

Education Committee Minutes

Coatesville Area Senior High School Auditorium

April 14, 2020 - 6:00 PM

(1st Committee Meeting of the Evening)

CHAIRPERSON: Henry Assetto
BOARD MEMBERS: Amelia Mills and Rebecca Harlan
ADMINISTRATION: Richard F. Dunlap, Jr., Ed.D., Dr. Kim Donahue,
Jason Palaia, Rita Perez and Darian Smith
CALL TO ORDER: 6:00PM

APPROVAL of MINUTES

Approval of the March 10, 2020 Education Committee meeting minutes. ([Enclosure](#))

Motion: Amelia Mills Second: Rebecca Harlan Vote: 3-0

AGENDA ITEMS

A. Discipline Code of Conduct

RECOMMENDED MOTION: That the Board of School Directors the Elementary and Secondary Discipline Code of Conduct, as presented. ([Enclosure—Elementary](#)) ([Enclosure—Secondary](#))

Motion: Rebecca Harlan Second: Amelia Mills Vote: 3-0

B. Naviance Contract

RECOMMENDED MOTION: That the Board of School Directors approved the contract with Naviance. We will have an updated agreement due to changing the start date to May 4, 2020. ([Enclosure—Contract](#)) ([Enclosure—Terms of Service](#))

Motion: Rebecca Harlan Second: Amelia Mills Vote: 3-0

C. Lancaster-Lebanon Intermediate Unit—Amendment to Title I Letter of Agreement

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

Motion: Rebecca Harlan Second: Amelia Mills Vote: 3-0

D. Student Adjudication 10005956

RECOMMENDED MOTION: That the Board of School Directors approve student adjudication 10005956.

Motion: Amelia Mills Second: Rebecca Harlan Vote:3-0

INFORMATIONAL ITEM(s)

➤ Student Enrollment ([Enclosure – CASD](#)) ([Enclosure – Charter](#))

- Continuity of Education Plan ([Enclosure - COE](#)) ([Enclosure—Elementary](#)) ([Enclosure—Secondary](#)) ([Enclosure—Elementary Student Guidance](#)) ([Enclosure—Scott Student Guidance](#)) ([Enclosure—North Brandywine Student Guidance](#)) ([Enclosure—High School Student Guidance](#))

OLD BUSINESS

NEW BUSINESS

PUBLIC COMMENT

- Robin Seagreaves

NEXT MEETING Tuesday, May 12, 2020

ADJOURNMENT 6:49PM

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

Finance Committee Minutes

Coatesville Area Senior High School Auditorium

April 14, 2020 - 6:00 PM

(2nd Committee Meeting of the Evening)

CHAIRPERSON: Thomas N. Keech
BOARD MEMBERS: Andrew Finkbohner and Amelia Mills
ADMINISTRATION: Richard F. Dunlap, Jr., Ed.D. and Chuck Linderman
CALL TO ORDER: 6:49PM

APPROVAL of MINUTES

Approval of the March 10, 2020 Finance Committee meeting minutes. ([Enclosure](#))

Motion: Amelia Mills Second: Andrew Finkbohner Vote: 3-0

PRESENTATIONS

- Budget Update – Richard F. Dunlap, Jr., Ed.D., and Chuck Linderman ([Enclosure](#))
- Bond Restructuring and New Capital Funds – Michael Lillys and Brian Bradley, RBC Capital Markets ([Enclosure](#))

AGENDA ITEMS

A. Financial Statements

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

Motion: Amelia Mills Second: Andrew Finkbohner Vote: 3-0

B. Preliminary Budget Adoption and Notice of Special Meeting

RECOMMENDED MOTION: That the Board of School Directors approve the resolution adopting the preliminary budget and the Notice of Special Meeting for June 9, 2020, in accordance with Act 1 of 2006, as presented. ([Enclosure-Resolution](#)) ([Enclosure-Notice](#)).

Motion: Amelia Mills Second: Andrew Finkbohner Vote: 3-0

C. Approval of Chester County Intermediate Unit Budget

RECOMMENDED MOTION: That the Board of School Directors approve the 2020-2021 Chester County Intermediate Unit Core Services Budget in the amount of \$29,082,576, of which the Coatesville Area School District share is \$48,512, as presented. ([Enclosure-CCIU Budget](#)) ([Enclosure-Core Services](#)) ([Enclosure-Core Ballot](#)).

Motion: Amelia Mills Second: Andrew Finkbohner Vote: 3-0

D. Approval of Chester County Intermediate Unit Occupational Education Budget

RECOMMENDED MOTION: That the Board of School Directors approve the 2020-2021 Chester County Intermediate Unit Occupational Education Budget in the amount of \$30,011,584, of which the

Coatesville Area School District share is \$3,633,510, as presented. ([Enclosure-Occupational Education](#)) ([Enclosure-OccEd Ballot](#)).

Motion: Amelia Mills Second: Andrew Finkbohner Vote: 3-0

E. Approval to Participate in Transportation Contract Negotiations during COVID-19 School Closure

RECOMMENDED MOTION: That the Board of School Directors approve the Engagement Letter with Kegel Kelin Litts & Lord for services in renegotiating the Transportation Contract with Krapf Bus during the COVID-19 school closure, as presented. ([Confidential Enclosure](#)).

Motion: Amelia Mills Second: Andrew Finkbohner Vote: 3-0

F. Contract Addendum—Interim Agreement Regarding School Transportation Services

RECOMMENDED MOTION: That the Board of School Directors approve the Interim Agreement Regarding Contracted School Transportation with George Krapf Jr. and Sons, Inc. for reduced payment of transportation services from March 13, 2020, through the end of the 2019-2020 School Year, as presented. ([Enclosure](#))

Motion: Amelia Mills Second: Andrew Finkbohner Vote: 3-0

G. Appointment of Auditor

RECOMMENDED MOTION: That the Board of School Directors approve the proposal from TBD to provide auditing services, as presented.

Motion: Amelia Mills Second: Andrew Finkbohner Vote: 3-0

H. SwiftMD – Telemedicine Proposal

RECOMMENDED MOTION: That the Board of School Directors approve the proposal to provide eligible employees and their dependents of Coatesville Area School District access to Telemedicine through SwiftMD, as presented. ([Enclosure](#)).

Motion: Amelia Mills Second: Andrew Finkbohner Vote: 3-0

I. Chester County Tax Claim Bureau – Request to Exonerate Uncollectable Property Tax Liens

RECOMMENDED MOTION: That the Board of School Directors authorize the Chester County Tax Claim Bureau to remove the property tax liens on certain parcels, as presented. ([Enclosure-Request](#)) ([Enclosure-Authorization](#)).

Motion: Amelia Mills Second: Andrew Finkbohner Vote: 3-0

J. Parameters Resolution for the Restructuring of Debt and New Capital Funds

RECOMMENDED MOTION: That the Board of School Directors approve the Parameters Resolution for the Restructuring of the District's Debt and the New Capital Funds, as presented.

Motion: Amelia Mills Second: Andrew Finkbohner Vote: 3-0

K. Donations

RECOMMENDED MOTION: That the Board of School Directors approve the attached donation/grant from Kids Gardening, as presented. ([Enclosure](#))

Motion: Amelia Mills

Second: Andrew Finkbohner

Vote: 3-0

L. 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) Fenimore, David, Teacher for the Coatesville Area Senior High School. Letter Dated: 3/31/2020. Reason: Retirement. Effective: 6/12/2020.
- 2) Valentine, Tracey, Teacher for Rainbow Elementary School. Letter Dated: 3/23/2020. Reason: Retirement. Effective: 6/12/2020.

b. EXTRA DUTY

- 1) Daberkoe, Justin, Football Coach for North Brandywine Middle School. Letter Dated: 4/7/2020. Reason: Personal. Effective: 4/7/2020.

2. New Appointments - Regular and Extra Duty

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

a. ADMINISTRATION

- 1) Miletto-O'Brien, Lucia, Supervisor of Transportation for the Coatesville Area School District. Posted: 1/16/2020. Salary: \$87,500 (prorated). Effective: 4/20/2020. SP4: Approved. Pending 168 Forms.

b. CATSS

- 1) Ventrella, Jane, 6.5 Hour Attendance Secretary for Rainbow Elementary School. Posted: 2/22/2020. Salary: \$15/hour. Effective: TBD. SP4: Approved. Pending 168 Forms.

c. EXTRA DUTY

- 1) Crunkleton, Kelly, Summer School Substitute Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 2) DeLorenzo, Sue Ann, Summer School Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.

- 3) Jones, Heather, Summer School Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 4) Lindelow, Claire, Summer School Substitute Nurse for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 5) Mork, Christopher, Summer School Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.
- 6) Scangarella, Craig, Summer School Teacher for the Coatesville Area School District. Posted: 1/24/2020. Salary: \$33/hour. Effective: 7/13/2020. SP4: Staff.

3. Leave(s) of Absence

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

a. CATA

- 1) Chavous, Bryant, Teacher for the Coatesville Area Intermediate High School. Effective: 1/6/2020—4/20/2020.
- 2) Demos, John, Teacher for the Coatesville Area Senior High School. Effective: 9/4/2019—3/27/2020.
- 3) DiObilda, Samuel, Teacher for the Coatesville Area Intermediate High School. Effective: 8/19/2019—3/27/2020.

b. NON-CERTIFIED

- 1) Jackson, Karen, Recording Secretary for the Coatesville Area School District. Effective: 1/8/2020—4/10/2020.

4. Voluntary Transfers:

RECOMMENDED MOTION: That the Board of School Directors approve the Voluntary Transfer of:

a. CATSS

- 1) Stauffer, Kelly, move from Principal's Secretary for King's Highway Elementary School to Principal's Secretary for Rainbow Elementary School. Posted: 3/17/2020. Effective: TBD. SP4: Staff.

Motion: Amelia Mills

Second: Andrew Finkbohner

Vote: 3-0

INFORMATIONAL ITEM(S)

OLD BUSINESS

NEW BUSINESS

PUBLIC COMMENT

➤ Ann Wuertz

NEXT MEETING Tuesday, May 12, 2020

ADJOURNMENT 8:10PM

*Notice of this public meeting was advertised in the Daily Local News on January 1, 2020 and on the District website.
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Operations Committee Minutes

Coatesville Area Senior High School Auditorium

April 14, 2020 - 6:00 PM

(3rd Committee Meeting of the Evening)

CHAIRPERSON: Brandon J. Rhone
BOARD MEMBERS: Mary Ann Harris and James Bookman
ADMINISTRATION: Richard F. Dunlap, Jr., Ed.D., Chuck Linderman, Jason Palaia,
Matthew Flannery and Frank Galbraith
CALL TO ORDER: 8:10PM

APPROVAL of MINUTES

Approval of the March 10, 2020 Operations Committee meeting minutes. ([Enclosure](#))

Motion: Mary Ann Harris

Second: Brandon Rhone

Vote: 2-0-1

INFORMATIONAL ITEM(S)

- Facilities Update—Matthew R. Flannery, Ed.D.
- Roofing Preliminary Cost Summary – Chuck Linderman and Matthew R. Flannery, Ed.D. ([Enclosure](#)).
- Building Configuration Survey Results and Estimated Costs of Options – Richard F. Dunlap, Jr., Ed.D.; Matthew R. Flannery, Ed.D.; and Chuck Linderman ([Enclosure](#))

OLD BUSINESS

NEW BUSINESS

PUBLIC COMMENT

- Robin Seagreaves

NEXT MEETING Tuesday, May 12, 2020

ADJOURNMENT 8:34PM

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Policy Committee Minutes
Coatesville Area Senior High School Auditorium
April 14, 2020 - 6:00 PM
(4th Committee Meeting of the Evening)

CHAIRPERSON: Robert J. Fisher
BOARD MEMBERS: Andy C. Finkbohner and Brandon J. Rhone
ADMINISTRATION: Richard F. Dunlap, Jr., Ed.D. and Dr. Kimberly Donahue
CALL TO ORDER: 8:34PM

APPROVAL of MINUTES

Approval of the March 10, 2020 Policy Committee meeting minutes. ([Enclosure](#))

Motion: Brandone Rhone Second: Andrew Finkbohner Vote: 3-0

INFORMATIONAL ITEM(S)

- PS 800 Records Management ([Enclosure – Policy 800](#)) ([Enclosure – Records Management](#)) ([Enclosure – Records Retention](#)) ([Enclosure – Litigation Hold](#))
- PS 717 Cellular Telephones ([Enclosure – Policy 717](#)) ([Enclosure – Policy 717 AG1](#)) ([Enclosure - Policy 717 AG1 Agreement](#)) ([Enclosure – Policy 717 AG2](#)) ([Enclosure – Policy 717 AG2 Agreement](#))
- PS 003—Local Board Procedures—Functions ([Enclosure](#))

OLD BUSINESS

NEW BUSINESS

PUBLIC COMMENT

NEXT MEETING Tuesday, May 12, 2020

ADJOURNMENT 8:43PM

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