatesville Area School District  
3030 C. G. Zinn Road  
Thorndale, PA 19372

Re: Schools and Libraries Universal Service Program  
E-Rate Coordinator Proposal

Dear Mr. Kabonick,

Thank you very much for this opportunity to submit my proposal to supply E-Rate Coordinator consulting services to your district. Attached please find my proposal for service covering the 2016-2017 funding year. I have also included a Letter of Authorization for your review.

My experience with E-Rate began in 1997 and encompasses the life of the program. Over those years I have provided service to school districts, individual schools, libraries, and career and technology centers, as well as my local Intermediate Unit.

My services begin before the Form 470 is submitted with a review of current services and do not end until the last reimbursement is received and all documentation is archived, a multi-year process. My intent is to secure the highest possible funding commitments for my clients and make sure they are reimbursed or discounted for their fully allowable amount, based upon client use.

Thank you for your attention in this matter. I welcome an opportunity to discuss this with you further. If you have any questions please feel free to contact me.

Sincerely,

Kristin Van Strien  
Van Strien Consulting, LLC

We propose to provide the following for Coatesville Area School District.  
Respectfully submitted for your review on October 23, 2015.

## **E-Rate Program Proposal of Services for the Coatesville Area School District**

Funding Year 2016-2017

### **Pre-Application Services include:**

- Review of current products and services to assess technology and telecommunications needs as they relate to the upcoming application period.
- Coordination of discussions with various district personnel regarding a filing strategy based upon district needs to maximize funding opportunities. Discuss competitive bidding options and requirements.
- Review of Category 2 and provide building budget cap estimates.
- Discussion of the impact of E-rate 2.0 on District discounts.
- Verification with district that CIPA (acceptable use policies and filtering) are in place, if necessary.
- Acting as the District's main point of contact with the SLD.

### **Application Management – Form 470 and 471**

- Timely file all required FCC forms for services and products district has requested.
- Submit Form 470 application to SLD to satisfy competitive bidding requirement and assist district with development of RFP or PEPPM mini-bid process.
- Review with district all vendor proposals to select most cost effective service and lowest responsible bidder.
- Submit Form 471 application to SLD to formally apply for funding.
- Coordinate responses to Problem Resolution/Program Integrity Assurance (PIA) staff concerning applications. Further documentation or information from the district may be necessary.
- Provide a summary to District on funding requests including discounted and non-discounted services.



**Post-Commitment Services – Form 486, 472 and 500**

- Submit Form 486 to SLD to turn-on funding and certify CIPA compliance.
- Submit Form 472 (BEAR) Reimbursement forms if discounts on bills are not provided. Ensure that payment is received by district.
- Complete any available vendor paperwork to ensure discounts are applied to district's accounts.
- Submit SPIN change request to SLD upon notice by district and file any necessary appeals.
- Prepare and submit any Service Substitution request and Service Certifications, if required.

**District Responsibilities**

- District will designate a primary and secondary contact person with whom to communicate concerning all information needs.
- Provide a signed LOA (Letter of Authorization).
- Provide all required information and data for filing, in a timely manner.
- Take official action, such as review drafts and promptly certify all forms required for filing and otherwise certify all forms filed by Van Strien Consulting on district's behalf.

District will receive copies of all paperwork.

**Proposal Cost**

- The cost of services encompassing Category One requests is \$7,000; invoiced after the Form 471 has been filed with the SLD (March/April 2016).
- The cost of Category Two services is 2% of committed funds not to exceed \$15,000; invoiced after the Funding Commitment Decision Letter is issued to the District.

E-Rate Letter of Authorization

This Letter of Authorization is to confirm that Kristin Van Strien, acting on behalf of Van Strien Consulting, LLC, is authorized to represent the Coatesville Area School District in matters related to the federal Universal Service Discount Program known as E-Rate. This authorization covers all matters related to Funding Year 2016-2017.

Specifically, she is authorized to:

- Prepare E-Rate applications on our behalf, including FCC forms 470, 471, 486, 500 and 472.
- Contact service providers regarding our accounts in order to gather information that is pertinent to the filing of any E-Rate form and sign and submit any paperwork that is necessary for the service provider to discount bills.
- Represent the district on inquiries from any representative of the E-Rate program administrator.

It is our understanding that Ms. Van Strien will not sign FCC E-Rate forms on our behalf, nor will she modify existing service to our E-Rate related accounts.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

District: \_\_\_\_\_

Phone: \_\_\_\_\_



**Coatesville Area School District  
Proposal for  
2016/17  
E-Rate Consulting Services**

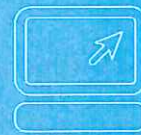
**WITH CSM'S PROFESSIONAL E-RATE  
CONSULTING SERVICES THERE WILL BE:**

- No Missed Opportunities.
- No Missed Deadlines.



**OUR COMMITMENT**

CSM is committed not only to our clients' best interests, but also to being responsible stewards of the E-Rate program as a whole.



**FIND US ON THE WEB**  
[WWW.CSMCENTRAL.COM](http://WWW.CSMCENTRAL.COM).



**CALIFORNIA OFFICES**

(888) 944-7798 | Ontario  
(949) 547-4087 | Laguna Hills  
(209) 834-0556 | Tracy  
(888) 944-7798 | Bakersfield  
(530) 676-1024 | Sacramento

**TENNESSEE OFFICE**

(909) 652-9104 | Nashville Area

**MARYLAND OFFICE**

(888) 944-7798 | Baltimore Area

**FLORIDA OFFICE**

(888) 944-7798 | Tallahassee



## E-Rate Services Proposal

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## EXECUTIVE SUMMARY

It is our pleasure to present this summary of services to Coatesville Area School District. The enclosed information will demonstrate clearly why we are the best choice for your District on several levels.

Our depth of knowledge, our position as a trusted partner in our clients' successes, and our absolute diligent dedication has and will continue to set us apart from other firms. Every member of our staff is highly trained and qualified to answer any question at any time. At CSM, we pride ourselves on the reputation that we have built over the last several years and our ability to communicate effectively with not only our clients, but with the various administrative bodies that oversee the Universal Service Fund's Schools and Libraries Program. We consider ourselves to be stewards of the program and accountable for maintaining the integrity of the fund, our firm, associated participants and, most importantly, our clients. CSM's Vice-President Kim Friends has been a Board member of the E-Rate Management Professionals Association (E-MPA™) and our firm abides by its Code of Ethics. Additionally, we have five staff members who have qualified as "Certified E-Rate Management Professionals."

Most recently, CSM was selected by the Tennessee Department of Education as Tennessee State E-Rate Coordinator. CSM provides outreach and training to applicants across the state, representation to federal policymakers, and expertise in all matters E-Rate. It is an opportunity that CSM has been honored to accept and demonstrates the high regard by which CSM is held across country.

CSM's principal E-Rate consultants have been involved with the Universal Service Administrative Company (USAC)'s E-Rate program since its inception. With backgrounds at the county office of education level, and at several large school districts, our consultants understand the complexities of working with Local Education Agencies. CSM's staff also includes the former Ombudsman for the USAC Schools and Libraries Division as well as a former Selective Reviewer at Solix. Over the 18 years of the E-Rate program, CSM consultants have secured more than \$2 Billion in approved E-Rate funding for Priority One and Priority Two services and applied for over \$287 Million in Category One and Category Two Funding for our customers in Funding Year 2015.

CSM's Vice President Kim Friends has established herself as one of very few *premier* E-Rate consultants in the Country. Her diligence and expertise allows CSM a direct line to USAC's office in Washington, D.C. for problem resolution and/or clarification. At USAC's request, CSM personnel were instrumental in the development and deployment of the online BEAR processing system and are called upon for opinion by USAC, NECA, Solix and FCC staff on a regular basis. CSM regularly and actively participates in the FCC's request for comments and reply comments as a part of their Notice of Proposed Rule Making ("NPRM") proceedings and was cited as commenter of record in both the *Sixth Report and Order*<sup>1</sup> and the *E-rate*

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<sup>1</sup> The *Sixth Report and Order* can be found at <http://www.usac.org/res/documents/sl/pdf/6th-Report-and-Order.pdf> CSM citations are at pages 19, 20, 24 and 29. CSM's comprehensive comments can be found at <http://fjallfoss.fcc.gov/ecfs/document/view?id=7020520477>

*Modernization Order* which established the framework for “E-rate 2.0.”<sup>2</sup> Participation in these proceedings has and will continue to establish CSM’s reputation as a firm committed not only to our clients’ best interests, but those of the E-Rate program as a whole.

CSM has been involved in numerous audits conducted not only by FCC-retained auditors (KPMG, Williams Adley, Price Waterhouse Coopers, TCBA, Moss Adams, Lani Ecko and Bearing Point), but also USAC’s internal audit staff and the FCC’s Office of Inspector General (OIG) audit staff. In addition, CSM staff members work directly with the Tennessee Educational Technology Association (“TETA”) and the California Department of Education’s E-Rate Focus Group to develop and present annual training seminars, offer guidance, and resolve issues on both state and federal levels.

CSM has been involved in assisting several applicants who have had problematic applications in the past to bring them to compliance and achieve success with the program. This is done, in part, by leveraging the reputation that we have built on a national level with reviewers and other USAC staff when processing applications.

CSM’s consultants bring the expertise, dedication and tenacity required for success in the E-Rate program. We also highly value the long-standing relationships we have built with our customers. We encourage you to contact our references to see what CSM brings to the table in terms of customer service and sustained funding year after year. It would be a true pleasure for us to work with Coatesville Area School District and we look forward to answering any questions you may have about our service and track record.

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<sup>2</sup> The *E-rate Modernization Order* may be found at [https://apps.fcc.gov/edocs\\_public/attachmatch/FCC-14-99A1.pdf](https://apps.fcc.gov/edocs_public/attachmatch/FCC-14-99A1.pdf). CSM citations are at pages 53, 60, 62, 84, and 85. CSM’s comments may be found at <http://apps.fcc.gov/ecfs/document/view?id=7520944085>

## COMPANY PROFILE

**CSM Consulting Inc., Established 2004**

**Billing Address:**

P.O. Box 4408  
El Dorado Hills, CA 95762

**E-rate Primary Contact:**

Kimberly Friends, kfriends@csmcentral.com  
909.652.9104 (one number reach)

**Primary Offices:**

Ontario, California  
3130-C Inland Empire Blvd.  
Ontario, CA 91764  
909.944.7798 Phone  
909.481.7410 FAX

Tracy, California  
324 East 11 Street, Suite E-3  
Tracy, CA 95376  
209.834.0556 Phone  
209.834.0087 FAX

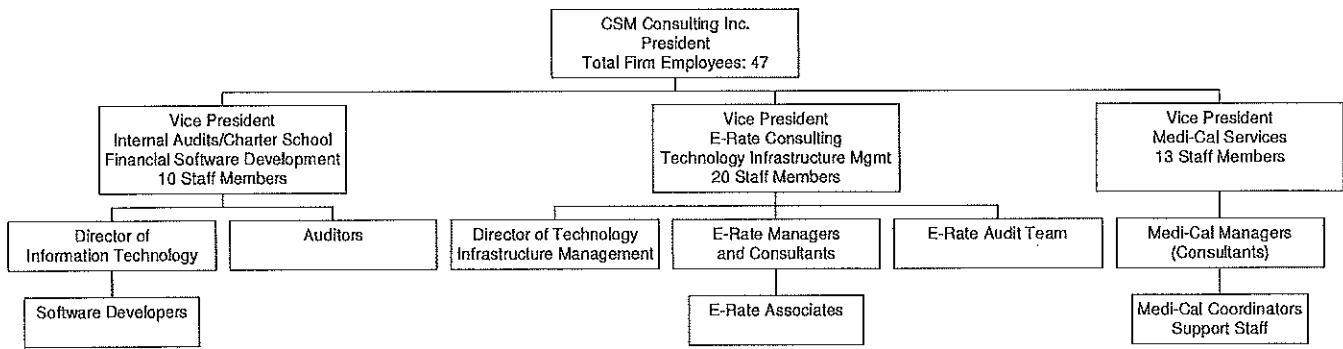
Sacramento, California  
4671 Golden Foothill Pkwy, Suite 101  
El Dorado Hills, CA 95762  
888.944.7798 Phone  
916.941.7234 FAX

**Satellite Offices:**

Redding, California  
Laguna, California  
Hendersonville, Tennessee  
Baltimore, Maryland  
Tallahassee, Florida

CSM is one of the most highly respected consulting firms in the Nation. Our management and staff have been involved with K-12 local agencies in California for over thirty years, providing our clients with a powerful partner in the business of education. CSM's key lines of business include E-Rate consulting, technology infrastructure management consulting, internal audits, charter school monitoring, and financial software development.

**CSM Consulting Inc. Organization Chart**



## **RÉSUMÉS OF KEY PERSONNEL**

### ***Kimberly Friends - Vice President (Nashville, TN)***

Kim Friends is a nationally recognized expert in the Universal Service Administrative Company's E-Rate program. Ms. Friends participated in the ground floor of the program, training school districts throughout San Bernardino County to effectively and efficiently take advantage of the funds provided through the reauthorization of the Telecommunications Act of 1996. Ms. Friends joined CSM in 2003 and serves a large number of school districts and county offices of education in her role as an E-rate expert. Ms. Friends has participated as a statewide trainer for the California Department of Education, various major telecommunications carriers, and county offices of education. Kim currently acts as the State E-rate Coordinator for Tennessee, and is an active member of the State E-rate Coordinators Alliance ("SECA") an advocacy group that works consistently on behalf of E-rate issues affecting applicants nationwide. She intimately understands the E-Rate process and program and is considered one of the very few *premier experts* in her field.

### ***Cathy Benham – Director, Pre-Commitment Operations (Ontario, CA)***

Cathy Benham has worked with Local Educational Agencies and their representatives for more than 15 years in the areas of state and federal programs and program compliance. Mrs. Benham brings over 25 years of management experience overseeing and executing multi-million dollar projects. She currently oversees the E-Rate department in the Ontario office, working with a large client base. Cathy is a statewide trainer for California Department of Education's E-Rate Focus Group. She also participates in the State Consortium Group, representing California's interests in its E-rate application for the state's high speed network (CAL-REN), and the State E-rate Coordinators Alliance. She is one of the select few Certified E-rate Management Professionals in the country, certified by the E-rate Management Professionals Association. Mrs. Benham is intimately involved with every aspect of the E-Rate process, from planning to execution to collection of approved E-Rate funds, and ensures CSM's clients receive the highest level of customer service.

### ***Paul Stankus – Manager, E-rate Compliance (Washington, DC)***

Paul Stankus is CSM's Manager of E-rate Compliance. Previously he worked for nine years at USAC, mostly in the Ombudsman office where he solved difficult E-rate cases for applicants around the country. He is based in our Mid-Atlantic Regional office near Washington, DC.

### ***Aldolfo Aruaz – Senior Consultant (Tallahassee, FL)***

While his first professional experience was at Wall Street financial giants like Bankers Trust, Chase Bank and Fidelity Investments, Adolfo (Al) Aruaz brings well over a decade of E-rate background to the position.

A 1989 graduate of Syracuse University's Maxwell School of Citizenship and Affairs (Economics & Spanish Literature), Al spent the 1990s working for those aforementioned custodian banks and brokerage houses. But since early 2002 his journey has run the gamut of the E-rate program. Starting in USAC Program Integrity Assurance and quickly establishing himself as a USAC Selective Reviewer for half a decade, Al moved on to the Consulting field. Equipped with this program experience, Al then moved to the Southeast to work at the Florida Department of Management Services where he was one of two State E-rate Coordinators servicing the entire state. It was at this juncture that he successfully filed for



three years of E-rate funding for all 13 E-rate eligible State Master contracts and simultaneously served as the E-rate advocate for Florida's applicant community.

***Scott Harken – Director, Post-Commitment Operations***

Scott has 11 years of experience with all phases of the E-Rate Program and 15 years of experience working with school districts in state and federal program compliance. He manages our client access software which allows CSM's clients access to real-time information on all of their E-Rate applications, past and present. He is integral in support of the ongoing application processes including PIA review and documentation retention.

***Shawn Farley - Manager, Post-Commitment (Reimbursement/Discounts)***

Shawn brings a wealth of regulatory and compliance knowledge to CSM's E-Rate staff and allows a unique perspective when working through issues involving both the applicant and the service provider. Mr. Farley is an integral part of the E-Rate team at CSM and in ensuring successful receipt of approved funding.

***Drulyne Vang – Manager, Quality Control***

Drulyne has been a member of the CSM team for seven years. Her overall knowledge of the program and attention to detail has been invaluable to our group and the clients that she works with. Drulyne brings a dedicated and unequalled approach when working through many issues involving both the applicant and the service provider. She is an integral part of the E-Rate team at CSM and in ensuring a successful application process on all levels.

## STATEMENT OF QUALIFICATIONS

The following statements reflect the reasons that we believe CSM to be most highly qualified to support Coatesville Area School District ("CASD").

1. Experience – 350+ E-rate clients nationwide.
2. Depth - The principles assigned to CASD have a combined experience in school districts of over 30 years.
3. Commitment to our clients is second to none.
4. Independent – CSM is an independent consultancy without relationships to any contractors or service providers.
5. Technology expertise in addition to E-rate application expertise.
6. Technology tools – CSM uses the latest in proprietary software to assist in the E-rate application process for our clients.
7. Unique relationship with USAC and the FCC.

In the past eleven years, CSM has grown from a client base of 13 to more than 300 clients.

### **FY 2011 Applications (Priority Two Funded to 88% only)**

- \$292,422,306 committed
- 2,751 Funding Requests filed

### **FY 2012 (Priority Two Funded for 90% applicants only)**

- \$321,506,707.23 committed
- 3,010 Funding Requests filed

### **FY 2013 (Priority Two Unfunded Nationwide)**

- \$186,656,466 committed
- 3,548 Funding Requests filed

### **FY 2014 (Priority Two Unfunded Nationwide)**

- \$181,613,943 committed (to date)
- 3,040 Funding Requests filed

### **FY 2015 (Category Two to be Funded Nationwide)**

- \$287,087,687 requested
- 3,938 Funding Requests filed

CSM is widely considered to be one of the Nation's largest and most trusted E-Rate consulting firms. We work with applicants of every size and flavor from a very small rural district with only 21 students, six of the 20 largest school districts in the Country and every size, shape and complexity in between.

## REFERENCES

<p>Jeremy Recktenwald, Director IT Services and Support <b><u>San Diego Unified School District</u></b> 619-260-5499 <a href="mailto:jrecktenwald@sandi.net">jrecktenwald@sandi.net</a></p>	<p>Ricardo Enz, Director of ITC <b><u>Santa Ana Unified School District</u></b> 714-480-4702 <a href="mailto:ricardo.enz@sausd.us">ricardo.enz@sausd.us</a></p>
<p>Rick Rodriguez, Director Information Systems <b><u>Garden Grove Unified School District</u></b> 714-663-6591 <a href="mailto:rrodrigu@ggusd.us">rrodrigu@ggusd.us</a></p>	<p>Carl Fong, Executive Director of Information Technology <b><u>OC Department of Education</u></b> 714-966-4185 <a href="mailto:cfong@ocde.us">cfong@ocde.us</a></p>
<p>Ed Smith, Project Management <b><u>CENIC</u></b> 714-220-3453 <a href="mailto:esmith@cenic.org">esmith@cenic.org</a></p>	<p>Erik Greenwood, CTO <b><u>Anaheim Union High School District</u></b> 714-999-5676 <a href="mailto:greenwood@auhsd.us">greenwood@auhsd.us</a></p>
<p>Greg Lindner, CTO <b><u>Los Angeles County Office of Education</u></b> 562-922-6463 <a href="mailto:Lindner_Gregory@lacoedu">Lindner Gregory@lacoedu</a></p>	<p>Derek Kinsey, CTO <b><u>Redondo Beach School District</u></b> (310) 379- 5449 <a href="mailto:dkinsey@rbusd.org">dkinsey@rbusd.org</a></p>
<p>John Vinke, Deputy Superintendent <b><u>Lawndale School District</u></b> 310-973-1300 x50026</p>	<p>Bob Blackney, Administrator of Technology and Assessment <b><u>Azusa Unified School District</u></b> 626- 967-6211 <a href="mailto:bblackney@azusa.org">bblackney@azusa.org</a></p>
<p>Ashton Potter, Director of Technology &amp; Information Services <b><u>Alhambra Unified School District</u></b> 626-943-3030 <a href="mailto:potter_ashton@ausd.us">potter_ashton@ausd.us</a></p>	<p>Jason Buchanan, CTO <b><u>Monrovia Unified School District</u></b> 626-471-2015 <a href="mailto:jbuchanan@monroviaschools.net">jbuchanan@monroviaschools.net</a></p>

## **INSURANCE**

CSM does carry Errors & Omissions Insurance in the amount of \$2,000,000.00 each occurrence and \$4,000,000.00 aggregate.

Our Producer is  
Kessler Alair Insurance Services  
PO Box 1120  
Claremont, CA 91711-1120  
888.661.3938

If selected, CSM will provide Certificates of Insurance for all types of insurance required by CASD with Coatesville Area School District named as additional insured.

## **SCOPE OF SERVICES OVERVIEW**

1. **Funding Year 2016 Form 470 and Procurement Planning**
  - a. Kick-off meeting to be conducted with stakeholders
  - b. Review of Services and Contracts
  
2. **Form 470 Posting and Review of Request for Bid/Proposal**
  
3. **Data Collection for Form 471 and Review of Compliance with Children’s Internet Protection Act (CIPA)**
  
4. **Form 471 Preparation**
  - a. **Form 471, Block 4: Calculation of E-Rate discounts, Category Two Budgets.**
  - b. **Form 471, Block 5: Funding Requests**
    - i. Cost review of current services
    - ii. Funding requests for new services
    - iii. Form 471, Block 6: Budget documentation
    - iv. Contract execution
    - v. Documentation for Item 21 Attachments
  
5. **Form(s) 471 Filing**
  - a. File Form(s) 471:
    - i. **Category One Services (Telecommunications/Voice/Internet Access)**
    - ii. **Category Two Services (Internal Connections/Managed Internal Broadband Services/Basic Maintenance of Internal Connections)** – Note that Category Two services are subject to an additional fee from Base Contract
  
6. **Program Integrity Review (PIA)**
  
7. **Filing of Form(s) 486 Upon receipt of the Funding Commitment Decision Letter (FCDL)**
  
8. **Collection of E-Rate Funds**
  - a. **Service Provider Forms necessary for Discounts on Service Provider Bills**
  - b. **Billed Entity Applicant Reimbursement (BEAR) Form 472**
  - c. **Service Certifications**
  
9. **Audit of Category One Service Provider Invoices**
  
10. **Reviews and Other Post Commitment Activities**
  - a. **Payment Quality Assurance (PQA)**
  - b. **Other Post-Commitment Activities**
    - i. Service substitutions
    - ii. SPIN changes
    - iii. Form 500
    - iv. Invoice Deadline and Service Delivery Extension Requests
  
11. **Additional professional services available at an hourly fee**
  - a. Selective Reviews, Special Compliance Reviews, BCAP Audits, and Appeals
  - b. Training, Speaking Engagements, Special Meetings and Advocacy
  - c. RFPs and Procurement Assistance
  - d. Technical Assessment and Preparation of Specifications
  - e. Technology Plan and Technology Plan Addenda preparation
  - f. Recovery of previous year’s undisbursed funding requests

## STANDARD SCOPE OF SERVICES

The scope of work for direct E-Rate consulting services for July 1, 2015 through June 30, 2016 will include applications and support for the applications listed below, as deemed eligible under the Universal Service School and Libraries Eligible Services List (FCC CC Docket No. 96-45, Report and Order, 12 FCC Rcd 8776 (1997)), and all amended revisions.

### **1. Funding Year 2016 Form 470 Planning**

- b. CSM will schedule a kick-off meeting with stakeholders in the E-Rate process and establish deliverables. At a minimum, we suggest that representatives from the following district departments should attend: Business Services, Information Technology, Purchasing, Facilities, and Food Services. CSM highly recommends that this planning meeting be scheduled as soon as possible in order to allow adequate time for effective planning and execution of the E-Rate process.
- c. At a minimum, the following areas should be discussed at the kick-off and any necessary subsequent meetings:
  - i. Review of any current contracts/obligations for E-Rate funded services.
  - ii. Review and discuss the technology and communications needs of the district, for Funding Year 2016 as well as long term needs.
  - iii. Based on needs determined, define those that are eligible for E-Rate funding (Category One and Category Two services).
  - iv. Establish and agree upon a list of equipment/services that will be included on the E-Rate Form(s) 470.
  - v. Discuss any procurement regulations and requirements necessary to meet both E-Rate and local procurement guidelines.
  - vi. Calculate and review E-Rate discounts of school sites and district. Strategize on ways to optimize discounts.
  - vii. Calculate and review estimated Category Two per-site budgets and strategize on ways to maximize use of budgets.
  - viii. Review of budget and availability of district's funding sources to meet its share of E-Rate projects.
  - ix. Discuss document retention requirements and responsibilities.
  - x. Create a timeline of deliverables and assign responsibilities.
- d. These areas of discussion will encompass all possible projects, equipment, and services that have the potential for E-Rate funding, any new services that may be established during the planning meetings and any changes to the annual Eligible Services List:
  - i. **Category One Services:** Telecommunications (broadband), Telecommunications (voice), Internet Access, Long Distance, and Cellular (not an exhaustive list).
  - ii. **Category Two Services:** Network Hardware Updates (switches, routers, etc.), Cabling, Basic Maintenance, Managed Internal Broadband services and any other identified needs.

**2. Form 470 Posting and Review of Request for Bid/Proposal**

- a. CSM will prepare for district signature/certification and post E-Rate Form(s) 470 for requested equipment and services in conjunction to the release of any required Request for Bid/Proposal(s).
- b. Prior to the posting of the Form(s) 470, CSM will review all Request for Bid/Proposal language with the District's Purchasing/Procurement department to ensure compliance with E-Rate guidelines.

**3. Review of Category One Services and Contracts**

- a. CSM will review all current telecommunications and Internet service providers' bills and contracts. The review will include at a minimum the following components:
  - i. Recurring monthly charges
  - ii. Non-recurring charges
  - iii. Rates
  - iv. Service Level Agreements
  - v. Terms and conditions
  - vi. Time remaining on the contract(s)
  - vii. Basic termination charges
- b. Upon completion of the review CSM will make recommendations and assist in negotiating new contracts as needed.
- c. The District will need to include CSM in any communications and Request for Bid/Proposal processes involving carrier/provider services in which CSM may assist the District.

**4. Form 471 Planning**

CSM will coordinate all necessary steps in order to prepare the Form(s) 471 in order to meet E-Rate guidelines:

- a. **Form 471, Block 4: Calculation of E-Rate discounts.** CSM will work with the District's Food Services/Financial Services department to collect documentation regarding participation/eligibility in the National School Lunch Program. CSM will also verify the state school codes, the National Center for Education Statistics school codes, and urban/rural status per National Census designations for all school sites. Using this data, CSM will calculate the E-Rate discount for the District.
- b. **Form 471, Block 4: Calculation of E-Rate Category Two Budgets.** Using official enrollment data, CSM will calculate the E-Rate Category Two Budgets for all sites in the District.
- c. **Form 471, Block 4: FCC Survey.** CSM will facilitate the collection of annual survey data from the District as required by the FCC.
- d. **Form 471, Block 5: Funding Requests**
  - i. **Cost review of current Telecommunications (voice, broadband) and Internet Access services.** For existing services, CSM will review the costs for all billed telephone numbers (BTN's) in order to determine eligible costs for all eligible

sites on the Form 471 application. The District must provide access to billing account information during this process.

- ii. **Funding requests for new services.** CSM will prepare funding requests for all newly contracted Category One and Category Two services. This will include at a minimum: determining eligible recurring costs, determining eligible non-recurring costs, and preparing cost allocations for any ineligible costs.
- iii. **Form 471, Block 6: Budget documentation.** CSM will collect the necessary budget documentation from Business Services required to complete Block 6 of the Form(s) 471.
- iv. **Contract execution.** CSM will facilitate the execution of all contracts and/or agreements to ensure that they fall within the E-Rate Form 471 filing window.
- v. **Documentation for Item 21 Attachments.** CSM will collect documentation necessary for all E-Rate Item 21 Attachments. CSM will also upload and manage Item 21 data into the Form 471 for submission by deadline established by USAC.

#### 5. Form(s) 471 Filing

CSM will prepare for district signature/certification and submit all necessary Form(s) 471 for E-Rate Funding Year 2015. CSM will determine the ultimate number of Form(s) 471 necessary in conjunction with the District as a result of E-Rate planning, process, number and types of funding requests and best practices.

- a. CSM will file Form(s) 471 for the following services (as applicable):
  - i. **Category One Services:** Telecommunications (data), Telecommunications (voice), Internet Access, Long Distance, Cellular and any other identified eligible service.
  - ii. **Category Two Services:** Network Hardware Updates (switches, routers, etc.), Cabling, Basic Maintenance, Managed Internal Broadband services and any other identified needs.

#### 6. Program Integrity Review (PIA)

CSM will coordinate and respond to all requests for further information from USAC's PIA regarding Funding Year 2016 applications. This may include: providing documentation regarding calculation of E-Rate discounts, providing further documentation regarding funding requests beyond the Item 21 Attachments, and answering any questions regarding the funding requests.

#### 7. Filing of Form(s) 486

Upon receipt of the Funding Commitment Decision Letter (FCDL) and start of services, CSM will file all necessary Form(s) 486 for Funding Year 2016 funding requests. Multiple Form(s) 486 may be necessary. CSM will coordinate the filing of the Form(s) 486 with the start of services (projects) to ensure that they are filed at the correct time.

#### 8. Collection of E-Rate Funds

CSM will discuss with the District the various methods available to collect approved E-Rate funding. CSM will then work with the selected service providers to ensure that the district receives its approved E-Rate funds:

- a. **Discounts (Form 474):** Discounts on bills. CSM will complete and submit the documentation that service providers require in order for District to receive discounts.



- b. **Billed Entity Applicant Reimbursement (BEAR) Form 472:** CSM will prepare and submit BEAR forms for Category One eligible services. The district will receive E-Rate funds in the form of a reimbursement check subsequent to payment in full to the service provider. Processing of Form 472 for Category Two services is available at an additional hourly rate as outlined in Additional Professional Services.
- c. **Service Certifications:** CSM will assist the district and service providers to complete these forms as required for Priority One and Priority Two projects.

**9. Form(s) 500 and Invoice Deadline Extension Request(s)**

Should a project funded for Funding Year 2015 not be implemented during the implementation window, CSM at the District's direction will file Form(s) 500 to extend the implementation window, or to cancel the funding request. CSM will also file any Invoice Deadline Extension Requests found necessary so that the District receives its approved funding for implemented projects and services for Funding Year 2015 and any outstanding prior year issues (*if applicable*).

**10. Audits**

Should the district be selected for an E-Rate audit, CSM will assist the district to prepare for and will be available (at the district's request) to be present at the audit. The FCC and/or USAC currently perform two types of E-Rate audits:

- a. **Payment Quality Assurance (PQA):** This is a remote process requiring additional documentation to substantiate whether a payment that was made is 'proper' or 'improper' in accordance with the Improper Payment Information Act (IPIA).
- b. **Beneficiary and Contributor Audit Program (BCAP):** This is more intensive audit of all of the applicant's (or contributor's) processes related to pre and post commitment activities. It may be conducted on-site or remotely.

**11. Funding Year 2015 Invoice Reconciliation**

As a direct result of our extensive experience with the audits, we have implemented a service offering that includes complete and detailed reconciliation of all invoices in accordance with USAC's "Documentation for Auditors Checklist". **The cost of this service is included in the total price of the contract.**

**12. Final Summary of Standard Scope of Services**

In working with our large client base CSM has found that the above Scope of Services covers the majority of work involved in successful E-Rate applications, receipt and recovery of E-Rate funds. CSM has the flexibility to slightly modify the Scope of Work per an individual district's needs. Should the District identify further services required, we are confident that CSM will be able to accommodate the request.

## ADDITIONAL PROFESSIONAL SERVICES

CSM can provide the following services in addition to our basic scope of work; hours will be billed at standard rates specified in the contract between CSM and the District.

- a. **Selective Reviews, Special Compliance Reviews, BCAP Audits, and Appeals**  
At the District's request, CSM will prepare and respond to heightened scrutiny reviews, audits, and/or file associated appeals or requests for waiver with the FCC and USAC.
- b. **Training, Speaking Engagements, Special Meetings and Advocacy**  
CSM consultants are available conduct onsite training of District staff, to speak at special events such as Board Meetings, and are available to represent the District at meetings with E-rate stakeholder groups, with USAC and at the FCC.
- c. **Recovery**  
Assess and process for District issues with prior E-Rate applications not previously contracted by with Consultant. Consultant to be paid 10% of recovered funding or an amount not to exceed the current annual contract value per prior funding year involved.
- d. **Surveys**  
If the District elects to utilize a survey process for documenting low income student counts, CSM can provide guidance to District staff in determination, distribution, collection and evaluation of household surveys.
- e. **RFPs and Procurement Assistance**  
CSM can prepare RFPs and provide additional assistance in administration of the competitive bidding process, including supporting job walks, bid openings, and evaluation of proposals.
- f. **Technical Assessment and Preparation of Specifications**  
CSM's technology professionals can assess District's technology needs and prepare specifications appropriate for inclusion in bid solicitations at the District's request.
- g. **Technology Plan and Technology Plan Addenda preparation**  
CSM's technology professionals can prepare Educational Technology Plans in accordance to guidelines established by the State Departments of Education and best practices for K-12 organizations.

**Hourly Rates:** At the written request of the District, the Consultant will provide these Additional Professional Services based upon the following hourly rates.

<b>Officer/Principal</b>	\$175 per hour
<b>Information Technology Consultant/Director</b>	\$150 per hour
<b>Lead Consultant</b>	\$120 per hour
<b>Specialist</b>	\$80 per hour

## DOC-U-MANAGE™

In response to increased audit activities and the FCC's extended requirement to retain E-rate documentation for a minimum of 10 years, CSM has developed an E-rate document management system for retention of documents in the cloud for future instant access. The system follows retention guidelines established by USAC and gives our customers peace of mind when retaining documents for future audit-readiness. The license is districtwide unlimited users and is based upon a per student fee.

The screenshot shows the 'ERATE WORKS Document Management' interface. At the top, there's a 'Select Organization:' dropdown menu set to 'Knox County School District'. Below this is a navigation bar with tabs: 'Funding Requests', 'Children's Internet Protection Act', 'Technology Plan and Approval Letter', and 'Other District Info'. The 'FUNDING REQUESTS' tab is active, showing a sidebar with a tree view of folders for '2014' and '2631325 - USA Mobility V'. The main area displays a '2631325' folder with a 'Click or drag and drop here to upload files.' prompt. Below this is a table of sub-folders:

Name	Status	Action
USAC Forms Uploaded by: CSM Admin, Created: 2015-05-26	6 Folders 0 Documents	[Checkmark]
Competitive Bidding Uploaded by: CSM Admin, Created: 2015-05-26	10 Folders 0 Documents	[Checkmark]
PIA Review Uploaded by: CSM Admin, Created: 2015-05-26	1 Folders 0 Documents	[Checkmark]
Invoicing & Payment Uploaded by: CSM Admin, Created: 2015-05-26	7 Folders 0 Documents	[Checkmark]

On the right, a 'FOLDER INFO' panel shows: Service Provider: USA Mobility Wireless, Inc.; Service Category: TELCOMM SERVICES; Uploaded by: CSM Admin.

## Features

- ✓ Simple drag and drop of documents from your desktop
- ✓ Pre-populated funding request labels and file structure personalized to your District
- ✓ Prompts for uploading documents by funding requests
- ✓ Checklists with color coding features to show progress

This screenshot shows the 'CHECKLIST' view in the DOC-U-MANAGE™ interface. The organization is still 'Knox County School District'. The 'FUNDING REQUESTS' sidebar is expanded to show a detailed tree view for '2631325', including folders for 'USAC Forms' (with sub-items Form 470, 471, 472, 479, 486, 500), 'Competitive Bidding', 'PIA Review', 'Invoicing & Payment', 'Service Delivery', 'Change Request', 'Audit', and 'Miscellaneous'. The main area shows a 'Choose tag' dropdown and an upload prompt. Below is a table of documents:

Name	Status	Action
Westminster-13-14-Q4-2631325.pdf Uploaded by: Casey Butler, Created: 2015-05-27 16:11:47	Received	[Checkmark] [Download]
Receipt Notification letter		
Westminster-13-14-Q4-2631325 (1).pdf Uploaded by: Casey Butler, Created: 2015-05-27 16:12:46	Received	[Checkmark] [Download]
Form 470 Document		

On the right, a 'CHECKLIST' panel shows: Receipt Notification letter (with a green dot) and Form 470 Document (with a green dot). Below it, a 'FOLDER INFO' panel shows the same provider and category information as the previous screenshot.

## PRICING

### Standard Scope of Services

The cost for services rendered to **Coatesville Area School District** regarding the E-Rate application process for the period of July 1, 2015 through June 30, 2016, as referred to in the Standard Scope of Services, will be invoiced and due to the Consultant as follows:

Base contract amount ("Base Amount") of **\$10,000** plus;

An amount equal to six percent (6%) of Category Two applications submitted during the Term of this Agreement, **not to exceed a total amount of \$15,000** ("C2 Amounts").

Invoices for the Base Amount will be provided monthly beginning at final execution and continue through June 30, 2016.

Invoice(s) for C2 Amounts will be provided upon completion of the annual E-Rate Form 471 submission process applicable to Category Two submissions during the Term of this Agreement.

The amounts in this section do not include any costs related to additional Professional Services offered by Consultant that may be requested by the District.

### Additional Professional Services

Cost for additional professional services desired will be determined by the amount of hours (estimated and agreed upon by District personnel and CSM) required to complete the requested additional professional service(s). Please refer to ***Hourly Rates***, below

Officer/Principal	\$175 per hour
Information Technology Consultant/Director	\$150 per hour
Lead Consultant	\$120 per hour
Specialist	\$80 per hour

CSM can prepare an estimate for such activities for budget purposes at District's direction.

### Doc-U-Manage™

Consultant will provide online document management software allowing for multi-user access to maintain documents in an organized manner to meet the USAC 10 year requirement and provide an efficient document management system for the District. The annual license fee for the software is **\$1,800**.

**Thank you for this opportunity to provide a proposal to Coatesville Area School District. Should you have any questions, please don't hesitate to contact Kim Friends for additional information or to request contracting documents.**

## **SAMPLE AGREEMENT**

### **TERMS AND CONDITIONS**

The following terms and conditions are taken from the contract which would be offered to the District upon the award of E-Rate Services to CSM. This is for reference only.

#### **RECITALS**

- A. District desires to have a Consultant to prepare documentation, forms and applications regarding the Federal Communications Commission ("FCC") E-Rate program.
- B. District has the authority to enter into an Agreement with a Consultant for purposes of complying with the FCC E-Rate program.
- C. Consultant is duly qualified to provide the services called for in this Agreement in consideration for the fee stipulated in this Agreement.

#### **I. CONSULTANT'S RESPONSIBILITIES – SCOPE OF SERVICE**

1. Shall provide to District completed forms and processes related to all Category One and Category Two applications of the Federal Communications Commission E-Rate filings with the schools and library division ("SLD") during the term of this Agreement as shown in Section IV., 1. Services provided under this agreement to include the following:
  - Advise and coordinate the preparation and filing of FCC Forms: 470, 471, 486 and 500.
  - Advise and coordinate the preparation and filing of:
    - Item 21 Attachments
    - Form 472 (Billed Entity Applicant Reimbursement Form BEAR) and/or vendor specific discount forms (i.e. Data Gathering Form, Existing Services List, etc.) for Category One services only
    - Implementation Deadline Extension Request (ImDER)
    - Invoice Deadline Extension Request (IDER)
    - Service Provider Identification Number (SPIN)Change Requests
    - Service Substitution Requests
    - Service Certifications (standard):
    - Program Integrity Assurance (PIA)
    - Payment Quality Assurance (PQA) requests
  - Invoice reconciliation for previous funding year disbursements
2. Act as District's main point of contact with the SLD.
3. Advise District on E-Rate compliance including updates on rule or regulatory changes, as applicable.

**II. DISTRICT RESPONSIBILITIES**

1. Provide all required information and data for filing all forms with the SLD in a timely manner.
2. Take such official action, such as review of Consultants drafts and promptly sign and return all forms required for filing with a third party in a timely manner so that Consultant can perform its obligations under this Agreement.
3. Promptly pay Consultant its fee for services rendered. All payments are due and payable within 30 days after delivery to the District of the invoice.
4. Sign, date and certify all forms filed by Consultant on District's behalf.

**III. MISCELLANEOUS**

1. **Term.** July 1, 2015 (or date of execution as shown below, whichever is later) through June 30, 2016.
2. **Modifications.** This Agreement may be modified only by a written amendment to this Agreement, executed by both parties.
3. **Independent Contractor.** While engaged in carrying out and complying with the terms and conditions of the Agreement, Consultant is an independent contractor and not an officer, employee, or agent of the District.
4. **Additional Professional Services not included in SECTION I CONSULTANT RESPONSIBILITIES – SCOPE OF SERVICE.**  
A. Services and costs in this section are not included in Section I (Consultant Responsibilities – Scope of Service) and Section III (Cost). At the written request of the District, the Consultant may provide the additional Professional Services listed below, based upon the following hourly rates.

Officer/Principal	\$175 per hour
Information Technology Consultant/Director	\$150 per hour
Lead Consultant	\$120 per hour
Specialist	\$80 per hour

An authorized agent of the District may request the services below via written request to the Consultant. The Consultant will provide the District with an estimate of the number of hours and rates to complete the requested task. Consultant will provide a quote in the form of an email, hard copy quote, electronic copy quote or other means, as appropriate and acceptable to the District and Consultant. These Professional Services may include but are not limited to the following:

- Assist in the preparation of RFPs/RFIs/RFQs, etc., including technical specs
- Surveys (alternate discount method)
- Comprehensive Technology Plan Writing
- Coordination of response to Special Compliance Reviews
- Selective Review Information Request (SRIR)
- Form 472 (Billed Entity Applicant Reimbursement Form BEAR) and/or vendor specific discount forms (i.e. Data Gathering Form, Existing Services List, etc.) for Category Two services
- Preparation of USAC and/or FCC appeals

- Technology Plan and Technology Plan Addenda preparation, technology needs assessment, etc.
- Audit support, including Beneficiary Contributor Audit Program
- Preparation of documentation/reports/presentations for Board meetings or other special meetings
- Assess and process issues with prior E-Rate applications not previously contracted by with Consultant (invoiced at ten percent 10% of amount recovered)
- Travel expenses for any on-site meetings including hourly rate, standard mileage reimbursement and actual accommodation/travel expense (including airfare if applicable)
- Other E-Rate related services

## *Doc-U Manage*

5. **E-Rate Doc-U-Manage Software.** Consultant will provide online document management software allowing for multi-user access to maintain documents in an organized manner to meet the USAC 10 year requirement and provide an efficient document management system for the District. The annual license fee for the software is \$1,800.

Please check the appropriate box for designation of service  Yes  No

6. **Conflict of Interest.** No business or personal relationship exists between any school employee and the service provider.
7. **Attorney's Fees and Costs.** In any litigation, arbitration or other proceeding by which one party either seeks to enforce its rights under this Agreement (whether in contract, tort, or both) or seeks a declaration of any rights or obligations under this Agreement, each party shall bear its own attorney fees, together with any costs and expenses to resolve the dispute and to enforce the final judgment.
8. **Severability.** If any term of this Agreement is held by a court of competent jurisdiction to be void or unenforceable, the remainder of this Agreement shall remain in full force and effect and shall not be affected.
9. **Notices.** All notices that are required to be given by one party to the other under this Agreement shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope postage prepaid and deposited with a United States Post Office for delivery by first class and certified mail addressed to the parties at the following addresses, unless such addresses are changed by notice, in writing, to the other party.

**Sample School District  
1234 ABC Street  
Anytown, XX, 123456**

CSM Consulting, Inc.  
P.O. Box 4408  
El Dorado Hills, CA 95762-0018

10. **Limitation of Liability.** The aggregate liability in connection with any claim arising out of or relating to this agreement whether in contract, tort or otherwise, shall be limited to an amount

equivalent to the fee(s) paid by the District to Consultant for services performed pursuant to this Agreement. Consultant shall not in any circumstances be liable to District, whether in contract, tort or otherwise, for any special, indirect, incidental, or consequential damages of any kind whatsoever whether Consultant is made aware in any way due to, resulting from, or arising in connection with the services performed by Consultant pursuant to this Agreement. District's right to monetary damages listed above in that amount shall be in lieu of all other remedies that District may have.

11. **Governing Law.** The validity of this Agreement and each of its terms and provisions, as well as the rights and duties of the parties under this Agreement, shall be construed pursuant to and in accordance with the law of the State of California.
12. **Authority.** The individuals executing this Agreement represent and warrant that they have the legal capacity and authority to execute and contractually bind their respective legal entities.
13. **Entire Agreement.** This Agreement supersedes any and all other agreements, whether oral or in writing, between the parties with respect to the subject of this Agreement. This Agreement contains all of the covenants and agreements between the parties with respect to the subject of this Agreement, and each party acknowledges that no representations, inducements, promises, or agreements have been made by or on behalf of any party except the covenants and agreements embodied in this Agreement. No agreement, statement, or promise not contained in this Agreement shall be valid or binding on the parties with respect to the subject of this



*Finance Committee Enclosure*

*Human Resources Report*

## **HUMAN RESOURCES REPORT ~ NOVEMBER 10, 2015**

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

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

#### a. FEDERATION

- 1) Gibson, Philip, Electronic Technician for the Coatesville Area School District. Letter Dated: 10/22/2015. Reason: Personal. Effective: 11/4/2015.

### **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) DiNicola, Danielle, Special Education Chair for the Coatesville Area Senior High School. Posted: 9/16/2015. Salary: \$2,600 (Prorated). Effective: 9/30/2015. SP4: Staff.
- 2) Kaiser, Amanda, Title I After-School Tutor at the following buildings (Caln, Friendship, Rainbow, Reeceville and Scott) for the Coatesville Area School District. Salary: \$33/hr. as per CATA contract.
- 3) Ulrich, Charles, Yearbook Advisor for the Scott Middle School. Posted: 9/16/2015. Salary: \$1,123.75 (Prorated). Effective: 9/30/15. SP4: Staff

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

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

#### a. CATA

- 1) Casero, Jessica, Teacher for the South Brandywine Middle School. Letter Dated: 8/20/2015. Effective: 12/4/2015 – 6/10/2016.
- 2) Hackmeister, Elizabeth, Teacher for the Caln Elementary School. Letter Dated: 10/9/2015. Effective: 10/12/2015 – 12/12/2015.
- 3) Shick, Erin, Teacher for the King’s Highway Elementary School. Letter Dated: 8/20/2015. Effective: 1/4/2016 – 2/16/2016.

*Finance Committee Enclosure  
Enrollment Report*

- *CASD*
- *Charter Schools*

# COATESVILLE AREA SCHOOL DISTRICT ENROLLMENT REPORT

Date: 10/31/15

Current Building Name	01	02	03	04	05	06	07	08	09	10	11	12	K	Total
CALN ELEMENTARY	96	87	91	84	99								106	563
COATESVILLE AREA SENIOR HIGH SCHOOL									557	526	536	487		2106
EAST FALLOWFIELD ELEMENTARY	56	50	62	55	53								53	329
FRIENDSHIP ELEMENTARY	55	71	56	61	68								65	376
KINGS HIGHWAY ELEMENTARY	97	89	107	78	76								86	533
NORTH BRANDYWINE MIDDLE SCHOOL						148	148	156						452
RAINBOW ELEMENTARY	143	133	134	159	134								111	814
REECEVILLE ELEMENTARY	73	85	78	87	88								86	497
SCOTT MIDDLE SCHOOL						159	158	150						467
SOUTH BRANDYWINE MIDDLE SCHOOL						213	207	217						637
	520	515	528	524	518	520	513	523	557	526	536	487	507	6774

**ABOVE TOTALS INCLUDE:**

TURNING POINT PROGRAM								3	2	0	3	12		20
COATESVILLE CYBER LEARNING ACADEMY										4	8	6		18
														38

# CASD CHARTER SCHOOL ENROLLMENT REPORT

Date: 10-31-15

Current Building Name	Current Building	01	02	03	04	05	06	07	08	09	10	11	12	K	Total	Previous Year
21ST CENTURY CYBER CHARTER SCHOOL	5011						1	2	4	3	3		3		16	15
ACHIEVEMENT HOUSE CHARTER SCHOOL (CYBE	5012											1	1		2	3
AGORA CYBER CHARTER SCHOOL	5025	2	2	1	4	1	4	3	2	4	3	3	3	1	33	40
AVON GROVE CHARTER SCHOOL	5013	14	8	18	16	18	26	19	19	14	14	18	9	19	212	187
CHESTER COUNTY FAMILY ACADEMY	5014	9	10											8	27	22
COLLEGIUM CHARTER SCHOOL	5015	174	190	150	136	127	135	87	83	79	60	45	46	181	1493	1295
COMMONWEALTH CONNECTIONS CYBER CHART	5016	2	4	2	2	3	3	3	4	5		4	4	1	37	39
DR ROBERT KETTERER CS (COURT PLACED)	5031														0	1
EDUCATION PLUS ACADEMY CYBER CS	8128		1	1		1	1								4	2
PA CYBER CHARTER SCHOOL, THE	5019	2	1	2		2	5		3	7	3	1	2	1	29	34
PA DISTANCE LEARNING CHARTER SCHOOL	5027												1		1	2
PA LEADERSHIP CYBER CHARTER SCHOOL	5020	8	1	3	4	4	7	11	9	13	11	11	7	1	90	97
PA VIRTUAL CYBER CHARTER SCHOOL	5021	1	3		2	2		3	1		1	1	1	3	18	15
RENAISSANCE	5022			1					1	1		1		2	6	8
		212	220	178	164	158	182	128	126	126	95	85	77	217	1968	1760
208																

*Coatesville Area School District  
Policy Committee*



**Members**

Ann Wuertz, Chair  
Deborah Thompson  
Gregory Wynn

November 10, 2015

**POLICY COMMITTEE AGENDA**

**November 10, 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 Gregory Wynn  
**ADMINISTRATION:** Dr. Cathy Taschner and Ronald Kabonick  
**CALL TO ORDER:** \_\_\_\_\_

Approval of October 13, 2015 Policy Committee meeting minutes. *(Enclosure)*

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**AGENDA ITEMS**

1. **Policy 000 – Board Policy/Procedure/Administrative Regulations – 2<sup>nd</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 000, Board Policy/Procedure/Administrative Regulations.
2. **Policy 001 – Name and Classification – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 001, Name and Classification, with recommended changes.
3. **Policy 002 – Authority and Powers – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 002, Authority and Powers.
4. **Policy 003 - Functions – 2<sup>nd</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 003, Functions.
5. **Policy 004 – Membership – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 004, Membership.
6. **Policy 005 - Organization – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 005, Organization, with recommended changes.
7. **Policy 005.1 – District Solicitor – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 005.1, District Solicitor, with recommended change.
8. **Policy 006 - Meetings – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 006, Meetings, with recommended changes.

9. **Policy 006.1 - Attendance at Meetings via Electronic Communications – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 006.1, Attendance at Meetings via Electronic Communications, with recommended addition(s).
10. **Policy 007 – Policy Manual Access – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 007, Policy Manual Access.
11. **Policy 011 – Board Governance Standards/Code of Conduct – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 011, Board Governance Standards/Code of Conduct.
12. **Policy 819 Vol II 2015 – Suicide Awareness, Prevention and Response – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 819 Vol II 2015, Suicide Awareness, Prevention and Response.
13. **Policy 100 – Comprehensive Planning – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 100, as presented. (*Enclosure*)
14. **Policy 101 – Mission Statement – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 101, as presented. (*Enclosure*)
15. **Policy 102 – Academic Standards – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 102, as presented. (*Enclosure*)
16. **Policy 103 (NEW) – Nondiscrimination in School and Classroom Practices – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 103, as presented. (*Enclosure*)
17. **Policy 104 – Nondiscrimination in Employment – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 104, as presented. (*Enclosure*)
18. **Policy 104.1 – Equal Employment Opportunity Policy & Affirmative Action Program – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 104.1, as presented. (*Enclosure*)
19. **Policy 105 - Curriculum – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 105, as presented. (*Enclosure*)



20. **Policy 105.1 – Review of Instructional Materials by Parents/Guardians and Students – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 105.1, as presented. (*Enclosure*)
21. **Policy 105.2 – Exemption from Instruction – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 105.2, as presented. (*Enclosure*)
22. **Policy 107 – Adoption of Planned Instruction – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 107, as presented. (*Enclosure*)
23. **Policy 108 – Adoption of Textbooks – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 108, as presented. (*Enclosure*)
24. **Policy 109 – Resource Materials – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 109, as presented. (*Enclosure*)
25. **Policy 110 – Instructional Supplies – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 110, as presented. (*Enclosure*)
26. **Policy 111 – Lesson Plans – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 111, as presented. (*Enclosure*)
27. **Policy 112 – Guidance Counseling – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 112, as presented. (*Enclosure*)
28. **Policy 113 – Special Education – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 113, as presented. (*Enclosure*)
29. **Policy 113.1 – Discipline of Students with Disabilities – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 113.1, as presented. (*Enclosure*)
30. **Policy 113.2 – Behavior Support for Students with Disabilities – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 113.2, as presented. (*Enclosure*)
31. **Policy 113.3 (NEW) – Screening and Evaluations for Students with Disabilities – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 113.3, as presented. (*Enclosure*)

32. **Policy 113.4 (NEW) – Confidentiality of Special Education Student Information – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 113.4. (*Enclosure*)
33. **Policy 114 – Gifted Education – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 114, as presented. (*Enclosure*)
34. **Policy 116 (NEW) - Tutoring – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 116, as presented. (*Enclosure*)
35. **Policy 117 – Homebound Instruction – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 117, as presented. (*Enclosure*)
36. **Policy 118 – Independent Study – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 118, as presented. (*Enclosure*)
37. **Policy 119 – Current Events – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 119, as presented. (*Enclosure*)
38. **Policy 120 – Human Development Program - DELETED**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the deletion of Policy 120. (*Enclosure*)
39. **Policy 121 – Field Trips – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 121, as presented. (*Enclosure*)
40. **Policy 122 – Extracurricular Activities – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 122, as presented. (*Enclosure*)
41. **Policy 123 – Interscholastic Athletics – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 123, as presented. (*Enclosure*)
42. **Policy 123.1 – Concussion Management – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 123.1, as presented. (*Enclosure*)
43. **Policy 123.2 – Sudden Cardiac Arrest – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 123.2, as presented. (*Enclosure*)

44. **Policy 124 (NEW) – Alternative Instruction – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 124, as presented. *(Enclosure)*
45. **Policy 127 – Assessment System – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 127, as presented. *(Enclosure)*
46. **Policy 130 - Homework – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 130, as presented. *(Enclosure)*
47. **Policy 137 – Home Education Programs – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 137, as presented. *(Enclosure)*
48. **Policy 137.1 (NEW) – Extracurricular Participation by Home Education Students – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 137.1, as presented. *(Enclosure)*
49. **Policy 138 – English as a Second Language/Bilingual Education Program – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 138, as presented. *(Enclosure)*
50. **Policy 140 – Charter Schools – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 140, as presented. *(Enclosure)*
51. **Policy 140.1 (NEW) – Extracurricular Participation by Charter/Cyber Charter Students – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 140.1, as presented. *(Enclosure)*
52. **Policy 142 (NEW) – Migrant Students – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 142, as presented. *(Enclosure)*
53. **Policy 143 (NEW) – Standards for Persistently Dangerous Schools – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 143, as presented. *(Enclosure)*
54. **Policy 144 (NEW) – Standards for Victims of Violent Crimes – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 144, as presented. *(Enclosure)*
55. **Policy 146 (NEW) – Student Services – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 146, as presented. *(Enclosure)*

**INFORMATIONAL ITEM(S)**

**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.*

*Policy Committee Enclosure*

*Minutes to Approve*

**POLICY COMMITTEE MINUTES**

**October 13, 2015 – 6:00 PM**

**9/10 Center Auditorium**

*(4<sup>th</sup> Committee Meeting of the Evening)*

**CHAIRPERSON:** Ann M. Wuertz  
**BOARD MEMBERS:** Deborah L. Thompson and Gregory D. Wynn  
**ADMINISTRATION:** Dr. Cathy Taschner and Ronald Kabonick  
**CALL TO ORDER:** 7:48 p.m.

Approval of August 11, 2015 Policy Committee meeting minutes. *(Enclosure)*

Motion: Deborah Thompson                      Second: Greg Wynn                      Vote: 3-0

Approval of September 8, 2015 Policy Committee meeting minutes. *(Enclosure)*

Motion: Deborah Thompson                      Second: Greg Wynn                      Vote: 3-0

**AGENDA ITEMS**

**A.     Policy 000 – Board Policy/Procedure/Administrative Regulations – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 000, Board Policy/Procedure/Administrative Regulations. *(Enclosure)*

Motion: Deborah Thompson                      Second: Greg Wynn                      Vote: 3-0

**B.     Policy 001 – Name and Classification – 2<sup>nd</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 001, Name and Classification, with recommended changes. *(Enclosure)*

Motion: Greg Wynn                      Second: Deborah Thompson                      Vote: 3-0

**C.     Policy 002 – Authority and Powers – 2<sup>nd</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 002, Authority and Powers.

Motion: Greg Wynn                      Second: Deborah Thompson                      Vote: 3-0

**D.     Policy 003 - Functions – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 003, Functions. *(Enclosure)*

Motion: Greg Wynn                      Second: Deborah Thompson                      Vote: 3-0

**E.     Policy 004 – Membership – 2<sup>nd</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 004, Membership.

Motion: Greg Wynn                      Second: Deborah Thompson                      Vote: 3-0

**F. Policy 005 - Organization – 2<sup>nd</sup> Reading**

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 005, Organization, with recommended changes. (*Enclosure*)

Motion: Deborah Thompson                      Second: Greg Wynn                      Vote: 3-0

**G. Policy 005.1 – District Solicitor – 2<sup>nd</sup> Reading**

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 005.1, District Solicitor, with recommended change. (*Enclosure*)

Motion: Deborah Thompson                      Second: Greg Wynn                      Vote: 3-0

**H. Policy 006 - Meetings – 2<sup>nd</sup> Reading**

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 006, Meetings, with recommended changes. (*Enclosure*)

Motion: Deborah Thompson                      Second: Greg Wynn                      Vote: 3-0

**I. Policy 006.1 - Attendance at Meetings via Electronic Communications – 2<sup>nd</sup> Reading**

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 006.1, Attendance at Meetings via Electronic Communications, with recommended addition(s).

Motion: Greg Wynn                      Second: Deborah Thompson                      Vote: 3-0

**J. Policy 007 – Policy Manual Access – 2<sup>nd</sup> Reading**

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 007, Policy Manual Access.

Motion: Greg Wynn                      Second: Deborah Thompson                      Vote: 3-0

**K. Policy 011 – Board Governance Standards/Code of Conduct – 2<sup>nd</sup> Reading**

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 011, Board Governance Standards/Code of Conduct.

Motion: Greg Wynn                      Second: Deborah Thompson                      Vote: 3-0

**L. Policy 819 Vol II 2015 – Suicide Awareness, Prevention and Response – 2<sup>nd</sup> Reading**

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 819 Vol II 2015, Suicide Awareness, Prevention and Response.

Motion: Deborah Thompson                      Second: Greg Wynn                      Vote: 3-0

**INFORMATIONAL ITEM(S)**

- Internet Usage and Social Media Survey Results

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT**

**ADJOURNMENT:** This meeting was adjourned at 8:02 p.m.

*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 Enclosures ~ CASD Board Policies*

### **100 Programs**

- 100 Comprehensive Planning
- 101 Mission Statement
- 102 Academic Standards
- 103 (NEW) Nondiscrimination in School and Classroom Practices
- 103.1 (NEW) Nondiscrimination – Qualified Students with Disabilities
- 104 Nondiscrimination in Employment
- 104 Nondiscrimination in Employment and Contract Practices (PSBA model provided for reference)*
- 104.1 Equal Employment Opportunity Policy and Affirmative Action Program
- 105 Curriculum
- 105.1 Review of Instructional Materials by Parents/Guardians & Students
- 105.2 Exemption From Instruction
- 107 Adoption of Planned Instruction
- 108 Adoption of Textbooks
- 109 Resource Materials
- 110 Instructional Supplies
- 111 Lesson Plans
- 112 Guidance Counseling
- 113 Special Education
- 113.1 Discipline of Students With Disabilities
- 113.2 Behavior Support for Students with Disabilities
- 113.3 (NEW) Screening and Evaluations for Students with Disabilities
- 113.4 (NEW) Confidentiality of Special Education Student Information
- 114 Gifted Education
- 116 (NEW) Tutoring
- 117 Homebound Instruction
- 118 Independent Study
- 119 Current Events
- 120 (DELETED) Human Development Program
- 121 Field Trips
- 122 Extracurricular Activities
- 123 Interscholastic Athletics
- 123.1 Concussion Management
- 123.2 Sudden Cardiac Arrest
- 124 (NEW) Alternative Instruction
- 127 Assessment System
- 130 Homework
- 137 Home Education Programs
- 137.1 (NEW) Extracurricular Participation by Home Education Students
- 138 English as a Second Language/Bilingual Education Program
- 140 Charter Schools
- 140.1 (NEW) Extracurricular Participation by Charter/Cyber Charter Students
- 142 (NEW) Migrant Students
- 143 (NEW) Standards for Persistently Dangerous Schools
- 144 (NEW) Standards for Victims of Violent Crimes
- 146 (NEW) Student Services

## CASD BOARD POLICIES ~ 100 PROGRAMS

- 100 ~~Strategic Plan~~ **Comprehensive Planning**
- 101 ~~Objectives of Education~~ **Mission Statement**
- 102 Academic Standards
- 103 ~~Equal Employment Opportunity Policy And Affirmative Action Program~~
- 103 (NEW) Nondiscrimination in School and Classroom Practices**
- 103.1 **(NEW) Nondiscrimination in Employment – Qualified Students with Disabilities**
- 104 ~~Nondiscrimination On The Basis of Sex in Employment~~
- 104 Nondiscrimination in Employment and Contract Practices (PSBA model provided for reference)*
- 104.1 Equal Employment Opportunity Policy and Affirmative Action Program**
- 105 Curriculum Development
- 105.1 ~~Curriculum Review~~ **of Instructional Materials by Parents/Guardians & Students**
- 105.2 Exemption From Instruction
- 107 Adoption of Planned **Instruction** ~~Course Guides~~
- 108 Adoption of Textbooks
- 109 Resource Materials
- 110 Instructional Supplies
- 111 Lesson Plans
- 112 Guidance Counseling
- 113 Special Education
- 113.1 Discipline of Students with Disabilities
- 113.2 Behavior Management of **Support** for Students with Disabilities
- 113.3 (NEW) Screening and Evaluations for Students with Disabilities**
- 113.4 (NEW) Confidentiality of Special Education Student Information**
- 114 Gifted Education
- 116 (NEW) Tutoring**
- 117 Homebound Instruction
- 118 Independent Study
- 119 Current Events
- 120 **(DELETED)** Human Development Program
- 121 Field Trips
- 122 Extracurricular Activities
- 123 Interscholastic Athletics
- 123.1 Concussion Management
- 123.2 Sudden Cardiac Arrest
- 124 **(NEW) Summer School Alternative Instruction**
- 127 ~~Testing Calendar~~ **Assessment System**
- 130 Homework
- 137 ~~Home-Schooling~~ **Education Programs**
- 137.1 (NEW) Extracurricular Participation by Home Education Students**
- 138 ~~Limited English Proficiency Program~~ **English as a Second Language/Bilingual Education Program**
- 140 Charter Schools
- 140.1 (NEW) Extracurricular Participation by Charter/Cyber Charger Students**
- 142 (NEW) Migrant Students**
- 143 (NEW) Standards for Persistently Dangerous Schools**
- 144 (NEW) Standards for Victims of Violent Crimes**
- 146 (NEW) Student Services**

Book	Policy Manual
Section	100 Programs
Title	Comprehensive Planning
Number	100
Status	
Legal	<a href="#">1. 22 PA Code 4.13</a> <a href="#">2. 24 P.S. 1205.1</a> <a href="#">3. 22 PA Code 49.17</a> 4. Pol. 333 <a href="#">5. 22 PA Code 49.16</a> <a href="#">6. 22 PA Code 12.41</a> 7. Pol. 146 <a href="#">8. 22 PA Code 14.104</a> 9. Pol. 113 <a href="#">10. 22 PA Code 16.4</a> 11. Pol. 114 <a href="#">22 PA Code 4.4</a> Pol. 002 Pol. 004 Pol. 101 Pol. 105 Pol. 107 Pol. 109 Pol. 701

### **Purpose**

The Board recognizes the importance of comprehensive **planning in developing and guiding** the **district's goals, and the** educational **programs** and operation of the **schools**. Participation by **educational stakeholders** is a critical element of such planning.

### **Authority**

The Board **shall provide guidance in the district's comprehensive planning process, and** shall ensure active participation by Board members, administrators, teachers, other district personnel, students, parents/guardians and representatives from **local** businesses and the community.

**As part of the comprehensive planning process, the Board directs that** the district **develop** and **implement individual plans and components as required by law,**

regulations, and funding and program requirements.[1]

The Board directs that the **goals and action plans developed through comprehensive planning shall be continuously monitored and reviewed to ensure students are achieving at high levels.**

### **Professional Education**

**The district shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[2][1][3][4]**

### **Induction**

**The district shall develop and submit an induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[1][5][4]**

### **Student Services**

**The district shall develop and implement a written plan every six (6) years for providing a comprehensive and integrated K-12 program of student services, as required by law and regulations. Prior to approval by the Board, the student services plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[1][6][7]**

### **Special Education**

**The district shall develop and submit a special education plan to the Department of Education for approval every three (3) years, and shall implement such plan as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the special education plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[1][8][9]**

### **Gifted Education**

**The district shall develop and implement a gifted education plan every six (6) years, as required by law and regulations. Prior to approval by the Board, the gifted education plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[1][10][11]**

### **Delegation of Responsibility**

**The Superintendent shall be responsible for organizing the comprehensive planning**

**process, ensuring participation in accordance with Board policy and submitting the required plans to the Department of Education.**

**The Superintendent or designee shall be responsible for implementing the goals and action plans developed through comprehensive planning and providing written quarterly progress reports to the Board.**

Last Modified by Elizabeth Flood on October 15, 2015



Book	Policy Manual
Section	100 Programs
Title	Mission Statement
Number	101
Status	From PSBA
Legal	Pol. 100

### **District Mission Statement**

The mission of the Coatesville Area School District, **a learning community rich in diversity and committed** to excellence, is to **educate all** students by **providing rigorous education opportunities** to become **responsible, productive**, life-long learners **in a global** society.

Last Modified by Elizabeth Flood on June 12, 2015





Book	Policy Manual
Section	100 Programs
Title	Academic Standards
Number	102
Status	
Legal	<a href="#">1. 22 PA Code 4.11</a> <a href="#">2. 22 PA Code 4.12</a> <a href="#">3. 22 PA Code 4.3</a> 4. Pol. 105 5. Pol. 107 6. Pol. 127 8. Pol. 113 9. Pol. 115 <a href="#">22 PA Code 4.4</a>

### **Purpose**

**The Board recognizes the importance of developing, assessing and expanding academic standards to challenge students to achieve at their highest level possible. To this end, the district shall establish rigorous academic standards in accordance with, and may expand upon, those adopted by the State Board of Education.** [\[1\]\[2\]](#)

### **Definition**

**Academic standards** - shall be defined as what a student should know and be able to do at a specified grade level. **For purposes of Board policy, the term academic standards shall be deemed to encompass Pennsylvania Core Standards, state academic standards and local academic standards.** [\[3\]](#)

### **Authority**

The Board shall **approve** academic standards for district students to attain, in the following content areas: [\[2\]](#)

- 1. English Language Arts.**
- 2. Mathematics.**
- 3. Science and Technology** - Study of the natural world and facts, principles, theories and laws in the areas of biology, chemistry, physics and earth sciences. Technology is the application of science to enable societal development, including food and fiber production, manufacturing, building, transportation and communication. Science and technology share the use of the senses, science processes, inquiry, investigation, analysis and problem solving strategies. **Also includes reading in science and technology, and writing for science and technology.**

4. **Environment and Ecology** - Understanding the components of ecological systems and their interrelationships with social systems and technologies. These components incorporate the disciplines of resource management, agricultural diversity, government and the impact of human actions on natural systems. This interaction leads to the study of watersheds, threatened and endangered species, pest management and the development of laws and regulations.
5. **Social Studies** - To include **reading in history and social studies, and writing for history and social studies and the following:**
  - a. **History** - Study of the record of human experience including important events; interactions of culture, race and ideas; the nature of prejudice; change and continuity in political systems; effects of technology; importance of global-international perspectives; and the integration of geography, economics and civics studies on major developments in the history of the Commonwealth, the United States and the world.
  - b. **Geography** - Study of relationships among people, places and environments, of geographic tools and methods, characteristics of place, concept of region and physical processes.
  - c. **Civics and Government** - Study of United States constitutional democracy, its values and principles, study of the Constitution of the Commonwealth and government including the study of principles, operations and documents of government, the rights and responsibilities of citizenship, how governments work and international relations.
  - d. **Economics** - Study of how individuals and societies choose to use resources to produce, distribute and consume goods and services. Knowledge of how economies work, economic reasoning and basic economic concepts, economic decision making, economic systems, the Commonwealth and the United States economy and international trade.
6. **Arts and Humanities** - Study of dance, theatre, music, visual arts, language and literature including forms of expression, historical and cultural context, critical and aesthetic judgment and production, performance or exhibition of work.
7. **Career Education and Work** - Understanding career options in relationship to individual interests, aptitudes and skills including the relationship between changes in society, technology, government and economy and their effect on individuals and careers. Development of knowledge and skill in job-seeking and job-retaining skills and, for students completing vocational-technical programs, the skills to succeed in the occupation for which they are prepared.[9]
8. **Health, Safety and Physical Education** - Study of concepts and skills which affect personal, family and community health and safety, nutrition, physical fitness, movement concepts and strategies, safety in physical activity settings, and leadership and cooperation in physical activities.
9. **Family and Consumer Science** - Understanding the role of consumers as a foundation for managing available resources to provide for personal and family needs and to provide basic knowledge of child health and child care skills.

**Guidelines**

**The district's curriculum shall be designed to provide students with the planned instruction needed to attain established academic standards.**[\[2\]](#)[\[4\]](#)[\[5\]](#)

**The district shall assess individual student attainment of established academic standards and provide assistance for students having difficulty attaining academic standards.**[\[2\]](#)[\[6\]](#)

**Students with disabilities may attain academic standards by completion of their Individualized Education Programs in accordance with law, regulations and Board policy.**[\[2\]](#)[\[8\]](#)

Last Modified by Elizabeth Flood on October 14, 2015



Book Policy Manual

Section 100 Programs

Title Nondiscrimination in School and Classroom Practices

Number 103 - NEW

Status From PSBA

Legal

- [1. 24 P.S. 1310](#)
- [2. 24 P.S. 1601-C et seq](#)
- [3. 22 PA Code 4.4](#)
- [4. 22 PA Code 12.1](#)
- [5. 22 PA Code 12.4](#)
- [6. 22 PA Code 15.1 et seq](#)
- [7. 24 P.S. 5004](#)
- [8. 43 P.S. 951 et seq](#)
- [9. 20 U.S.C. 1681 et seq](#)
- [10. 20 U.S.C. 6321](#)
- [11. 29 U.S.C. 794](#)
- [12. 42 U.S.C. 2000d et seq](#)
- [13. 42 U.S.C. 12101 et seq](#)
- 14. Pol. 103.1
- 15. Pol. 906
- [28 CFR Part 35](#)
- [28 CFR Part 41](#)
- [34 CFR Part 100](#)
- [34 CFR Part 104](#)
- [34 CFR Part 106](#)
- [34 CFR Part 110](#)
- Pol. 122
- Pol. 123
- Pol. 701

### **Authority**

**The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

**The district shall provide to all students, without discrimination, course offerings,**

**counseling, assistance, employment, athletics and extracurricular activities. The equitable distribution of district resources is one means the district shall use to ensure all students receive a quality education. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.**

**The Board encourages students 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 district's legal and investigative obligations.**

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

### **Delegation of Responsibility**

**In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent 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. 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. 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.**
- 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 building principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:**

- 1. Inform the student 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 a parent/guardian during all steps of the complaint procedure.**
3. **Notify the complainant and the accused of the progress at appropriate stages of the procedure.**
4. **Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.**

## **Guidelines**

### **Complaint Procedure – Student/Third Party**

#### **Step 1 - Reporting**

**A student 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.**

**A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy 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 shall report the incident directly to the Compliance Officer.**

**The complainant or reporting employee 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.**

**If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the building principal 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**

**The building principal shall prepare and submit a written report to the Compliance Officer 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 complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition.**

#### **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. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.**

**Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, 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 recommended corrective action, 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.**

#### **Equivalence Between Schools**

**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.[\[10\]](#)**

**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.**

**Complaints by individuals and organizations regarding implementation of equivalence**



**between schools shall be processed in accordance with Board policy.[15]**

[103-Attach.doc \(27 KB\)](#)

Last Modified by Elizabeth Flood on June 12, 2015



Book Policy Manual

Section 100 Programs

Title Nondiscrimination - Qualified Students With Disabilities

Number 103.1 - NEW

Status From PSBA

Legal

- [1. 22 PA Code 4.4](#)
- [2. 22 PA Code 12.1](#)
- [3. 22 PA Code 12.4](#)
- [4. 22 PA Code 15.1 et seq](#)
- [5. 29 U.S.C. 794](#)
- [6. 42 U.S.C. 12101 et seq](#)
- [7. 28 CFR Part 35](#)
- [8. 34 CFR Part 104](#)
9. Pol. 103
- [10. 22 PA Code 15.2](#)
- [11. 42 U.S.C. 12102](#)
- [12. 22 PA Code 15.7](#)
13. Pol. 248
- [14. 34 CFR 104.7](#)
- [15. 22 PA Code 15.4](#)
- [16. 34 CFR 104.32](#)
17. Pol. 113
- [18. 22 PA Code 15.5](#)
- [19. 22 PA Code 15.6](#)
- [20. 34 CFR 104.35](#)
- [21. 22 PA Code 15.3](#)
- [22. 34 CFR 104.34](#)
- [23. 34 CFR 104.37](#)
24. Pol. 112
25. Pol. 122
26. Pol. 123
27. Pol. 810
- [28. 22 PA Code 15.8](#)
- [29. 22 PA Code 15.9](#)
30. Pol. 216
31. Pol. 218
32. Pol. 233

[33. 24 P.S. 1303-A](#)

[34. 22 PA Code 10.2](#)

[35. 35 P.S. 780-102](#)

[36. 24 P.S. 1302.1-A](#)

[37. 22 PA Code 10.21](#)

[38. 22 PA Code 10.22](#)

[39. 22 PA Code 10.23](#)

[40. 22 PA Code 10.25](#)

41. Pol. 113.2

42. Pol. 218.1

43. Pol. 218.2

44. Pol. 222

45. Pol. 227

46. Pol. 805.1

[47. 22 PA Code 15.1](#)

[48. 34 CFR 104.36](#)

[49. 22 PA Code 14.162](#)

[20 U.S.C. 1232g](#)

[34 CFR Part 99](#)

[50. 43 P.S. 951 et seq](#)

## **Authority**

**The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.**

[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]\[8\]\[9\]\[50\]](#)

**The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.**

**The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.**

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

**The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.**

### **Definitions**

**Qualified student with a disability - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.**

**[\[10\]](#)[\[11\]](#)**

**Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's parents/guardians.**[\[4\]](#)[\[8\]](#)

**Section 504 Service Agreement (Service Agreement) - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities.**[\[12\]](#)

**Disability harassment - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's educational programs, nonacademic services, or extracurricular activities.**[\[13\]](#)

### **Delegation of Responsibility**

**In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Board designates the Director of Pupil Services, Data & Assessment as the district's Section 504 Coordinator.**[\[14\]](#)

**In addition, each school within the district shall have a Section 504 building administrator.**

**The district shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district's website, if available, and in the student handbook. The district shall notify parents/guardians of students residing in the district of the district's responsibilities under applicable law and regulations, and that the district does not discriminate against qualified individuals with disabilities.**[\[15\]](#)[\[16\]](#)

### **Guidelines**

#### **Identification and Evaluation**

**The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district's IDEA child find**

efforts, in order to not duplicate efforts.[\[16\]](#)[\[17\]](#)

If a parent/guardian or the district has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student's current Service Agreement, the parent/guardian or the district shall provide the other party with written notice.[\[18\]](#)[\[19\]](#)[\[20\]](#)

The district shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.[\[20\]](#)

The district shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.[\[20\]](#)

The district shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.
2. Are tailored to assess educational need and are not based solely on IQ scores.
3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

### Service Agreement

If a student is determined to be a qualified student with a disability, the district shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE.[\[12\]](#)

The district shall not implement a Service Agreement until the written agreement is executed by a representative of the district and a parent/guardian.[\[12\]](#)

The district shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent.[\[18\]](#)

### Educational Programs/Nonacademic Services/Extracurricular Activities

The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.[\[21\]](#)[\[22\]](#)

The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide

assistance to individuals with disabilities.[\[21\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)

### **Parental Involvement**

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.[\[19\]](#)[\[12\]](#)[\[28\]](#)[\[20\]](#)

### **Confidentiality of Student Records**

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.[\[29\]](#)[\[30\]](#)

### **Discipline**

When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.[\[31\]](#)[\[32\]](#)

### **Referral to Law Enforcement and Reporting Requirements**

For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[33\]](#)[\[34\]](#)[\[35\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Superintendent or designee shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable.[\[36\]](#)[\[34\]](#)[\[37\]](#)[\[38\]](#)[\[39\]](#)[\[40\]](#)[\[10\]](#)[\[21\]](#)[\[12\]](#)[\[29\]](#)[\[41\]](#)[\[31\]](#)[\[42\]](#)[\[43\]](#)[\[44\]](#)[\[45\]](#)[\[46\]](#)

In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or designee shall use the same criteria used for students who do not have a disability.[\[38\]](#)[\[47\]](#)[\[9\]](#)[\[46\]](#)

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the district, in consultation with the student's parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior.[\[39\]](#)[\[12\]](#)

**In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity. [\[33\]](#)[\[46\]](#)**

## **PROCEDURAL SAFEGUARDS**

**The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian, and a review procedure. [\[28\]](#)[\[48\]](#)**

**A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504. [\[19\]](#)**

### **Parental Request for Assistance**

**Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply: [\[28\]](#)**

- 1. The district is not providing the related aids, services and accommodations specified in the student's Service Agreement.**
- 2. The district has failed to comply with the procedures and state regulations.**

**PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and district a written response to the request. The response to the parents'/guardians' request shall be in the parents'/guardians' native language or mode of communication. [\[28\]](#)**

### **Informal Conference**

**At any time, parents/guardians may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement. [\[28\]](#)**

### **Formal Due Process Hearing**

**If the matters raised by the district or parents/guardians are not resolved at the informal conference, the district or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations. [\[49\]](#)[\[28\]](#)**

### **Judicial Appeals**

**The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction. [\[28\]](#)**



## COMPLAINT PROCEDURE

**This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.[9]**

### **Step 1 – Reporting**

**A student or parent/guardian 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 Section 504 building administrator.**

**A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator.**

**If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district's Section 504 Coordinator.**

**The complainant or reporting employee is encouraged to use the report form available from the Section 504 building administrator, but oral complaints shall be acceptable. Oral complaints shall be documented by the Section 504 building administrator.**

### **Step 2 – Investigation**

**Upon receiving a complaint of discrimination, the Section 504 building administrator shall immediately notify the district's Section 504 Coordinator. The Section 504 Coordinator shall authorize the Section 504 building administrator to investigate the complaint, unless the Section 504 building administrator 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.**

**If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the Section 504 building administrator 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**

**The Section 504 building administrator shall prepare and submit a written report to the Section 504 Coordinator 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 complainant and the accused shall be informed of the outcome of the**

**investigation, including the recommended disposition.**

#### **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. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.**

**Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, 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 recommended corrective action, s/he may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) days.**
- 2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable investigation.**
- 3. The Section 504 Coordinator 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 Section 504 building administrator who conducted the initial investigation.**

[103 1-Attach 1.doc \(27 KB\)](#)

[103 1-Attach 2.doc \(34 KB\)](#)

[103 1-Attach 4.doc \(55 KB\)](#)

[103 1-Attach 3.doc \(28 KB\)](#)

Last Modified by Elizabeth Flood on June 12, 2015



Book	Policy Manual
Section	100 Programs
Title	Non-Discrimination in Employment
Number	104 - CURRENT DISTRICT POLICY
Status	From PSBA
Legal	<a href="#">2. 43 P.S. 951 et seq</a> <a href="#">3. 20 U.S.C. 1681 et seq</a> <a href="#">6. 29 U.S.C. 794</a> <a href="#">8. 42 U.S.C. 2000e et seq</a> <a href="#">10. 42 U.S.C. 12101 et seq</a> <a href="#">28 CFR Part 41</a> <a href="#">11. 42 U.S.C. 2000d et seq</a> <a href="#">28 CFR Part 35</a> <a href="#">34 CFR Part 100</a> <a href="#">34 CFR Part 104</a> <a href="#">34 CFR Part 106</a> <a href="#">34 CFR Part 110</a> Pol. 000 Pol. 103 Pol. 103.1 Pol. 701 Pol. 906

## **Policy, Generally**

### **Prohibitions**

There shall be no unlawful discrimination or unlawful harassment of any employee or volunteer; nor shall there be any 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, gender, sexual orientation, ancestry, national origin/ethnicity, marital status, pregnancy or disability.[\[3\]](#)[\[6\]](#)[\[11\]](#)[\[8\]](#)[\[10\]](#)[\[2\]](#)

### **Authority**

### **Definition**

It is unlawful to refuse to hire or employ, or bar or to discharge from employment an individual, or to otherwise discriminate against such individual with respect to compensation, hire, tenure, terms, conditions or privileges of employment because of the individuals' race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin/ethnicity, 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, gender, age or national origin/ethnicity or on the basis of disability.[\[3\]](#)[\[6\]](#)[\[11\]](#)[\[8\]](#)[\[10\]](#)[\[2\]](#)

### 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.

### Investigation and Corrective Action

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.

### Confidentiality

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 the Assistant Business Manager 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 Superintendent 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, witnessed 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, and 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**

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.

The Compliance Officer shall review the investigation and the investigative report and may also conduct a further investigation.

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.

Last Modified by Elizabeth Flood on June 12, 2015

Book	Policy Manual
Section	100 Programs
Title	Nondiscrimination in Employment and Contract Practices
Number	104 - PSBA MODEL (PROVIDED FOR REFERENCE)
Status	From PSBA
Legal	<a href="#">1. 43 P.S. 336.3</a> <a href="#">2. 43 P.S. 951 et seq</a> <a href="#">3. 20 U.S.C. 1681 et seq</a> <a href="#">4. 29 U.S.C. 206</a> <a href="#">5. 29 U.S.C. 621 et seq</a> <a href="#">6. 29 U.S.C. 794</a> <a href="#">7. 42 U.S.C. 1981 et seq</a> <a href="#">8. 42 U.S.C. 2000e et seq</a> <a href="#">9. 42 U.S.C. 2000ff et seq</a> <a href="#">10. 42 U.S.C. 12101 et seq</a> <a href="#">16 PA Code 44.1 et seq</a> <a href="#">28 CFR 35.140</a> <a href="#">28 CFR Part 41</a> <a href="#">29 CFR Parts 1600-1691</a>

### **Authority**

**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, gender, sexual orientation, ancestry, national origin, handicap/disability, veteran status or genetic information. 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.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

**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 district's legal and investigative obligations.**

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

### **Delegation of Responsibility**



**In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Business Manager 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. 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.**
- 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.**

### **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 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.**

**If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the building principal 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**

**The building principal shall prepare and submit a written report to the Compliance Officer 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 complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition.**

### **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 to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.**

**Disciplinary actions shall be consistent with Board policies and administrative regulations, 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 recommended corrective action, 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.**

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[104-Attach.doc \(27 KB\)](#)

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Book	Policy Manual
Section	100 Programs
Title	Equal Employment Opportunity Policy and Affirmative Action Program
Number	104.1
Status	From PSBA
Legal	<a href="#">1. 16 PA Code 44.1 et seq</a> <a href="#">2. 20 U.S.C. 1681 et seq</a> <a href="#">3. 28 CFR 35.140</a> <a href="#">4. 28 CFR Part 41</a> <a href="#">5. 29 CFR Parts 1600-1691</a> <a href="#">6. 29 U.S.C. 206</a> <a href="#">7. 29 U.S.C. 621 et seq</a> <a href="#">8. 29 U.S.C. 794</a> <a href="#">9. 42 U.S.C. 12101 et seq</a> <a href="#">10. 42 U.S.C. 1981 et seq</a> <a href="#">11. 42 U.S.C. 2000e et seq</a> <a href="#">12. 42 U.S.C. 2000ff et seq</a> <a href="#">13. 43 P.S. 336.3</a> <a href="#">14. 43 P.S. 951 et seq</a> <a href="#">15. 38 U.S.C. 4301 et seq</a> 16. Pol. 328 17. Pol. 308 18. Pol. 302 19. Pol. 304 20. Pol. 305 21. Pol. 306 22. Pol. 326 23. Pol. 333 24. Pol. 309 25. Pol. 002 26. Pol. 104 27. Pol. 003 28. Pol. 902 29. Pol. 912 30. Pol. 910

**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, gender, disability, sexual orientation or national origin/ethnicity 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, **or EEO**, by imposing only valid requirements with respect to those decisions. [\[2\]\[8\]\[15\]\[1\]\[3\]\[4\]\[5\]\[9\]\[10\]\[11\]\[13\]\[14\]](#)

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.

### **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. If a complaint is made against or involving the Superintendent, it will be referred to the school Board and the district's Solicitor. 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:

1. Developing effective communication techniques.
2. Monitoring progress made in the implementation of the program.
3. Assisting in the identification of problem areas.
4. Making recommendations for improvement in the program.
5. Assisting other personnel in the solution of problems.
6. Preparing periodic reports.
7. Affirmative Action Advisors.
8. 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 **these** advisors will be administrators, representative members of the secondary and elementary principals. 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 at times the Board 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.

### **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:

1. Distributed to persons making inquiries concerning employment or employment matters.
2. Published in all recruitment literature so that prospective employees will avail themselves of the benefits of the policy.
3. 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.
4. 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, religious creed, ancestry, age, gender, disability, sexual orientation or national origin/ethnicity, will be sent to the following recruitment sources:
  - a. Regular recruitment sources, such as colleges, universities and employment agencies, including minority and women's colleges and universities.[29]
  - b. Minority and women's organizations.
  - c. Community action organizations.[30]

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.[28]

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 gender 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, **an** 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:

1. 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.
2. 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.
3. All recruitment literature and job notices will include a statement of the district's policy of non-discrimination in employment.
4. 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.
5. The school district will contact agencies which can refer qualified minority and female applicants.
6. Recruitment efforts shall involve minority and/or women staff members to:

- a. Contact minority and women's recruitment resources.
- b. Refer minority and/or women applicants for job openings to the district.
- c. District representatives will establish and maintain personal contact with local minority and local women's organizations.

The recruitment efforts shall, when possible, include participation in career days, youth motivation programs, and cooperative education 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.[27]

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.

Application forms will be reviewed and revised, if necessary, by the Affirmative Action advisors.

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.

Any testing procedures which might be used in the future for selection and/or placement will be validated for job-relatedness.[26][18][19][20][21]

Personnel policies will be reviewed to insure compliance with federal and state equal employment regulations.[25]

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.[17][24]

All job openings will be announced by district memorandum in accordance with appropriate collective bargaining agreements where applicable.[17][18][19][20][21][24]

Administrators and supervisors will encourage employees, especially minorities and women, to acquire additional training and/or education in order to increase their promotion potential.[23]

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.[22]

There will be no discrimination on account of race, color, religious creed, ancestry, age, gender or national/ethnicity 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.[16][17]

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.[18][19][20][21]

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
Bucknell University	North Carolina A&T
Cabrini College	North Carolina Central
California University of PA	Ohio University
Carnegie-Mellon University	Penn State University
Cedar Crest College	Philadelphia College of Art
Central State University	Rosemont College
Cheyney University of PA	Shaw University
Clarion University of PA	Shippensburg University
Columbia University Teachers College	Slippery Rock University
Cornell University	St. Francis College
Delaware University	St. Joseph's University
Dickinson College	St. Lawrence University
Drexel University	St. Paul's College
Duquesne University	Temple University
East Stroudsburg University	Thiel College
Eastern College	University of D.C.
Edinboro University	University of Delaware
Elizabethtown College	University of MD, Baltimore County
Fayetteville State University	University of MD, College Park
Geneva College	University of MD, Eastern Shore
Gettysburg College	University of Pennsylvania
Grove City College	University of Pittsburgh
Hampton University	Ursinus College
Harvard University	Villanova University
Hood College	Virginia Commonwealth <b>University</b>
Howard University	Virginia State University

Immaculata College	Virginia Union University
Indiana University of PA	Wagner College
Juniata College	Wayne State University
Kutztown University	West Chester University
Lehigh University	West Liberty State College
Lincoln University	Westminster 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	

### *Historical Black Colleges & Universities*

### **Employment Agencies**

Baltimore Teachers Agency	Manpower, Inc.
Bryant Teachers Bureau	Part-time Temporary Help
Cosmopolitan Prof. Placement Inc.	Snelling & Snelling
Fidelity Personnel	Task Force Temporary Help Service
Greater American Teachers Agency	

### **Minority and Women's Organizations**

American Association of University Women	National Assn. for the Advancement of Colored People, Coatesville Branch
Business & Professional Women's Club (2)	National Organization for Women
The Federated Club	Opportunities Industrialization Center
Fe Juardims	Urban League of Philadelphia
Junior New Century Club	Coatesville New Century Club
League of Women Voters	

### **Community Action Organizations**

Big Brothers of Chester County, Inc.	Neighborhood Youth Corps.
Chamber of Commerce	Spanish Community Action Center
Chester County C.A.R.E.S.	Coatesville Civic Association
Community Action Board	Coatesville Community Center
ECIA Title I, Parent Advisory Council	<b>Coatesville</b> Police Community Relations Board
ECIA Title II, Parent Advisory Council	YMCA
Friends Social Concerns Committee	YWCA
Human Relations Council	Ministerial Association

The Coatesville Area School District will not discriminate in employment, educational programs or activities, based on race, gender, handicap or because a person is a disabled veteran or a veteran of the Vietnam era. This policy of nondiscrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws. [\[2\]\[8\]\[15\]\[1\]\[3\]\[4\]\[5\]\[9\]\[10\]\[11\]\[13\]\[14\]](#)

Last Modified by Elizabeth Flood on June 12, 2015



Book Policy Manual  
Section 100 Programs  
Title Curriculum  
Number 105  
Status  
Legal [1. 22 PA Code 4.4](#)  
[2. 22 PA Code 4.3](#)  
[3. 22 PA Code 4.12](#)  
4. Pol. 102  
[5. 24 P.S. 1511](#)  
[6. 24 P.S. 1512](#)  
7. Pol. 107  
8. Pol. 127  
9. Pol. 109  
10. Pol. 112  
11. Pol. 113  
[12. 22 PA Code 4.26](#)  
13. Pol. 138  
14. Pol. 103  
15. Pol. 103.1  
16. Pol. 115  
17. Pol. 114  
18. Pol. 805  
19. Pol. 105.1  
[22 PA Code 4.21](#)  
[22 PA Code 4.22](#)  
[22 PA Code 4.23](#)  
[22 PA Code 4.25](#)  
[22 PA Code 4.27](#)  
[22 PA Code 4.29](#)  
[22 PA Code 4.82](#)  
Pol. 100  
Pol. 106  
Pol. 116

**Purpose**

The Board recognizes its responsibility for the development, assessment and improvement of the educational program of the **schools**. To this end, the curriculum shall be evaluated, developed and **modified** on a continuing basis and in accordance with a plan for curriculum improvement.[\[1\]](#)

### **Definition**

For purposes of this policy, **curriculum** shall be defined as a series of planned instruction **aligned with established academic standards in each subject** that is coordinated, articulated and implemented in **a manner designed to result in the achievement of academic standards at the proficient level** by all students.[\[2\]](#)[\[3\]](#)[\[4\]](#)

### **Authority**

The Board **shall be** responsible for the curriculum of the district's schools. The curriculum shall be designed to provide students the opportunity to achieve the academic standards established by the Board. **Attaining the academic standards requires students to demonstrate the acquisition and application of knowledge.**[\[1\]](#)[\[3\]](#)[\[4\]](#)

In order to provide a quality educational program for district students, the Board shall adopt a curriculum plan that includes the requirements for courses to be taught; subjects to be taught in the English language; courses adapted to the age, development and needs of students; and **strategies for assisting those students having difficulty attaining the academic standards.**[\[5\]](#)[\[6\]](#)[\[1\]](#)[\[3\]](#)[\[7\]](#)[\[8\]](#)

### **Guidelines**

The district's curriculum shall provide the following:

1. Continuous learning through effective **collaboration** among the schools of this district.
2. Continuous access for all students to sufficient programs and services of a library/media facility and classroom collection to support the educational program.[\[9\]](#)
3. Guidance and counseling services for all students to assist in career and academic planning.[\[10\]](#)
4. A continuum of educational programs and services for all **students with disabilities**, pursuant to law and regulation.[\[11\]](#)
5. **Limited English Proficiency** programs for students whose dominant language is not English, pursuant to law and regulation.[\[12\]](#)[\[13\]](#)
6. Compensatory education programs for students, pursuant to law and regulation.
7. Equal educational opportunity for all students, pursuant to law and regulation.[\[14\]](#)[\[15\]](#)
8. **Career awareness and vocational education, pursuant to law and regulation.**[\[16\]](#)
9. Educational opportunities for **identified** gifted students, **pursuant to law and regulation.**[\[17\]](#)
10. Regular and continuous instruction in required safety procedures.[\[18\]](#)

## **Delegation of Responsibility**

As the educational leader of the district, the Superintendent shall be responsible to the Board for the **district's** curriculum. S/He shall establish procedures for curriculum development, **evaluation and modification**, which ensure **the** utilization of available resources, and effective participation of administrators, teaching staff members, students, parents/guardians **and** Board members.[\[1\]](#)

A listing of all curriculum materials shall be **made** available for the information of parents/guardians, students, staff and Board members.[\[1\]](#)**[19]**

With prior Board approval, the Superintendent may conduct pilot programs as deemed necessary to the continuing improvement of the instructional program. **The Superintendent shall report periodically to the Board on the status of each pilot program, along with its objectives, evaluative criteria, and costs.**

The Board encourages, where it is feasible and in the best interest of district students, participation in state-initiated pilot programs of educational research.

The Board directs the Superintendent to pursue actively state and federal aid in support of research activities.

Last Modified by Elizabeth Flood on October 15, 2015





Book	Policy Manual
Section	100 Programs
Title	Review of Instructional Materials by Parents/Guardians and Students
Number	105.1
Status	From PSBA
Legal	<a href="#">1. 22 PA Code 4.4</a> <a href="#">2. 20 U.S.C. 1232h</a> 3. Pol. 102 4. Pol. 105 5. Pol. 127 <a href="#">22 PA Code 403.1</a> Pol. 235

### **Purpose**

**The Board recognizes** the district's **responsibility** to provide parents/guardians access to information **regarding** the curriculum.

### **Authority**

The Board adopts this policy to ensure that parents/guardians **and students** have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.[\[1\]](#)[\[2\]](#)

### **Definition**

**Instructional material means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). For purposes of this policy, the term does not include academic tests or academic assessments.**[\[2\]](#)

### **Guidelines**

Upon request by a parent/guardian or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The following conditions shall apply to any request:

1. To assist the school district in providing the correct records to meet the needs of the requesting party, the request must be in writing, setting forth the specific material being sought for review.
2. The written request will be sent to the building principal or Superintendent **or** designee.

3. The district will respond to the parent/guardian or student within ten (10) school days by designating the time and location for the review.
4. The district may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.
5. No parent/guardian or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents/guardians and students is permitted.
6. No more than one (1) request per semester may be made by any parent/guardian or student **for** each enrolled child.

**Under federal law, the rights provided to parents/guardians to inspect any instructional materials used as part of the student's educational curriculum transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to access information about the curriculum and to review instructional materials.**[\[1\]](#)[\[2\]](#)

### **Delegation of Responsibility**

**The Superintendent or designee shall notify parents/guardians and students of this policy and its availability. This notification shall be given at least annually, at the beginning of each school year, and within a reasonable time after any substantive changes regarding the contents of this policy.**[\[2\]](#)

Last Modified by Elizabeth Flood on June 12, 2015



Book	Policy Manual
Section	100 Programs
Title	Exemption From Instruction
Number	105.2
Status	From PSBA
Legal	<a href="#">1. 22 PA Code 4.4</a> <a href="#">2. 22 PA Code 11.7</a> 3. Pol. 102 4. Pol. 217

### **Purpose**

The **Board recognizes the district's responsibility to** provide parents/guardians parents/guardians the right to have their children excused from specific instruction which conflicts with their religious beliefs.

### **Definition**

**For the** purpose of this policy, **specific instruction** shall mean identifiable elements of instruction by the teacher.[**3**]

### **Authority**

The Board adopts this policy to ensure that parents/guardians have the right to have their children excused from specific instruction that conflicts with their religious beliefs.[**1**][**2**]

### **Guidelines**

**The rights granted by this policy are granted to parents/guardians of students enrolled in this district when the students are under the age of eighteen (18) and to the students themselves when the student is eighteen (18) or over.**

The district shall excuse any student from specific instruction in **accordance with Board** policy, subject to the following conditions:

1. To assist the school district in ensuring that the student is excused from the correct specific instruction, the request must be made in writing and must detail the specific instruction from which the student is to be excused.
2. The written request to be excused shall be sent by the parent/guardian or student to the building principal.

One (**1**) copy of the request shall be retained in the student's permanent school records, **one (1)** copy kept by the school principal, and **one (1)** copy submitted to the teacher from whose instruction the student is to be excused.

3. It shall not be the responsibility of the district or any of its employees to ensure that the **student** exercises his/her right to be excused **in accordance with a parental request.**

It **shall be** the responsibility of the student to request permission to leave class when the specific instruction objected to is presented. When the student seeks to be excused, the teacher shall excuse the student if the teacher **or principal** has a copy of the written request and the written request adequately describes the specific instruction.

4. The written request must contain a statement that the specific instruction described conflicts with the religious beliefs of the student or of the parents/guardians.
5. The parent/guardian and/or student **may** request **suggested** replacement educational activities. The only permissible educational activity for this purpose shall be in the nature of replacement instruction that is consistent with the **learning objectives** set for **the course and does not require the provision of** any extra resources by the district.
6. **The** building principal shall determine where the student shall report during the time the student is excused.
7. All students excused from specific instruction shall be required to achieve the academic standards established by the district as necessary for graduation.[3][4]

Last Modified by Elizabeth Flood on June 12, 2015



Book	Policy Manual
Section	100 Programs
Title	Adoption of Planned Instruction
Number	107
Status	From PSBA
Legal	<a href="#">1. 22 PA Code 4.11</a> <a href="#">2. 22 PA Code 4.12</a> 3. Pol. 102 4. Pol. 105 5. Pol. 106 <a href="#">6. 24 P.S. 508</a> <a href="#">7. 24 P.S. 1511</a> <a href="#">8. 24 P.S. 1512</a> 9. Pol. 006 <a href="#">24 P.S. 1512.1</a> Pol. 100

### **Purpose**

The Board shall provide a comprehensive program of planned instruction to enable district students to **achieve educational objectives** and attain academic standards **required for student achievement.**[\[1\]\[2\]\[3\]\[4\]\[5\]](#)

### **Definition**

**Planned instruction** shall consist of at least the following:[\[1\]\[2\]\[3\]\[4\]\[5\]](#)

1. Objectives to be achieved by all students.
2. Content, including materials, activities and instructional time.
3. Relationship between objectives of a planned course and established academic standards.
4. Procedure for measurement **of attainment** of objectives **and academic standards.**

### **Authority**

No planned instruction shall be taught in district schools unless it has been adopted by a majority vote of the full Board. The Board reserves the right to determine which units of the instructional program **constitute** planned instruction and are subject to adoption by the Board.  
[\[6\]\[7\]\[8\]\[9\]](#)

### **Delegation of Responsibility**

The Superintendent shall be responsible for continuous evaluation of the effectiveness of the

**district's** planned instruction and shall recommend to the Board new **and altered planned instruction deemed** to be in the best interests of district students.

Last Modified by Elizabeth Flood on June 12, 2015





Book	Policy Manual
Section	100 Programs
Title	Adoption of Textbooks
Number	108
Status	From PSBA
Legal	<a href="#">1. 24 P.S. 508</a> <a href="#">2. 24 P.S. 801</a> <a href="#">3. 24 P.S. 803</a> 4. Pol. 006 5. Pol. 105.1 <a href="#">24 P.S. 807.1</a> Pol. 610

### **Authority**

The Board shall, **by an affirmative vote of a majority of the full Board**, adopt all textbooks used **for instruction in the district's** educational program. **The Board shall establish a planned cycle of textbook review and replacement.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

### **Definition**

For **the** purposes of this policy, **textbooks** shall be defined as the books used as the basic source of information in **the planned instruction**.

### **Delegation of Responsibility**

The Superintendent shall be responsible for the selection and recommendation of textbooks for Board consideration. No adoption or change of textbooks shall be made without **the Superintendent's** recommendation, except by a two-thirds vote of the Board.[\[1\]](#)[\[3\]](#)[\[4\]](#)

The Superintendent or designee shall **establish administrative regulations for reviewing, evaluating and selecting** textbooks.

A list of all approved textbooks **used in district schools** shall be maintained **by** the Superintendent or designee and **shall be available to** Board members, **district staff, students, parents/guardians and community members.**[\[5\]](#)

Last Modified by Elizabeth Flood on June 12, 2015



Book	Policy Manual
Section	100 Programs
Title	Resource Materials
Number	109
Status	From PSBA
Legal	<a href="#">1. 24 P.S. 801</a> <a href="#">2. 24 P.S. 803</a> 3. Pol. 006 4. Pol. 105.1 <a href="#">24 P.S. 807.1</a> Pol. 610

### **Authority**

The Board shall, **by an affirmative vote of a majority of the full Board**, provide **resource materials that** implement, support and **enrich** the educational **program of district schools**.  
[\[1\]\[2\]\[3\]](#)

### **Definition**

**Resource materials** shall include **nonfiction and fiction** books, **magazines**, reference books, supplementary titles, multimedia and **digital** materials, software and instructional material.

### **Delegation of Responsibility**

The Superintendent shall be responsible for the recommendation of all resource materials. No adoption or change of materials shall be made without **the Superintendent's** recommendation, except by a two-thirds vote of the Board.[\[2\]](#)

The Superintendent or designee shall **establish administrative regulations** for **the** selection **of** resource materials.

A **list** of resource materials **provided by the district** shall be **maintained by the Superintendent and shall be** available **to** Board members, **district** staff, students, parents/guardians **and** community members.[\[4\]](#)

Last Modified by Elizabeth Flood on June 12, 2015



Book	Policy Manual
Section	100 Programs
Title	Instructional Supplies
Number	110
Status	From PSBA
Legal	<a href="#">1. 24 P.S. 801</a> <a href="#">2. 22 PA Code 12.11</a>

### **Authority**

The Board shall supply each staff member and student with the supplies and equipment that are deemed necessary for implementation of the approved **educational** program.[\[1\]](#)

The Board may require that students provide certain supplies for **participation in extracurricular** activities.

### **Guidelines**

**When** individualized and nonreusable clothing or equipment is **necessary** for reasons of safety or health, **students shall be required** to provide their own clothing or equipment, which shall meet standards set by the school. Such standards shall be reasonably related to considerations of safety, health and protection of property.[\[2\]](#)

**When provision of instructional supplies** imposes a financial hardship on a student, the school district will assume the cost.

**When** students prepare useful items they are permitted to keep, they shall pay the district the cost of the materials used.

### **Delegation of Responsibility**

The Superintendent shall **establish administrative regulations to ensure** that no student **is** denied participation in the **educational** program for financial reasons **and to guard** the privacy of each student.

Last Modified by Elizabeth Flood on June 12, 2015



Book	Policy Manual
Section	100 Programs
Title	Lesson Plans
Number	111
Status	From PSBA
Legal	<a href="#">1. 24 P.S. 510</a>

### **Authority**

To **ensure consistency and** continuity of instruction, the Board requires professional staff members to develop and maintain daily lesson plans.[\[1\]](#)

### **Delegation of Responsibility**

To facilitate more effective instruction, lesson plans must be prepared **at least three (3)** days in advance. Plan books will be **inspected** and must conform to the guidelines established by the **building principal**.

Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting **such preparation**.

Teachers shall provide adequate directions for substitutes, the purpose of which shall be to continue the **instructional** program or **provide** a meaningful educational alternative that relates to the subject area.

Lesson plans must remain in the teacher's desk or designated area overnight to be available to substitute teachers at all times.

### **Guidelines**

#### **Guidelines for implementation of this policy shall include:**

1. The format for lesson plans shall contain the following:
  - a. Standard/Outcome category(ies).
  - b. Content standard(s)/outcome(s).
  - c. Lesson objectives.
  - d. Activities.
  - e. Assessment procedures.
  - f. Resources, **such as duplicated material and audiovisual resources, may serve as an integral part of the plan.**
2. Lesson plans **shall be** to provide evidence **of** the integration of the planned instructional **unit** and daily lesson planning and documentation of expected levels of achievement.



3. **While teachers are required to be thoroughly prepared for each daily lesson, plans may be prepared for each lesson or on a long-term basis, i.e. unit of work, whichever is most appropriate.**
4. **Lesson plans for individualized programs should reflect a general overview and purpose of the instructional program; individual student records may serve as an integral part of the lesson plan.**

Last Modified by Elizabeth Flood on June 12, 2015



Book	Policy Manual
Section	100 Programs
Title	Guidance Counseling
Number	112
Status	From PSBA
Legal	<a href="#">1. 22 PA Code 4.34</a> <a href="#">2. 22 PA Code 12.41</a> <a href="#">3. 22 PA Code 12.16</a> 4. Pol. 207 5. Pol. 103 6. Pol. 103.1 Pol. 146

### **Purpose**

A **guidance** counseling program is an integral part of the **instructional** program of **district** schools. Such a program can:

1. **Support** students by producing responsible, productive and life-long learners.
2. Enable students to **significantly** benefit from the offerings of the instructional program.
3. Provide a developmental counseling program addressing the academic, career and **individual** development of all students.
4. **Identify individual biological, psychological and social needs of students.**
5. Aid students in **recognizing** options and making choices in vocational and academic educational planning.[\[1\]](#)
6. **Evaluate** and **interpret** data to increase achievement as well as implement interventions to help remove the barriers to **student** learning.

### **Authority**

**The Board directs that** all students in grades K-12 shall be **provided** a program of guidance and counseling **which involves** the coordinated efforts of all staff members, under the professional leadership of certificated guidance **and counseling** personnel.[\[1\]\[2\]](#)

### **Delegation of Responsibility**

The Superintendent **or designee** is directed to implement **and maintain** a guidance program **that serves the needs of students.**

### **Guidelines**

**The district's program of guidance counseling shall:**

1. Be integrated with the total **instructional** program at **all levels of the district.**
2. Involve all staff members at every appropriate level.
3. **Honor** the individuality of each student.
4. **Be** coordinated with services **provided by locally available social and human services agencies.**[3]
5. **Collaborate** with parents/**guardians**, teachers and administrators to **address concerns regarding the development of individual students.**
6. Foster the psychological and social skills necessary for **the** academic and career success **of students.**
7. **Provide** means for sharing information among appropriate staff members in the best interests of the student.[4]
8. **Be** available equally to all students.[5][6]
9. **Establish** a referral system **that** utilizes **resources offered by** the school and community, guards the privacy of the student, and monitors the **effectiveness** of such referrals.

Last Modified by Elizabeth Flood on June 12, 2015



Book	Policy Manual
Section	100 Programs
Title	Special Education
Number	113
Status	From PSBA
Legal	<a href="#">1. 22 PA Code 4.28</a> <a href="#">2. 22 PA Code 12.1</a> <a href="#">3. 22 PA Code 12.4</a> <a href="#">4. 22 PA Code 14.102</a> <a href="#">5. 22 PA Code 14.104</a> <a href="#">6. 34 CFR 300.1</a> <a href="#">7. 24 P.S. 502</a> <a href="#">8. 22 PA Code 14.101</a> <a href="#">9. 20 U.S.C. 1401</a> <a href="#">10. 34 CFR 300.8</a> 11. Pol. 103.1 <a href="#">12. 22 PA Code 14.131</a> <a href="#">13. 34 CFR 300.320-300.324</a> <a href="#">14. 34 CFR 300.30</a> <a href="#">15. 24 P.S. 1372</a> <a href="#">16. 22 PA Code 12.41</a> <a href="#">17. 22 PA Code 14.101 et seq</a> <a href="#">19. 29 U.S.C. 794</a> <a href="#">21. 34 CFR Part 300</a> <a href="#">22. 22 PA Code 4.13</a> 23. Pol. 100 <a href="#">24. 34 CFR 300.201 et seq</a> <a href="#">25. 22 PA Code 14.145</a> <a href="#">26. 20 U.S.C. 1414</a> <a href="#">27. 34 CFR 300.320-300.327</a> 28. Pol. 103 <a href="#">29. 22 PA Code 14.121</a> <a href="#">30. 34 CFR 300.111</a> <a href="#">31. 22 PA Code 14.122</a> 32. Pol. 209 <a href="#">33. 22 PA Code 15.9</a> <a href="#">34. 34 CFR 300.611-300.627</a>

35. Pol. 113.4

[36. 20 U.S.C. 1400 et seq](#)

[37. 42 U.S.C. 12101 et seq](#)

[24 P.S. 1371](#)

[Pennsylvania Training and Technical Assistance Network \(PaTTAN\)](#)

Pol. 113.1

Pol. 113.2

Pol. 113.3

Pol. 202

Pol. 216

Pol. 914

## **Purpose**

The district shall **offer** each student with a disability education programs and services that **appropriately** meet the student's needs for educational, instructional, transitional and related services. **A student who requires** special education shall **receive** programs **and services according to an individualized education program (IEP)**. The **IEP** shall **provide access to the district's general curriculum and participation in state and local assessments, including supplemental aids and services that permit the student to be educated, to the maximum extent appropriate, with nondisabled peers**. The district shall **provide a continuum of placement options to appropriately** meet the **needs** of students with **disabilities**.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

## **Definitions**

**Students with disabilities - school-aged children within the jurisdiction** of the district who **have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services**. **School-aged children who have identified disabilities but do not require special education may be entitled to accommodations or services or to enroll in courses of study in the district which serve students with disabilities pursuant to other law or Board policy**.[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

**Individualized Education Program (IEP) - the written educational statement for each student with a disability that is developed, reviewed and revised** in accordance with federal and state **laws and** regulations.[\[12\]](#)[\[13\]](#)

**Parent/Guardian - for purposes of this policy and Board policies related to special education, parent/guardian shall have the definition of parent in IDEA statute and regulations, which includes a biological or adoptive parent of a child; a foster parent, unless prohibited by state law or regulations; a guardian authorized to act as the child's parent, in accordance with law or regulations; an individual acting in the place of a parent, including a grandparent or other relative, with whom the child lives or an individual legally responsible for the child's welfare; or an appointed surrogate parent, in accordance with law and regulations**.[\[9\]](#)[\[14\]](#)

## **Authority**

The Board directs that all students with disabilities shall be identified, evaluated, and provided with appropriate educational **programs and** services, in accordance with federal and state laws and regulations. The district shall establish and implement a system of procedural safeguards and **parent/guardian notification as part of its special education plan.**[\[15\]](#)[\[1\]](#)[\[2\]](#)[\[16\]](#)[\[17\]](#)[\[19\]](#)[\[21\]](#)[\[36\]](#)[\[37\]](#)

The **district shall develop and submit a special education plan to the Department of Education for approval every three (3) years, and shall implement such plan as required by law and regulations.** The district's special education plan shall **include procedures for** identifying and educating students with disabilities and **describe the elements required by law, regulations and Board policy.** **Prior to approval by the Board and submission to the Department of Education, the special education plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.**[\[22\]](#)[\[5\]](#)[\[23\]](#)

The district's special education plan shall comply with **the requirements of state and federal laws and regulations, and shall be submitted in accordance with the guidelines and in the form established by the Department of Education.** The district shall establish procedures **to ensure the plan is updated and implemented as necessary.**[\[22\]](#)[\[5\]](#)[\[24\]](#)

The Board shall determine the facilities, programs, services and staff that shall be provided by the district for the instruction of students with disabilities, **based upon the identified needs of the district's special education population.**[\[15\]](#)[\[5\]](#)

In order to maintain an effective special education plan, the Board may participate in special education programs of Chester County Intermediate Unit No. 24.[\[5\]](#)

## **Delegation of Responsibility**

The Superintendent or designee is directed to annually recommend to the Board the employment and retention of necessary, **qualified** staff and provision of required facilities, programs and services to provide for the needs of students with disabilities.

The Superintendent or designee shall develop procedures for evaluating the effectiveness of the district's special education plan and shall periodically report to the Board the criteria and results of such evaluation.

## **Guidelines**

Each student with a disability shall be **educated pursuant to an IEP which shall provide** an appropriate education in the least restrictive environment, in accordance with federal and state laws and regulations.[\[1\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)

**The district prohibits discrimination based on disability.** Students with **disabilities are entitled to receive services and accommodations which will permit them to participate in district programs, services and activities as required by law.**[\[28\]](#)[\[11\]](#)

**If the district is identified with significant disproportionality, the special education plan shall include prevention measures for inappropriate overidentification and disproportionate representation by race or ethnicity of children with disabilities.**[\[5\]](#)



## **Fiscal and Program Compliance**

The **Superintendent or designee** shall **establish** procedures **to ensure** that the district **complies** with **all** federal and state laws and regulations **and program requirements for special education-related funding and reimbursement.**

**The district may coordinate with Chester County Intermediate Unit No. 24 to establish procedures, fulfill reporting requirements and participate in applicable programs.**

## **Child Find/Outreach**

**The Superintendent or designee shall ensure that the district annually conducts awareness and outreach programs and activities designed to reach district residents including parents/guardians of students with disabilities who are enrolled in the district, preschool-aged children, students who attend private schools, homeless children and children who are wards of the state.**[\[29\]](#)[\[30\]](#)

**The district's public awareness activities shall include annual publication of a written notice in newspapers and other media notifying residents about child identification activities; available special education services and programs and how to request them; and procedures used to ensure confidentiality of student information. Written information shall be published in district handbooks and on the district website. Public awareness activities must include information regarding potential signs of developmental delays and other risk factors that could indicate disabilities.**

**The Intermediate Unit shall be responsible for conducting child find activities necessary to provide equitable participation services to students with disabilities who are enrolled by their parents/guardians in private schools.**

## **Screening**

**The district shall establish a system of screening, including hearing and vision screenings. Screenings shall be conducted at reasonable intervals to determine whether all students are performing based on grade-appropriate standards in core academic subjects.**[\[31\]](#)[\[32\]](#)

## **Confidentiality**

**The district shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, storing, disclosing and destroying student records.**[\[33\]](#)[\[34\]](#)[\[35\]](#)

**District staff shall maintain the confidentiality of student records and personally identifiable information, as required by law, regulations and Board policy.**

## **Recording of Meetings**

**The district shall permit audio recording of a meeting between parents/guardians and district teachers, paraprofessionals, program specialists, consultants or administrators when the parent/guardian submits, at least five (5) days prior to the meeting, notification to the building principal of the intent to record the meeting.**

**When permission to record a meeting is granted, the district employee responsible for the meeting shall arrange to record the meeting by similar means. Such recording shall be considered part of the student's educational record and be subject to relevant law and regulations.**

**The district may permit videotaping of a meeting when written consent is given by all participants at the meeting.**

Last Modified by Elizabeth Flood on October 21, 2015



Book Policy Manual

Section 100 Programs

Title Discipline of Students With Disabilities

Number 113.1

Status From PSBA

Legal

- [1. 22 PA Code 14.133](#)
2. Pol. 113
3. Pol. 113.2
- [4. 22 PA Code 14.143](#)
- [5. 34 CFR 300.530](#)
6. Pol. 218
7. Pol. 233
- [8. 22 PA Code 12.6](#)
- [9. 20 U.S.C. 1415](#)
- [10. 20 U.S.C. 1412](#)
- [11. 34 CFR 300.536](#)
- [12. 34 CFR 300.532](#)
- [13. 34 CFR 300.533](#)
- [14. 34 CFR 300.534](#)
- [15. 18 U.S.C. 930](#)
16. Pol. 218.1
- [17. 21 U.S.C. 812](#)
18. Pol. 227
- [19. 18 U.S.C. 1365\(h\)\(3\)](#)
- [20. 24 P.S. 1303-A](#)
- [21. 22 PA Code 10.2](#)
- [22. 35 P.S. 780-102](#)
- [23. 24 P.S. 1302.1-A](#)
- [24. 22 PA Code 10.21](#)
- [25. 22 PA Code 10.22](#)
- [26. 22 PA Code 10.23](#)
- [27. 22 PA Code 10.25](#)
- [28. 22 PA Code 14.104](#)
- [29. 34 CFR 300.535](#)
30. Pol. 103.1
31. Pol. 113.3
32. Pol. 218.2

33. Pol. 222

34. Pol. 805.1

35. Pol. 113.4

36. Pol. 216

[24 P.S. 510](#)

[20 U.S.C. 1400 et seq](#)

[34 CFR Part 300](#)

## **Purpose**

The district shall develop and implement positive Behavior Support Plans and programs for students with disabilities who require specific interventions to address behaviors that interfere with learning.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Students with disabilities who violate the Code of Student Conduct, or engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others, which would typically result in corrective action or discipline of students without disabilities, shall be disciplined in accordance with state and federal laws and regulations and Board policy and, if applicable, their Individualized Education Program (IEP) and Behavior Support Plan.[\[1\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

## **Definitions**

**Students with disabilities** - school-aged children within the jurisdiction of the district who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.[\[2\]](#)

**Suspensions from school** - disciplinary exclusions from school for a period of one (1) to ten (10) consecutive school days.[\[8\]](#)[\[7\]](#)

**Expulsions from school** - disciplinary exclusions from school by the Board for a period exceeding ten (10) consecutive school days and may include permanent exclusion from school.[\[8\]](#)[\[7\]](#)

**Interim alternative educational settings** - removal of a student with a disability from his/her current placement. Interim alternative educational settings may be used by school personnel for up to forty-five (45) school days for certain infractions committed by students with disabilities. The IEP team shall determine the interim alternative educational setting; **however**, use of interim alternative educational settings permitted by law does not constitute a change in placement for **a student with a disability** for these purposes.[\[9\]](#)[\[5\]](#)

## **Authority**

The Board directs that the district shall comply with provisions and procedural safeguards of the Individuals With Disabilities Education Act (IDEA) and federal and state regulations when disciplining students with disabilities for violations of Board policy or district rules or regulations. No student with a disability shall be subjected to a disciplinary change in placement if the student's particular misconduct is a manifestation of his/her disability. However, under certain circumstances a student **with a disability** may be placed in an interim alternative educational setting by school personnel or the IEP team could, if appropriate, change the student's

educational placement to one which is more restrictive than the placement where the misconduct occurred.[\[4\]\[9\]\[5\]](#)

### Provision of Education During Disciplinary Exclusions

During any period of expulsion, or suspension from school for more than ten (10) cumulative days in a year, or placement in an interim alternative educational setting for disciplinary reasons, a student with a disability shall continue to receive a free and appropriate education, in accordance with law.[\[8\]\[10\]\[5\]](#)

### **Guidelines**

#### Suspension From School

A student with a disability may be suspended for ten (10) consecutive and fifteen (15) cumulative days of school per school year, for the same reasons and duration as a student without a disability. Such suspension shall not constitute a change in the student's educational placement.[\[8\]\[4\]\[9\]\[5\]\[11\]](#)

#### Changes in Educational Placement/Manifestation Determinations

For disciplinary exclusions which constitute a change in educational placement, the district shall first determine whether the student's behavior is a manifestation of his/her disability. Expulsion, or exclusion from school for more than fifteen (15) cumulative days in a year, or patterns of suspensions for substantially identical behaviors constitute changes in educational placements requiring a manifestation determination. For students with **intellectual disability**, any disciplinary suspension or expulsion is a change in educational placement.[\[4\]\[5\]](#)

A student with a disability whose behavior is not a manifestation of his/her disability may be disciplined in accordance with Board policy, district rules and regulations in the same manner and to the same extent as students without disabilities.[\[4\]\[5\]\[6\]\[7\]](#)

#### Parent/Guardian Appeals From Disciplinary Actions/Request for Hearing by District for Students Who Are a Danger to Themselves or Others

A due process hearing may be requested by a parent/guardian of a student with a disability who disagrees with a disciplinary placement or manifestation determination, or by the district if the district believes that the current placement is substantially likely to result in injury to the student or others. On parent/guardian appeal, or when the district requests a due process hearing, the hearing officer may return the student to the placement from which s/he was removed or order his/her removal to an appropriate interim alternative educational setting for up to forty-five (45) school days if the hearing officer determines that maintaining the child's current placement is substantially likely to result in an injury to the student or others.[\[9\]\[12\]](#)

Placement during appeals of disciplinary actions shall be in the interim alternative educational setting pending the decision of the hearing officer or expiration of the time period set for the disciplinary exclusion from the student's regular placement unless the district and the parent/guardian agree otherwise.[\[9\]\[13\]](#)

### **Students Not Identified as Disabled/Pending Evaluation**

Students who have not been identified as disabled may be subject to the same disciplinary measures applied to students without disabilities if the district did not have knowledge of the

disability. If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation shall be expedited.[\[9\]\[14\]](#)

### Administrative Removal to Interim Alternative Educational Setting for Certain Infractions

School personnel may remove a student with a disability, including **intellectual disability**, to an appropriate interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability if the student:[\[9\]\[5\]](#)

1. Carries a weapon to or possesses a weapon at school, on school property, or at school functions under the jurisdiction of the district. For purposes of this provision, weapon is defined as a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and one-half (2 ½) inches in length.[\[15\]\[9\]\[5\]\[16\]](#)
2. Knowingly possesses or uses illegal drugs, as defined by law, or sells or solicits the sale of a controlled substance, as defined by law, while at school, on school property, or at school functions under the jurisdiction of the district.[\[9\]\[17\]\[5\]\[18\]](#)
3. Has inflicted serious bodily injury upon another person while at school, on school property, or at school functions under the jurisdiction of the district. For purposes of this provision, serious bodily injury means bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or mental faculty.[\[19\]\[9\]\[5\]](#)

### Referral to Law Enforcement and Reporting Requirements

**For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.**[\[20\]\[21\]\[22\]](#)

The **Superintendent or designee** shall **immediately** report **required incidents and may report discretionary incidents** committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Superintendent or designee shall respond to such incidents in accordance with the district's Special Education Plan and, if applicable, the procedures, methods and techniques defined in the student's Behavior Support Plan.[\[23\]\[21\]\[24\]\[25\]\[26\]\[27\]\[28\]\[1\]\[9\]\[29\]\[30\]\[2\]\[3\]\[31\]\[6\]\[16\]\[32\]\[33\]\[18\]\[34\]](#)

**For a student with a disability who does not have a Behavior Support Plan, subsequent to notification to law enforcement, the district shall convene the student's IEP team to consider whether a Behavior Support Plan should be developed to address the student's behavior, in accordance with law, regulations and Board policies.**[\[26\]\[1\]\[3\]\[31\]](#)

**When reporting an incident committed by a student with a disability to the**

**appropriate authorities, the district shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district shall transmit copies of the student's special education and disciplinary records only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act. [\[21\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[9\]](#)[\[29\]](#)[\[35\]](#)[\[36\]](#)[\[34\]](#)**

**In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity. [\[20\]](#)[\[34\]](#)**

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Book Policy Manual  
Section 100 Programs  
Title Behavior Support for Students With Disabilities  
Number 113.2  
Status From PSBA

## Legal

[1. 22 PA Code 14.133](#)

[2. 22 PA Code 14.145](#)

[3. 20 U.S.C. 1414](#)

[4. 34 CFR 300.114](#)

[5. 34 CFR 300.324](#)

[6. 20 U.S.C. 1415](#)

[7. 34 CFR 300.34](#)

[8. 34 CFR 300.530](#)

9. Pol. 113

10. Pol. 113.1

11. Pol. 113.3

[12. 22 PA Code 14.143](#)

[13. 24 P.S. 1302.1-A](#)

[14. 22 PA Code 10.2](#)

[15. 22 PA Code 10.21](#)

[16. 22 PA Code 10.22](#)

[17. 22 PA Code 10.23](#)

[18. 22 PA Code 10.25](#)

[19. 22 PA Code 14.104](#)

[20. 34 CFR 300.535](#)

21. Pol. 103.1

22. Pol. 218

23. Pol. 218.1

24. Pol. 218.2

25. Pol. 222

26. Pol. 227

27. Pol. 805.1

[20 U.S.C. 1400 et seq](#)

[24 P.S. 1303-A](#)

[34 CFR Part 300](#)

[Pennsylvania Training and Technical Assistance Network \(PaTTAN\), Questions and Answers on the Restraint Reporting Requirements and System, June 2009](#)

## **Purpose**

Students with disabilities shall be **educated in** the least restrictive environment **and shall only be placed in settings other than the regular education class when the nature or severity of the student's disability is such that education in the regular education class with the use of appropriate supplementary aids and services cannot be achieved satisfactorily.** The IEP team for a student with a disability shall develop a **positive behavior support plan if the student requires specific intervention to address behavior that interferes with learning.** The **identification, evaluation, and plan or program shall be conducted and implemented in accordance with state and federal laws and regulations.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

## **Authority**

The Board **directs that the district's behavior support programs shall be based on positive rather than negative behavior techniques to ensure that students shall be free from demeaning treatment and unreasonable use of restraints or other aversive techniques.** The use of restraints shall be considered a measure of last resort and shall only be used after other less restrictive measures, including de-escalation techniques. Behavior support programs and plans shall be based on a functional assessment of behavior and shall include a variety of research-based techniques to develop and maintain skills that will enhance students' opportunity for learning and self-fulfillment.[\[1\]](#)[\[3\]](#)[\[6\]](#)[\[7\]](#)[\[5\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

## **Definitions**

The following terms shall have these meanings, unless the context clearly indicates otherwise.[\[1\]](#)

**Aversive techniques** - deliberate activities designed to establish a negative association with a specific behavior.

**Behavior support** - development, change and maintenance of selected behaviors through the systematic application of behavior change techniques.

**Behavior Support Plan or Behavior Intervention Plan** - plan for students with disabilities who **require specific intervention to address behavior that interferes with learning.** A **positive Behavior Support Plan shall be developed by the IEP team, be based on a functional behavioral assessment, and become part of the individual student's IEP.** These plans must include methods that use **positive reinforcements, other positive techniques and related services required to assist a student with a disability to benefit from special education.**

**Positive techniques** - methods that utilize positive reinforcement to shape a student's behavior, ranging from the use of positive verbal statements as a reward for good behaviors to specific tangible rewards.

**Restraints** - the application of physical force, with or without the use of any device, for the purpose of restraining the free movement of a student's body, excluding the following:

1. Briefly holding a student, without force, to calm or comfort him/her.

2. Guiding a student to an appropriate activity.
3. Holding a student's hand to escort him/her safely from one area to another.
4. Hand-over-hand assistance with feeding or task completion.
5. Techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student's parents/guardians and specified in the IEP.
6. Mechanical restraints **governed by this policy, such as devices used for physical or occupational therapy, seatbelts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices.**

**Seclusion - confinement of a student in a room, with or without staff supervision, in order to provide a safe environment to allow the student to regain self-control.**

**Students with disabilities - school-aged children within the jurisdiction of the district who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.[9]**

### **Delegation of Responsibility**

**The Superintendent or designee shall ensure that this Board policy is implemented in accordance with federal and state laws and regulations.**

**The Superintendent or designee shall develop administrative regulations to implement this policy.**

### **Regular Program and Training**

The Superintendent or designee shall provide regular training, and retraining as needed, of **staff** in the use of specific procedures, methods and techniques, including restraints **and seclusions**, that will be **used to implement** positive behavior supports or interventions in accordance with **students' IEPs** and **Board** policy.[1]

### **Reporting and Monitoring**

The Superintendent or designee shall maintain and report data on the use of restraints, **as required**. Such report shall be readily available for review during the **state's** cyclical compliance monitoring. **Procedures shall be established requiring reports be made to the district by entities educating students with disabilities who attend programs or classes outside the district, including private schools, agencies, intermediate units and vocational schools.[1]**

### **Guidelines**

**Development of a separate Behavior Support Plan is not required when appropriate positive behavioral interventions, strategies and supports can be incorporated into a student's IEP.[1][5]**

**When an intervention is necessary to address problem behavior, the types of**

intervention **chosen for a student shall** be the least intrusive necessary.

### Use of Physical Restraints

Restraints to control acute or episodic aggressive behavior may be used only when the student is acting in a manner **that presents** a clear and present danger to **the student**, other students or employees, and only when less restrictive measures and techniques have proven to be or are less effective.[\[1\]](#)

The Director of Special Education **and Curriculum Instruction** or designee shall notify the parent/guardian as soon as practicable of the use of **restraints** to control the aggressive behavior of **the student** and shall convene a meeting of the IEP team within ten (10) school days of the use of restraints, unless the parent/guardian, after written notice, agrees in writing to waive the meeting. At this meeting, the IEP team shall consider whether the student needs a functional behavioral assessment, re-evaluation, a new or revised positive Behavior Support Plan, or a change of placement to address the inappropriate behavior.[\[1\]](#)

The use of restraints **shall not be included in** the IEP for the convenience of staff, as a substitute for an educational program, **or** employed as punishment. **Restraints may be included in an IEP only if:**[\[1\]](#)

1. **The restraint is used with specific component elements of a positive Behavior Support Plan.**
2. **The restraint is used in conjunction with teaching socially appropriate alternative skills or behaviors.**
3. **Staff are authorized to use the restraint and have received appropriate training.**
4. **Behavior Support Plan includes efforts to eliminate the use of restraints.**

### Mechanical Restraints

Mechanical restraints, **which are used** to control involuntary movement or **lack of muscular control of students when due to organic causes or conditions**, may be employed only when specified by an IEP and as determined by a medical professional qualified to make the determination, and as agreed to by the student's parents/guardians.[\[1\]](#)

Mechanical restraints **shall prevent a student from injuring him/herself or others or promote normative body positioning and physical functioning.**

### Seclusion

**The district permits involuntary seclusion of a student in accordance with the student's IEP or in an emergency to prevent immediate or imminent injury to the student or others, but the seclusion must be the least restrictive alternative.**

**The district prohibits the seclusion of students in locked rooms, locked boxes and other structures or spaces from which the student cannot readily exit.**[\[1\]](#)

### Aversive Techniques

The following aversive techniques **of handling** behavior are considered inappropriate and **shall** not be used in educational programs:[\[1\]](#)

1. Corporal punishment.
2. Punishment for a manifestation of a student's disability.
3. Locked rooms, locked boxes, other locked structures or spaces from which the student cannot readily exit.
4. Noxious substances.
5. Deprivation of basic human rights, such as withholding meals, water or fresh air.
6. Suspensions **constituting a pattern as defined in state regulations.**[\[12\]](#)
7. Treatment of a demeaning nature.
8. Electric shock.
9. Methods implemented by untrained personnel.
10. **Prone restraints, which are restraints by which a student is held face down on the floor.**
11. Methods which have not been outlined in the agency's plan.

### **Referral to Law Enforcement**

**The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Superintendent or designee shall respond to such incidents in accordance with the district's Special Education Plan and, if applicable, the procedures, methods and techniques defined in the student's Behavior Support Plan.**  
[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[1\]](#)[\[6\]](#)[\[20\]](#)[\[21\]](#)[\[9\]](#)[\[10\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)

**Subsequent to notification to law enforcement, an updated functional behavioral assessment and Behavior Support Plan shall be required for students with disabilities who have Behavior Support Plans at the time of such referral.**[\[17\]](#)[\[1\]](#)[\[11\]](#)

**If, as a result of such referral, the student is detained or otherwise placed in a residential setting located outside the district, the Director of Special Education and Curriculum Instruction or designee shall ensure that the responsible school district or intermediate unit is informed of the need to update the student's functional behavioral assessment and Behavior Support Plan.**[\[1\]](#)

**For a student with a disability who does not have a Behavior Support Plan, subsequent to notification to law enforcement, the district shall convene the student's IEP team to consider whether a Behavior Support Plan should be developed to address the student's behavior, in accordance with law, regulations and Board policy.**  
[\[17\]](#)[\[1\]](#)

## **Relations With Law Enforcement**

**The district shall provide a copy of its administrative regulations and procedures for behavior support, developed in accordance with the Special Education Plan, to each local police department that has jurisdiction over school property. Updated copies shall be provided each time the administrative regulations and procedures for behavior support are revised by the district.**[\[17\]](#)[\[19\]](#)[\[9\]](#)[\[27\]](#)

**The district shall invite representatives of each local police department that has jurisdiction over school property to participate in district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention, as included in the district's Special Education Plan and positive behavior support program.**[\[17\]](#)[\[19\]](#)[\[1\]](#)[\[9\]](#)[\[27\]](#)

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Book	Policy Manual
Section	100 Programs
Title	Screening and Evaluations for Students With Disabilities
Number	113.3 - NEW
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Legal	<p><a href="#">1. 22 PA Code 14.122</a></p> <p><a href="#">2. 22 PA Code 14.123</a></p> <p><a href="#">3. 22 PA Code 14.124</a></p> <p><a href="#">4. 22 PA Code 14.125</a></p> <p><a href="#">5. 22 PA Code 14.133</a></p> <p><a href="#">6. 20 U.S.C. 1414</a></p> <p><a href="#">7. 34 CFR 300.226</a></p> <p><a href="#">8. 34 CFR 300.301-300.311</a></p> <p><a href="#">9. 34 CFR 300.502</a></p> <p><a href="#">10. 34 CFR 300.530</a></p> <p>11. Pol. 113</p> <p>12. Pol. 113.2</p> <p>13. Pol. 209</p> <p>14. Pol. 113.1</p> <p><a href="#">15. 34 CFR 300.300-300.311</a></p> <p><a href="#">16. 34 CFR 300.503</a></p> <p><a href="#">17. 34 CFR 300.303-300.306</a></p> <p><a href="#">18. 34 CFR 300.307-300.311</a></p> <p><a href="#">19. 34 CFR 300.303</a></p> <p>20. PA Ass'n for Retarded Children (PARC) v. Com. of Pa., 343 F. Supp. 279 (E.D. Pa. 1975)</p> <p>21. Pol. 138</p> <p><a href="#">34 CFR Part 300</a></p> <p><a href="#">20 U.S.C. 1400 et seq</a></p> <p><a href="#">Pennsylvania Training and Technical Assistance Network (PaTTAN)</a></p>

## **Purpose**

**The Board adopts this policy to define the minimum requirements for screening; educational evaluations conducted to determine eligibility for special education services, instructional levels and programming requirements for students with disabilities, including functional behavioral assessments; and requirements for independent educational evaluations.** [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

## **Authority**

**The Board shall adopt a system of screening that may include early intervening services and must be designed to accomplish identification and initial screening for students prior to district referral for a special education evaluation. The system shall provide support to staff to improve working effectively with students in the general education curriculum, identify students who may require special education services and programs, and must include hearing and vision screening and screening at reasonable intervals to determine whether students are performing at grade appropriate levels in core academic subjects.**[\[1\]](#)[\[7\]](#)[\[13\]](#)

**Early intervening services shall comply with the requirements of state and federal law and regulations in order to address academic concerns or behaviors that may be impeding success, but which can be resolved through research-based intervention programs in the regular education setting.**[\[7\]](#)

**The Board authorizes the use of functional behavioral assessments (FBAs) as an evaluation to gather information to understand the purpose of the student's behaviors and to assist with developing a positive Behavior Support Plan. FBAs must be conducted when:**[\[5\]](#)[\[10\]](#)[\[11\]](#)[\[14\]](#)[\[12\]](#)

- 1. A student's behavior interferes with his/her learning or the learning of others and information is necessary to provide appropriate educational programming.**
- 2. A student's behavior violates the Code of Student Conduct and is determined to be a manifestation of a student's disability.**
- 3. A student is placed in an interim alternative educational placement for a qualifying reason permitting such placement for up to forty-five (45) school days for certain offenses.**
- 4. The school contacts law enforcement regarding a student who already has a positive Behavior Support Plan.**

**FBAs may also constitute part of the initial evaluation to determine eligibility for special education.**

**The district shall comply with requirements of state and federal laws and regulations when conducting evaluations.**[\[2\]](#)[\[6\]](#)[\[15\]](#)[\[9\]](#)[\[16\]](#)

**An appropriate evaluation of a student, whether conducted by district staff or individuals not employed by the district, shall consist of the administration of all testing and the use of all assessment procedures required to determine the existence of all legally defined disabilities reasonably suspected by district staff, parents/guardians, or the evaluator. An appropriate evaluation shall assist in determining the content of the IEP to enable a student with a disability to be involved in and progress in the general curriculum.**

**A student shall be assessed in all areas related to the suspected disability including, as appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.**

**A re-evaluation of a student who currently has an IEP shall be conducted as required**

by state and federal law and regulations.[\[3\]](#)[\[6\]](#)[\[17\]](#)[\[16\]](#)

## Guidelines

### Parent/Guardian Requests

Parents/Guardians may request an evaluation at any time. The parent/guardian request must be in writing. If a request is made orally to any professional employee or administrator, that individual shall provide a copy of the permission to evaluate form to the parents/guardians within ten (10) calendar days of the oral request.[\[1\]](#)[\[2\]](#)

The evaluation shall be completed and a copy of the evaluation report presented to parents/guardians no later than sixty (60) calendar days after receipt of written parent/guardian consent for an evaluation, exclusive of the period following the last day of the spring school term to the first day of the subsequent fall term.

### Appropriate Evaluations

An appropriate evaluation shall use a variety of assessment tools and strategies to gather relevant functional, developmental and academic information about a student.[\[2\]](#)[\[6\]](#)[\[8\]](#)[\[9\]](#)

An appropriate evaluation shall include:

1. Testing and assessment techniques required in light of information currently available from previous evaluations.
2. Information from parents/guardians and school staff familiar with the performance of the student.
3. The student's education records.

The evaluator shall review all such sources of information prior to conducting testing and assessment. The evaluator shall review assessments conducted by others that indicate how the student is responding to early intervening services and scientific research-based instruction and/or include such assessments as part of his/her evaluation.

To the extent that the results of such instructional assessments are inconsistent with the results of norm or criterion-referenced testing and assessments that the evaluator has administered, the evaluator shall explain the reason for the inconsistency in his/her report, if possible.

When assessing the presence of a specific learning disability, the evaluation shall be consistent with procedures adopted by the district and comply with state and federal law and regulations.[\[4\]](#)[\[18\]](#)

Testing and assessment procedures shall be selected and administered to yield valid measurement or assessment of the construct or quality they purport to measure or assess. The evaluator shall administer any testing or assessment procedures in a manner consistent with the requirements and recommendations of the publisher of the test or procedure and in compliance with applicable and authoritatively recognized professional principles and ethical tenets. S/He shall report any factor that

**might affect the validity of any results obtained.**

**All assessments and evaluation materials shall be selected and administered so as not to be discriminatory on a racial or cultural basis. Where feasible, assessments and evaluations shall be administered in a language and form most likely to provide accurate information about the student.**

**The evaluation shall include an observation of the student in an educational setting, unless the student is not currently in such a setting. The evaluator shall obtain information concerning the performance of the student directly from at least one (1) current teacher of the student, unless s/he does not have a current teacher.**

**The evaluator shall hold an active certification that qualifies the evaluator to conduct that type of evaluation. If certification is not issued for the particular area of professional practice in which the evaluator is lawfully engaged, the evaluator shall hold such license or other credentials as required for the area of professional practice under state law.**

**The evaluator shall prepare and sign a full report of the evaluation containing:**

- 1. Clear explanation of the testing and assessment results.**
- 2. Complete summary of all test scores, including, for all standardized testing administered, all applicable full scale or battery scores; domain or composite scores; and subtest scores reported in standard, scaled, or T-score format.**
- 3. Complete summary of all information obtained or reviewed from sources other than testing conducted by the evaluator.**
- 4. Identification of all special education and related services needs and relevant information that directly assists persons in determining the educational needs of the student.**
- 5. Specific, individualized recommendations for consideration by the IEP team for educational programming and placement to enable the student to participate as appropriate in the general education curriculum in the least restrictive environment, as defined by federal and state law and regulations.**

### **Re-Evaluations**

**Re-evaluations shall be conducted within the timeframes required by state and federal laws and regulations unless the parent/guardian and the district agree in writing that a re-evaluation is unnecessary. For students with intellectual disability, the re-evaluation cannot be waived. The group of qualified professionals that reviews the evaluation materials to determine whether the child is a student with a disability shall include a certified school psychologist when evaluating a student for autism, emotional disturbance, intellectual disability, multiple disabilities, other health impairment, specific learning disability and traumatic brain injury.[3][19][20]**

**Copies of the re-evaluation report shall be disseminated to parents/guardians at least ten (10) days prior to the meeting of the IEP team unless this requirement is waived in writing.**

### **Independent Educational Evaluations**

**A parent/guardian who disagrees with the results or content of an evaluation performed or obtained by the district may request an independent educational evaluation at district expense. A parent/guardian is entitled to only one (1) independent educational evaluation at public expense each time the district conducts an evaluation with which the parent/guardian disagrees. The independent educational evaluation must arise from parents'/guardians' disagreement with the district's most recent evaluations or re-evaluations of the student. The district shall be entitled to a copy of all results of independent educational evaluations conducted at public expense. If an oral request for an independent educational evaluation is made to a professional employee or administrator, that person shall inform the parent/guardian that the request must be in writing. If the native language of the parent/guardian is other than English, the requirement that the parent/guardian make his/her request in writing shall be conveyed by whatever means practicable and in the native language of the parent/guardian.[9][21]**

**A written request for an independent educational evaluation at district expense shall be immediately forwarded to the Director of Special Education and Curriculum Instruction, who may, upon receipt of the written parent/guardian request, ask that the parent/guardian state his/her reasons for disagreement with the evaluation conducted or proposed by the district. The district cannot require the parent/guardian to do so, and the refusal of the parent/guardian shall not delay the process required by this policy.**

**The criteria under which the independent educational evaluation at public expense is obtained must be the same as the criteria used by the district in conducting an appropriate evaluation, including the location of the evaluation and the qualifications of the examiner, to the extent those criteria are consistent with the parent's/guardian's right to an independent educational evaluation at public expense. The qualified examiners who conduct the independent educational evaluation may not be employed by the public agency responsible for the education of the student.**

**Within ten (10) school days of receipt of a request for an independent educational evaluation in writing from a parent/guardian, the Director of Special Education and Curriculum Instruction shall either initiate a due process hearing to show that the district's evaluation is appropriate and notify the parent/guardian in writing that s/he has done so or issue to the parent/guardian correspondence containing:**

- 1. Assurance that the district will pay for an independent educational evaluation as long as the evaluation meets all of the requirements of an appropriate evaluation and is in compliance with this policy.**
- 2. Statement that the district will not pay for the evaluation until it receives directly from the evaluator a complete copy of a report of that evaluation and determines that the evaluation is in compliance with this policy.**
- 3. Request that the parents/guardians consider accessing reimbursement for all or part of the evaluation from public or private sources of insurance or reimbursement, together with a clear assurance that the parent/guardian is not required to do so and that the district will pay any cost not covered by such sources.**
- 4. Directions that the parent/guardian is responsible for arranging for the evaluation and ensuring that the evaluator contacts the Director of Special**

## **Education and Curriculum Instruction to arrange for payment of the evaluation.**

**Upon request, the district shall provide to parents/guardians information about where an independent educational evaluation may be obtained.**

**If the evaluation has already been conducted and paid for, the district shall issue correspondence advising the parent/guardian that the district will not reimburse the parent/guardian for the evaluation until it receives a complete and unredacted copy of the report of the evaluation and determines that the evaluation is in compliance with this policy. The district shall require documentation substantiating that the parents/guardians paid for or incurred the obligation to pay for the evaluation without reimbursement from a public or private source of insurance or reimbursement.**

**The Director of Special Education and Curriculum Instruction shall send the correspondence to the parent/guardian by certified mail or by other independently verifiable means of conveyance and enclose a copy of this policy.**

**The Director of Special Education and Curriculum Instruction shall maintain a list of qualified independent evaluators in each of the various disciplines commonly relied upon to provide education-related evaluations and assessments and shall promptly make that list available to any parent/guardian who requests it.**

### Rights Preserved and Waiver of Pre-Evaluation Screening

The screening activities used by the district shall not serve as a bar to the right of a parent/guardian to request a multidisciplinary team evaluation at any time. When the completion of screening activities prior to referral for a multidisciplinary team evaluation **may** result in serious mental or physical harm, or significant educational regression, to the student or others, the Director of Special Education **and Curriculum Instruction** may opt to initiate a multidisciplinary team re-evaluation without completion of the screening process. Whenever an evaluation is conducted without a pre-evaluation screening, the screening activities **utilized** by the district shall be completed as part of that evaluation whenever possible. [\[1\]](#)[\[2\]](#)

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1. Pol. 113
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- [4. 34 CFR 300.625](#)
- [5. 34 CFR 300.611](#)
- [6. 34 CFR 99.3](#)
8. Pol. 216
- [9. 34 CFR 300.32](#)
- [10. 34 CFR 99.10](#)
- [11. 34 CFR 300.613](#)
- [12. 34 CFR 99.4](#)
- [13. 34 CFR 99.12](#)
- [14. 34 CFR 300.615](#)
- [15. 34 CFR 300.616](#)
- [16. 34 CFR 99.11](#)
- [17. 34 CFR 300.617](#)
- [18. 34 CFR 300.614](#)
- [19. 34 CFR 99.20](#)
- [20. 34 CFR 300.618](#)
- [21. 34 CFR 99.21](#)
- [22. 34 CFR 300.510-300.516](#)
- [23. 34 CFR 300.619](#)
- [24. 34 CFR 99.22](#)
- [25. 34 CFR 300.621](#)
- [26. 34 CFR 300.620](#)
- [27. 34 CFR 300.623](#)
- [28. 34 CFR 300.624](#)
- [29. 34 CFR 99.30](#)
- [30. 34 CFR 99.31](#)
- [31. 34 CFR 300.154](#)
- [32. 34 CFR 300.622](#)
33. Pol. 113.1



34. Pol. 113.2

[35. 20 U.S.C. 1232g](#)

[20 U.S.C. 1400 et seq](#)

[34 CFR Part 99](#)

[34 CFR Part 300](#)

Bureau of Special Education Letter to School Entities on Retention Of Records, Dated November 9, 2009

Pennsylvania Department of Education Individuals With Disabilities Education Act Part B LEA Policies and Procedures under 34C.F.R. §§300.101 - 300.176 (2009)

Pol. 113.3

## **Authority**

**The Board recognizes the need to protect the confidentiality of personally identifiable information in the education records of students with disabilities.[1]**

**The district shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, retaining, disclosing and destroying student special education records, in accordance with Board policy, state requirements, and federal and state law and regulations.[2]**

**The rights provided by this policy apply to parents/guardians of students who receive special education programming and services from the district or an outside program provided through the district.[3][4]**

## **Definitions**

**Destruction shall mean the physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.[5]**

**Disclosure shall mean to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.[6]**

**Education Records, for purposes of this policy, shall include the records and information covered under the definition of education records in the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.[6][8][35]**

**Personally identifiable information includes, but is not limited to:[6][9]**

- 1. The name of a student, the student's parents/guardians or other family members.**
- 2. The address of the student or student's family.**
- 3. A personal identifier, such as the student's social security number, student number, or biometric record.**

4. **Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.**
5. **Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.**
6. **Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.**

## **Guidelines**

### **Parental Access Rights**

**The district shall permit parents/guardians to inspect and review any education records relating to their child(ren) that are collected, retained, or used by the district in connection with providing special education services to the student.[\[10\]](#)[\[11\]](#)**

**The district shall comply with a parental request to inspect and review education records without unnecessary delay and before any meeting regarding an Individualized Education Program (IEP); any impartial due process hearing relating to the identification, evaluation, educational placement, or the provision of a free and appropriate public education (FAPE) to a student; a hearing related to the discipline of the student; and a resolution meeting.**

**The district shall presume a parent/guardian has authority to inspect and review records relating to his/her child unless it has been provided documentation that the requesting parent/guardian does not have this authority under applicable state law.[\[12\]](#)[\[11\]](#)**

**The district shall comply with a parental request for review within forty-five (45) days following receipt of the request.[\[10\]](#)[\[11\]](#)**

**A parent's/guardian's right to inspect and review education records includes the right to:**

1. **A response from the district to reasonable requests for explanations and interpretations of the records;**
2. **Request that the district provide copies of the records if failure to provide copies would effectively prevent the parent/guardian from exercising the right to inspect and review the records; and**
3. **Have a representative inspect and review the records.**

**If an education record includes information on more than one (1) student, the parents/guardians shall have access only to the information relating to their child or shall be informed of the information in the record.[\[13\]](#)[\[14\]](#)**

**The district shall provide parents/guardians, upon request, a list of the types and locations of education records collected, maintained, or used by the district.[\[15\]](#)**

## **Fees**

The district may charge a fee for copies of records that are made for parents/guardians so long as the fee does not effectively prevent parents/guardians from exercising their right to inspect and review those records.[\[16\]](#)[\[17\]](#)

The district shall not charge a fee to search for or to retrieve information in response to a parental request.

## **Record of Access**

The district shall keep a record of parties obtaining access to education records collected, maintained, or used in providing special education to students with disabilities, except access by parents/guardians and authorized district employees.[\[18\]](#)

The district's record of access shall include the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

## **Amendment of Records Upon Parental Request**

If a parent/guardian believes that information in the student's education records is inaccurate, misleading or violates the privacy or other rights of the student, the parent/guardian may request that the district amend the information.[\[19\]](#)[\[20\]](#)

The district shall decide whether to amend the information within a reasonable period of time from receipt of the request.

If the district declines to amend the information in accordance with a parental request, the district shall inform the parent/guardian of the refusal and advise the parent/guardian of the right to a hearing.

## **Records Hearing**

The district shall, on request, provide parents/guardians with an opportunity for a hearing to challenge information in the student's education records to ensure that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The district recognizes that parents/guardians who believe that there is a due process violation relating to an alleged violation of confidentiality may also request a special education due process hearing.[\[21\]](#)[\[22\]](#)[\[23\]](#)

## **Hearing Procedures**

A hearing to challenge information in education records must meet the following requirements:[\[24\]](#)[\[25\]](#)

1. The district shall hold the hearing within a reasonable time after receiving the request for a hearing.
2. The district shall give the parent/guardian reasonable advanced written notice of the date, time, and place of the hearing.
3. The hearing may be conducted by any individual, including a district official, who does not have a direct interest in the outcome of the hearing.

4. **The district shall give the parent/guardian a full and fair opportunity to present relevant evidence. The parent/guardian may, at his/her own expense, be assisted or represented by one (1) or more individuals of his/her choice, including an attorney.**
5. **The district shall inform parents/guardians of its decision in writing within a reasonable period of time after the hearing.**
6. **The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.**

### **Result of Hearing**

**If, as a result of the hearing, the district decides that the information is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the district shall amend the information accordingly and inform the parent/guardian in writing.[21][26]**

**If, as a result of the hearing, the district decides that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the district shall inform the parent/guardian of the parent's/guardian's right to place in the student's records a statement commenting on the information and/or providing any reasons for disagreeing with the district's decision.**

**Any explanation placed in the student's records shall be:**

1. **Maintained by the district as part of the student's records as long as the record or contested portion is maintained by the district; and**
2. **Included with the record or contested portion if the record or contested portion are disclosed to any party.**

### **Storage, Retention and Destruction of Information**

**The district shall store all education records and personally identifiable information of students receiving special education services in such a way as to protect the confidentiality and integrity of the records and information, prevent unauthorized access to and disclosure of records and information, and ensure compliance with other legal and regulatory requirements regarding records retention.[27]**

**The district shall maintain, for public inspection, a current listing of the names and positions of those district employees who have access to personally identifiable information.[27]**

**In order to comply with state compliance monitoring requirements, the district shall maintain education records for students receiving special education services for at least six (6) years.[8]**

**The district shall inform parents/guardians when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the student. After notice, such information shall be destroyed upon parental request.[28]**

**No education record shall be destroyed if there is an outstanding request to inspect or review the record or if a litigation hold exists.[\[10\]](#)**

**The district may maintain a permanent record of the student's name, address, and phone number, his/her grades, attendance record, classes attended, grade level completed, and year completed.[\[28\]](#)**

**The district shall ensure the destruction of education records in a manner that protects the confidentiality and privacy rights of the student and his/her family.[\[27\]](#)**

### **Disclosure to Third Parties**

**The district shall obtain parental consent before disclosing personally identifiable information to parties other than school district officials with a legitimate educational interest or other educational institutions that provide special education services to the student for the purposes of meeting a requirement of law or regulation unless the information is contained in education records and the disclosure is permitted without parental consent under law and regulations.[\[29\]](#)[\[30\]](#)[\[31\]](#)[\[32\]](#)[\[33\]](#)[\[34\]](#)[\[8\]](#)**

**Parental consent must be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services.[\[32\]](#)**

**If a student is enrolled, or is going to enroll in a private school that is not located in the district of the parent's/guardian's residence, parental consent must be obtained before any personally identifiable information about the student is released between officials in the district where the private school is located and officials in the district of the parent's/guardian's residence.[\[32\]](#)**

### **Delegation of Responsibility**

**In order to maintain the confidentiality of the educational records and personally identifiable information of students with disabilities, the Board designates the Director of Special Education and Curriculum Instruction to coordinate the district's efforts to comply with this policy and applicable laws and regulations.[\[27\]](#)**

**All district employees collecting or using personally identifiable information shall receive training or instruction regarding Board policy, administrative regulations, and state and federal law and regulations regarding confidentiality of education records and personally identifiable information.[\[27\]](#)**

Last Modified by Elizabeth Flood on October 21, 2015



Book	Policy Manual
Section	100 Programs
Title	Gifted Education
Number	114
Status	From PSBA
Legal	<a href="#">1. 24 P.S. 1371</a> <a href="#">2. 22 PA Code 4.28</a> <a href="#">3. 22 PA Code 16.1 et seq</a> <a href="#">4. 22 PA Code 4.13</a> <a href="#">5. 22 PA Code 16.4</a> 6. Pol. 100 <a href="#">7. 22 PA Code 16.2</a> <a href="#">8. 22 PA Code 16.21</a> <a href="#">9. 22 PA Code 16.22</a> <a href="#">10. 22 PA Code 16.23</a> <a href="#">11. 22 PA Code 16.32</a> <a href="#">12. 22 PA Code 16.33</a> <a href="#">13. 22 PA Code 16.63</a> <a href="#">14. 22 PA Code 16.61</a> <a href="#">15. 22 PA Code 16.62</a> <a href="#">16. 22 PA Code 16.41</a> <a href="#">17. 22 PA Code 16.65</a> 19. Pol. 216 <a href="#">20. 20 U.S.C. 1232g</a> <a href="#">22 PA Code 11.12</a> Pol. 113

### **Authority**

In accordance with the Board's philosophy to develop the special abilities of each student, the district shall provide gifted education **services and** programs designed to meet the individual educational needs of **identified students**.[\[1\]](#)[\[2\]](#)[\[3\]](#)

**The district shall develop and implement a gifted education plan every six (6) years, as required by law and regulations. Prior to approval by the Board, the gifted education plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.**[\[4\]](#)[\[5\]](#)[\[6\]](#)

**The district's gifted education plan shall address:**

1. **The district's process for identifying gifted children in need of specially designed instruction.**
2. **The gifted special education programs offered by the district.**
3. **Reports of gifted students, personnel and program elements, and costs, as required by the Department of Education.**

The Board may enter into a cooperative agreement with **Chester County Intermediate Unit No. 24 and/or** other educational entities to provide **quality** gifted education services and programs, **in accordance with** the district's regular education curriculum.[\[7\]](#)

**The Board directs that** the district's gifted education program shall provide the following:

1. **System to locate and identify all students within the district who are thought to be gifted and in need of specially designed instruction.**[\[8\]](#)
2. **Screening and evaluation process that meets state requirements, to determine students' educational needs.**[\[8\]](#)
3. Procedures to determine **whether** a student is **mentally** gifted.[\[8\]](#)
4. Gifted **Individualized Education Plan (GIEP) developed, and subsequently modified,** for each student based on **his/her** unique needs **and the written report of the Gifted Multidisciplinary Team (GMDT).**[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)
5. Safeguards for the due process rights of gifted students.[\[13\]](#)
6. Notification to teachers of their responsibilities to each of their identified gifted students, as provided in the student's Gifted Individualized Education Plan (GIEP).[\[11\]](#)

The district shall provide all required notices and information to parents/guardians of gifted students, document all consents and responses of parents/guardians, and adhere to all established timelines.[\[11\]](#)[\[14\]](#)[\[15\]](#)

**Guidelines**

The district shall make the Permission To Evaluate form **readily** available to parents/guardians. If an oral request is made to an administrator or professional employee, s/he shall provide the form to the parents/guardians within ten (10) calendar days of the oral request.[\[8\]](#)

Caseloads/Class Size

**The Board directs** the Superintendent and **designated administrators** to annually assess the **district's** delivery of gifted **services and programs,** in order to:[\[16\]](#)

1. Ensure the ability of assigned staff to provide the services required in each identified student's GIEP.
2. Address the educational placements for gifted students within the district.
3. Limit the total number of gifted students that can be on an individual gifted teacher's caseload to a maximum of sixty-five (65) students.



4. Limit the total number of gifted students that can be on an individual gifted teacher's class roster to a maximum of twenty (20) students.

Notwithstanding the above, the district **may** make a written request to the Secretary of Education to waive the applicable caseload and class size maximums in extenuating circumstances.[\[16\]](#)

### Confidentiality of Student Records

All personally identifiable information regarding a gifted student shall be treated as confidential and disclosed only as permitted by the Family **Educational** Rights and Privacy Act (FERPA) and its implementing regulations, State Board of Education regulations, and Board policy.[\[17\]](#)[\[19\]](#)[\[20\]](#)

### Awareness Activities

The Superintendent or designee shall annually conduct awareness activities to inform parents/**guardians** of school-aged children residing within the district of its gifted education **services and programs**, and how to request these services and programs.[\[8\]](#)

Awareness activities may include providing written notice of the district's gifted education program through local newspapers, other media, student handbooks and the district website.

### Delegation of Responsibility

The Superintendent or designee shall develop **administrative regulations** to implement **this policy, including the following:**

1. The necessary forms to permit teachers to refer a student, **in accordance with law.**[\[9\]](#)
2. Ensure the development of a GIEP for each gifted student and subsequent modification of services, in **accordance with** law.[\[11\]](#)
3. **Creation** of a GMDT to determine if a school-aged student **shall be** eligible to receive gifted services.[\[9\]](#)

Last Modified by Elizabeth Flood on October 21, 2015



Book	Policy Manual
Section	100 Programs
Title	Tutoring
Number	116 - NEW
Status	From PSBA
Legal	<a href="#">1. 22 PA Code 4.12</a> <a href="#">2. 22 PA Code 4.52</a> <a href="#">3. 22 PA Code 11.22</a> <a href="#">4. 24 P.S. 1327</a> <a href="#">5. 22 PA Code 11.31</a> <a href="#">6. 24 P.S. 111</a> <a href="#">7. 23 Pa. C.S.A. 6344</a> <a href="#">24 P.S. 1205.1</a> <a href="#">24 P.S. 1332</a> <a href="#">24 P.S. 1333</a> <a href="#">22 PA Code 11.33</a> <a href="#">23 Pa. C.S.A. 6301 et seq</a>

### **Purpose**

**The Board recognizes that some students may require special help beyond the regular classroom program.**

### **Guidelines**

**Wherever possible within the working day, each teaching staff member shall assist assigned students in the remediation of individual learning difficulties.[\[1\]](#)[\[2\]](#)**

### **Excusal From School**

**Upon the written request of the parent/guardian, a student may be excused during school hours for tutoring in a field not offered in the district curriculum if such excusal does not interfere with the student's regular program of studies.[\[3\]](#)**

**The tutor's qualifications must be approved by the Superintendent.[\[3\]](#)**

**The district may establish reasonable conditions for excusal of a student for such tutoring.[\[3\]](#)**

### **Private Tutoring**

**The instructional program for students not enrolled in public schools due to private tutoring by a properly qualified private tutor shall comply with state law and regulations.[\[4\]](#)[\[5\]](#)**

**A properly qualified private tutor shall mean a person who is certified by the Commonwealth to teach in Pennsylvania public schools; who is teaching one (1) or more children who are members of a single family; who provides the majority of instruction to such child or children; and who is receiving a fee or other consideration for instructional services.**[\[4\]](#)

**Each private tutor shall file with the Superintendent a copy of his/her Pennsylvania certification, state and federal criminal history information and child abuse history clearance. No person who would be disqualified from school employment by the provisions of 24 P.S. § 1-111(e) may be a private tutor.**[\[6\]](#)[\[4\]](#)[\[7\]](#)

**Annually, the parent/guardian shall provide written assurance to the Superintendent that all instructional requirements are being met.**[\[5\]](#)

**When the Superintendent receives a complaint that a student is not being provided the required instruction or that a student is not making satisfactory progress, the Superintendent may request evidence of the student's academic progress and documentation that instruction is being provided for the required number of days and hours.**[\[5\]](#)

**Evidence of satisfactory progress may include samples of student work, assessments, progress reports, report cards and evaluations. Documentation of instructional time may include logs maintained by the tutor or parent/guardian, attendance records, or other records indicating the dates and times instruction was provided.**[\[5\]](#)

Last Modified by Elizabeth Flood on October 21, 2015



Book	Policy Manual
Section	100 Programs
Title	Homebound Instruction
Number	117
Status	From PSBA
Legal	<a href="#">1. 24 P.S. 1329</a> <a href="#">2. 22 PA Code 11.25</a> 3. Pol. 113 4. Pol. 137

### **Authority**

The Board shall provide homebound instruction to students confined to home or hospital for physical disability, illness, injury, **urgent reasons**, or when such confinement is recommended for psychological or psychiatric reasons. The period of homebound instruction for an individual shall not exceed three (3) months.[\[1\]\[2\]](#)

### **Delegation of Responsibility**

Application for **homebound** instruction shall certify the nature of the illness or disability, state the probable duration of the confinement **and** be recommended by the Superintendent or designee.[\[1\]\[2\]](#)

**( ) The Superintendent shall forward a recommendation for homebound instruction to the Board for approval.**

**( )** The Superintendent may grant such recommended requests for **homebound** instruction and **shall** report each to the Board at its next regular meeting.

The Superintendent shall develop procedures to safeguard the privacy of each child placed on homebound instruction.

The Superintendent or designee may request approval from the Department of Education to extend the period of homebound instruction for an individual, which shall be re-evaluated every three (3) months.[\[2\]](#)

### **Guidelines**

The Board **shall** provide homebound instruction only for those confinements expected to last at least **ten (10)** school days. Exceptions may be recommended by the Superintendent.

**The program of homebound instruction provided to each student shall be in accordance with the standards established by the state.**

The Board reserves the right to withhold homebound instruction when any one (1) of the following occurs:

1. The instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher.
2. A parent/guardian or other adult in authority is not present with the student during the hours of instruction.
3. The condition of the student precludes any benefit from such instruction.

Homebound instruction **shall** not be **misinterpreted** as home education.[4]

Special education **shall be in accordance with applicable Board policy**.[3]

Last Modified by Elizabeth Flood on October 21, 2015





Book	Policy Manual
Section	100 Programs
Title	Independent Study
Number	118
Status	From PSBA
Legal	<a href="#">1. 22 PA Code 4.4</a> <a href="#">2. 22 PA Code 4.24</a> <a href="#">22 PA Code 4.12</a>

### **Purpose**

The Board shall consider approval of a course of independent study for a properly qualified student, as recommended by the Superintendent, on the condition that the student **shall** demonstrate achievement of established **educational goals and** academic standards as a result of participation in the independent study.

### **Authority**

The Board shall approve each course of independent study and may designate the number of credits **toward graduation** to be awarded upon successful completion of each course, except that the Board reserves the right to assign no credit for an approved course.[\[1\]\[2\]](#)

Courses of independent study may not be limited to participation by a single student but may involve a group of students, subject to Board approval.

Each course of independent study must meet the requirements of applicable laws and regulations.

### **Delegation of Responsibility**

The Superintendent or designee shall develop **administrative regulations to implement independent study programs.**

**The Superintendent shall prepare recommendations for Board approval of courses of independent study, based on the recommendation of the building principal.**

### **Guidelines**

The student or parent/guardian shall be responsible for all instructional costs beyond those normally associated with the regular course of study.

Last Modified by Elizabeth Flood on October 21, 2015



Book	Policy Manual
Section	100 Programs
Title	Current Events
Number	119
Status	From PSBA
Legal	1. Pol. 106 <a href="#">24 P.S. 510</a>

### **Purpose**

The Board believes that the consideration of current events has a legitimate place in the **educational** program of the schools. Properly introduced and conducted, the consideration of such events can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop **skills** for formulating and evaluating positions **and opinions**.

### **Definition**

For the purposes of this policy, **current event shall be defined** as a topic **on which opposing points of view have been promulgated by responsible opinion and is** not expressly enumerated in the course guide as **content of** the course of study.

### **Authority**

The Board recognizes that some deviation from the assigned course guide is necessary in the free exchange of the classroom. However, the Board specifies for the guidance of the Superintendent, and through administrative directive the guidance of the staff, that any discussion of current events in the classroom shall be conducted in an unprejudiced and dispassionate manner and shall not disrupt the educational process, fail to match the maturity level of students, **nor be unrelated to the goals of the district and the appropriate course guide.**[1]

When current events have not been specified in the course guide, the Board shall permit the instructional use of only those issues which have been approved by the **building** principal.

In the discussion of any event, a teacher may express a personal opinion, but shall identify it as such and may not express such opinion for the purpose of persuading students to his/her point of view.

### **Delegation of Responsibility**

The Superintendent or designee shall **develop administrative regulations** for the management of current events which do not stifle **the** spirit of free **and scholarly** inquiry and in obtaining prior written approval for material liable to be considered controversial.



Book	Policy Manual
Section	100 Programs
Title	Human Development Program
Number	120 - DELETED
Status	From PSBA
Legal	

Deleted - Language in policy is not recommended due to legal concerns.

Last Modified by Elizabeth Flood on October 21, 2015



Book	Policy Manual
Section	100 Programs
Title	Field Trips
Number	121
Status	From PSBA
Legal	2. Pol. 105 3. Pol. 103.1 4. Pol. 113 5. Pol. 210 6. Pol. 210.1 7. Pol. 218 <a href="#">24 P.S. 510</a> <a href="#">24 P.S. 517</a>

## **Purpose**

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important **component of** the instructional program of the schools. Properly planned and executed field trips can:

1. Supplement and enrich classroom **learning** by providing **educational** experiences in an environment outside the schools.
2. Arouse new interests among students.
3. Help students relate **academic learning** to the reality of the world outside of school.
4. **Introduce** community resources, **such as** natural, **cultural**, industrial, commercial, governmental, and educational.
5. Afford students the opportunity to study real things and real processes in their actual environment.

## **Definition**

For purposes of this policy, a field trip shall be defined as any trip by **students** away from school premises, under the supervision of a teacher or **district employee**, **that** is an integral part of approved **planned instruction**, **is** conducted **as** a first-hand educational experience not available in the classroom.

## **Authority**

The **building** principal shall approve each field trip.

Any overnight, out-of-state or Sunday field trip request **shall** be forwarded to the

Superintendent and **require prior approval** by the Board.

Students on field trips remain under the supervision and responsibility of this Board and **shall be** subject to its rules and regulations.[7]

The Board **or** Superintendent or designee does not endorse, support **nor** assume responsibility in any way for any district staff member who takes students on trips not approved by the Board or Superintendent or designee. No staff member may solicit district students for such trips within district facilities or on **district** grounds without Board permission.

### **Delegation of Responsibility**

The Superintendent or designee shall **develop administrative regulations** for the operation of field **trips**.

### **Guidelines**

**Field trips shall be governed by guidelines** which **ensure** that:

1. The safety and well-being of students shall be protected at all times.
2. Written **permission** of the parent/**guardian**, as well as evidence of **applicable student** insurance, **shall be** required for each student participating in a field trip.
3. The **building** principal approves the purpose, itinerary and duration of each proposed trip.
4. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities which enhance its **value**.[2]
5. The effectiveness of field trip activities is monitored and continuously evaluated.
6. Teachers, with the approval of the **building** principal, **shall be** allowed flexibility and innovation in planning field trips **collaboratively on a departmental and interdepartmental basis**.
7. **A field trip shall not be approved unless it contributes to the achievement of specified instructional objectives**.

### **Administration of Medication**

**The Board directs planning for field trips to start early in the school year and to include collaboration between administrators, teachers, nurses, parents/guardians and other designated health officials.**

**Decisions regarding administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs.** [3][4]

**Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.**[5][6]

Last Modified by Elizabeth Flood on October 21, 2015





Book	Policy Manual
Section	100 Programs
Title	Extracurricular Activities
Number	122
Status	From PSBA
Legal	<a href="#">1. 22 PA Code 12.1</a> <a href="#">2. 24 P.S. 5322</a> <a href="#">3. 24 P.S. 5332</a> <a href="#">4. 24 P.S. 511</a> <a href="#">5. 20 U.S.C. 4071 et seq</a> 6. Pol. 103 7. Pol. 103.1 8. Pol. 110 9. Pol. 218 <a href="#">10. 24 P.S. 5323</a> <a href="#">11. 24 P.S. 5333</a> 12. Pol. 123.1 13. Pol. 123.2 <a href="#">14. 22 PA Code 12.4</a> 15. Pol. 204 16. Pol. 215 17. Pol. 102 <a href="#">24 P.S. 5321 et seq</a> <a href="#">24 P.S. 5331 et seq</a>

### **Purpose**

The Board recognizes the educational **values inherent in student** participation in extracurricular activities **and supports the concept of student organizations for such purposes as building social relationships, developing interests in a specific area, and gaining an understanding of the elements and responsibilities of good** citizenship.

### **Definitions**

**For purposes of this policy, extracurricular activities shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate.**[\[1\]](#)

**For purposes of this policy, an athletic activity shall mean all of the following:[2][3]**

- 1. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.**
- 2. Noncompetitive cheerleading that is sponsored by or associated with the school.**
- 3. Practices, interschool practices and scrimmages for all athletic activities.**

### **Authority**

**The Board shall make school facilities, supplies and equipment available and shall assign staff members for the support of extracurricular activities for students. Such availability and assignment shall be in accordance with the Equal Access Act.[4][5][6][7]**

**The Board encourages secondary level students to pursue clubs and interests that may not be related directly to any of the curriculum programs offered in the district. In pursuit of such goal and in compliance with law, the Board maintains a limited open forum in which secondary students may meet for voluntary student-initiated activities unrelated directly to the curriculum, regardless of the religious, political, philosophical or other content of the speech related to such activities.**

**Any extracurricular activity shall be considered under the sponsorship of this Board when it has been approved by the Board upon recommendation of the Superintendent.**

**The Board shall maintain the program of extracurricular activities at no cost to participating students, except that the Board's responsibility for provision of supplies shall carry the same exemptions as listed in the Board's policy on regular school supplies.[8]**

**Where eligibility requirements are necessary or desirable, the Board shall be informed and must approve the establishment of eligibility standards before they are operable.**

**Students shall be required to meet the applicable attendance, academic, citizenship and promotion requirement(s) of the district.[15][16][9][17]**

### **Off-Campus Activities**

**This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[9]**

- 1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.**
- 2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.**
- 3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the**

**expression or conduct is likely to materially and substantially disrupt the operations of the school.**

- 4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.**
- 5. The conduct involves the theft or vandalism of school property.**
- 6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.**

### **Delegation of Responsibility**

**Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the following:[10][11][12][13]**

- 1. Concussion and Traumatic Brain Injury Information Sheet.**
- 2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.**

**The Superintendent or designee shall develop administrative regulations to implement the extracurricular activities program. All student groups shall adhere to Board policy and administrative regulations.**

### **Guidelines**

**Guidelines shall ensure that the program of extracurricular activities:**

- 1. Assesses the needs and interests of and is responsive to district students.**
- 2. Ensures provision of competent guidance and supervision by staff.**
- 3. Guards against exploitation of students.**
- 4. Provides a variety of experiences and diversity of organizational models.**
- 5. Provides for continuing evaluation of the program and its components.**
- 6. Ensures that all extracurricular activities are open to all students and that all students are fully informed of the opportunities available to them.[1][14]**

### **Equal Access Act**

**The district shall provide secondary students the opportunity for noncurriculum-related student groups to meet on the school premises during noninstructional time for the purpose of conducting a meeting within the limited open forum on the basis of religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents or employees.[5]**

**Noninstructional time is the time set aside by the school before actual classroom instruction begins, after actual classroom instruction ends, or during the lunch hour.**

**The meetings of student groups cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.**

**The Superintendent or designee shall establish the length of sessions, number per week, and other limitations deemed reasonably necessary.**

**The district retains the authority to maintain order and discipline on school premises in order to protect the well-being of students and employees and to ensure that student attendance at such meetings is voluntary.**

Last Modified by Elizabeth Flood on October 21, 2015



Book	Policy Manual
Section	100 Programs
Title	Interscholastic Athletics
Number	123
Status	From PSBA
Legal	<a href="#">1. 24 P.S. 1601-C et seq</a> <a href="#">2. 22 PA Code 4.27</a> <a href="#">3. 34 CFR 106.41</a> 4. Pol. 103 5. Pol. 103.1 <a href="#">6. 24 P.S. 511</a> 7. Pol. 204 8. Pol. 218 <a href="#">9. 24 P.S. 5323</a> <a href="#">10. 24 P.S. 5333</a> 11. Pol. 123.1 12. Pol. 123.2 <a href="#">13. 22 PA Code 12.1</a> <a href="#">14. 22 PA Code 12.4</a> <a href="#">15. 24 P.S. 1603-C</a> <a href="#">24 P.S. 5321 et seq</a> <a href="#">24 P.S. 5331 et seq</a>

## **Purpose**

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and **as a conduit for community involvement.**

## **Definition**

For purposes of this policy, the program of **interscholastic athletics** shall include all activities relating to competitive or **exhibition** sport contests, games or events involving individual students or teams of students when such events occur between schools within this district or outside this district.

## **Authority**

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and **without discrimination**, in accordance with **law and** regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.[6]

The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic **activity**, be covered by the maximum student accident insurance available, or equivalent; be free of injury; and **undergo a physical examination** by a **licensed physician**. [6]

The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association and shall review such standards annually to ascertain conformity with district objectives.

**The Board directs that no student may participate in interscholastic athletics who has not:**[6]

1. **Met the requirements for academic eligibility.**
2. **Complied with the requirements of the Code of Conduct for Interscholastic Athletics and Board policies and administrative regulations related to student discipline.**[8]
3. **Attended school regularly.**[7]
4. **Been in attendance on the day of the athletic event or practice for the hours required.**
5. **Returned all school athletic equipment previously used.**

### **Off-Campus Activities**

**This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:**[8]

1. **The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.**
2. **The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.**
3. **Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.**
4. **The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.**



5. **The conduct involves the theft or vandalism of school property.**
6. **There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.**

### **Delegation of Responsibility**

**Each school year, prior to participation in an interscholastic athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the following:[9][10][11][12]**

1. **Concussion and Traumatic Brain Injury Information Sheet.**
2. **Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.**

**The Superintendent or designee shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events and s/he shall inform the Board of changes in that schedule as they occur.**

The Superintendent **or designee** shall **disseminate** rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with **regulations** of the State Board of Education, the P.I.A.A. and **the school district.**

**The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the district's enrollment.**

**The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.[13][14]**

### **Guidelines**

#### **Male/Female Athletic Opportunities Report**

**By October 15 of each year, on the designated disclosure form, the Superintendent or designee shall report to the PA Department of Education the interscholastic athletic opportunities and treatment for male and female secondary school students for the preceding school year.[15]**

**By November 1 of each year, the completed disclosure form shall be made available for public inspection during regular business hours and posted on the district's website.[15]**

**The availability of the completed disclosure form shall be announced by posting a notice on school bulletin boards, in the school newspaper, on any electronic mailing list or list serve, and by any other reasonable means.[15]**

Last Modified by Elizabeth Flood on October 21, 2015



Book	Policy Manual
Section	100 Programs
Title	Concussion Management
Number	123.1
Status	From PSBA
Legal	<a href="#">1. 24 P.S. 5322</a> 2. Pol. 123 3. Pol. 122 <a href="#">4. 24 P.S. 5323</a> <a href="#">24 P.S. 5321 et seq</a>

## **Purpose**

The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention, detection and treatment of concussions sustained by students while participating in an athletic activity.

## **Definitions**

**Appropriate medical professional** shall mean all of the following:[\[1\]](#)

1. A licensed physician who is trained in the evaluation and management of concussions.
2. A licensed or certified health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions.
3. A licensed psychologist neuropsychologically trained in the evaluation and management of concussions or who has postdoctoral training in neuropsychology and specific training in the evaluation and management of concussions.

**Athletic activity** shall mean all of the following:[\[1\]](#)

1. Interscholastic athletics.[\[2\]](#)
2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.[\[3\]](#)
3. Noncompetitive cheerleading that is sponsored by or associated with the school.[\[3\]](#)
4. Practices, interschool practices and scrimmages for all athletic activities.[\[3\]](#)[\[2\]](#)

## **Delegation of Responsibility**

Each school year, prior to participation in an athletic activity, every student athlete and his/her

parent/guardian shall sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet.[4]

The Superintendent or designee shall develop administrative regulations to implement this policy, which shall include protocols for concussion management.

### **Guidelines**

The school may hold an informational meeting prior to the start of each athletic season for all competitors regarding concussions and other head injuries, the importance of proper concussion management, and how preseason baseline assessments can aid in the evaluation, management and recovery process. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, neuropsychologists, athletic trainers and physical therapists.[4]

### **Removal From Play**

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the district, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.[4]

### **Return to Play**

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. The Board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.[4]

### **Training**

All coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations or another provider approved by the Department of Health.[4]

### **Penalties**

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:[4]

1. For a **first** violation, suspension from coaching any athletic activity for the remainder of the season.
2. For a **second** violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.
3. For a **third** violation, permanent suspension from coaching any athletic activity.

Last Modified by Elizabeth Flood on October 21, 2015



Book	Policy Manual
Section	100 Programs
Title	Sudden Cardiac Arrest
Number	123.2
Status	From PSBA
Legal	<a href="#">1. 24 P.S. 5331 et seq</a> <a href="#">2. 24 P.S. 5332</a> 3. Pol. 123 4. Pol. 122 <a href="#">5. 24 P.S. 5333</a> Pol. 822

### **Authority**

The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention and recognition of sudden cardiac arrest in student athletes.[\[1\]](#)

### **Definition**

**Athletic activity** shall mean all of the following:[\[2\]](#)

1. Interscholastic athletics.[\[3\]](#)
2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.[\[4\]](#)
3. Noncompetitive cheerleading that is sponsored by or associated with the school.[\[4\]](#)
4. Practices, interschool practices and scrimmages for all athletic activities.[\[4\]](#)[\[3\]](#)

### **Delegation of Responsibility**

Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.[\[5\]](#)

### **Guidelines**

The school may hold an informational meeting prior to the start of each athletic season for all competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, pediatric cardiologists, and athletic trainers.[\[5\]](#)

### **Removal From Play**

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, or other official designated by the district, exhibits signs or symptoms of sudden cardiac arrest while participating in an athletic activity shall be removed by the coach from participation at that time.[\[5\]](#)

Any student known to have exhibited signs or symptoms of sudden cardiac arrest prior to or following an athletic activity shall be prevented from participating in athletic activities.

### Return to Play

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by a licensed physician, certified registered nurse practitioner or cardiologist.[\[5\]](#)

### Training

All coaches shall annually, prior to coaching an athletic activity, complete the sudden cardiac arrest training course offered by a provider approved by the PA Department of Health.[\[5\]](#)

### Penalties

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:[\[5\]](#)

1. For a first violation, suspension from coaching any athletic activity for the remainder of the season.
2. For a second violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.
3. For a third violation, permanent suspension from coaching any athletic activity.

Last Modified by Elizabeth Flood on October 21, 2015





Book	Policy Manual
Section	100 Programs
Title	Alternative Instruction
Number	124 - NEW
Status	
Legal	<a href="#">1. 24 P.S. 502</a> <a href="#">2. 24 P.S. 1525</a> <a href="#">3. 24 P.S. 1901</a> <a href="#">4. 24 P.S. 1903</a> <a href="#">5. 24 P.S. 1906</a> 6. Pol. 217 7. Pol. 102 8. Pol. 107 <a href="#">24 P.S. 1901 et seq</a> <a href="#">22 PA Code 4.41</a>

### **Authority**

The Board **may grant credit toward high school graduation for course work successfully completed through approved summer school, correspondence courses, distance education, online courses and dual enrollment, in accordance with this policy.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

### **Delegation of Responsibility**

**The building principal shall be responsible for reviewing and approving student applications for earning credit toward graduation through approved alternative instruction courses.**

**The building principal shall determine the number of credits assigned to such a course as part of the approval process before the student begins the course.**

### **Guidelines**

**Students shall submit to the building principal a written request for approval of each proposed course and the number of credits sought.**

**The course subject must be included in the district's planned instruction and be relevant to established academic standards.**[\[7\]](#)[\[8\]](#)

**The student shall receive the same letter grade for credit that is assigned by the alternative instruction course.**

Book	Policy Manual
Section	100 Programs
Title	Class Size
Number	126
Status	From PSBA
Legal	<a href="#">24 P.S. 510</a>

### **Authority**

Class size **shall** be periodically **determined** by the Board after consultation with the Superintendent, **designated administrators** and Curriculum Committees, **in accordance with** Board policy.

### **Delegation of Responsibility**

The Superintendent **shall develop administrative regulations for determining** class size, **which shall** take into consideration:

1. **Subject matter.**
2. **Type of instruction.**
3. Development and learning needs of students.
4. **Age group of students.**
5. **Use of aides.**
6. **Use of special facilities and equipment.**

Last Modified by Elizabeth Flood on October 21, 2015



Book	Policy Manual
Section	100 Programs
Title	Assessment System
Number	127
Status	From PSBA
Legal	<a href="#">1. 22 PA Code 4.12</a> <a href="#">2. 22 PA Code 4.51</a> <a href="#">3. 22 PA Code 4.52</a> 4. Pol. 102 <a href="#">5. 22 PA Code 12.41</a> <a href="#">6. 22 PA Code 4.4</a> <a href="#">7. 20 U.S.C. 6311</a> 8. Pol. 138 9. Pol. 212 10. Pol. 103.1 11. Pol. 113 12. Pol. 803

### **Purpose**

The Board recognizes **its responsibility to develop and implement a** comprehensive assessment system **that will determine the degree to which** students **are achieving** academic standards and **provide information for improving the** educational program.

### **Authority**

The Board shall **approve an** assessment system **for use in district schools to assess** individual **attainment of state and local** academic **standards, and** to identify **those** students **not attaining** academic **standards** and **provide assistance**. The **Board** shall **approve an** assessment system **at least once every six (6) years, which shall be implemented no later than one (1) year after the approval date.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

**The Board reserves the right to review district assessment measures and to approve those that serve a legitimate purpose without infringing upon the personal rights of the students or parents/guardians.**[\[3\]](#)[\[5\]](#)

**The Board directs the Superintendent or designee to grant requests to review state assessments from parents/guardians to determine whether the state assessments conflict with the parents'/guardians' religious beliefs. Parent/Guardian requests shall be submitted at least two (2) weeks prior to the administration of state assessments. The district shall ensure the security of the assessment documents.**[\[6\]](#)

**If, upon inspection of a state assessment, a parent/guardian finds the assessment to be in conflict with their religious beliefs, the parent/guardian shall have the right to**

**have their child excused from that state assessment, upon written request to the Superintendent stating the objection.[6]**

### **Delegation of Responsibility**

The Superintendent or designee shall **recommend various methods of assessment and evaluation based on his/her professional judgment, generally accepted professional practice, staff input** and state regulations.[1][2][3]

**The Superintendent or designee shall provide summary information to the public regarding student achievement, including results of assessments, in accordance with federal and state law and regulations.[3]**

**The Superintendent or designee shall provide information regarding the achievement of academic standards to the PA Department of Education when requested; such information shall not include student names, identification numbers or individually identifiable information.[3]**

**The Superintendent or designee shall recommend improvements in the educational program, curriculum and instructional practices based upon student assessment results.[3]**

### **Guidelines**

The district **shall** publish the **assessment** calendar at the beginning of each school year.[12]

**Parents/Guardians shall receive information regarding their child's state assessment scores and may obtain an explanation of assessment results from qualified school personnel.[7][8][9]**

The **district** shall **provide assistance** to students **not attaining** academic standards **at the proficient level. The district shall inform students and parents/guardians about how to access such assistance.[3][5]**

Students with disabilities **and students participating in ESL/Bilingual Education programs** shall **participate** in **assessments**, with appropriate accommodations when necessary.[2][10][11][8]

Last Modified by Elizabeth Flood on October 21, 2015



Book	Policy Manual
Section	100 Programs
Title	Homework
Number	130
Status	From PSBA
Legal	<a href="#">1. 22 PA Code 12.2</a>

### **Purpose**

Homework assignment for students contribute to an appreciation of the need for learning to a quality education and the fullest development of each student's potential. The district **believes that** effective homework **shall be** achieved when parents/**guardians**, teachers and students **collaborate. The purpose of homework assignments should be to:**

1. **Provide** practice **and** reinforce **skills presented by the teacher.**
2. Provide opportunities for parents/**guardians to know what their child is studying.**
3. **Encourage parent/guardian and child interaction.**

### **Guidelines**

**Each student shall be responsible for completing homework assignments as directed.**  
[\[1\]](#)

**Homework shall complement classroom instruction and be planned and evaluated with respect to its purpose, appropriateness and completion time.**

**The demand of homework upon the students' time shall be consistent with the best interests of the students in regards to other valuable experiences to be gained outside of school.**

**Homework shall not be assigned as a form of punishment.**

**Parents/Guardians may provide homework support through the establishment of an environment free from distractions.**

### **Delegation of Responsibility**

**The Superintendent or designee shall develop administrative regulations regarding homework.**

Last Modified by Elizabeth Flood on October 21, 2015





Book	Policy Manual
Section	100 Programs
Title	Home Education Programs
Number	137
Status	From PSBA
Legal	<a href="#">1. 24 P.S. 1327</a> <a href="#">2. 24 P.S. 1327.1</a> <a href="#">3. 22 PA Code 11.31a</a> 4. Pol. 802 5. Pol. 116 <a href="#">24 P.S. 111</a> <a href="#">22 PA Code 11.33</a> Pol. 203 Pol. 209

### **Authority**

Home **education programs for students of compulsory school age residing in the school district shall be conducted** in accordance with **state law and** regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

### **Definitions**

**Appropriate education** - a program consisting of instruction in the required subjects for the time required **by law** and in which the student demonstrates sustained progress **in the overall program.**[\[2\]](#)

**Hearing examiner** - shall not be an officer, employee or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.

**Home education program** - a program conducted in compliance with **law** by the parent/guardian or person having legal custody of **a** child. A home education program shall not be considered a nonpublic school under the provisions of **law.**

**Supervisor** - the parent/guardian or person having legal custody of **a** child who **is** responsible for **providing** instruction, provided that such person has a high school diploma or its equivalent.

### **Delegation of Responsibility**

**The Superintendent or designee shall develop and distribute administrative regulations for registering and monitoring home education programs.**

### **Guidelines**

### **Notarized Affidavit**

Prior to the commencement of the home education program, and annually thereafter on August 1, **the** parent/guardian or other person having legal custody of the child or children shall **file** a notarized affidavit with the Superintendent **setting** forth **the information required by law.** [2]

### **Instructional Program**

**The instructional program for home education students shall include** such **courses** as required by law. [2]

#### Participation in Instructional Activities

**Requests for home education program students** to participate in an instructional activity or class **shall be submitted** to the Superintendent.

**Home education program** students may not be enrolled for more than two **(2)** classes per semester at the high school level. [4]

Tutoring for course credit **shall require the prior approval of** the Superintendent or designee, **in accordance with Board policy.** [5]

#### Loan of Instructional Materials

At the request of the supervisor, the district shall lend to the home **education** program copies of the **school's** planned courses, textbooks and curriculum materials appropriate to the student's age and grade level. [2]

### **Student Portfolio and Evaluations**

**For each student participating in the home education program,** the supervisor shall: [2]

1. Maintain a portfolio of records and materials.
2. Provide **an annual written evaluation of the student's educational progress.**

### **Graduation Requirements**

**The following minimum courses in grades 9 through 12 are established as a requirement for graduation in a home education program: four (4) years of English; three (3) years of mathematics; three (3) years of science; three (3) years of social studies; and two (2) years of arts and humanities.** [2]

### **Diplomas**

**Students who complete all of the graduation requirements of the home education program shall receive a high school diploma issued by the supervisor or an approved diploma-granting organization.** [2]

### **Students With Disabilities**

A home **education** program meets compulsory attendance requirements for **a student with a disability** only when the program addresses the specific needs of the student and is approved by a teacher with a valid **Pennsylvania** certificate to teach special education, a licensed clinical psychologist or a certified **school psychologist.** Written notice of such approval must be submitted with the **required** affidavit. [1]

The supervisor may request that the school district or intermediate unit of residence provide services that address the specific needs of **a student with a disability**.[\[1\]](#)

When the provision of services is agreed to by both the supervisor and the school district or intermediate unit, all services shall be provided in **district** schools or in a private school licensed to provide such programs and services.[\[1\]](#)

### **Appropriate Education/Compliance Determination**

**A home education evaluator shall certify that an appropriate education is occurring in the home education program. The supervisor shall submit the certification to the Superintendent by June 30 of each year. If the supervisor fails to submit the certification, the Superintendent shall send a letter to the supervisor notifying the supervisor that s/he has ten (10) days to submit the certification.**[\[2\]](#)

If the Superintendent has a reasonable belief at any time during the school year **that** appropriate education may not be occurring in the home education program, s/he may **submit** a letter to the supervisor **requiring an evaluation be conducted and that an evaluator's certification stating that an appropriate education is occurring be submitted to the district by the supervisor** within thirty (30) days. **The letter shall include the basis for the Superintendent's reasonable belief.**[\[2\]](#)

If the Superintendent **has a reasonable belief** that the home education program **is out of compliance, s/he** shall submit a letter to the supervisor **requiring a certification be submitted within thirty (30) days indicating the program is in compliance. The letter shall include the basis for the Superintendent's reasonable belief.**[\[2\]](#)

**As required by law, all letters shall be sent by certified mail, return receipt requested, and the time for submission of the requested documentation begins upon receipt of the letter.**[\[2\]](#)

### **Hearings**

**If the supervisor fails to submit a certification as required,** the Board shall provide a hearing by a qualified and impartial hearing examiner within thirty (30) days.[\[2\]](#)

If the hearing examiner finds that **an** appropriate education is not taking place in the home education program, the home education program **will be determined** out of compliance; and the student **will** be enrolled promptly in a **district** school, a nonpublic school or a licensed private academic school.[\[2\]](#)

### **Appeal**

The supervisor or Superintendent may **appeal the** decision of the **hearing** examiner to the Secretary of Education, Commonwealth Court or **Court of Common Pleas**. The home education program **may** continue **during the appeals process.**[\[2\]](#)

### **Transfer of Program**

**If a** home education program **is** relocating to another **Pennsylvania** school district, the supervisor must **request from** the Superintendent a letter of transfer for the home education program. The **request must be made** by registered mail thirty (30) days **prior to relocation.**[\[2\]](#)

**The Superintendent shall issue** the letter of transfer **within** thirty (30) days after receipt of the **supervisor's** registered mail request.[\[2\]](#)

The supervisor **shall file** the letter of transfer with the Superintendent of the new district of residence.[\[2\]](#)

**If a home education program is out of compliance, the Superintendent shall inform the home education supervisor and Superintendent of the new district of residence of this status and the reason for denial of the transfer letter.**[\[2\]](#)

**If a home education program is in hearing procedures, the Superintendent shall inform the home education supervisor, hearing examiner and Superintendent of the new district of residence of this status and the reason for denial of the transfer letter.**[\[2\]](#)

**If the Superintendent is informed of pending proceedings related to a home education program relocating to the district, s/he shall continue the home education program until the appeal process is finalized.**[\[2\]](#)

Last Modified by Elizabeth Flood on October 21, 2015



Book	Policy Manual
Section	100 Programs
Title	Extracurricular Participation by Home Education Students
Number	137.1 - NEW
Status	From PSBA
Legal	<a href="#">1. 24 P.S. 511</a> <a href="#">2. 24 P.S. 1327.1</a> 3. Pol. 122 4. Pol. 123 5. Pol. 137 6. Pol. 204 7. Pol. 218

### **Authority**

**The Board shall approve participation in the district's extracurricular activities and interscholastic athletic programs by a student enrolled in a home education program who meets all the conditions stated in Board policy.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The **Board shall** not provide **individual** transportation **for students enrolled in home education programs who participate in the district's extracurricular activities or interscholastic athletic programs. When the district provides transportation to and from an away competition, game, event or exhibition and requires district students to use district transportation, home education students shall be required to use the transportation provided by the district.**

### **Guidelines**

**Students attending home education programs shall be given an equal opportunity to compete for positions and participate in district extracurricular activities and interscholastic athletic programs.**

**A home education student may participate in extracurricular activities and interscholastic athletic programs only at the school building the student would be assigned to if s/he was enrolled in the school district.**

**Prior to trying-out or joining an activity, a home education student shall submit required documents and written verification of eligibility to the building principal or designee.**

**To be considered in attendance in accordance with Board policy, the home education student must participate in a full, normally scheduled academic program, in accordance with the planned home education program and submitted documentation.**  
[\[5\]](#)[\[6\]](#)

**The following conditions shall govern participation in the district's extracurricular activities and interscholastic athletic programs by home education students, who shall:**

1. **Be a resident of the school district.**
2. **Meet the required eligibility criteria.[3][4]**
3. **Maintain appropriate insurance coverage, consistent with the coverage requirements for district students.[4]**
4. **Comply with Board policies and school rules and regulations regarding extracurricular activities, interscholastic athletics, and student discipline.[3][4][7]**
5. **Comply with policies, rules and regulations, or their equivalent, of the activity's governing organization.[1][2]**
6. **Meet attendance and reporting requirements established for all participants of the activity or program.[6]**
7. **Meet the requirements for physical examinations and physical fitness and any height and/or weight restrictions.[2][4]**
8. **Comply with all requirements and directives of the district staff, coaches and administrators involved with the extracurricular activity or interscholastic athletic program.**

**If a class for credit held during the school day by the school district is required for participation in activities that take place outside of the class, home education students shall not be eligible to participate in such activities.**

**The supervisor of the home education program shall be responsible for submitting required student grade reports at the intervals determined by the district.** Failure to do so shall render the student ineligible for all **extracurricular activity or interscholastic athletic program** practices and competitions for the following week.

### **Delegation of Responsibility**

**Requests by home education students for participation in the district's extracurricular activities and interscholastic athletic programs shall be submitted to the Superintendent.**

The Superintendent, in **consultation** with the building principal, **shall** determine whether the **home education** student may participate in **the district's extracurricular activities and interscholastic athletic programs.**

**The building principal or designee shall ensure that home education students have access to information regarding the district's extracurricular activities and interscholastic athletic programs.**

**The building principal or designee shall receive and review verification from the parent/guardian that a student has met and continues to meet the established eligibility criteria for an extracurricular activity or interscholastic athletic program.**

**The building principal or designee shall distribute information regarding eligibility**

**criteria and student participation in extracurricular activities and interscholastic athletics to all affected by them.**

Last Modified by Elizabeth Flood on October 21, 2015





Book	Policy Manual
Section	100 Programs
Title	English as a Second Language/Bilingual Education Program
Number	138
Status	From PSBA
Legal	<a href="#">1. 42 U.S.C. 2000d et seq</a> 2. Pol. 102 3. Pol. 103 <a href="#">4. 22 PA Code 4.26</a> <a href="#">5. 20 U.S.C. 6801 et seq</a> 6. Pol. 103.1 7. Pol. 100 8. Pol. 333 <a href="#">9. 22 PA Code 11.11</a> 10. Pol. 200 11. Pol. 304 <a href="#">12. 20 U.S.C. 6812</a> <a href="#">13. 20 U.S.C. 6826</a> <a href="#">14. 20 U.S.C. 6841</a> 15. Pol. 113 16. Pol. 114 <a href="#">17. 20 U.S.C. 6842</a> <a href="#">18. 22 PA Code 4.51</a> <a href="#">19. 22 PA Code 4.51a</a> <a href="#">20. 22 PA Code 4.51b</a> <a href="#">21. 22 PA Code 4.51c</a> <a href="#">22. 22 PA Code 4.52</a> 23. Pol. 127 24. Pol. 217 <a href="#">25. 20 U.S.C. 1703</a> 26. Pol. 115 27. Pol. 122 28. Pol. 123 <a href="#">29. 20 U.S.C. 7012</a> 30. Pol. 212 <a href="#">34 CFR Part 200</a> Pol. 105.1

## **Purpose**

In accordance with the Board's philosophy to provide a quality educational program to all students, the district shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The goal of the program shall be to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. Students who have Limited English Proficiency (LEP) **shall be identified, assessed and provided instruction, and shall be provided an equal opportunity to achieve their maximum potential in educational programs and extracurricular activities, consistent with federal and state laws and regulations.**[1][2][3]

## **Authority**

The **Board** shall **approve** a **written** program **plan** of educational services for **students** whose dominant language is not English. The program plan shall include English as a Second Language **(ESL) or bilingual/bicultural** instruction. The **ESL/Bilingual Education** program shall be based on effective research-based theory, implemented with sufficient resources and appropriately trained staff, and evaluated periodically.[3][4][5][6]

The Board **may address** LEP **students and programs** in **the district's comprehensive planning process**, and shall include appropriate training for professional staff in **the Professional Development Plan as necessary to provide an appropriate ESL/Bilingual Education program in compliance with law and regulations.**[7][8]

**The Board may contract with Chester County Intermediate Unit No. 24 for ESL/Bilingual Education services and programs.**

## **Delegation of Responsibility**

The Superintendent or designee shall implement and supervise an **ESL/Bilingual Education** program that ensures appropriate instruction in each school and complies with federal and state laws and regulations.

The Superintendent or designee, in conjunction with appropriate stakeholders, shall develop **administrative regulations** regarding the **ESL/Bilingual Education** program.

## **Guidelines**

The district **shall establish** procedures for identifying and assessing the needs of students whose dominant language is not English. The Home Language Survey shall be completed for each student **upon enrollment** in the district, and **shall** be filed in the student's permanent record folder through graduation.[5][9][10]

The **ESL/Bilingual Education** program shall be designed to provide instruction that meets each student's individual needs, based on the assessment of English proficiency in listening, speaking, reading and writing. Adequate content area support shall be provided while the student is learning English, to assure achievement of academic standards.[2]

Certified employees and appropriate support staff, when necessary, shall provide the **ESL/Bilingual Education** program. **The district shall ensure that all teachers in the ESL/Bilingual Education program hold the appropriate certification and can**

**demonstrate academic language proficiency both in English and in the language used for instruction in their classroom.**[11]

The **ESL/Bilingual Education** program shall be evaluated **periodically to ensure all components are aligned and working effectively to facilitate the acquisition of the English language and achievement of academic standards**, and shall be revised when necessary **to ensure greater student achievement.**[12][13][14]

**Students who are** English Language Learners (ELL) may be eligible for special education services **when they have been identified as a student with a disability and it is determined that the disability is not solely due to lack of instruction or proficiency in the English language.**[6][15]

Students who are **ELL may be eligible for gifted education services, when identified in accordance with law, regulations and Board policy. The district shall ensure that assessment of a student for gifted education services screens for intervening factors, such as LEP, that may be masking gifted abilities.**[16]

Students participating in **ESL/Bilingual Education** programs who are eligible for special education services shall continue receiving **ESL/Bilingual Education** instruction, **in accordance with their Individualized Education Program (IEP) or Gifted Individualized Education Plan (GIEP)**, at the appropriate proficiency and developmental level.[6][15][16]

Students participating in **ESL/Bilingual Education** programs shall be required, with accommodations, to **participate in assessments and** meet established academic standards and graduation requirements adopted by the Board.[2][12][13][14][17][18][19][20][21][22][23][24]

Students shall have access to and be encouraged to participate in all academic and extracurricular activities available **to district students.**[25][26][27][28]

Students **shall exit from the ESL/Bilingual Education program in accordance with state required exit criteria.**[13]

**The district shall monitor ELL who exit from the ESL/Bilingual Education program.**[14]

### **Family Engagement and Communication**

Communications with parents/guardians shall be in the **mode and language of communication preferred** by the parents/guardians.[1][29]

At the beginning of each school year, **or within fourteen (14) days of enrollment during the school year**, the district shall notify parents/guardians of students **enrolled in ESL/Bilingual Education** programs regarding the instructional program **provided to their student.**[29]

Parents/Guardians **shall** be regularly apprised of their student's progress, **including achievement of academic standards and assessment results.**[23][30]

**Parents/Guardians shall be notified of their right to opt the student out of supplemental ESL/Bilingual Education programs/opportunities provided through federal funding, in accordance with applicable law.**[29]

**The district shall notify parents/guardians of students in ESL/Bilingual Education programs within thirty (30) days, or within fourteen (14) days of enrollment, if the**

**district fails to meet annual measurable performance objectives, as required by law.**  
**[\[29\]](#)**

The district shall maintain an effective means of outreach to encourage parental involvement in the education of their children.[\[12\]](#)[\[13\]](#)[\[29\]](#)

Last Modified by Elizabeth Flood on October 21, 2015



Book	Policy Manual
Section	100 Programs
Title	Charter Schools
Number	140
Status	From PSBA
Legal	<a href="#">1. 24 P.S. 1702-A</a> <a href="#">2. 24 P.S. 1703-A</a> <a href="#">3. 24 P.S. 1715-A</a> <a href="#">5. 24 P.S. 1718-A</a> <a href="#">6. 65 Pa. C.S.A. 701 et seq</a> <a href="#">7. 24 P.S. 1720-A</a> <a href="#">8. 24 P.S. 1723-A</a> <a href="#">9. 24 P.S. 1724-A</a> <a href="#">10. 24 P.S. 1728-A</a> <a href="#">11. 24 P.S. 1729-A</a> <a href="#">12. 24 P.S. 1727-A</a> <a href="#">13. 24 P.S. 1726-A</a> <a href="#">14. 24 P.S. 1719-A</a> <a href="#">15. 24 P.S. 1717-A</a> <a href="#">24 P.S. 1701-A et seq</a>

## **Purpose**

In order to provide students, parents/**guardians** and community members an opportunity to establish and maintain schools that operate independently from this school district, the Board shall evaluate applications submitted for charter schools located within the district, in accordance with the requirements of **law** and those established by **the Board**.[\[1\]](#)

The Board shall work cooperatively with individuals and groups submitting proposals and applications for charter schools.

## **Definitions**

**Appeal Board** means the State Charter School Appeal Board established by the Charter School Law.[\[2\]](#)

**Board of Trustees** of a charter school shall be classified as public officials.[\[3\]](#)

**Charter School** means an independent, nonsectarian public school established and operated under a charter from the local Board in which students are enrolled or attend. A charter school must be organized as a public, nonprofit corporation; and charters may not be granted to any for-profit entity nor to support home education programs.[\[2\]](#)[\[3\]](#)[\[15\]](#)

**Local Board of Directors (Board)** means the Board of Directors of the school district in which a proposed or approved charter school is located.[\[2\]](#)

**Regional Charter School** means an independent public school established and operated under a charter from more than one local Board and approved by an affirmative vote of a majority of all Board members of each of the school districts involved.[\[2\]](#)[\[5\]](#)

### **Authority**

The Board shall evaluate submitted applications for charter schools based on the criteria established by law, **regulations** and any additional criteria **required** by the Board.[\[15\]](#)

A charter school application shall be approved or denied by a majority vote of all Board members at a public meeting, in accordance with the provisions of **law**. Written notice of the Board's decision shall be sent to the applicant, Department of Education and the Appeal Board, including reasons for denial and a clear description of application deficiencies if the application is denied. The Board shall evaluate denied applications that are revised and resubmitted.[\[6\]](#)[\[15\]](#)

Upon approval of a charter application, the Board and the charter school's Board of Trustees shall sign the written charter, which shall be binding on both. The charter shall be for a period of three (3) to five (5) years and may be renewed for five-year periods by the Board.[\[7\]](#)

**The Board shall not cap nor limit the number of district students enrolling in a charter school, unless agreed to by the charter school as part of the written charter.**[\[8\]](#)

The Board may approve a leave of absence for up to five (5) years for a district employee to work in a charter school located in the district of employment or in a regional charter school in which the employing district is a participant, and the employee shall have the right to return to a comparable position in the district. The Board at its discretion may grant tenure to a temporary professional employee on leave from this district to teach in a charter school located in the district, upon completion of the appropriate probation period.[\[9\]](#)

The Board shall annually assess whether each charter school is meeting the goals of its charter and shall require each charter school to submit an annual report no later than August 1 of each year.[\[10\]](#)

The Board shall conduct a comprehensive review prior to granting a five-year renewal of the charter.[\[10\]](#)

The Board shall have ongoing access to the records and facilities of the charter school to ensure that the charter school is in compliance with its charter, Board policy and applicable laws.[\[10\]](#)

In cases where the health or safety of the charter school's students, staff or both is at serious risk, the Board may take immediate action to revoke a charter.[\[11\]](#)

The Board affirms that the Board of Trustees and the charter school shall be solely liable for any and all damages and costs of any kind resulting from any legal challenges involving the operation of a charter school. The local Board shall not be held liable for any activity or operation related to the program of a charter school.[\[12\]](#)

A charter school shall execute a "hold harmless" agreement indemnifying and insuring/agreeing to defend the school district in any and all kinds of liability areas so that the school district and



Board **are** protected in any litigation related to the operation of a charter school.

### **Delegation of Responsibility**

Applications for charter schools shall be submitted to the Superintendent or designee, who shall be responsible for communicating and cooperating with all applicants.

The Superintendent or designee shall be responsible to assist applicants with plans for technical assistance and contracted services **that** may be provided by the district.

### **Guidelines**

A charter school shall be subject to all federal and state laws **and regulations** prohibiting discrimination in admissions, employment and operation on the basis of disability, race, creed, color, gender, **sexual orientation**, national origin, religion, ancestry or need for special education services.[\[3\]](#)

A charter school shall submit monthly enrollment figures and other required reports to the district, as stated in the charter.

### **Transportation**

The district shall provide transportation **to** resident students **attending a charter school** located **in** the district, **a regional charter school of which the district is a member, and a charter school located within ten (10) miles outside district boundaries, in accordance with distance requirements established for district students.**[\[13\]](#)

**Transportation shall be provided to charter school students on the dates and periods that the charter school is in session, regardless of whether transportation is provided to district students on those days.**

### **Applications**

Applications for charter schools must contain all the information specified in the Charter Schools Law and any additional information required by the Board.[\[14\]](#)[\[15\]](#)

Applications for charter schools shall be submitted to the Board by November 15 of the school year preceding the school year in which the school will be established.[\[15\]](#)

Within forty-five (45) days of receipt, the Board shall hold at least one (1) public hearing on the charter application, in accordance with **law**. At least forty-five (45) days must pass between the first public hearing and the final decision of the Board. No later than seventy-five (75) days after the first public hearing, the Board shall grant or deny the application.[\[15\]](#)

### **Insurance/Risk Management**

The charter school shall adequately protect against liability and risk through an active risk management program approved by the Board. The program shall include proof of purchase of insurance coverages as required by the Board.[\[14\]](#)[\[12\]](#)

Minimum coverages and levels of appropriate coverages shall be established in the charter.

A charter school shall operate in a manner that minimizes the risk of injury and harm to

students, employees and others.

Last Modified by Elizabeth Flood on October 21, 2015



Book	Policy Manual
Section	100 Programs
Title	Extracurricular Participation by Charter/Cyber Charter Students
Number	140.1 - NEW
Status	From PSBA
Legal	<a href="#">1. 24 P.S. 1719-A</a> <a href="#">2. 24 P.S. 1743-A</a> <a href="#">3. 24 P.S. 1749-A</a> 4. Pol. 122 5. Pol. 123 6. Pol. 140 7. Pol. 218 <a href="#">8. 24 P.S. 511</a> 9. Pol. 204

### **Authority**

**The Board shall approve participation in the district's extracurricular activities and interscholastic athletic programs by a student enrolled in a charter or cyber charter school who meets all the conditions stated in Board policy and the charter or cyber charter school does not provide the same extracurricular activity or interscholastic athletic program.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

**The Board shall not provide individual transportation for students enrolled in charter or cyber charter schools who participate in the district's extracurricular activities or interscholastic athletic programs. When the district provides transportation to and from an away competition, game, event or exhibition and requires district students to use district transportation, charter/cyber charter students shall be required to use the transportation provided by the district.**

**The Board may require the charter or cyber charter school to pay the cost of the expenses for its students' participation in the district's extracurricular activities or interscholastic athletic programs.**

### **Guidelines**

**Charter and cyber charter school students shall be given an equal opportunity to compete for positions and participate in extracurricular activities and interscholastic athletic programs.**

**A charter or cyber charter school student may only participate in extracurricular activities and interscholastic athletic programs at the school building closest to the charter or cyber charter school and/or at the school building the student would be assigned to if s/he was enrolled in the school district.**

**The following conditions shall govern participation in the district's extracurricular activities and interscholastic athletic programs by eligible charter and cyber charter school students, who shall:**

1. **Be a resident of the school district.**
2. **Meet the required eligibility criteria.[4][5]**
3. **Maintain appropriate insurance coverage, consistent with the coverage requirements for district students.[5]**
4. **Comply with Board policies and school rules and regulations regarding extracurricular activities, interscholastic athletics, and student discipline.[4][5][7]**
5. **Comply with policies, rules and regulations of the activity's governing organization.[8]**
6. **Meet attendance and reporting requirements established for all participants of the activity or program.[9]**
7. **Meet the requirements for physical examinations, physical fitness and any height and/or weight restrictions.[5]**
8. **Comply with all requirements and directives of the district staff, coaches and administrators involved with the extracurricular activity or interscholastic athletic program.**

**If a class for credit held during the school day by the school district is required for participation in activities that take place outside of the class, charter/cyber charter students shall not be eligible to participate in such activities.**

### **Delegation of Responsibility**

**Requests by charter/cyber charter students for participation in the district's extracurricular activities and interscholastic athletic programs shall be submitted to the Superintendent.**

The Superintendent, in **consultation** with the building principal, **shall** determine whether the **charter/cyber charter** student may participate in **the district's extracurricular activities and interscholastic athletic programs.**

**The building principal or designee shall ensure that charter and cyber charter students have access to information regarding the district's extracurricular activities and interscholastic athletic programs.**

**The building principal or designee shall receive and review written verification from the charter or cyber charter school that a student has met and continues to meet the established eligibility criteria for an extracurricular activity or interscholastic athletic program.**

**The building principal or designee shall distribute information regarding eligibility criteria and student participation in extracurricular activities and interscholastic**

**athletics to all affected by them.**

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Book Policy Manual  
Section 100 Programs  
Title Migrant Students  
Number 142 - NEW  
Status From PSBA  
Legal [1. 24 P.S. 1326](#)  
[2. 24 P.S. 1327](#)  
[3. 20 U.S.C. 6391 et seq](#)  
[4. 34 CFR 200.81-200.88](#)  
5. Pol. 105  
6. Pol. 112  
7. Pol. 113  
8. Pol. 114  
9. Pol. 115  
10. Pol. 333  
[22 PA Code 403.1](#)

### **Authority**

**The Board establishes a program to address the needs and provide appropriate services to migrant students attending district schools.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

### **Guidelines**

**The district program for migrant students shall include procedures to:**

- 1. Identify migrant students and assess their educational and related health and social needs.**
- 2. Ensure migrant students have the appropriate educational opportunities to meet the same academic standards required of all students.**
- 3. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.**[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)
- 4. Provide parents/guardians an opportunity for meaningful participation in the program.**
- 5. Provide advocacy and outreach programs for migrant students and their families.**
- 6. Provide professional development for district staff.**[\[10\]](#)

**The district shall provide materials to parents/guardians regarding their role in**



**improving the academic achievement of their child.**

**Delegation of Responsibility**

**The Superintendent or designee shall develop procedures to notify and involve parents/guardians in the development, implementation and evaluation of the district's program for migrant students.**

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Book	Policy Manual
Section	100 Programs
Title	Standards for Persistently Dangerous Schools
Number	143 - NEW
Status	From PSBA
Legal	<a href="#">1. 22 PA Code 403.6</a> <a href="#">2. 20 U.S.C. 7912</a> <a href="#">3. 22 PA Code 403.2</a> <a href="#">4. 24 P.S. 1303-A</a> <a href="#">24 P.S. 2603-B</a> <a href="#">22 PA Code 403.1</a>

### **Purpose**

The Pennsylvania Department of Education, as required by the Unsafe School Choice Option provision of the No Child Left Behind Act (Section 9532), hereby adopts the following standards for identifying persistently dangerous schools.[\[1\]](#)[\[2\]](#)

### **Definitions**

As used in these standards, the following terms shall be defined as provided herein:  
[\[3\]](#)

**Dangerous incidents** - shall include both weapons possession incidents resulting in arrest (guns, knives or other weapons) and violent incidents resulting in arrest (homicide, kidnapping, robbery, sexual offenses and assaults) as reported on the Violence and Weapons Possession Report (PDE-360).

**Department** - shall mean the Pennsylvania Department of Education.

**Local Educational Agency or LEA** - shall include a school district, an area vocational-technical school, an intermediate unit or a charter school.

**Persistently dangerous school** - shall mean any public elementary, secondary or charter school that meets any of the following criteria in the most recent school year and in one (1) additional year of the two (2) years prior to the most recent school year:

1. For a school whose enrollment is 250 or less - at least five (5) dangerous incidents.
2. For a school whose enrollment is between 251 to 1,000 - a number of dangerous incidents that represents at least two percent (2%) of the school's enrollment.
3. For a school whose enrollment is over 1,000 - twenty (20) or more dangerous incidents.

**Safe public school - shall mean a public school that has not been designated as a persistently dangerous school under these standards or that has had such designation removed by the Department.**

### **Guidelines**

#### **Student Opportunity to Transfer**

- 1. Except as provided below, a student who attends a persistently dangerous school must be offered the opportunity to transfer to a safe public school within the LEA, including a charter school.**
- 2. A student who attends a persistently dangerous school may apply to transfer at any time while the school maintains that designation.**

#### **Delegation of Responsibility**

#### **Department of Education's Responsibilities**

- 1. The Department shall identify those schools that meet or exceed the criteria for a persistently dangerous school by analyzing the Annual Report on School Violence and Weapons Possession (PDE-360). In identifying persistently dangerous schools, the Department will use the most recent data available to it from the reporting LEA, and will take all reasonable steps to verify that the data is valid and reliable.**
- 2. After review and verification of PDE-360 data, the Department shall promptly inform an LEA when any of its schools meets the definition of persistently dangerous school.**
- 3. The Department shall provide technical assistance to the LEA in developing a corrective action plan. The Department shall review proposed corrective action plans submitted by LEAs and shall approve suitable corrective action plans.**
- 4. After approval of the corrective action plan, the Department shall conduct a site visit to each persistently dangerous school to assess the school's progress in implementing the plan. If no significant improvement is observed, the Department may require the LEA to submit a revised corrective action plan for that school.**
- 5. The Department shall reassess a school's designation as persistently dangerous at the end of the school year during which its corrective action plan is completed.**
- 6. During the reassessment described above, the Department shall remove the designation if the school no longer meets the definition of persistently dangerous school.**

#### **LEA's Responsibilities**

- 1. Pursuant to Pennsylvania's Safe Schools Act, all school entities as defined by the Act must report to the Department all incidents involving acts of violence; possession of a weapon; or the possession, use, or sale of a controlled substance, alcohol, or tobacco by any person on school property or at school-sponsored events or on school transportation to and from school or school-sponsored activities.[4]**

2. **Within ten (10) school days of receiving notification by the Department, an LEA shall notify the parent or legal guardian of each student who attends the school that the Department has identified the school as persistently dangerous.**
3. **The LEA shall offer all students who attend the school the opportunity to transfer to a safe public school, including a charter school, within the LEA.**
4. **The notification and offer to transfer shall state that no student is required to transfer to another school.**
5. **Upon receipt of an application to transfer, the LEA shall transfer the student within thirty (30) calendar days.**
6. **When considering a student's request to transfer to another school, the LEA should take into account the particular needs of the student and the parent/guardian.**
7. **To the extent possible, the LEA should allow the student to transfer to a school that is making adequate yearly progress, and one that is not identified as being in school improvement, corrective action, or restructuring.**
8. **A charter school only has to accept a student who meets its admission criteria if space is available.**
9. **If there is not another safe school within the LEA to which students may transfer, the LEA is encouraged, but not required, to establish an agreement with a neighboring LEA to accept the transfer of students.**
10. **The LEA must submit a corrective action plan to the Department within thirty (30) calendar days of receiving notification that a school has been identified as persistently dangerous.**
11. **The LEA must receive approval from the Department for its corrective action plan and shall implement all steps contained in its corrective action plan within the time periods specified in that plan.**
12. **After the Department has notified an LEA that a school is no longer identified as a persistently dangerous school, the LEA is encouraged to permit students who transferred to complete their education at their new school. LEAs may not require students to return to their original school if the students are enrolled in a charter school.**

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Book Policy Manual  
Section 100 Programs  
Title Standards for Victims of Violent Crimes  
Number 144 - NEW  
Status From PSBA  
Legal [1. 22 PA Code 403.6](#)  
[2. 20 U.S.C. 7912](#)  
[3. 22 PA Code 403.2](#)  
[24 P.S. 2603-B](#)  
[22 PA Code 403.1](#)

### **Purpose**

**The Pennsylvania Department of Education, as required by the Unsafe School Choice Option provision of the No Child Left Behind Act (Section 9532), hereby adopts the following standards for a student who becomes a victim of a violent criminal offense while in or on the grounds of the public elementary or secondary school that s/he attends.**[\[1\]\[2\]](#)

### **Definitions**

**As used in these standards, the following terms shall be defined as provided herein:**  
[\[3\]](#)

**Local Educational Agency or LEA - shall include a school district, an area vocational-technical school, an intermediate unit or a charter school.**

**Safe public school - shall mean a public school that has not been designated as a persistently dangerous school under the standards for identifying persistently dangerous schools or that has had such designation removed by the Department.**

**Victim or student victim - shall mean the student against whom a violent criminal offense has been perpetrated while the student was in or on the grounds of the public elementary or secondary school that s/he attends.**

**Violent criminal offense - is defined as any of the following offenses that are set forth in Title 18 of the Pennsylvania Consolidated Statutes:**

1. **Kidnapping.**
2. **Robbery.**
3. **Aggravated assault (on the student).**
4. **Rape.**

5. **Involuntary deviate sexual intercourse.**
6. **Sexual assault.**
7. **Aggravated indecent assault.**
8. **Indecent assault.**
9. **Attempt to commit any of the following: homicide, murder or voluntary manslaughter.**

### **Guidelines**

#### **Student Opportunity to Transfer**

1. **Except as provided below, a student who becomes a victim of a violent criminal offense while in or on the grounds of the public elementary or secondary school that s/he attends, must be offered the opportunity to transfer to a safe public school within the LEA, including a charter school.**
2. **In order for a student victim to be entitled to transfer to another school under these standards, the violent criminal offense first must be reported to law enforcement authorities by the student, the student's parent/guardian, or school officials.**
3. **A student victim (or his/her parent/guardian) may apply to the LEA to transfer to another school within thirty (30) calendar days after the incident is reported to school authorities.**

#### **Delegation of Responsibility**

##### **LEA's Responsibilities**

1. **Within ten (10) calendar days of receiving notice of the violent criminal offense, the LEA shall notify the student victim that s/he has the right to transfer to a safe public elementary or secondary school within the LEA, including a public charter school.**
2. **The notification and offer to transfer shall state that no student is required to transfer to another school.**
3. **Upon receipt of an application to transfer, the LEA should transfer the student as soon as possible, and shall transfer the student within ten (10) calendar days after receiving the application.**
4. **When considering a student's request to transfer to another school, the LEA should take into account the particular needs of the student and the parent/guardian.**
5. **To the extent possible, the LEA should allow the student to transfer to a school that is making adequate yearly progress, and one that is not identified as being in school improvement, corrective action, or restructuring.**
6. **A charter school only has to accept a student who meets its admission criteria if space is available.**



- 7. If there is not another safe school within the LEA to which students may transfer, the LEA is encouraged, but not required, to establish an agreement with a neighboring LEA to accept the transfer of students.**

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Book	Policy Manual
Section	100 Programs
Title	Student Services
Number	146 - NEW
Status	From PSBA
Legal	<a href="#">1. 22 PA Code 4.13</a> <a href="#">2. 22 PA Code 12.41</a> 3. Pol. 100 4. Pol. 112 5. Pol. 113 6. Pol. 209 7. Pol. 210 8. Pol. 210.1 <a href="#">9. 24 P.S. 1547</a> <a href="#">10. 22 PA Code 12.42</a> 11. Pol. 236 12. Pol. 115 13. Pol. 227 Pol. 209.1 Pol. 235.1 Pol. 808

### **Authority**

**The Board directs that every six (6) years, the district shall develop a written plan for implementing a comprehensive and integrated K-12 program of student services, based on the needs of students. The plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days prior to approval by the Board.**[\[1\]](#)[\[2\]](#)[\[3\]](#)

**The Board directs that the student services plan shall be reviewed and revised as necessary.**[\[2\]](#)

### **Guidelines**

**Services offered by community agencies in district schools shall be coordinated by and be under the general direction of the school district.**[\[2\]](#)

**The following categories of services shall be provided by the district and included in the student services plan:**[\[2\]](#)

- 1. Developmental services that address students' needs throughout their district**

**enrollment, which include: guidance counseling, psychological services, health services, home and school visitor services, and social work services that support students in addressing academic, behavioral, health, personal and social development issues.[4][5][6][7][8]**

- 2. Diagnostic, intervention and referral services for students experiencing problems attaining educational achievement appropriate to their learning potential.**
- 3. Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.**

**The district shall plan and provide for a Student Assistance Program (SAP) in accordance with applicable law and regulations.[9][10][11]**

**The district's student services shall:[2]**

- 1. Be an integral part of the instructional program at all levels of the school system.**
- 2. Provide information to students and parents/guardians about the educational opportunities of the school's instructional program and how to access those opportunities.**
- 3. Provide career information and assessments to inform students and parents/guardians about work and career options available to individual students.[4][12]**
- 4. Provide basic health services required by law for students and provide information to parents/guardians about the health needs of their children.[6][7][8][13]**

### **Delegation of Responsibility**

**The Superintendent or designee shall be responsible to develop, implement and monitor a student services plan that complies with state regulations and is available to all students.**

**The Superintendent or designee shall ensure that all persons delivering student services are specifically licensed or certified as required by law or regulations.[2]**

Last Modified by Elizabeth Flood on October 21, 2015



*Coatesville Area School District  
Operations Committee*



Members

James Hills, Chair  
Stuart Deets  
Laurie Knecht

November 10, 2015

**OPERATIONS COMMITTEE AGENDA**

**November 10, 2015 - 6:00 P.M.**

**9/10 Center Auditorium**

*(4<sup>th</sup> Committee Meeting of the Evening)*

**CHAIRPERSON:** James Hills  
**BOARD MEMBERS:** Stuart Deets and Laurie Knecht  
**ADMINISTRATION:** Dr. Cathy Taschner and Ronald Kabonick  
**CALL TO ORDER:** \_\_\_\_\_

Approval of the October 13, 2015 Operations Committee meeting minutes. *(Enclosure)*

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**AGENDA ITEMS**

**INFORMATIONAL ITEM(S)**

- Technology Update
- Food Services Comparison Report for the month ending October 31, 2015 *(Enclosure)*

**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.*

*Operations Enclosure*

*Minutes to Approve*



## OPERATIONS COMMITTEE MINUTES

October 13, 2015 - 6:00 P.M.

9/10 Center Auditorium

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

**CHAIRPERSON:** Greg Wynn (Substitute)  
James Hills (Absent)

**BOARD MEMBERS:** Stuart Deets and Laurie Knecht

**ADMINISTRATION:** Dr. Cathy Taschner and Ronald Kabonick

**CALL TO ORDER:** 6:48 p.m.

Approval of the September 8, 2015 Operations Committee meeting minutes. (*Enclosure*)

Motion: Stuart Deets

Second: Laurie Knecht

Vote: 2-0

### AGENDA ITEMS

**A. Enrollment Projection Study**

**RECOMMENDED MOTION:** That the Board of School Directors approve the Sundance Associates to provide an enrollment projection study. (*Enclosure*)

Motion: Stuart Deets

Second: Laurie Knecht

Vote: 2-0

### INFORMATIONAL ITEM(S)

- Food Services Comparison Report for the month ending September 30, 2015 (*Enclosure*)
- HVAC Expansion at Caln Elementary School
- Gordon Center
- Farm House
- Speed Limit Restriction
- Facilities Progress Report

### OLD BUSINESS

### NEW BUSINESS

### PUBLIC COMMENT

- 1) Fonz Newsuan - CASD Telephone Service
- 2) Steve Reynolds - Coatesville Solar Initiative (CSI)

**ADJOURNMENT:** This meeting was adjourned at 7:25 p.m.

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

# *Operations Enclosure*

## *Food Services Report*

