

Education Committee Minutes

Coatesville Area Senior High School Auditorium

November 12, 2019 - 6:00 PM

(1st Committee Meeting of the Evening)

CHAIRPERSON: Robert J. Fisher
BOARD MEMBERS: Henry J. Assetto and Robert T. Marshall, Jr. (*absent*)
SUBSTITUTE: Thomas N. Keech
ADMINISTRATION: Richard F. Dunlap, Jr., Ed.D., Dr. Kim Donahue, Rita Perez, Lisa Hauswirth, Jason Palaia, Darian Smith

APPROVAL of MINUTES

Approval of the October 8, 2019 Education Committee meeting minutes. ([Enclosure](#))

Motion: Tom Keech Second: Henry Assetto Vote: 3-0

AGENDA ITEMS

A. Chester County Intermediate Unit – Title I Letter of Agreement

RECOMMENDED MOTION: That the Board of School Directors approve the letter of agreement between CASD and the CCIU to provide Title I services to non-public eligible schools, as presented. ([Enclosure](#))

Motion: Henry Assetto Second: Tom Keech Vote: 3-0

B. Confidential Release and Settlement Agreement – 10005044

RECOMMENDED MOTION: That the Board of School Directors approve the Release and Settlement Agreement for 10005044, as presented. ([Confidential Enclosure](#))

Motion: Henry Assetto Second: Tom Keech Vote: 3-0

C. Confidential Release and Settlement Agreement – 50000812

RECOMMENDED MOTION: That the Board of School Directors approve the Release and Settlement Agreement for 50000812, as presented. ([Confidential Enclosure](#))

Motion: Henry Assetto Second: Tom Keech Vote: 3-0

D. Donation

RECOMMENDED MOTION: That the Board of School Directors accept the donation of 50 tickets for the One World Concert 2019: Together We Play for Peace performed at the Temple Performing Arts Center on November 2, 2019. The Harmony for Peace Foundation sponsored the 50 tickets and transportation for high school students, teachers and parents to attend the musical performance. A campus administrator also participated on the trip.

Motion: Henry Assetto Second: Tom Keech Vote: 3-0

Student Intern	EBS Speech Therapist	Building
Brianna Farrelly	Patricia Vaselli	Rainbow Elementary School
Kate O'Neill	Emily Sweet	Rainbow Elementary School

Motion: Henry Assetto

Second: Tom Keech

Vote: 3-0

T. Student Teacher/Intern/Practicum Placements

RECOMMENDED MOTION: That the Board of School Directors approves the following student teacher/intern/practicum placements, as presented:

➤ **West Chester University effective January 2020 through May 2020**

<u>Student</u>	<u>Cooperating Teacher(s)</u>	<u>Location</u>
Jenna Brower	Lynn Stover	East Fallowfield Elementary
Allyson Drames	Hagar Nero, Sean Nichols	Rainbow, King's Highway
Alexander Falcone	Kathy Elicker	Rainbow Elementary
Mary McDonald	Megan Gray	Rainbow Elementary
Jaime Pompe	Lena McKim	CASH
Damian Walls	Jamie Ritter	Caln Elementary

Motion: Henry Assetto

Second: Tom Keech

Vote: 2-0

Abstained: Assetto

INFORMATIONAL ITEM(S)

- 2018-2019 PSSA/Keystones Assessment Results (*Enclosure Pending*)
- Presentation on the Status of the Multi-Tiered System of Supports (MTSS): Combining PBIS and RTII into one system. (*Enclosure*)
- A-TSI Schools Data Presentation: The Principals of Rainbow, Reeceville, North, CAIHS and CASH will present progress on improving student achievement, an overview of their school improvement plans and an update on progress to date. This is the first of a series of presentations that will provide the Board of School Directors an update on school improvement progress. (*Enclosure*)
- Student Enrollment (*Enclosure*)
- Substitute Teacher Coverage (*Enclosure*)
- Update on Gordon Early Literacy Program
- Brandywine Virtual Academy / Cyber Academy
- Update on the roles and responsibilities of the newly hired Special Education Supervisors and Assistant Principals.

- PDE Safe Schools Program Grant
CASD was awarded the PDE Safe Schools Program Grant in the amount of \$20,000. The grant funding will be used to provide K-12 Student Assistance Plan development as well as Trauma Informed professional development.

OLD BUSINESS

NEW BUSINESS

Special Education Audit results are due in January 2020.

PUBLIC COMMENT

- 1) Lyrn Yacoe – Compensation Plan
- 2) Katie Hadzor – Keystones, Reading Specialists, CPM, Curriculum & Donated Books
- 3) Becky Harlay – Questions regarding the Multi-Tiered System of Supports (MTSS)
- 4) Laurie Shannon-Bailey – Acknowledged Veterans, Support After School Programs at Reeceville Elementary School

ADJOURNMENT

This meeting adjourned at 10:51 p.m.

Respectfully submitted, Karen Jackson

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

E. Forecast5 Analytics (5-Sight) Contract

RECOMMENDED MOTION: That the Board of School Directors approve the contract with Forecast5 Analytics (5Sight) at a cost of \$4,635. ([Enclosure](#))

Motion: Donna Urban

Second: James Hills

Vote: 3-0

F. MTI Production Contract – Shrek the Musical – C.A.S.H.

RECOMMENDED MOTION: That the Board of School Directors approve the contract with MTI for the production of “Shrek the Musical”, as presented. ([Enclosure](#))

Motion: Donna Urban

Second: James Hills

Vote: 3-0

G. Portnoff Law Associates, Ltd. Agreement

RECOMMENDED MOTION: That the Board of School Directors approve the Agreement between CASD and Portnoff Law Associates, Ltd. for the collection of delinquent real estate taxes on behalf of the Coatesville Area School District. ([Enclosure](#))

Motion: Donna Urban

Second: James Hills

Vote: 2-0

H. Delinquent Tax Collection Procedures Resolution

RECOMMENDED MOTION: That the Board of School Directors approve the collection procedures and adopting interest and schedule of attorney fees and charges to be added to the amount collected as part of unpaid real estate taxes for delinquent accounts. ([Enclosure](#))

Motion: Donna Urban

Second: James Hills

Vote: 2-0

I. Chester County Tax Claim Bureau Resolution

RECOMMENDED MOTION: That the Board of School Directors direct the Chester County Tax Claim Bureau not to collect delinquent real estate taxes on behalf of the Coatesville Area School District. ([Enclosure](#))

Motion: Donna Urban

Second: Tom Keech

Vote: 2-0

J. PASBO Transportation Study

RECOMMENDED MOTION: That the Board of School Directors approve the Transportation Study with the Pennsylvania Association of School Business Officials at a cost of \$10,000. ([Enclosure](#))

Motion: Donna Urban

Second: Tom Keech

Vote: 2-0

K. M & M Farms Lease Renewal

RECOMMENDED MOTION: That the Board of School Directors approve the lease with M & M Farms for the leasing of open land as described in the attached lease. ([Enclosure](#))

Motion: Tom Keech

Second: James Hills

Vote: 3-0

L. Procurement Card Manual

RECOMMENDED MOTION: That the Board of School Directors approve the Procurement Card Manual for CASD, employee card usage agreement, and the list of cards to be issued, effective 12/1/2019. ([Enclosure PC Manual](#) and [Enclosure PC Agreement](#))

Motion: Donna Urban

Second: James Hills

Vote: 3-0

M. Commonwealth Fleet Fuel Card System

RECOMMENDED MOTION: That the Board of School Directors approve the participation in the Commonwealth Fleet Fuel Card system for use by Coatesville employees who utilize district vehicles, effective November 13, 2019. ([Enclosure](#))

Motion: Donna Urban

Second: James Hills

Vote: 3-0

N. Human Resources Report

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

1. Resignations - Regular and Extra Duty

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

a. CATA

- 1) Healy, Amelia, Health and Physical Education Teacher for the Coatesville Area Intermediate High School. Letter Dated: 10/28/2019. Reason: Personal. Effective: 12/20/2019.

b. CATSS

- 1) Conlin, Patrick, 6.5 Hour Aide for the Coatesville Area Senior High School. Letter Dated: 10/21/2019. Reason: Personal. Effective: 11/1/2019.

c. FEDERATION

- 1) Smith, Jeanette, 4 Hour Food Service General Utility Worker for Scott 6th Grade Center. Reason: Retirement. Effective: 11/1/2019.
- 2) Talbot, Joanne, 3 Hour General Utility Worker for North Brandywine Middle School. Letter Dated: 10/28/2019. Reason: Personal. Effective: 11/8/2019.
- 3) Triboletti, Pasquale, Custodian for the Coatesville Area Intermediate High School. Letter Dated: 10/22/2019. Reason: Retirement. Effective: 12/19/2019.

2. New Appointments - Regular and Extra Duty

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

a. EXTRA DUTY

- 1) Ball, Ashley, Color Guard/Band Front Instructor for the Coatesville Area High School Campus. Posted: 8/12/2019. Salary: \$2,886 (prorated). Effective: 2019—2020 School Year. SP4: Approved. Pending 168 Forms.
- 2) Bird, Lauren, Positive Behavior Intervention Support Team Member for Scott 6th Grade Center. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.

- 3) Buckwash, Nichol, Positive Behavior Intervention Support Team Member for East Fallowfield Elementary School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 4) Chain, John, Positive Behavior Intervention Support Team Member for the Coatesville Area Intermediate High School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 5) Cole, Kelly, Positive Behavior Intervention Support Team Member for the Coatesville Area Intermediate High School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 6) Cooper, Renee, Yearbook Co-Advisor for North Brandywine Middle School. Effective: 2019—2020 School Year. SP4: Staff.
- 7) Daugherty, Rebecca, Positive Behavior Intervention Support Team Member for Caln Elementary School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 8) DeAngelo, Anna, After School Tutor Program for Rainbow Elementary School. Posted: 9/16/2019. Salary: \$33/hour. Effective: TBD. SP4: Staff.
- 9) Dehaut, Michael, Positive Behavior Intervention Support Team Member for Caln Elementary School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 10) Gunlefinger, Margaret, After School Tutor Program for Scott 6th Grade Center. Posted: 9/16/2019. Salary: \$33/hour. Effective: TBD. SP4: Staff.
- 11) Gushanas, Elizabeth, Mentor for Tara McGuirl for Scott 6th Grade Center. Posted: 7/18/2019. Salary: \$500 (prorated). Effective: 2019—2020 School Year. SP4: Staff.
- 12) Gushanas, Elizabeth, Positive Behavior Intervention Support Team Member for Scott 6th Grade Center. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 13) Handerhan, Matthew, Student Council Advisor for North Brandywine Middle School. Effective: 2019—2020 School Year. SP4: Staff.
- 14) Harpel, Carmen Marisol, Spanish Club Co-Advisor for King's Highway Elementary School. Posted: 9/12/2018. Salary: \$217.50. Effective: 2019—2020 School Year. SP4: Staff.
- 15) Harre, Maureen, After School Tutor Program for East Fallowfield Elementary School. Posted: 9/16/2019. Salary: \$33/hour. Effective: TBD. SP4: Staff.
- 16) Hashem, Lyndsay, Positive Behavior Intervention Support Team Member for the Coatesville Area Intermediate High School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.

- 17) Hengel, Carol, Spanish Club Co-Advisor for King's Highway Elementary School. Posted: 9/12/2018. Salary: \$217.50. Effective: 2019—2020 School Year. SP4: Staff.
- 18) Kaiser, Amanda, After School Tutor Program for Rainbow Elementary School. Posted: 9/16/2019. Salary: \$33/hour. Effective: TBD. SP4: Staff.
- 19) Kreger, Michelle, Yearbook Co-Advisor for North Brandywine Middle School. Effective: 2019—2020 School Year. SP4: Staff.
- 20) Leyden, William, After School Tutor Program for Reeceville Elementary School. Posted: 9/16/2019. Salary: \$33/hour. Effective: TBD. SP4: Staff.
- 21) Long, Timothy, Positive Behavior Intervention Support Team Member for Caln Elementary School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 22) Long, Timothy, Robotics/STEM Club Advisor for Caln Elementary School. Posted: 9/20/2019. Salary: \$797.50 (prorated). Effective: 2019—2020 School Year. SP4: Staff.
- 23) Masishin, Marisa, Positive Behavior Intervention Support Team Member for Caln Elementary School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 24) McHugh, Tammy, Student Council Co-Advisor for Scott 6th Grade Center. Posted: 10/1/2019. Salary: \$1834.25. Effective: 2019—2020 School Year. SP4: Staff.
- 25) McIlhenny, Melissa, Positive Behavior Intervention Support Team Member for Scott 6th Grade Center. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 26) Nichols, Sean, After School Tutor Program for King's Highway Elementary School. Posted: 9/16/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 27) Renshaw, Sharon, Homebound Instructor for the Coatesville Area School District. Posted: 11/28/2016. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 28) Schuler, Jamie, Positive Behavior Intervention Support Team Member for Caln Elementary School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 29) Shirk, Stephen, Positive Behavior Intervention Support Team Member for the Coatesville Area Intermediate High School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 30) Sisko, Amelia, Positive Behavior Intervention Support Team Member for East Fallowfield Elementary School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 31) Sisko, Amelia, After School Tutor Program for East Fallowfield Elementary School. Posted: 9/16/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.

- 32) Stewart, Pamela, After School Tutor Program for Caln Elementary School. Posted: 9/16/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 33) Tabakelis, Margaret, After School Tutor Program for King’s Highway Elementary School. Posted: 9/16/2019. Salary: \$33/hour. Effective: TBD. SP4: Staff.
- 34) Ulrich, Charles, Positive Behavior Intervention Support Team Member for the Coatesville Area Intermediate High School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 35) Zurcher, Tina, Art Club Advisor for Scott 6th Grade Center. Posted: 10/1/2019. Salary: \$948.75. Effective: 2019—2020 School Year. SP4: Staff.

3. Leave(s) of Absence

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

a. CATA

- 1) Lloyd, Mallory, Special Education Teacher for King’s Highway Elementary School. Effective: 8/19/2019—6/12/2020.
- 2) Rigg, Kelly, Math Teacher for North Brandywine Middle School. Effective: 9/9/2019—1/23/2020.
- 3) Shaffer, Karen, Teacher for Scott 6th Grade Center. Effective: 10/14/2019—10/25/2019.

4. Change of Status

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

a. FEDERATION

- 1) Kilgore, Pereice, move from 5.5 Hour Cook for Reeceville Elementary School to 5.5 Hour Lead Worker for East Fallowfield Elementary School. Posted: 8/26/2019. Salary: \$14.50/hour (\$15.50 after 1040-hour probation period). Effective: 11/13/2019. SP4: Staff.

5. Tenure

RECOMMENDED MOTION: That the Board of School Directors approve tenure for the following temporary professionals who have been certified by the District Superintendent as being eligible for the professional status. Each person shall be provided with a Professional Employee Contract per Section 1108 of the School Code.

a. CATA

- 1) Emma-Kate Knightly Effective 10/3/2019

Motion: Donna Urban

Second: James Hills

Vote: 3-0

INFORMATIONAL ITEM(S)

- Budget Update
- Charter School Letters ([Enclosure](#))

OLD BUSINESS

NEW BUSINESS

PUBLIC COMMENT

- 1) Laurie Shannon-Bailey – Taxes

ADJOURNMENT

This meeting adjourned at 10:21 p.m.

Respectfully submitted, Karen Jackson

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

Policy Committee Minutes
Coatesville Area Senior High School Auditorium
November 12, 2019 - 6:00 PM
(3rd Committee Meeting of the Evening)

CHAIRPERSON: Robert T. Marshall, Jr.
BOARD MEMBERS: Brandon J. Rhone and Thomas Siedenbuehl (*absent*)
SUBSTITUTE: Donna M. Urban
ADMINISTRATION: Richard F. Dunlap, Jr., Ed.D. and Karen Hall
CALL TO ORDER: 10:22 p.m.

APPROVAL of MINUTES

Approval of the October 8, 2019 Policy Committee meeting minutes. ([Enclosure](#))

Motion: Donna Urban Second: Brandon Rhone Vote: 3-0

AGENDA ITEMS

A. Policy 126 – Class Size – 1st Reading

RECOMMENDED MOTION: That the Board of School Directors approve the first reading of Policy 126, as presented. ([Enclosure](#))

Motion: Brandon Rhone Second: Donna Urban Vote: 3-0

B. Policy 707 – Use of Facilities – 1st Reading

RECOMMENDED MOTION: That the Board of School Directors approve the first reading of Policy 707, as presented. ([Enclosure](#))

Motion: Donna Urban Second: Brandon Rhone Vote: 3-0

INFORMATIONAL ITEM(S)

- Policy 626.1 Travel Reimbursements
- Policy 711 Advertising
- Policy 810 Transportation
- Policy 913 Non School Organizations/Group/Individual

OLD BUSINESS

NEW BUSINESS

PUBLIC COMMENT

- 1) Robin Seagreaves, Facility Use Policy Changes for Boosters

ADJOURNMENT

This meeting adjourned at 10:30 p.m.

Respectfully submitted, Karen Jackson

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

Operations Committee Minutes

Coatesville Area Senior High School Auditorium

November 12, 2019 - 6:00 PM

(4th Committee Meeting of the Evening)

CHAIRPERSON: Donna M. Urban
BOARD MEMBERS: Tyrone Carter and Brandon J. Rhone (*present via telecom*)
ADMINISTRATION: Richard F. Dunlap, Jr., Ed.D. and Karen Hall
CALL TO ORDER: 10:37 p.m.

APPROVAL of MINUTES

Approval of the October 8, 2019 Operations Committee meeting minutes. ([Enclosure](#))

Motion: Tyrone Carter Second: Donna Urban Vote: 3-0

AGENDA ITEMS

A. Request to Waive Fees - Lady Thunder Basketball Practice – Scott 6th Grade Center

RECOMMENDED MOTION: That the Board of School Directors approve the request to waive fees in the amount of \$14,040 for use of the gymnasium on Tuesdays from 5:30-7:30 p.m. beginning November 2019 through May 27, 2020, as presented. ([Enclosure](#))

Motion: Tyrone Carter Second: Donna Urban Vote: 3-0

B. Request to Waive Fees – Raider Starz – Cheerleading Competition – C.A.S.H. & C.A.I.H.S.

RECOMMENDED MOTION: That the Board of School Directors approve the request to waive fees in the amount of \$2,962 for use of the facilities at CASH and the 9/10 Center for the Annual Raider Rumble Cheerleading Competition on Saturday, March 28, 2020 from 6:00 a.m. to 6:00 p.m. The team is willing to pay custodial fees in the amount of \$1,188 for this event. ([Enclosure](#))

Motion: Tyrone Carter Second: Donna Urban Vote: 3-0

C. Request to Waive Fees – Red Run Challenge – Scott

RECOMMENDED MOTION: That the Board of School Directors approve the request to waive fees in the amount of \$1,486.50 for use of the facilities at Scott on Friday, December 6th from 6:00-8:00 p.m. and Saturday, December 7th from 7:00 a.m. to 12 noon, as presented. The organization is willing to pay custodial fees in the amount of \$181.50 for this event. ([Enclosure](#))

Motion: Tyrone Carter Second: Donna Urban Vote: 3-0

D. Request to Waive Fees – Special Olympics of Chester County – C.A.S.H. Football Stadium

RECOMMENDED MOTION: That the Board of School Directors approve the request to waive fees in the amount of \$2,825 for use of the football stadium from 8:00 a.m. to 2:30 p.m. on Friday, May 8, 2020 [rain date Friday, May 22nd]. The organization is willing to pay custodial fees in the amount of \$214.50 for this event. ([Enclosure](#))

Motion: Tyrone Carter Second: Donna Urban Vote: 3-0

INFORMATIONAL ITEM(S)

- National School Bus Safety Week ([Enclosure](#))
- Food Service Program Report – Erin Robinson
- Community Eligibility Program (CEP - Free Breakfast/Lunch) Update – Erin Robinson ([Enclosure](#))
- Food Service Reimbursement/Participation Report for the month ending 10-31-2019 ([Enclosure](#))

OLD BUSINESS

NEW BUSINESS

PUBLIC COMMENT

ADJOURNMENT

This meeting adjourned at 10:51 p.m.

Respectfully submitted, Karen Jackson

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