

*Coatesville Area School District  
Operations Committee*



Members

James Hills, Chair  
Robert Marshall, Jr.  
Ann Wuertz

March 13, 2018



# Operations Committee Agenda

Coatesville Area Senior High School Auditorium

**March 13, 2018 - 6:00 PM**

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

**CHAIRPERSON:** James Hills  
**BOARD MEMBERS:** Robert Marshall, Jr. and Ann Wuertz  
**ADMINISTRATION:** Dr. Cathy Taschner and Karen Hall  
**CALL TO ORDER:** \_\_\_\_\_

## APPROVAL of MINUTES

Approval of the February 13, 2018 Operations Committee meeting minutes. (*Enclosure*)

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

## AGENDA ITEMS

- A. Request to Waive Fees - Special Olympics of Chester County – C.A.S.H.S.  
**RECOMMENDED MOTION:** That the Board of School Directors approves the request to waive fees in the amount of \$3,105.50 for use of the football stadium to host the countywide Special Olympics Track and Field event on Thursday, May 3, 2018 (rain date May 10<sup>th</sup>), as presented. (*Confidential Enclosure*)
- B. Request to Waive Fees – Coatesville Little League – C.A.S.H.S.  
**RECOMMENDED MOTION:** That the Board of School Directors approves the request to waive fees in the amount of \$1,740 for use of the baseball/softball athletic fields at C.A.S.H. from March 1<sup>st</sup> thru June 30<sup>th</sup>, as presented. (*Confidential Enclosure*)
- C. Request to Waive Fees - Caln Little League – C.A.S.H.S.  
**RECOMMENDED MOTION:** That the Board of School Directors approves the request to waive fees in the amount of \$1,860 for use of the baseball/softball athletic fields at C.A.S.H. from March 18<sup>th</sup> thru June 18<sup>th</sup>, as presented. (*Confidential Enclosure*)
- D. Request to Waive Fees – Track & Field Coaches Association – C.A.S.H.S.  
**RECOMMENDED MOTION:** That the Board of School Directors approves the request to waive fees in the amount of \$2,800 for use of the athletic fields to host the Spring Invitational on Saturday, April 14, 2018. (*Confidential Enclosure*)
- E. Request to Waive Fees – Football Booster Club Fundraiser – C.A.S.H.S.  
**RECOMMENDED MOTION:** That the Board of School Directors approves the request to waive fees in the amount of \$9,801.50 for use of the stadium, concessions, multipurpose and three grass fields at C.A.S.H.S. to host Philly's Finest 7v7 Tournament. (*Confidential Enclosure*)

**F. Request to Waive Fees – Football Booster Club Fundraiser – C.A.S.H.S.**

**RECOMMENDED MOTION:** That the Board of School Directors approves the request to waive fees in the amount of \$4,572.50 for the use of facilities at C.A.S.H., to host a "Get Recruited" fundraiser on Monday, May 14, 2018. (*Confidential Enclosure*)

**INFORMATIONAL ITEM(S)**

- Food Service Reimbursement/Participation Report for the period ending February 28, 2018.  
(*Enclosure*)

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT**

**ADJOURNMENT** \_\_\_\_\_

*Notice of this public meeting was advertised in the Daily Local News on January 1, 2018 and on the District website.  
Copies of the minutes will be maintained in the office of the Board Secretary.*



# *Operations Committee*

## *Minutes to Approve*



# Operations Committee Minutes

Coatesville Area Senior High School Auditorium

February 13, 2018 - 6:00 PM

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

**CHAIRPERSON:** James Hills  
**BOARD MEMBERS:** Ann Wuertz and Robert Marshall, Jr.  
**ADMINISTRATION:** Dr. Cathy Taschner and Karen Hall  
**CALL TO ORDER:** 6:06 p.m.

## APPROVAL of MINUTES

Approval of the January 9, 2018 Operations Committee meeting minutes. (*Enclosure*)

Motion: Ann Wuertz                      Second: James Hills                      Vote: 2-0

## AGENDA ITEMS

- A. Request to Waive Fees – Boy Scouts of America – East Fallowfield Elementary School  
**RECOMMENDED MOTION:** That the Board of School Directors approves the request to waive fees in the amount of \$295 for use of the cafeteria at East Fallowfield ES for the Annual Pinewood Derby, as presented. (*Confidential Enclosure*)

Motion: Ann Wuertz                      Second: James Hills                      Vote: 2-0

- B. Request to Waive Fees – Brandywine Health Foundation – NBMS, Friendship & Reeceville  
**RECOMMENDED MOTION:** That the Board of School Directors approves the request to waive fees in the amount of \$120 for use of the facilities at North Brandywine Middle School, Friendship and Reeceville Elementary Schools for the Strawberry Festival's 4-day event from May 31<sup>st</sup> through June 2<sup>nd</sup> 2018, as presented. (*Confidential Enclosure*)

Motion: Ann Wuertz                      Second: James Hills                      Vote: 2-0

- C. Request to Waive Fees – Women Destined for Change Conference – 9/10 Center  
**RECOMMENDED MOTION:** That the Board of School Directors approves the request to waive all, or a portion, of the fees in the amount of \$2,930 for the use of facilities at the Intermediate High School on April 27-28, 2018, as presented. (*Confidential Enclosure*)

### *Friendly Amendment:*

**RECOMMENDED MOTION:** That the Board of School Directors approves the request to waive fees in the amount of \$1,520 and charge the operational costs of \$1,410, as discussed.

**RECOMMENDED MOTION:** That the Board of School Directors approves the request to waive ~~all, or a portion, of the fees~~ in the amount of ~~\$2,930~~ **\$1,520 and charge the operational costs of \$1,410** for the use of facilities at the Intermediate High School on April 27-28, 2018, as presented.

Motion: Ann Wuertz                      Second: James Hills                      Vote: 2-0

**D. Request to Waive Fees - Basketball Tournament – Scott Middle School**

**RECOMMENDED MOTION:** That the Board of School Directors approves the request to waive fees in the amount of \$807 for the use of facilities to host a 3-on-3 basketball tournament at Scott Middle School on February 24, 2018, as presented. (*Confidential Enclosure*)

***Friendly Amendment:***

**RECOMMENDED MOTION:** That the Board of School Directors approves the request to waive fees in the amount of \$495 and charge operational costs in the amount of \$312, as discussed.

**RECOMMENDED MOTION:** That the Board of School Directors approves the request to waive fees in the amount of ~~\$807~~ **\$495 and charge the operational costs in the amount of \$312**, for the use of facilities to host a 3-on-3 basketball tournament at Scott Middle School on February 24, 2018, ~~as presented as discussed.~~

Motion: Ann Wuertz

Second: James Hills

Vote: 2-0

**E. Request to Waive Fees – District I Track Championships - C.A.S.H.S.**

**RECOMMENDED MOTION:** That the Board of School Directors approves the request to waive fees in the amount of \$7,584 for the use of facilities to host the District I track and Field Championships at C.A.S.H. on May 18-19, 2018, as presented. (*Confidential Enclosure*)

Motion: Ann Wuertz

Second: James Hills

Vote: 2-0

**F. Donation from Smith and Associates**

**RECOMMENDED MOTION:** That the Board of School Directors accept the donation of projectors from Smith and Associates. The projectors are valued at \$50,000.

Motion: Ann Wuertz

Second: James Hills

Vote: 2-0

**G. Engineering Services Proposal – Fire Pump Transfer Switch Replacement - 9/10 Center**

**RECOMMENDED MOTION:** That the Board of School Directors approves the Agreement with The Schrader Group and Barton Associates for engineering work related to replacing the fire pump transfer switch at the Intermediate High School (9/10 Center), as presented. (*Confidential Enclosure*)

Motion: Ann Wuertz

Second: James Hills

Vote: 2-0

**H. Engineering Services Proposal – Electrical Panel Replacement – South Brandywine M. S.**

**RECOMMENDED MOTION:** That the Board of School Directors approves the Agreement with The Schrader Group and Barton Associates for engineering work related to replacing the electrical panel at South Brandywine Middle School, as presented. (*Confidential Enclosure*)

Motion: Ann Wuertz

Second: James Hills

Vote: 2-0

**I. Scott Field Renovations – Phase II**

**RECOMMENDED MOTION:** That the Board of School Directors approves the request to begin Phase II renovations of Scott Field, and authorize the Director of Business Administration to work with counsel to draft and execute an agreement that ensures that all appropriate paperwork is in place. (*Confidential Enclosure*)

Motion: Ann Wuertz

Second: James Hills

Vote: 2-0

**INFORMATIONAL ITEM(S)**

- Scott Field Presentation, Steven Kirk
- Friendship Elementary School Closure – Redistricting Update, Dr. Cathy Taschner
- Elementary and Middle School Mascot and School Colors, Dr. Cathy Taschner
- Facilities Update – Robert Tanner and Douglas Moreno, GCA
- Food Service Reimbursement/Participation Report for the month ending 1/31/2018. (*Enclosure*)

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT**

**ADJOURNMENT** This meeting adjourned at 7:29 p.m.

*Respectfully submitted, Karen Jackson*

*Anyone wishing to review the minutes verbatim should contact the School Board Secretary to request a copy of the digital/audio file.*



*Operations Committee Enclosure*

*Food Services Report*













*Coatesville Area School District*  
*Finance Committee*



Members

Dean Snyder, Chair  
Robert Fisher  
James Hills

March 13, 2018



# Finance Committee Agenda

Coatesville Area Senior High School Auditorium

**March 13, 2018 - 6:00 PM**

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

**CHAIRPERSON:** Dean Snyder  
**BOARD MEMBERS:** Robert Fisher and James Hills  
**ADMINISTRATION:** Dr. Cathy Taschner and Karen Hall  
**CALL TO ORDER:** \_\_\_\_\_

## APPROVAL of MINUTES

Approval of the February 13, 2018 Finance Committee meeting minutes. (*Enclosure*)

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

## AGENDA ITEMS

- A. Financial Statements  
**RECOMMENDED MOTION:** That the Board of School Directors approves the enclosed financial statements and the bills payable list, as presented. (*Enclosures*)
- B. Event Central Contract  
**RECOMMENDED MOTION:** That the Board of School Directors approve the contract with Event Central in the amount of \$1,500 to provide chairs for the 2018 Senior Class Commencement.
- C. CASH Commission Check  
**RECOMMENDED MOTION:** That the Board of School Directors accept the commission check from Ohiopyle Prints, Inc. in the amount of \$71.28.
- D. Position Description Revision: Medical Access Administrator (Administrative Assistant)  
**RECOMMENDED MOTION:** That the Board of School Directors approve the revision of the position description for the position of Medical Access Administrator as presented. (*Enclosure*)
- E. Position Description Revision: Secretary to Director of Special Education and Pupil Services  
**RECOMMENDED MOTION:** That the Board of School Directors approve the revision of the position description for the position of secretary (special education) as presented. (*Enclosure*)
- F. Confidential Settlement Agreement Between Microsys, Simon Abboud and CASD  
**RECOMMENDED MOTION:** That the Board of School Directors approve the confidential settlement agreement as presented (*Confidential Enclosure*)
- G. Leased & Managed Fiber Erate Bid Award  
**RECOMMENDED MOTION:** That the Board of School Directors provide the Director of Technology, in collaboration with the Director of Business Manager and the District Erate Consultant to approve the issuance of the successful bid for managed and leased fiber upon closure of the E-rate bid window. (*Confidential Enclosure*)
- H. Anonymous Donation

**RECOMMENDED MOTION:** That the Board of School Directors accept the donation in the amount of \$5,000 given by a donor who wishes to remain anonymous, and that the money provide every current middle school student with a summer reading book to add to their personal collection of books. (*Confidential Enclosure*)

**I. Contract- Ox Creative**

**RECOMMENDED MOTION:** That the Board of School Directors approve the contract with Ox Creative for Public Relations perspective consultation in conjunction with Channel 669, Alumni Relations Project, and other digital and media promotion of the Coatesville Area School District (*Confidential Enclosure*)

**J. Human Resources Report**

**RECOMMENDED MOTION:** That the Board of School Directors approves 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. ACT 93

- 1) Bentman, Brad, Principal for Friendship Elementary School. Letter Dated: 2/28/2018. Reason: Personal. Effective: 4/30/2018.

b. CATA

- 1) Walker, Nicole, Teacher for the Coatesville Area Senior High School. Letter Dated: 2/27/2018. Reason: Personal. Effective: 4/27/2018.

c. CATSS

- 1) Cheung, Kisha, Assistant Principal's Secretary for North Brandywine Middle School. Letter Dated: 3/1/2018. Reason: Personal. Effective: 3/14/2018.

d. FEDERATION

- 1) Paup, Robert, Custodian for Scott Middle School. Letter Dated: 2/28/2018. Reason: Retirement. Effective: 6/29/2018.

**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. CATA

- 1) Byrne, Emily, Elementary Teacher for Caln Elementary School. Posted: 8/8/2017. Salary: \$43,133 (pro-rated). Level: B. Step: 1. Temporary Professional Contract.



Degree—BS Elementary and Early Childhood Education, Penn State University.  
Certification: PK-4. Effective: TBD. SP4 Approved. Pending 168 Forms.

b. EXTRA DUTY

- 1) Borello, Deborah, Assistant Lacrosse Coach for the Coatesville Area High School Campus. Posted: 8/24/2017. Salary: \$2,312.75. Effective: 2017—2018 School Year. SP4: Staff.
- 2) Holm, Melissa, Middle School Lacrosse Coach for South Brandywine Middle School. Posted: 2/6/2018. Salary: \$2,275.50. Effective: 2017—2018 School Year. SP4: Staff.
- 3) Lease, William, Assistant Softball Coach for the Coatesville Area High School Campus. Posted: 1/17/2018. Salary: \$3,608. Effective: 2017—2018 School Year. SP4: Approved. Pending 168 Forms.
- 4) Ryan, Dennis, 8<sup>th</sup> Grade Softball Coach for Scott Middle School. Posted: 8/29/2017. Salary: \$2,777.75. Effective: 2017—2018 School Year. SP4: Approved. Pending 168 Forms.
- 5) Spangler, Jennifer, Assistant Tennis Coach for the Coatesville Area Senior High School. Posed: 11/21/2017. Salary: \$1,877.75. Effective: 2017—2018 School Year. SP4: Approved. Pending 168 Forms.
- 6) Walton, Chad, 9<sup>th</sup> Grade Baseball Coach for the Coatesville Area Senior High School Campus. Posted: 1/17/2018. \$2,552. Effective: 2017—2018 School Year. SP4: Approved. Pending 168 Forms.

3. Leave(s) of Absence

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

a. ACT 93

- 1) Willis, Melissa, Assistant Principal for North Brandywine Middle School. Effective: 1/23/2018—4/6/2018.

b. CATA

- 1) Hicks, Linda, Teacher for East Fallowfield Elementary School. Effective: 2/26/2018—3/12/2018 Intermittent.

c. FEDERATION

- 1) Luby, Stephan, Custodian for the Coatesville Area Senior High School. Effective: 2/1/2018—3/5/2018.

4. Leave(s) of Absence—Unpaid Personal

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

a. CATA

- 1) Carpia, Francine, Teacher for Scott Middle School. Effective: 3/2/2018 Half Day.
- 2) Masciandaro, Victoria, Teacher for Coatesville Area Intermediate High School. Effective: 3/19/2018—3/20/2018.
- 3) Moose, Bryan, Teacher for Coatesville Area Intermediate High School. Effective: 3/28/2018.
- 4) Steiner, Drew, Teacher for Reeceville Elementary School. Effective: 3/2/2018 Half Day.

b. CATSS

- 1) Keen, Melissa, Special Education Aide for Rainbow Elementary School. Effective: 3/5/2018—3/6/2018.
- 2) Lewis, Cassie, Special Education Aide for the Friendship Elementary School. Effective: 2/13/2018 Half Day.

c. FEDERATION

- 1) Crespo, Melissa, Custodian for the Coatesville Area Senior High School. Effective: 2/7/2018.
- 2) Jennings, Aaron, Custodian for the Coatesville Area Senior High School. Effective: 2/7/2018 3 Hours.

5. **Involuntary Transfers**

**RECOMMENDED MOTION:** That the Board of School Directors approve the Involuntary Transfer of:

a. CATSS

- 1) Martinez, Iris, move from ESL Aide at East Fallowfield Elementary School to Rainbow Elementary School on even days and Reeceville Elementary School on odd days. Effective: 3/8/2018.
- 2) Payne, Susan, move from ESL Aide at King's Highway Elementary School to East Fallowfield on even days and King's Highway Elementary School on odd days. Effective: 3/8/2018.

6. **Tenure**

**RECOMMENDED MOTION:** That the Board of School Directors approves 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.

Leslie Staab, Effective: 3/4/2018.

Anette Thomas-Brown, Effective: 1/23/2018.

**INFORMATIONAL ITEM(S)**

- Budget Presentation: Director of Business Management, Jeff Ammerman
- Enrollment Reports

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT**

**ADJOURNMENT** \_\_\_\_\_

*Notice of this public meeting was advertised in the Daily Local News on January 1, 2018 and on the District website.  
Copies of the minutes will be maintained in the office of the Board Secretary.*



*Finance Enclosure*

Minutes to Approve



# Finance Committee Minutes

Coatesville Area Senior High School Auditorium

**February 13, 2018 - 6:00 PM**

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

**CHAIRPERSON:** Dean Snyder  
**BOARD MEMBERS:** Robert Fisher and James Hills  
**ADMINISTRATION:** Dr. Cathy Taschner and Karen Hall  
**CALL TO ORDER:** 7:29 p.m.

## APPROVAL of MINUTES

Approval of the January 9, 2018 Finance Committee meeting minutes. (*Enclosure*)

Motion: Rob Fisher                      Second: James Hills                      Vote: 3-0

## AGENDA ITEMS

### **A. Financial Statements**

**RECOMMENDED MOTION:** That the Board of School Directors approves the enclosed financial statements and the bills payable list, as presented. (*Enclosures*)

Motion: Rob Fisher                      Second: James Hills                      Vote: 3-0

### **B. Approve Preliminary Budget - Resolution**

**RECOMMENDED MOTION:** That the Board of School Directors approves the 2018-2019 Preliminary General Fund Budget resolution, as presented. (*Enclosure*)

Motion: Rob Fisher                      Second: James Hills                      Vote: 3-0

### **C. Community Church of Coatesville – License Agreement – Scott Middle School**

**RECOMMENDED MOTION:** That the Board of School Directors approves the license agreement with the Community Church of Coatesville for the use of the Scott Middle School Auditorium for a monthly fee of \$1,600.00 effective March 1, 2018 through February 28, 2019 with an extension available at Lessee's option. (*Confidential Enclosure*)

Motion: Rob Fisher                      Second: James Hills                      Vote: 3-0

### **D. Tax Collector Agreement – Barry Beach**

**RECOMMENDED MOTION:** That the Board of School Directors approves the tax collector compensation agreement with Barry Beach of Caln Township. (*Enclosure*)

Motion: Rob Fisher                      Second: James Hills                      Vote: 3-0

**E. Building Authority**

**RECOMMENDED MOTION:** That the Board of School Directors approves the process for receiving applications to become a member of the Coatesville Area School District Building Authority. Applications will be accepted through March 7, 2018 with appointments made at the March 27, 2018 Board Meeting.

Motion: James Hills

Second: Rob Fisher

Vote: 3-0

**F. Artwork Award – Domestic Violence Center for Chester County – Emily Allen**

**RECOMMENDED MOTION:** That the Board of School Directors accept a check in the amount of \$250 on behalf of the artwork submitted by student Emily Allen who won an award for artwork submitted to the DVCCC.

Motion: Rob Fisher

Second: James Hills

Vote: 3-0

**G. Donation from Track & Field Coaches Association of Greater Philadelphia**

**RECOMMENDED MOTION:** That the Board of School Directors accept the donation check in the amount of \$1,000, as presented. (*Confidential Enclosure*)

Motion: Rob Fisher

Second: James Hills

Vote: 3-0

**H. Donation Check - Food Services Meal Debt for Students**

**RECOMMENDED MOTION:** That the Board of School Directors accept a donation check in the amount of \$50 to pay down student meal debt within the District. (*Confidential Enclosure*)

Motion: Rob Fisher

Second: James Hills

Vote: 3-0

**I. Army Educational Outreach Program 2017-2018 eCYBERMISSION Mini-Grant**

**RECOMMENDED MOTION:** That the Board of School Directors accept the 2017-18 eCYBERMISSION Mini-Grant in the amount of \$6,512. (*Confidential Enclosure*)

Motion: Rob Fisher

Second: James Hills

Vote: 3-0

**J. Bentley Colleague STEM Grant – 9/10 Center**

**RECOMMENDED MOTION:** That the Board of School Directors accept a grant in the amount of \$400 from Bentley Systems, Inc. to be used at the Intermediate High School within the field of Science and Technology. (*Confidential Enclosure*)

Motion: Rob Fisher

Second: James Hills

Vote: 3-0

**K. Lifetouch National School Studios Commission Checks**

**RECOMMENDED MOTION:** That the Board of School Directors accept the following commission checks Lifetouch National School Studios for the following school buildings: (*Confidential Enclosures*)





**INFORMATIONAL ITEM(S)**

- Budget Presentation & CASD Building Authority Presentation – Jeff Ammerman
- Enrollment Reports for CASD & Charter Schools for the period ending January 31, 2018. (*Enclosure*)

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT**

**ADJOURNMENT**      This meeting adjourned at 8:12 p.m.

*Respectfully submitted, Karen Jackson*

*Anyone wishing to review the minutes verbatim should contact the School Board Secretary to request a copy of the digital/audio file.*

# *Finance Committee ~ Financial Statements*

- *Treasurer's Report for period ending February 28, 2017*
- *Bills Payable for the period of January 6<sup>th</sup> through March 20, 2017*

*Submitted: March 14, 2017*

# *Finance Committee ~ Enrollment Report*

- *CASD*
- *Charter Schools*

**Coatesville Area School District  
Treasurer's Report For The Period Ending February 28, 2018**

|                           | General Fund    | Food Service Fund | Capital Reserve Fund - 30 | Capital Projects Fund - 39 |
|---------------------------|-----------------|-------------------|---------------------------|----------------------------|
| <b>Beginning Balance</b>  | \$50,149,601.76 | \$2,135,593.50    | \$937,197.77              | \$5,384,451.90             |
| Local Revenue             | \$3,612,294.99  | \$57,205.01       | \$1,061.56                | \$5,551.04                 |
| State Revenue             | \$4,043,167.62  | \$11,981.04       |                           |                            |
| Federal Revenue           | \$38,479.69     | \$243,044.38      |                           |                            |
| Deferred Revenues         |                 |                   |                           |                            |
| Other Revenue             |                 |                   |                           |                            |
| <b>Total Revenues</b>     | \$7,693,942.30  | \$312,210.43      | \$1,061.56                | \$5,551.04                 |
| <b>Total Expenditures</b> | \$14,285,525.57 | \$1,850,782.30    | \$0.00                    | \$2,325.00                 |
| <b>Ending Balance</b>     | \$43,558,018.49 | \$597,021.63      | \$938,259.33              | \$5,387,677.94             |

|                           | Student Activities | Trust Fund   | Agency Fund Transfer |
|---------------------------|--------------------|--------------|----------------------|
| <b>Beginning Balance</b>  | \$143,989.84       | \$128,084.22 | \$186,921.57         |
| Local Revenue             | \$14,179.31        | \$3,236.64   | \$9,721.55           |
| State Revenue             |                    |              |                      |
| Federal Revenue           |                    |              |                      |
| Deferred Revenues         |                    |              |                      |
| Other Revenue             |                    |              |                      |
| <b>Total Revenues</b>     | \$14,179.31        | \$3,236.64   | \$9,721.55           |
| <b>Total Expenditures</b> | \$5,691.44         | \$0.00       | \$4,986.18           |
| <b>Ending Balance</b>     | \$152,477.71       | \$131,320.86 | \$191,656.94         |



# Normal Board Summary II Report

Fund: 10 GENERAL FUND  
Encumbrances Included  
As of 02/28/2018

fabrdrg2

Funding Source:

| Account Description        | Original Budget      | Current Budget       | Unliquidated Encumbrances | Expend/Received      | Balance              | % Used       |
|----------------------------|----------------------|----------------------|---------------------------|----------------------|----------------------|--------------|
| 1100                       |                      |                      |                           |                      |                      |              |
| 100 SALARIES               | 27,076,820.00        | 27,059,987.00        | 0.00                      | 13,468,769.25        | 13,591,217.75        | 49.77        |
| 200 BENEFITS               | 19,537,435.00        | 19,536,208.00        | 0.00                      | 11,042,619.62        | 8,493,588.38         | 56.52        |
| 300 PURCHASED PROF & TECH  | 829,887.00           | 843,177.00           | 60,984.03                 | 451,102.03           | 331,090.94           | 60.73        |
| 400 PURCHASED PROPERTY SVC | 195,108.00           | 185,455.00           | 56,379.06                 | 107,282.84           | 21,793.10            | 88.24        |
| 500 OTHER PURCHASED SRVS   | 19,564,306.00        | 18,956,896.00        | 1,853,061.37              | 14,930,124.30        | 2,173,710.33         | 88.53        |
| 600 SUPPLIES               | 997,534.00           | 1,406,261.00         | 82,163.33                 | 463,163.36           | 860,934.31           | 38.77        |
| 700 PROPERTY               | 45,521.00            | 44,521.00            | 0.00                      | 0.00                 | 44,521.00            | 0.00         |
| 800 OTHER OBJECTS          | 575.00               | 268.00               | 0.00                      | 0.00                 | 268.00               | 0.00         |
| <b>Totals for - 1100's</b> | <b>68,247,186.00</b> | <b>68,032,773.00</b> | <b>2,052,587.79</b>       | <b>40,463,061.40</b> | <b>25,517,123.81</b> | <b>62.49</b> |
| 1200                       |                      |                      |                           |                      |                      |              |
| SPEC PROG ELEMEN/SECOND    |                      |                      |                           |                      |                      |              |
| 100 SALARIES               | 5,139,973.00         | 5,174,666.00         | 0.00                      | 2,728,203.97         | 2,446,462.03         | 52.72        |
| 200 BENEFITS               | 4,923,019.00         | 3,793,680.00         | 0.00                      | 2,231,387.00         | 1,562,293.00         | 58.81        |
| 300 PURCHASED PROF & TECH  | 12,149,307.00        | 12,105,014.00        | 202,739.94                | 1,978,277.70         | 9,923,996.36         | 18.01        |
| 500 OTHER PURCHASED SRVS   | 10,769,950.00        | 15,626,502.00        | 1,676,377.60              | 12,595,231.44        | 1,354,892.96         | 91.32        |
| 600 SUPPLIES               | 51,136.00            | 43,800.00            | 8,796.02                  | 11,597.70            | 23,406.28            | 46.56        |
| 700 PROPERTY               | 9,000.00             | 9,000.00             | 0.00                      | 0.00                 | 9,000.00             | 0.00         |
| 800 OTHER OBJECTS          | 100,400.00           | 100,700.00           | 23,001.71                 | 40,808.74            | 36,889.55            | 63.36        |
| <b>Totals for - 1200's</b> | <b>33,142,785.00</b> | <b>36,853,362.00</b> | <b>1,910,915.27</b>       | <b>19,585,506.55</b> | <b>15,356,940.18</b> | <b>58.32</b> |
| 1300                       |                      |                      |                           |                      |                      |              |
| VOCATIONAL EDUCATION       |                      |                      |                           |                      |                      |              |
| 100 SALARIES               | 504,731.00           | 411,380.00           | 0.00                      | 211,799.38           | 199,580.62           | 51.48        |
| 200 BENEFITS               | 325,533.00           | 262,035.00           | 0.00                      | 149,546.79           | 112,488.21           | 57.07        |
| 400 PURCHASED PROPERTY SVC | 3,750.00             | 4,401.00             | 0.00                      | 1,707.95             | 2,693.05             | 38.80        |
| 500 OTHER PURCHASED SRVS   | 2,771,111.00         | 2,921,111.00         | 0.00                      | 2,190,756.00         | 730,355.00           | 74.99        |
| 600 SUPPLIES               | 37,300.00            | 36,573.00            | 80,240.65                 | 8,254.75             | -51,922.40           | 241.96       |
| 700 PROPERTY               | 6,750.00             | 6,750.00             | 0.00                      | 0.00                 | 6,750.00             | 0.00         |
| <b>Totals for - 1300's</b> | <b>3,649,175.00</b>  | <b>3,642,250.00</b>  | <b>80,240.65</b>          | <b>2,562,064.87</b>  | <b>999,944.48</b>    | <b>72.54</b> |
| 1400                       |                      |                      |                           |                      |                      |              |
| OTHER INSTRUCTION PROG     |                      |                      |                           |                      |                      |              |
| 100 SALARIES               | 179,939.00           | 55,297.00            | 0.00                      | 30,320.84            | 24,976.16            | 54.83        |
| 200 BENEFITS               | 114,529.00           | 48,706.00            | 0.00                      | 29,955.32            | 18,750.68            | 61.50        |
| 300 PURCHASED PROF & TECH  | 0.00                 | 0.00                 | 0.00                      | 0.00                 | 0.00                 | 0.00         |
| 400 PURCHASED PROPERTY SVC | 0.00                 | 0.00                 | 0.00                      | 0.00                 | 0.00                 | 0.00         |

# Normal Board Summary II Report

Fund: 10 GENERAL FUND

Encumbrances Included

As of 02/28/2018

fabrdrg2

Funding Source:

| Account Description          | Original Budget | Current Budget | Unliquidated Encumbrances | Expend/Received | Balance      | % Used |
|------------------------------|-----------------|----------------|---------------------------|-----------------|--------------|--------|
| 500 OTHER PURCHASED SRVS     | 137,000.00      | 137,000.00     | 0.00                      | 0.00            | 137,000.00   | 0.00   |
| Totals for - 1400's          | 431,468.00      | 241,003.00     | 0.00                      | 60,276.16       | 180,726.84   | 25.01  |
| 1500 NONPUBLIC SCHOOL PGMS   |                 |                |                           |                 |              |        |
| 300 PURCHASED PROF & TECH    | 56,327.00       | 19,025.00      | 0.00                      | 0.00            | 19,025.00    | 0.00   |
| 600 SUPPLIES                 | 0.00            | 7,561.00       | 4,485.00                  | 2,624.00        | 452.00       | 94.02  |
| Totals for - 1500's          | 56,327.00       | 26,586.00      | 4,485.00                  | 2,624.00        | 19,477.00    | 26.73  |
| 1800 PRE-K                   |                 |                |                           |                 |              |        |
| 100 SALARIES                 | 301,621.00      | 390,187.00     | 0.00                      | 206,651.82      | 183,535.18   | 52.96  |
| 200 BENEFITS                 | 225,410.00      | 239,093.00     | 0.00                      | 147,617.75      | 91,475.25    | 61.74  |
| 300 PURCHASED PROF & TECH    | 0.00            | 0.00           | 0.00                      | 0.00            | 0.00         | 0.00   |
| 500 OTHER PURCHASED SRVS     | 0.00            | 0.00           | 0.00                      | 0.00            | 0.00         | 0.00   |
| 600 SUPPLIES                 | 0.00            | 6,000.00       | 0.00                      | 0.00            | 6,000.00     | 0.00   |
| 800 OTHER OBJECTS            | 0.00            | 0.00           | 0.00                      | 0.00            | 0.00         | 0.00   |
| Totals for - 1800's          | 527,031.00      | 635,280.00     | 0.00                      | 354,269.57      | 281,010.43   | 55.76  |
| 2100 SUPPORT SVCS-STUDENTS   |                 |                |                           |                 |              |        |
| 100 SALARIES                 | 2,354,800.00    | 2,081,460.00   | 0.00                      | 1,166,625.01    | 914,834.99   | 56.04  |
| 200 BENEFITS                 | 1,467,280.00    | 1,532,820.00   | 0.00                      | 929,643.35      | 603,176.65   | 60.64  |
| 300 PURCHASED PROF & TECH    | 489,400.00      | 499,530.00     | 0.00                      | 21,296.23       | 478,233.77   | 4.26   |
| 500 OTHER PURCHASED SRVS     | 2,800.00        | 2,800.00       | 0.00                      | 1,367.95        | 1,432.05     | 48.85  |
| 600 SUPPLIES                 | 89,523.00       | 86,313.00      | 1,592.51                  | 24,045.52       | 60,674.97    | 29.70  |
| 800 OTHER OBJECTS            | 1,700.00        | 11,753.00      | 4,193.08                  | 5,810.00        | 1,749.92     | 85.11  |
| Totals for - 2100's          | 4,405,503.00    | 4,214,676.00   | 5,785.59                  | 2,148,788.06    | 2,060,102.35 | 51.12  |
| 2200 SUPPORT SERVICES-INSTRU |                 |                |                           |                 |              |        |
| 100 SALARIES                 | 967,208.00      | 1,311,451.00   | 0.00                      | 782,050.36      | 529,400.64   | 59.63  |
| 200 BENEFITS                 | 692,708.00      | 1,253,880.00   | 0.00                      | 700,495.79      | 553,384.21   | 55.86  |
| 300 PURCHASED PROF & TECH    | 399,405.00      | 386,712.00     | 26,817.79                 | 163,874.01      | 196,020.20   | 49.31  |
| 400 PURCHASED PROPERTY SVC   | 0.00            | 0.00           | 0.00                      | 0.00            | 0.00         | 0.00   |
| 500 OTHER PURCHASED SRVS     | 4,500.00        | 4,500.00       | 0.00                      | -69.76          | 4,569.76     | -1.55  |
| 600 SUPPLIES                 | 707,675.00      | 700,555.00     | 11,474.73                 | 620,765.70      | 68,314.57    | 90.24  |
| 700 PROPERTY                 | 2,520.00        | 2,520.00       | 2,505.60                  | 0.00            | 14.40        | 99.42  |
| 800 OTHER OBJECTS            | 2,000.00        | 7,230.00       | 5,730.00                  | 0.00            | 1,500.00     | 79.25  |



# Normal Board Summary IT Report

Fund: 10 GENERAL FUND

Encumbrances Included  
As of 02/28/2018

fabrdrg2

Funding Source:

| Account Description         | Original Budget | Current Budget | Unliquidated Encumbrances | Expend/Received | Balance      | % Used |
|-----------------------------|-----------------|----------------|---------------------------|-----------------|--------------|--------|
| Totals for - 2200's         | 2,776,016.00    | 3,666,848.00   | 46,528.12                 | 2,267,116.10    | 1,353,203.78 | 63.09  |
| 2300 SUPPORT SERVICES-ADMIN |                 |                |                           |                 |              |        |
| 100 SALARIES                | 4,039,854.00    | 3,574,682.00   | 4,308.44                  | 2,343,204.65    | 1,227,168.91 | 65.67  |
| 200 BENEFITS                | 2,586,239.00    | 2,318,559.00   | 0.00                      | 1,568,900.67    | 749,658.33   | 67.66  |
| 300 PURCHASED PROF & TECH   | 404,137.00      | 802,475.00     | 53,650.00                 | 486,749.78      | 262,075.22   | 67.34  |
| 400 PURCHASED PROPERTY SVC  | 3,100.00        | 3,468.00       | 1,128.93                  | 1,523.20        | 815.87       | 76.47  |
| 500 OTHER PURCHASED SRVS    | 132,930.00      | 87,774.00      | 1,082.15                  | 26,711.17       | 59,980.68    | 31.66  |
| 600 SUPPLIES                | 26,131.00       | 32,196.00      | 2,136.08                  | 18,097.51       | 11,962.41    | 62.84  |
| 700 PROPERTY                | 7,015.00        | 6,515.00       | 0.00                      | 0.00            | 6,515.00     | 0.00   |
| 800 OTHER OBJECTS           | 541,648.00      | 442,618.00     | 4,877.68                  | 292,498.65      | 145,241.67   | 67.18  |
| Totals for - 2300's         | 7,741,054.00    | 7,268,287.00   | 67,183.28                 | 4,737,685.63    | 2,463,418.09 | 66.10  |
| 2400 SUPP SVC-PUBLIC HEALTH |                 |                |                           |                 |              |        |
| 100 SALARIES                | 581,966.00      | 601,251.00     | 0.00                      | 305,338.00      | 295,913.00   | 50.78  |
| 200 BENEFITS                | 453,060.00      | 476,952.00     | 0.00                      | 268,794.91      | 208,157.09   | 56.35  |
| 300 PURCHASED PROF & TECH   | 120,215.00      | 120,215.00     | 9,245.00                  | 65,189.76       | 45,780.24    | 61.91  |
| 400 PURCHASED PROPERTY SVC  | 5,000.00        | 5,000.00       | 0.00                      | 546.00          | 4,454.00     | 10.92  |
| 500 OTHER PURCHASED SRVS    | 0.00            | 0.00           | 0.00                      | 0.00            | 0.00         | 0.00   |
| 600 SUPPLIES                | 25,000.00       | 25,000.00      | 680.46                    | 16,295.88       | 8,023.66     | 67.90  |
| 700 PROPERTY                | 2,000.00        | 2,000.00       | 0.00                      | 0.00            | 2,000.00     | 0.00   |
| Totals for - 2400's         | 1,187,241.00    | 1,230,418.00   | 9,925.46                  | 656,164.55      | 564,327.99   | 54.13  |
| 2500 SUPP SERVICES-BUSINESS |                 |                |                           |                 |              |        |
| 100 SALARIES                | 697,085.00      | 688,405.00     | 0.00                      | 458,963.08      | 229,441.92   | 66.67  |
| 200 BENEFITS                | 343,565.00      | 460,059.00     | 0.00                      | 319,880.12      | 140,178.88   | 69.53  |
| 300 PURCHASED PROF & TECH   | 78,000.00       | 78,050.00      | 1,032.00                  | 18,048.46       | 58,969.54    | 24.44  |
| 400 PURCHASED PROPERTY SVC  | 44,080.00       | 44,080.00      | 2,856.68                  | 14,916.26       | 26,307.06    | 40.31  |
| 500 OTHER PURCHASED SRVS    | 65,171.00       | 62,171.00      | 15,088.00                 | 43,912.00       | 3,171.00     | 94.89  |
| 600 SUPPLIES                | 12,000.00       | 16,300.00      | 8,228.84                  | 5,718.25        | 2,352.91     | 85.56  |
| 800 OTHER OBJECTS           | 15,000.00       | 14,950.00      | 0.00                      | 2,214.70        | 12,735.30    | 14.81  |
| Totals for - 2500's         | 1,254,901.00    | 1,364,015.00   | 27,205.52                 | 863,652.87      | 473,156.61   | 65.31  |
| 2600 OP/MAINT PLANT SVCS    |                 |                |                           |                 |              |        |
| 100 SALARIES                | 2,629,907.00    | 1,673,105.00   | 0.00                      | 1,103,108.27    | 569,996.73   | 65.93  |

# Normal Board Summary II Report

Fund: 10 GENERAL FUND

Funding Source:

Encumbrances Included  
As of 02/28/2018

fabrdrg2

| Account Description        | Original Budget      | Current Budget       | Unliquidated Encumbrances | Expend/Received     | Balance             | % Used       |
|----------------------------|----------------------|----------------------|---------------------------|---------------------|---------------------|--------------|
| 200 BENEFITS               | 2,345,281.00         | 1,545,411.00         | 0.00                      | 1,024,460.12        | 520,950.88          | 66.29        |
| 300 PURCHASED PROF & TECH  | 1,604,831.00         | 477,881.00           | 67,431.14                 | 194,473.64          | 215,976.22          | 54.80        |
| 400 PURCHASED PROPERTY SVC | 3,108,050.00         | 2,904,541.00         | 738,889.15                | 1,659,662.57        | 505,989.28          | 82.57        |
| 500 OTHER PURCHASED SRVS   | 365,500.00           | 389,427.00           | 0.00                      | 388,082.00          | 1,345.00            | 99.65        |
| 600 SUPPLIES               | 957,000.00           | 2,257,318.00         | 428,950.24                | 919,140.77          | 909,226.99          | 59.72        |
| 700 PROPERTY               | 81,000.00            | 85,000.00            | 3,817.94                  | 32,259.78           | 48,922.28           | 42.44        |
| 800 OTHER OBJECTS          | 5,600.00             | 9,100.00             | 2,648.00                  | 4,162.30            | 2,289.70            | 74.83        |
| <b>Totals for - 2600's</b> | <b>11,097,169.00</b> | <b>9,341,783.00</b>  | <b>1,241,736.47</b>       | <b>5,325,349.45</b> | <b>2,774,697.08</b> | <b>70.29</b> |
| 2700                       |                      |                      |                           |                     |                     |              |
| 100 SALARIES               | 122,443.00           | 119,103.00           | 0.00                      | 79,115.38           | 39,987.62           | 66.42        |
| 200 BENEFITS               | 81,086.00            | 84,383.00            | 0.00                      | 56,571.10           | 27,811.90           | 67.04        |
| 300 PURCHASED PROF & TECH  | 2,300.00             | 2,300.00             | 0.00                      | 0.00                | 2,300.00            | 0.00         |
| 500 OTHER PURCHASED SRVS   | 9,346,340.00         | 9,836,248.00         | 3,145.38                  | 5,334,324.89        | 4,498,777.73        | 54.26        |
| 600 SUPPLIES               | 12,000.00            | 12,000.00            | 3,481.50                  | 7,631.01            | 887.49              | 92.60        |
| 700 PROPERTY               | 1,500.00             | 1,500.00             | 0.00                      | 0.00                | 1,500.00            | 0.00         |
| 800 OTHER OBJECTS          | 300.00               | 300.00               | 0.00                      | 222.31              | 77.69               | 74.10        |
| <b>Totals for - 2700's</b> | <b>9,565,969.00</b>  | <b>10,055,834.00</b> | <b>6,626.88</b>           | <b>5,477,864.69</b> | <b>4,571,342.43</b> | <b>54.54</b> |
| 2800                       |                      |                      |                           |                     |                     |              |
| SUPPORT SVCS-CENTRAL       |                      |                      |                           |                     |                     |              |
| 100 SALARIES               | 234,200.00           | 360,595.00           | 0.00                      | 231,409.48          | 129,185.52          | 64.17        |
| 200 BENEFITS               | 107,947.00           | 268,498.00           | 0.00                      | 157,064.22          | 111,433.78          | 58.49        |
| 300 PURCHASED PROF & TECH  | 886,500.00           | 731,500.00           | 225,766.49                | 396,267.70          | 109,465.81          | 85.03        |
| 400 PURCHASED PROPERTY SVC | 493,380.00           | 506,725.00           | 25,794.52                 | 410,930.66          | 69,999.82           | 86.18        |
| 500 OTHER PURCHASED SRVS   | 225,075.00           | 328,846.00           | 117,185.51                | 133,036.42          | 78,624.07           | 76.09        |
| 600 SUPPLIES               | 308,575.00           | 363,706.00           | 63,678.51                 | 268,532.76          | 31,494.73           | 91.34        |
| 700 PROPERTY               | 541,600.00           | 262,357.00           | 0.00                      | 50,099.50           | 212,257.50          | 19.09        |
| 800 OTHER OBJECTS          | 2,000.00             | 2,050.00             | 209.00                    | 620.50              | 1,220.50            | 40.46        |
| <b>Totals for - 2800's</b> | <b>2,799,277.00</b>  | <b>2,824,277.00</b>  | <b>432,634.03</b>         | <b>1,647,961.24</b> | <b>743,681.73</b>   | <b>73.66</b> |
| 2900                       |                      |                      |                           |                     |                     |              |
| OTHER SUPPORT SERVICES     |                      |                      |                           |                     |                     |              |
| 300 PURCHASED PROF & TECH  | 0.00                 | 30,000.00            | 1,460.01                  | 27,805.88           | 734.11              | 97.55        |
| 500 OTHER PURCHASED SRVS   | 0.00                 | 49,913.00            | 0.00                      | 49,912.92           | 0.08                | 99.99        |
| <b>Totals for - 2900's</b> | <b>0.00</b>          | <b>79,913.00</b>     | <b>1,460.01</b>           | <b>77,718.80</b>    | <b>734.19</b>       | <b>99.08</b> |

# Normal Board Summary II Report

Fund: 10 GENERAL FUND

Encumbrances Included

As of 02/28/2018

fabrdrg2

Funding Source:

| Account Description                 | Original Budget       | Current Budget        | Unliquidated Encumbrances | Expend/Received       | Balance              | % Used       |
|-------------------------------------|-----------------------|-----------------------|---------------------------|-----------------------|----------------------|--------------|
| <b>3200 STUDENT ACTIVITIES</b>      |                       |                       |                           |                       |                      |              |
| 100 SALARIES                        | 615,372.00            | 600,154.00            | 0.00                      | 369,783.17            | 230,370.83           | 61.61        |
| 200 BENEFITS                        | 277,321.00            | 227,044.00            | 0.00                      | 160,327.18            | 66,716.82            | 70.61        |
| 300 PURCHASED PROF & TECH           | 101,000.00            | 101,000.00            | 8,520.65                  | 61,510.46             | 30,968.89            | 69.33        |
| 400 PURCHASED PROPERTY SVC          | 28,500.00             | 28,500.00             | 0.00                      | 15,899.69             | 12,600.31            | 55.78        |
| 500 OTHER PURCHASED SRVS            | 112,852.00            | 112,852.00            | 0.00                      | 92,456.37             | 20,395.63            | 81.92        |
| 600 SUPPLIES                        | 76,000.00             | 76,000.00             | 6,486.24                  | 65,690.09             | 3,823.67             | 94.96        |
| 700 PROPERTY                        | 20,000.00             | 20,000.00             | 0.00                      | 8,072.36              | 11,927.64            | 40.36        |
| 800 OTHER OBJECTS                   | 13,000.00             | 13,500.00             | 84.00                     | 13,100.00             | 316.00               | 97.65        |
| 900 OTHER USES OF FUNDS             | 0.00                  | 4,258.00              | 0.00                      | 4,258.00              | 0.00                 | 100.00       |
| <b>Totals for - 3200's</b>          | <b>1,244,045.00</b>   | <b>1,183,308.00</b>   | <b>15,090.89</b>          | <b>791,097.32</b>     | <b>377,119.79</b>    | <b>68.13</b> |
| <b>3300 COMMUNITY SERVICES</b>      |                       |                       |                           |                       |                      |              |
| 100 SALARIES                        | 0.00                  | 0.00                  | 0.00                      | 0.00                  | 0.00                 | 0.00         |
| 200 BENEFITS                        | 0.00                  | 0.00                  | 0.00                      | 0.00                  | 0.00                 | 0.00         |
| 300 PURCHASED PROF & TECH           | 0.00                  | 0.00                  | 0.00                      | 0.00                  | 0.00                 | 0.00         |
| 500 OTHER PURCHASED SRVS            | 0.00                  | 0.00                  | 0.00                      | 0.00                  | 0.00                 | 0.00         |
| 600 SUPPLIES                        | 21,309.00             | 24,758.00             | 7,325.42                  | 5,038.04              | 12,394.54            | 49.93        |
| 700 PROPERTY                        | 0.00                  | 5,000.00              | 0.00                      | 4,390.00              | 610.00               | 87.80        |
| <b>Totals for - 3300's</b>          | <b>21,309.00</b>      | <b>29,758.00</b>      | <b>7,325.42</b>           | <b>9,428.04</b>       | <b>13,004.54</b>     | <b>56.29</b> |
| <b>5100 OTHER OBJECTS</b>           |                       |                       |                           |                       |                      |              |
| 800 OTHER OBJECTS                   | 7,111,315.00          | 6,992,315.00          | 0.00                      | 6,983,161.26          | 9,153.74             | 99.86        |
| 900 OTHER USES OF FUNDS             | 7,502,064.00          | 7,432,064.00          | 0.00                      | 7,432,063.55          | 0.45                 | 100.00       |
| <b>Totals for - 5100's</b>          | <b>14,613,379.00</b>  | <b>14,424,379.00</b>  | <b>0.00</b>               | <b>14,415,224.81</b>  | <b>9,154.19</b>      | <b>99.93</b> |
| <b>5200 INTERFUND TRANSFERS-OUT</b> |                       |                       |                           |                       |                      |              |
| 900 OTHER USES OF FUNDS             | 0.00                  | 0.00                  | 0.00                      | 0.00                  | 0.00                 | 0.00         |
| <b>Totals for - 5200's</b>          | <b>0.00</b>           | <b>0.00</b>           | <b>0.00</b>               | <b>0.00</b>           | <b>0.00</b>          | <b>0.00</b>  |
| <b>5900 BUDGETARY RESERVE</b>       |                       |                       |                           |                       |                      |              |
| 800 OTHER OBJECTS                   | 2,404,915.00          | 50,000.00             | 0.00                      | 0.00                  | 50,000.00            | 0.00         |
| <b>Totals for - 5900's</b>          | <b>2,404,915.00</b>   | <b>50,000.00</b>      | <b>0.00</b>               | <b>0.00</b>           | <b>50,000.00</b>     | <b>0.00</b>  |
| <b>EXPENDITURE Totals</b>           | <b>165,164,750.00</b> | <b>165,164,750.00</b> | <b>5,909,730.38</b>       | <b>101,445,854.11</b> | <b>57,809,165.51</b> | <b>64.99</b> |

# Normal Board Summary II Report

Fund: 10 GENERAL FUND

Encumbrances Included

As of 02/28/2018

fabrdrg2

Funding Source:

| Account Description | Original Budget         | Current Budget  | Unliquidated<br>Encumbrances | Expend/Received | Balance        | % Used |
|---------------------|-------------------------|-----------------|------------------------------|-----------------|----------------|--------|
| 6100                |                         |                 |                              |                 |                |        |
| 000 000             | -103,033,931.00         | -103,033,931.00 | 0.00                         | -100,478,818.15 | -2,555,112.85  | 97.52  |
| Totals for - 6100's | -103,033,931.00         | -103,033,931.00 | 0.00                         | -100,478,818.15 | -2,555,112.85  | 97.52  |
| 6400                |                         |                 |                              |                 |                |        |
| 000 000             | -5,200,000.00           | -5,200,000.00   | 0.00                         | -2,062,792.69   | -3,137,207.31  | 39.66  |
| Totals for - 6400's | -5,200,000.00           | -5,200,000.00   | 0.00                         | -2,062,792.69   | -3,137,207.31  | 39.66  |
| 6500                |                         |                 |                              |                 |                |        |
|                     | EARNINGS ON INVESTMENTS |                 |                              |                 |                |        |
| 000 000             | -248,086.00             | -248,086.00     | 0.00                         | -334,578.74     | 86,492.74      | 134.86 |
| Totals for - 6500's | -248,086.00             | -248,086.00     | 0.00                         | -334,578.74     | 86,492.74      | 134.86 |
| 6700                |                         |                 |                              |                 |                |        |
| 000 000             | -80,000.00              | -80,000.00      | 0.00                         | -71,826.00      | -8,174.00      | 89.78  |
| Totals for - 6700's | -80,000.00              | -80,000.00      | 0.00                         | -71,826.00      | -8,174.00      | 89.78  |
| 6800                |                         |                 |                              |                 |                |        |
| 000 000             | -1,085,000.00           | -1,085,000.00   | 0.00                         | -329,113.88     | -755,886.12    | 30.33  |
| Totals for - 6800's | -1,085,000.00           | -1,085,000.00   | 0.00                         | -329,113.88     | -755,886.12    | 30.33  |
| 6900                |                         |                 |                              |                 |                |        |
| 000 000             | -685,203.00             | -685,203.00     | 0.00                         | -227,804.28     | -457,398.72    | 33.24  |
| Totals for - 6900's | -685,203.00             | -685,203.00     | 0.00                         | -227,804.28     | -457,398.72    | 33.24  |
| 7100                |                         |                 |                              |                 |                |        |
|                     | BASIC INSTRUCT & OPER   |                 |                              |                 |                |        |
| 000 000             | -25,526,699.00          | -25,526,699.00  | 0.00                         | -14,596,642.00  | -10,930,057.00 | 57.18  |
| Totals for - 7100's | -25,526,699.00          | -25,526,699.00  | 0.00                         | -14,596,642.00  | -10,930,057.00 | 57.18  |
| 7200                |                         |                 |                              |                 |                |        |
| 000 000             | -4,795,194.00           | -4,795,194.00   | 0.00                         | -3,033,370.00   | -1,761,824.00  | 63.25  |
| Totals for - 7200's | -4,795,194.00           | -4,795,194.00   | 0.00                         | -3,033,370.00   | -1,761,824.00  | 63.25  |
| 7300                |                         |                 |                              |                 |                |        |
| 000 000             | -10,500,210.00          | -10,500,210.00  | 0.00                         | -7,261,603.05   | -3,238,606.95  | 69.15  |
| Totals for - 7300's | -10,500,210.00          | -10,500,210.00  | 0.00                         | -7,261,603.05   | -3,238,606.95  | 69.15  |

# Normal Board Summary II Report

Fund: 10 GENERAL FUND

Encumbrances Included  
As of 02/28/2018

fabrdrg2

Funding Source:

| Account Description | Original Budget | Current Budget  | Unliquidated Encumbrances | Expend/Received | Balance        | % Used |
|---------------------|-----------------|-----------------|---------------------------|-----------------|----------------|--------|
| 7500                |                 |                 |                           |                 |                |        |
| 000 000             | -1,104,927.00   | -1,104,927.00   | 0.00                      |                 | 0.00           | 0.00   |
| Totals for - 7500's | -1,104,927.00   | -1,104,927.00   | 0.00                      | 0.00            | -1,104,927.00  | 0.00   |
| 7800                |                 |                 |                           |                 |                |        |
| 000 000             | -9,583,316.00   | -9,583,316.00   | 0.00                      | -2,309,208.07   | -7,274,107.93  | 24.09  |
| Totals for - 7800's | -9,583,316.00   | -9,583,316.00   | 0.00                      | -2,309,208.07   | -7,274,107.93  | 24.09  |
| 8100                |                 |                 |                           |                 |                |        |
| 000 000             | 0.00            | 0.00            | 0.00                      | -2,195.89       | 2,195.89       | 0.00   |
| Totals for - 8100's | 0.00            | 0.00            | 0.00                      | -2,195.89       | 2,195.89       | 0.00   |
| 8500                |                 |                 |                           |                 |                |        |
| 000 000             | -2,724,084.00   | -2,724,084.00   | 0.00                      | -1,804,156.11   | -919,927.89    | 66.22  |
| Totals for - 8500's | -2,724,084.00   | -2,724,084.00   | 0.00                      | -1,804,156.11   | -919,927.89    | 66.22  |
| 8600                |                 |                 |                           |                 |                |        |
| 000 000             | 0.00            | 0.00            | 0.00                      | 0.00            | 0.00           | 0.00   |
| Totals for - 8600's | 0.00            | 0.00            | 0.00                      | 0.00            | 0.00           | 0.00   |
| 8800                |                 |                 |                           |                 |                |        |
| 000 000             | -598,100.00     | -598,100.00     | 0.00                      | -280,489.46     | -317,610.54    | 46.89  |
| Totals for - 8800's | -598,100.00     | -598,100.00     | 0.00                      | -280,489.46     | -317,610.54    | 46.89  |
| 9100                |                 |                 |                           |                 |                |        |
| 000 000             | 0.00            | 0.00            | 0.00                      | 0.00            | 0.00           | 0.00   |
| Totals for - 9100's | 0.00            | 0.00            | 0.00                      | 0.00            | 0.00           | 0.00   |
| REVENUE Totals      | -165,164,750.00 | -165,164,750.00 | 0.00                      | -132,792,598.32 | -32,372,151.68 | 80.40  |

# Normal Board Summary II Report

Fund: 10 GENERAL FUND

Encumbrances Included

As of 02/28/2018

fabrdrj2

Funding Source:

| Account Description     | Original Budget | Current Budget  | Unliquidated<br>Encumbrances | Expend/Received | Balance        | % Used |
|-------------------------|-----------------|-----------------|------------------------------|-----------------|----------------|--------|
| FUND 10 - TOTALS:       |                 |                 |                              |                 |                |        |
| Original Budget         | 148,146,456.00  | 150,690,371.00  | 5,909,730.38                 | 87,030,629.30   | 57,750,011.32  | 61.67  |
| Total Expenditure       | 17,018,294.00   | 14,474,379.00   | 0.00                         | 14,415,224.81   | 59,154.19      | 99.59  |
| Total Other Expenditure | -165,164,750.00 | -165,164,750.00 | 0.00                         | -132,792,598.32 | -32,372,151.68 | 80.40  |
| Total Revenue           | 0.00            | 0.00            | 0.00                         | 0.00            | 0.00           | 0.00   |
| Total Other Revenue     | 0.00            | 0.00            | 0.00                         | -31,346,744.21  | 25,437,013.83  | 0.00   |

# Normal Board Summary II Report

Fund: 32 CAPITAL RESERVE SCHOOL

Encumbrances Included  
As of 02/28/2018

Fabrdrg2

Funding Source:

| Account Description         | Original Budget   | Current Budget    | Encumbrances | Expend/Received   | Balance          | % Used        |
|-----------------------------|-------------------|-------------------|--------------|-------------------|------------------|---------------|
| 2500 SUPP SERVICES-BUSINESS | 0.00              | 0.00              | 0.00         | 0.00              | 0.00             | 0.00          |
| 800 OTHER OBJECTS           | 0.00              | 0.00              | 0.00         | 0.00              | 0.00             | 0.00          |
| Totals for - 2500's         | <u>0.00</u>       | <u>0.00</u>       | <u>0.00</u>  | <u>0.00</u>       | <u>0.00</u>      | <u>0.00</u>   |
| 2700                        |                   |                   |              |                   |                  |               |
| 700 PROPERTY                | 28,200.00         | 28,200.00         | 0.00         | 28,200.00         | 0.00             | 100.00        |
| Totals for - 2700's         | <u>28,200.00</u>  | <u>28,200.00</u>  | <u>0.00</u>  | <u>28,200.00</u>  | <u>0.00</u>      | <u>100.00</u> |
| 4600 EXISTING BLDG IMPROVE  |                   |                   |              |                   |                  |               |
| 400 PURCHASED PROPERTY SVC  | 150,000.00        | 150,000.00        | 0.00         | 133,358.56        | 16,641.44        | 88.90         |
| Totals for - 4600's         | <u>150,000.00</u> | <u>150,000.00</u> | <u>0.00</u>  | <u>133,358.56</u> | <u>16,641.44</u> | <u>88.90</u>  |
| EXPENDITURE Totals          | <u>178,200.00</u> | <u>178,200.00</u> | <u>0.00</u>  | <u>161,558.56</u> | <u>16,641.44</u> | <u>90.66</u>  |

# Normal Board Summary II Report

Fund: 32 CAPITAL RESERVE SCHOOL

Encumbrances Included

As of 02/28/2018

Funding Source:

Fabrdrgr2

| Account Description          | Original Budget | Current Budget | Unliquidated Encumbrances | Expend/Received | Balance   | % Used |
|------------------------------|-----------------|----------------|---------------------------|-----------------|-----------|--------|
| 6500 EARNINGS ON INVESTMENTS | -2,500.00       | -2,500.00      | 0.00                      | -6,664.37       | 4,164.37  | 266.57 |
| Totals for - 6500's          | -2,500.00       | -2,500.00      | 0.00                      | -6,664.37       | 4,164.37  | 266.57 |
| 9300                         |                 |                |                           |                 |           |        |
| 000 000                      | 0.00            | 0.00           | 0.00                      | 0.00            | 0.00      | 0.00   |
| Totals for - 9300's          | 0.00            | 0.00           | 0.00                      | 0.00            | 0.00      | 0.00   |
| REVENUE Totals               | -2,500.00       | -2,500.00      | 0.00                      | -6,664.37       | 4,164.37  | 266.57 |
| <b>FUND 32 - TOTALS:</b>     |                 |                |                           |                 |           |        |
| Total Expenditure            | 178,200.00      | 178,200.00     | 0.00                      | 161,558.56      | 16,641.44 | 90.66  |
| Total Other Expenditure      | 0.00            | 0.00           | 0.00                      | 0.00            | 0.00      | 0.00   |
| Total Revenue                | -2,500.00       | -2,500.00      | 0.00                      | -6,664.37       | 4,164.37  | 266.57 |
| Total Other Revenue          | 0.00            | 0.00           | 0.00                      | 0.00            | 0.00      | 0.00   |
|                              | 175,700.00      | 175,700.00     | 0.00                      | 154,894.19      | 20,805.81 | 88.15  |



# Normal Board Summary II Report

Fund: 39 OTHER CAPITAL PROJECTS

Encumbrances Included  
As of 02/28/2018

fabrdrg2

Funding Source:

| Account Description         | Original Budget | Current Budget | Unliquidated |              | Expend/Received | Balance    | % Used |
|-----------------------------|-----------------|----------------|--------------|--------------|-----------------|------------|--------|
|                             |                 |                | Encumbrances | Encumbrances |                 |            |        |
| 2500 SUPP SERVICES-BUSINESS |                 |                |              |              |                 |            |        |
| 800 OTHER OBJECTS           | 1,000.00        | 1,000.00       | 0.00         | 0.00         | 0.00            | 1,000.00   | 0.00   |
| Totals for - 2500's         | 1,000.00        | 1,000.00       | 0.00         | 0.00         | 0.00            | 1,000.00   | 0.00   |
| 4600 EXISTING BLDG IMPROVE  |                 |                |              |              |                 |            |        |
| 300 PURCHASED PROF & TECH   | 100,000.00      | 100,000.00     | 0.00         | 0.00         | 24,232.22       | 75,767.78  | 24.23  |
| 400 PURCHASED PROPERTY SVC  | 200,000.00      | 200,000.00     | 0.00         | 0.00         | 0.00            | 200,000.00 | 0.00   |
| Totals for - 4600's         | 300,000.00      | 300,000.00     | 0.00         | 0.00         | 24,232.22       | 275,767.78 | 8.07   |
| 5100                        |                 |                |              |              |                 |            |        |
| 800 OTHER OBJECTS           | 0.00            | 0.00           | 0.00         | 0.00         | 0.00            | 0.00       | 0.00   |
| Totals for - 5100's         | 0.00            | 0.00           | 0.00         | 0.00         | 0.00            | 0.00       | 0.00   |
| EXPENDITURE Totals          | 301,000.00      | 301,000.00     | 0.00         | 0.00         | 24,232.22       | 276,767.78 | 8.05   |

# Normal Board Summary II Report

Fund: 39 OTHER CAPITAL PROJECTS

Encumbrances Included

As of 02/28/2018

fabrdrg2

Funding Source:

| Account Description          | Original Budget | Current Budget | Unliquidated<br>Encumbrances | Expended/Received | Balance     | % Used |
|------------------------------|-----------------|----------------|------------------------------|-------------------|-------------|--------|
| 6500 EARNINGS ON INVESTMENTS |                 |                |                              |                   |             |        |
| 000 000                      | -301,000.00     | -301,000.00    | 0.00                         | -34,637.56        | -266,362.44 | 11.50  |
| Totals for - 6500's          | -301,000.00     | -301,000.00    | 0.00                         | -34,637.56        | -266,362.44 | 11.50  |
| REVENUE Totals               | -301,000.00     | -301,000.00    | 0.00                         | -34,637.56        | -266,362.44 | 11.50  |
| <b>FUND 39 - TOTALS:</b>     |                 |                |                              |                   |             |        |
| Total Expenditure            | 301,000.00      | 301,000.00     | 0.00                         | 24,232.22         | 276,767.78  | 8.05   |
| Total Other Expenditure      | 0.00            | 0.00           | 0.00                         | 0.00              | 0.00        | 0.00   |
| Total Revenue                | -301,000.00     | -301,000.00    | 0.00                         | -34,637.56        | -266,362.44 | 11.50  |
| Total Other Revenue          | 0.00            | 0.00           | 0.00                         | 0.00              | 0.00        | 0.00   |
|                              | 0.00            | 0.00           | 0.00                         | -10,405.34        | 10,405.34   | 0.00   |

# Normal Board Summary II Report

Fund: 40 DEBT SERVICE FUND

Encumbrances Included

As of 02/28/2018

fabrdrg2

Funding Source:

| Account Description         | Original Budget | Current Budget | Unliquidated |                 | Balance | % Used |
|-----------------------------|-----------------|----------------|--------------|-----------------|---------|--------|
|                             |                 |                | Encumbrances | Expend/Received |         |        |
| 2300 SUPPORT SERVICES-ADMIN | 0.00            | 0.00           | 0.00         | 0.00            | 0.00    | 0.00   |
| 800 OTHER OBJECTS           | 0.00            | 0.00           | 0.00         | 0.00            | 0.00    | 0.00   |
| Totals for - 2300's         | 0.00            | 0.00           | 0.00         | 0.00            | 0.00    | 0.00   |
| 5100                        |                 |                |              |                 |         |        |
| 800 OTHER OBJECTS           | 0.00            | 0.00           | 0.00         | 0.00            | 0.00    | 0.00   |
| 900 OTHER USES OF FUNDS     | 0.00            | 0.00           | 0.00         | 0.00            | 0.00    | 0.00   |
| Totals for - 5100's         | 0.00            | 0.00           | 0.00         | 0.00            | 0.00    | 0.00   |
| EXPENDITURE Totals          | 0.00            | 0.00           | 0.00         | 0.00            | 0.00    | 0.00   |

# Normal Board Summary II Report

Fund: 40 DEBT SERVICE FUND

Encumbrances Included

As of 02/28/2018

fabrdrg2

Funding Source:

| Account Description      | Original Budget | Current Budget | Unliquidated<br>Encumbrances | Expended/Received | Balance | % Used |
|--------------------------|-----------------|----------------|------------------------------|-------------------|---------|--------|
| 9100 SALE OF BONDS       | 0.00            | 0.00           | 0.00                         | 0.00              | 0.00    | 0.00   |
| Totals for - 9100's      | 0.00            | 0.00           | 0.00                         | 0.00              | 0.00    | 0.00   |
| REVENUE Totals           | 0.00            | 0.00           | 0.00                         | 0.00              | 0.00    | 0.00   |
| <b>FUND 40 - TOTALS:</b> |                 |                |                              |                   |         |        |
| Total Expenditure        | 0.00            | 0.00           | 0.00                         | 0.00              | 0.00    | 0.00   |
| Total Other Expenditure  | 0.00            | 0.00           | 0.00                         | 0.00              | 0.00    | 0.00   |
| Total Revenue            | 0.00            | 0.00           | 0.00                         | 0.00              | 0.00    | 0.00   |
| Total Other Revenue      | 0.00            | 0.00           | 0.00                         | 0.00              | 0.00    | 0.00   |
|                          | 0.00            | 0.00           | 0.00                         | 0.00              | 0.00    | 0.00   |

# Normal Board Summary II Report

Fund: 50 ENTERPRISE FUND

Encumbrances Included

As of 02/28/2018

fabrdrg2

Funding Source:

| Account Description      | Original Budget | Current Budget | Unliquidated<br>Encumbrances | Expended/Received | Balance     | % Used      |
|--------------------------|-----------------|----------------|------------------------------|-------------------|-------------|-------------|
| 3100 FOOD SERVICES       | 0.00            | 0.00           | 0.00                         | 0.00              | 0.00        | 0.00        |
| 200 BENEFITS             | 0.00            | 0.00           | 0.00                         | 0.00              | 0.00        | 0.00        |
| Totals for - 3100's      | <u>0.00</u>     | <u>0.00</u>    | <u>0.00</u>                  | <u>0.00</u>       | <u>0.00</u> | <u>0.00</u> |
| EXPENDITURE Totals       | 0.00            | 0.00           | 0.00                         | 0.00              | 0.00        | 0.00        |
| <b>FUND 50 - TOTALS:</b> |                 |                |                              |                   |             |             |
| Total Expenditure        | 0.00            | 0.00           | 0.00                         | 0.00              | 0.00        | 0.00        |
| Total Other Expenditure  | 0.00            | 0.00           | 0.00                         | 0.00              | 0.00        | 0.00        |
| Total Revenue            | 0.00            | 0.00           | 0.00                         | 0.00              | 0.00        | 0.00        |
| Total Other Revenue      | 0.00            | 0.00           | 0.00                         | 0.00              | 0.00        | 0.00        |
|                          | <u>0.00</u>     | <u>0.00</u>    | <u>0.00</u>                  | <u>0.00</u>       | <u>0.00</u> | <u>0.00</u> |

# Normal Board Summary II Report

Fund: 51 FOOD SERVICE/CAFETERIA

Encumbrances Included

As of 02/28/2018

fabrdrgr2

Funding Source:

| Account Description        | Original Budget | Current Budget | Unliquidated |              | Expend/Received | Balance      | % Used |
|----------------------------|-----------------|----------------|--------------|--------------|-----------------|--------------|--------|
|                            |                 |                | Encumbrances | Encumbrances |                 |              |        |
| 3100 FOOD SERVICES         |                 |                |              |              |                 |              |        |
| 100 SALARIES               | 904,088.00      | 901,588.00     | 0.00         | 0.00         | 530,305.99      | 371,282.01   | 58.81  |
| 200 BENEFITS               | 516,271.00      | 516,271.00     | 0.00         | 0.00         | 406,207.07      | 110,063.93   | 78.68  |
| 300 PURCHASED PROF & TECH  | 13,600.00       | 13,600.00      | 0.00         | 0.00         | 8,336.86        | 5,263.14     | 61.30  |
| 400 PURCHASED PROPERTY SVC | 19,500.00       | 34,500.00      | 3,230.40     | 401.75       | 21,223.21       | 10,046.39    | 70.88  |
| 500 OTHER PURCHASED SRVS   | 2,350.00        | 2,350.00       | 401.75       | 1,191.55     | 1,191.55        | 756.70       | 67.80  |
| 600 SUPPLIES               | 1,993,062.00    | 1,980,562.00   | 2,673.13     | 835,099.56   | 835,099.56      | 1,142,789.31 | 42.29  |
| 700 PROPERTY               | 20,000.00       | 20,000.00      | 0.00         | 0.00         | 0.00            | 20,000.00    | 0.00   |
| 800 OTHER OBJECTS          | 1,200.00        | 1,200.00       | 0.00         | 0.00         | 831.25          | 368.75       | 69.27  |
| Totals for - 3100's        | 3,470,071.00    | 3,470,071.00   | 6,305.28     | 1,803,195.49 | 1,803,195.49    | 1,660,570.23 | 52.14  |
| EXPENDITURE Totals         | 3,470,071.00    | 3,470,071.00   | 6,305.28     | 1,803,195.49 | 1,803,195.49    | 1,660,570.23 | 52.14  |

# Normal Board Summary II Report

Fund: 51 FOOD SERVICE/CAFETERIA

Encumbrances Included

As of 02/28/2018

fabrdrg2

Funding Source:

| Account Description          | Original Budget | Current Budget | Unliquidated Encumbrances | Expend/Received | Balance       | % Used |
|------------------------------|-----------------|----------------|---------------------------|-----------------|---------------|--------|
| 6500 EARNINGS ON INVESTMENTS | -6,000.00       | -6,000.00      | 0.00                      | -11,970.70      | 5,970.70      | 199.51 |
| 000 000                      | -6,000.00       | -6,000.00      | 0.00                      | -11,970.70      | 5,970.70      | 199.51 |
| Totals for - 6500's          | -6,000.00       | -6,000.00      | 0.00                      | -11,970.70      | 5,970.70      | 199.51 |
| 6600 FOOD SERVICE REVENUE    | -771,530.00     | -771,530.00    | 0.00                      | -308,736.66     | -462,793.34   | 40.01  |
| 000 000                      | -771,530.00     | -771,530.00    | 0.00                      | -308,736.66     | -462,793.34   | 40.01  |
| Totals for - 6600's          | -771,530.00     | -771,530.00    | 0.00                      | -308,736.66     | -462,793.34   | 40.01  |
| 6900                         | -144,110.00     | -144,110.00    | 0.00                      | -55,168.24      | -88,941.76    | 38.28  |
| 000 000                      | -144,110.00     | -144,110.00    | 0.00                      | -55,168.24      | -88,941.76    | 38.28  |
| Totals for - 6900's          | -144,110.00     | -144,110.00    | 0.00                      | -55,168.24      | -88,941.76    | 38.28  |
| 7600 MILK/LUNCH/BREAKFAST    | -126,000.00     | -126,000.00    | 0.00                      | -60,786.56      | -65,213.44    | 48.24  |
| 000 000                      | -126,000.00     | -126,000.00    | 0.00                      | -60,786.56      | -65,213.44    | 48.24  |
| Totals for - 7600's          | -126,000.00     | -126,000.00    | 0.00                      | -60,786.56      | -65,213.44    | 48.24  |
| 7800                         | 0.00            | 0.00           | 0.00                      | -88,086.72      | 88,086.72     | 0.00   |
| 000 000                      | 0.00            | 0.00           | 0.00                      | -88,086.72      | 88,086.72     | 0.00   |
| Totals for - 7800's          | 0.00            | 0.00           | 0.00                      | -88,086.72      | 88,086.72     | 0.00   |
| 8500 RESTRICT GRANTS-IN-AID  | -2,422,431.00   | -2,422,431.00  | 0.00                      | -1,237,608.11   | -1,184,822.89 | 51.08  |
| 000 000                      | -2,422,431.00   | -2,422,431.00  | 0.00                      | -1,237,608.11   | -1,184,822.89 | 51.08  |
| Totals for - 8500's          | -2,422,431.00   | -2,422,431.00  | 0.00                      | -1,237,608.11   | -1,184,822.89 | 51.08  |
| REVENUE Totals               | -3,470,071.00   | -3,470,071.00  | 0.00                      | -1,762,356.99   | -1,707,714.01 | 50.78  |
| FUND 51 - TOTALS:            | Original Budget | Current Budget | Encumbered                | Expend/Rec      | Balance       | % Used |
| Total Expenditure            | 3,470,071.00    | 3,470,071.00   | 6,305.28                  | 1,803,195.49    | 1,660,570.23  | 52.14  |
| Total Other Expenditure      | 0.00            | 0.00           | 0.00                      | 0.00            | 0.00          | 0.00   |
| Total Revenue                | -3,470,071.00   | -3,470,071.00  | 0.00                      | -1,762,356.99   | -1,707,714.01 | 50.78  |
| Total Other Revenue          | 0.00            | 0.00           | 0.00                      | 0.00            | 0.00          | 0.00   |
|                              | 0.00            | 0.00           | 6,305.28                  | 40,838.50       | -47,143.78    | 0.00   |

# Normal Board Summary II Report

Fund: 71 PRIVATE-PURPOSE TRUST

Encumbrances Included

As of 02/28/2018

fabrdrg2

Funding Source:

| Account Description          | Original Budget | Current Budget | Unliquidated<br>Encumbrances | Expended/Received | Balance    | % Used |
|------------------------------|-----------------|----------------|------------------------------|-------------------|------------|--------|
| 2500 SUPP SERVICES-BUSINESS  | 0.00            | 0.00           | 0.00                         | 0.00              | 0.00       | 0.00   |
| 800 OTHER OBJECTS            | 0.00            | 0.00           | 0.00                         | 0.00              | 0.00       | 0.00   |
| Totals for - 2500's          | 0.00            | 0.00           | 0.00                         | 0.00              | 0.00       | 0.00   |
| 3400 SCHOLARSHIPS AND AWARDS | 0.00            | 0.00           | 0.00                         | 42,000.00         | -42,000.00 | 0.00   |
| 800 OTHER OBJECTS            | 0.00            | 0.00           | 0.00                         | 42,000.00         | -42,000.00 | 0.00   |
| Totals for - 3400's          | 0.00            | 0.00           | 0.00                         | 42,000.00         | -42,000.00 | 0.00   |
| EXPENDITURE Totals           | 0.00            | 0.00           | 0.00                         | 42,000.00         | -42,000.00 | 0.00   |



# Normal Board Summary II Report

Fund: 71 PRIVATE-PURPOSE TRUST  
 Encumbrances Included  
 As of 02/28/2018

fabrdrg2

Funding Source:

| Account Description          | Original Budget | Current Budget | Unliquidated Encumbrances | Expend/Received | Balance   | % Used |
|------------------------------|-----------------|----------------|---------------------------|-----------------|-----------|--------|
| 6500 EARNINGS ON INVESTMENTS | 0.00            | 0.00           | 0.00                      | -4,789.02       | 4,789.02  | 0.00   |
| 000 000                      | 0.00            | 0.00           | 0.00                      | -4,789.02       | 4,789.02  | 0.00   |
| Totals for - 6500's          | 0.00            | 0.00           | 0.00                      | -4,789.02       | 4,789.02  | 0.00   |
| 6900                         | 0.00            | 0.00           | 0.00                      | -40,000.00      | 40,000.00 | 0.00   |
| 000 000                      | 0.00            | 0.00           | 0.00                      | -40,000.00      | 40,000.00 | 0.00   |
| Totals for - 6900's          | 0.00            | 0.00           | 0.00                      | -40,000.00      | 40,000.00 | 0.00   |
| 9300                         | 0.00            | 0.00           | 0.00                      | 0.00            | 0.00      | 0.00   |
| 000 000                      | 0.00            | 0.00           | 0.00                      | 0.00            | 0.00      | 0.00   |
| Totals for - 9300's          | 0.00            | 0.00           | 0.00                      | 0.00            | 0.00      | 0.00   |
| REVENUE Totals               | 0.00            | 0.00           | 0.00                      | -44,789.02      | 44,789.02 | 0.00   |

| FUND 71 - TOTALS:       | Original Budget | Current Budget | Encumbered | Expended/Rac | Balance    | % Used |
|-------------------------|-----------------|----------------|------------|--------------|------------|--------|
| Total Expenditure       | 0.00            | 0.00           | 0.00       | 42,000.00    | -42,000.00 | 0.00   |
| Total Other Expenditure | 0.00            | 0.00           | 0.00       | 0.00         | 0.00       | 0.00   |
| Total Revenue           | 0.00            | 0.00           | 0.00       | -44,789.02   | 44,789.02  | 0.00   |
| Total Other Revenue     | 0.00            | 0.00           | 0.00       | 0.00         | 0.00       | 0.00   |
|                         | 0.00            | 0.00           | 0.00       | -2,789.02    | 2,789.02   | 0.00   |

# Normal Board Summary II Report

Funding Source:

Fund: 81 ACTIVITY FUND  
Encumbrances Included  
As of 02/28/2018

fabrdrg2

| Account Description                 | Original Budget   | Current Budget | Unliquidated Encumbrances | Expend/Received  | Balance          | % Used       |
|-------------------------------------|-------------------|----------------|---------------------------|------------------|------------------|--------------|
| <b>3200 STUDENT ACTIVITIES</b>      |                   |                |                           |                  |                  |              |
| 100 SALARIES                        | 0.00              |                | 0.00                      | 300.00           | -300.00          | 0.00         |
| 200 BENEFITS                        | 0.00              |                | 0.00                      | 25.66            | -25.66           | 0.00         |
| 300 PURCHASED PROF & TECH           | 5,600.00          |                | 5,600.00                  | 2,950.00         | 2,650.00         | 52.67        |
| 400 PURCHASED PROPERTY SVC          | 850.00            |                | 850.00                    | 1,190.00         | -340.00          | 140.00       |
| 500 OTHER PURCHASED SRVS            | 25,400.00         |                | 25,400.00                 | 2,843.12         | 22,556.88        | 11.19        |
| 600 SUPPLIES                        | 78,100.00         |                | 78,100.00                 | 41,290.28        | 36,809.72        | 52.86        |
| 700 PROPERTY                        | 500.00            |                | 500.00                    | 0.00             | 500.00           | 0.00         |
| 800 OTHER OBJECTS                   | 3,700.00          |                | 3,700.00                  | 3,171.88         | 528.12           | 85.72        |
| <b>Totals for - 3200's</b>          | <b>114,150.00</b> |                | <b>114,150.00</b>         | <b>51,770.94</b> | <b>62,379.06</b> | <b>45.35</b> |
| <b>5200 INTERFUND TRANSFERS-OUT</b> |                   |                |                           |                  |                  |              |
| 900 OTHER USES OF FUNDS             | 2,000.00          |                | 2,000.00                  | 0.00             | 2,000.00         | 0.00         |
| <b>Totals for - 5200's</b>          | <b>2,000.00</b>   |                | <b>2,000.00</b>           | <b>0.00</b>      | <b>2,000.00</b>  | <b>0.00</b>  |
| <b>EXPENDITURE Totals</b>           | <b>116,150.00</b> |                | <b>116,150.00</b>         | <b>51,770.94</b> | <b>64,379.06</b> | <b>44.57</b> |

# Normal Board Summary II Report

Fund: 81 ACTIVITY FUND

Encumbrances Included

As of 02/28/2018

fabrdrg2

Funding Source:

| Account Description          | Original Budget | Current Budget | Unliquidated<br>Encumbrances | Expend/Received | Balance    | % Used |
|------------------------------|-----------------|----------------|------------------------------|-----------------|------------|--------|
| 6500 EARNINGS ON INVESTMENTS | -600.00         | -600.00        | 0.00                         | -753.70         | 153.70     | 125.61 |
| 000 000                      | -600.00         | -600.00        | 0.00                         | -753.70         | 153.70     | 125.61 |
| Totals for - 6500's          | -600.00         | -600.00        | 0.00                         | -753.70         | 153.70     | 125.61 |
| 6900                         | -115,550.00     | -115,550.00    | 0.00                         | -75,437.79      | -40,112.21 | 65.28  |
| 000 000                      | -115,550.00     | -115,550.00    | 0.00                         | -75,437.79      | -40,112.21 | 65.28  |
| Totals for - 6900's          | -115,550.00     | -115,550.00    | 0.00                         | -75,437.79      | -40,112.21 | 65.28  |
| 9300                         | 0.00            | 0.00           | 0.00                         | 0.00            | 0.00       | 0.00   |
| 000 000                      | 0.00            | 0.00           | 0.00                         | 0.00            | 0.00       | 0.00   |
| Totals for - 9300's          | 0.00            | 0.00           | 0.00                         | 0.00            | 0.00       | 0.00   |
| REVENUE Totals               | -116,150.00     | -116,150.00    | 0.00                         | -76,191.49      | -39,958.51 | 65.59  |
| FUND 81 - TOTALS:            | Original Budget | Current Budget | Encumbered                   | Expended/Rec    | Balance    | % Used |
| Total Expenditure            | 114,150.00      | 114,150.00     | 0.00                         | 51,770.94       | 62,379.06  | 45.35  |
| Total Other Expenditure      | 2,000.00        | 2,000.00       | 0.00                         | 0.00            | 2,000.00   | 0.00   |
| Total Revenue                | -116,150.00     | -116,150.00    | 0.00                         | -76,191.49      | -39,958.51 | 65.59  |
| Total Other Revenue          | 0.00            | 0.00           | 0.00                         | 0.00            | 0.00       | 0.00   |
|                              | 0.00            | 0.00           | 0.00                         | -24,420.55      | 24,420.55  | 0.00   |

# Normal Board Summary II Report

Fund: 89 OTHER AGENCY FUND

Encumbrances Included

As of 02/28/2018

Funding Source:

fabrdrg2

| Account Description          | Original Budget | Current Budget | Unliquidated Encumbrances | Expend/Received | Balance    | % Used |
|------------------------------|-----------------|----------------|---------------------------|-----------------|------------|--------|
| 3200 STUDENT ACTIVITIES      |                 |                |                           |                 |            |        |
| 300 PURCHASED PROF & TECH    | 2,500.00        | 2,500.00       | 0.00                      | 1,528.32        | 971.68     | 61.13  |
| 400 PURCHASED PROPERTY SVC   | 1,000.00        | 1,000.00       | 0.00                      | 0.00            | 1,000.00   | 0.00   |
| 500 OTHER PURCHASED SRVS     | 98,500.00       | 98,500.00      | 0.00                      | 3,815.23        | 94,684.77  | 3.87   |
| 600 SUPPLIES                 | 58,800.00       | 58,800.00      | 0.00                      | 13,049.90       | 45,750.10  | 22.19  |
| 800 OTHER OBJECTS            | 27,500.00       | 27,500.00      | 0.00                      | 8,446.72        | 19,053.28  | 30.71  |
| Totals for - 3200's          | 188,300.00      | 188,300.00     | 0.00                      | 26,840.17       | 161,459.83 | 14.25  |
| 5200 INTERFUND TRANSFERS-OUT |                 |                |                           |                 |            |        |
| 900 OTHER USES OF FUNDS      | 1,600.00        | 1,600.00       | 0.00                      | 0.00            | 1,600.00   | 0.00   |
| Totals for - 5200's          | 1,600.00        | 1,600.00       | 0.00                      | 0.00            | 1,600.00   | 0.00   |
| EXPENDITURE Totals           | 189,900.00      | 189,900.00     | 0.00                      | 26,840.17       | 163,059.83 | 14.13  |

# Normal Board Summary II Report

Fund: 89 OTHER AGENCY FUND

Encumbrances Included

As of 02/28/2018

fabrdrg2

Funding Source:

Account Description      Original Budget      Current Budget      Unliquidated Encumbrances      Expend/Received      Balance      % Used

6500      EARNINGS ON INVESTMENTS

000 000      -600.00      -600.00      0.00      -1,120.95      520.95      186.82

Totals for - 6500's      -600.00      -600.00      0.00      -1,120.95      520.95      186.82

6900      -189,300.00      -189,300.00      0.00      -39,154.82      -150,145.18      20.68

Totals for - 6900's      -189,300.00      -189,300.00      0.00      -39,154.82      -150,145.18      20.68

9300      0.00      0.00      0.00      0.00      0.00      0.00

Totals for - 9300's      0.00      0.00      0.00      0.00      0.00      0.00

REVENUE Totals      -189,900.00      -189,900.00      0.00      -40,275.77      -149,624.23      21.20

FUND 89 - TOTALS:

Total Expenditure      Original Budget      Current Budget      Encumbered      Expended/Rec      Balance      % Used

Total Other Expenditure      188,300.00      188,300.00      0.00      26,840.17      161,459.83      14.25

Total Revenue      -189,900.00      -189,900.00      0.00      -40,275.77      -149,624.23      21.20

Total Other Revenue      0.00      0.00      0.00      0.00      0.00      0.00

Grand Totals      0.00      0.00      0.00      -13,435.60      13,435.60      0.00

Grand Totals

Total Expenditure      Original Budget      Current Budget      Encumbered      Expended/Rec      Balance      % Used

Total Other Expenditure      152,398,177.00      154,942,092.00      5,916,035.66      89,140,226.68      59,885,829.66      61.34

Total All Expenditures      17,021,894.00      14,477,979.00      0.00      14,415,224.81      62,754.19      99.56

Total Revenue      169,420,071.00      169,420,071.00      5,916,035.66      103,555,451.49      59,948,583.85      64.61

Total Other Revenue      -169,244,371.00      -169,244,371.00      0.00      -134,757,513.52      -34,486,857.48      79.62

Total All Revenues      0.00      0.00      0.00      0.00      0.00      0.00

Total All Revenues      -169,244,371.00      -169,244,371.00      0.00      -134,757,513.52      -34,486,857.48      79.62

Total All Revenues      175,700.00      175,700.00      5,916,035.66      -31,202,062.03      25,461,726.37      0.00



Coatesville Area SD - Budget Transfers for February 28, 2018

| Account Description                 | Original Budget 7/1/17 | Revised Budget 1/1/18 | Current Budget 2/28/18 | Budget Transfers for |  |
|-------------------------------------|------------------------|-----------------------|------------------------|----------------------|--|
|                                     |                        |                       |                        | 2/28/18              |  |
| <b>1100</b>                         |                        |                       |                        |                      |  |
| 100 SALARIES                        | 27,076,820.00          | \$27,313,665.00       | \$27,059,987.00        | -\$253,678.00        |  |
| 200 BENEFITS                        | \$19,537,435.00        | \$19,486,076.00       | \$19,536,208.00        | \$50,132.00          |  |
| 300 PURCHASED PROF & TECH           | \$829,887.00           | \$787,061.00          | \$843,177.00           | \$56,116.00          |  |
| 400 PURCHASED PROPERTY SVC          | \$195,108.00           | \$194,211.00          | \$185,455.00           | -\$8,756.00          |  |
| 500 OTHER PURCHASED SRVS            | \$19,564,306.00        | \$19,568,003.00       | \$18,956,896.00        | -\$611,107.00        |  |
| 600 SUPPLIES                        | \$997,534.00           | \$1,457,586.00        | \$1,406,261.00         | -\$51,325.00         |  |
| 700 PROPERTY                        | \$45,521.00            | \$44,521.00           | \$44,521.00            | \$0.00               |  |
| 800 OTHER OBJECTS                   | \$575.00               | \$268.00              | \$268.00               | \$0.00               |  |
| Totals for - 1100's                 | \$68,247,186.00        | \$68,851,391.00       | \$68,032,773.00        | -\$818,618.00        |  |
| <b>1200 SPEC PROG ELEMEN/SECOND</b> |                        |                       |                        |                      |  |
| 100 SALARIES                        | \$5,139,973.00         | \$5,139,973.00        | \$5,174,666.00         | \$34,693.00          |  |
| 200 BENEFITS                        | \$4,923,019.00         | \$4,921,264.00        | \$3,793,680.00         | -\$1,127,584.00      |  |
| 300 PURCHASED PROF & TECH           | \$12,149,307.00        | \$12,149,007.00       | \$12,105,014.00        | -\$43,993.00         |  |
| 500 OTHER PURCHASED SRVS            | \$10,769,950.00        | \$12,174,950.00       | \$15,626,502.00        | \$3,451,552.00       |  |
| 600 SUPPLIES                        | \$51,136.00            | \$48,091.00           | \$43,800.00            | -\$4,291.00          |  |
| 700 PROPERTY                        | \$9,000.00             | \$9,000.00            | \$9,000.00             | \$0.00               |  |
| 800 OTHER OBJECTS                   | \$100,400.00           | \$100,700.00          | \$100,700.00           | \$0.00               |  |
| Totals for - 1200's                 | \$33,142,785.00        | \$34,542,985.00       | \$36,853,362.00        | \$2,310,377.00       |  |
| <b>1300 VOCATIONAL EDUCATION</b>    |                        |                       |                        |                      |  |
| 100 SALARIES                        | \$504,731.00           | \$504,731.00          | \$411,380.00           | -\$93,351.00         |  |
| 200 BENEFITS                        | \$325,533.00           | \$325,533.00          | \$262,035.00           | -\$63,498.00         |  |
| 400 PURCHASED PROPERTY SVC          | \$3,750.00             | \$4,401.00            | \$4,401.00             | \$0.00               |  |
| 500 OTHER PURCHASED SRVS            | \$2,771,111.00         | \$2,771,111.00        | \$2,921,111.00         | \$150,000.00         |  |
| 600 SUPPLIES                        | \$37,300.00            | \$39,607.00           | \$36,573.00            | -\$3,034.00          |  |
| 700 PROPERTY                        | \$6,750.00             | \$6,750.00            | \$6,750.00             | \$0.00               |  |
| Totals for - 1300's                 | \$3,649,175.00         | \$3,652,133.00        | \$3,642,250.00         | -\$9,883.00          |  |
| <b>1400 OTHER INSTRUCTION PROG</b>  |                        |                       |                        |                      |  |
| 100 SALARIES                        | \$179,939.00           | \$179,939.00          | \$55,297.00            | -\$124,642.00        |  |

| Account Description          | Original Budget 7/1/17 | Revised Budget 1/1/18 | Current Budget 2/28/18 | Budget Transfers for |               |
|------------------------------|------------------------|-----------------------|------------------------|----------------------|---------------|
|                              |                        |                       |                        |                      | 2/28/18       |
| 200 BENEFITS                 | \$114,529.00           | \$114,529.00          | \$48,706.00            |                      | -\$65,823.00  |
| 300 PURCHASED PROF & TECH    | \$0.00                 | \$0.00                | \$0.00                 |                      | \$0.00        |
| 400 PURCHASED PROPERTY SVC   | \$0.00                 | \$0.00                | \$0.00                 |                      | \$0.00        |
| 500 OTHER PURCHASED SRVS     | \$137,000.00           | \$137,000.00          | \$137,000.00           |                      | \$0.00        |
| Totals for - 1400's          | \$431,468.00           | \$431,468.00          | \$241,003.00           |                      | -\$190,465.00 |
| 1500 NONPUBLIC SCHOOL PGMS   |                        |                       |                        |                      |               |
| 300 PURCHASED PROF & TECH    | \$56,327.00            | \$19,025.00           | \$19,025.00            |                      | \$0.00        |
| 600 SUPPLIES                 | \$0.00                 | \$2,624.00            | \$7,561.00             |                      | \$4,937.00    |
| Totals for - 1500's          | \$56,327.00            | \$21,649.00           | \$26,586.00            |                      | \$4,937.00    |
| 1800 PRE-K                   |                        |                       |                        |                      |               |
| 100 SALARIES                 | \$301,621.00           | \$301,621.00          | \$390,187.00           |                      | \$88,566.00   |
| 200 BENEFITS                 | \$225,410.00           | \$225,410.00          | \$239,093.00           |                      | \$13,683.00   |
| 300 PURCHASED PROF & TECH    | \$0.00                 | \$0.00                | \$0.00                 |                      | \$0.00        |
| 500 OTHER PURCHASED SRVS     | \$0.00                 | \$0.00                | \$0.00                 |                      | \$0.00        |
| 600 SUPPLIES                 | \$0.00                 | \$0.00                | \$6,000.00             |                      | \$6,000.00    |
| 800 OTHER OBJECTS            | \$0.00                 | \$0.00                | \$0.00                 |                      | \$0.00        |
| Totals for - 1800's          | \$527,031.00           | \$527,031.00          | \$635,280.00           |                      | \$108,249.00  |
| 2100 SUPPORT SVCS-STUDENTS   |                        |                       |                        |                      |               |
| 100 SALARIES                 | \$2,354,800.00         | \$2,354,800.00        | \$2,085,460.00         |                      | -\$269,340.00 |
| 200 BENEFITS                 | \$1,467,280.00         | \$1,467,280.00        | \$1,532,820.00         |                      | \$65,540.00   |
| 300 PURCHASED PROF & TECH    | \$489,400.00           | \$493,445.00          | \$495,530.00           |                      | \$2,085.00    |
| 500 OTHER PURCHASED SRVS     | \$2,800.00             | \$2,800.00            | \$2,800.00             |                      | \$0.00        |
| 600 SUPPLIES                 | \$89,523.00            | \$88,813.00           | \$86,313.00            |                      | -\$2,500.00   |
| 800 OTHER OBJECTS            | \$1,700.00             | \$1,700.00            | \$11,753.00            |                      | \$10,053.00   |
| Totals for - 2100's          | \$4,405,503.00         | \$4,408,838.00        | \$4,214,676.00         |                      | -\$194,162.00 |
| 2200 SUPPORT SERVICES-INSTRU |                        |                       |                        |                      |               |
| 100 SALARIES                 | \$967,208.00           | \$967,208.00          | \$1,311,451.00         |                      | \$344,243.00  |
| 200 BENEFITS                 | \$692,708.00           | \$823,708.00          | \$1,253,880.00         |                      | \$430,172.00  |
| 300 PURCHASED PROF & TECH    | \$399,405.00           | \$386,625.00          | \$386,712.00           |                      | \$87.00       |
| 400 PURCHASED PROPERTY SVC   | \$0.00                 | \$0.00                | \$0.00                 |                      | \$0.00        |
| 500 OTHER PURCHASED SRVS     | \$4,500.00             | \$4,500.00            | \$4,500.00             |                      | \$0.00        |
| 600 SUPPLIES                 | \$707,675.00           | \$702,820.00          | \$700,555.00           |                      | -\$2,265.00   |



| Account Description                | Original Budget 7/1/17 | Revised Budget 1/1/18 | Current Budget 2/28/18 | Budget Transfers for 2/28/18 |
|------------------------------------|------------------------|-----------------------|------------------------|------------------------------|
| 700 PROPERTY                       | \$2,520.00             | \$2,520.00            | \$2,520.00             | \$0.00                       |
| 800 OTHER OBJECTS                  | \$2,000.00             | \$2,000.00            | \$7,230.00             | \$5,230.00                   |
| <b>Totals for - 2200's</b>         | <b>\$2,776,016.00</b>  | <b>\$2,889,381.00</b> | <b>\$3,666,848.00</b>  | <b>\$777,467.00</b>          |
| <b>2300 SUPP SERVICES-ADMIN</b>    |                        |                       |                        |                              |
| 100 SALARIES                       | \$4,039,854.00         | \$3,797,620.00        | \$3,574,682.00         | -\$222,938.00                |
| 200 BENEFITS                       | \$2,586,239.00         | \$2,450,140.00        | \$2,318,559.00         | -\$131,581.00                |
| 300 PURCHASED PROF & TECH          | \$404,137.00           | \$790,775.00          | \$802,475.00           | \$11,700.00                  |
| 400 PURCHASED PROPERTY SVC         | \$3,100.00             | \$3,468.00            | \$3,468.00             | \$0.00                       |
| 500 OTHER PURCHASED SRVS           | \$132,930.00           | \$130,469.00          | \$87,774.00            | -\$42,695.00                 |
| 600 SUPPLIES                       | \$26,131.00            | \$29,720.00           | \$32,196.00            | \$2,476.00                   |
| 700 PROPERTY                       | \$7,015.00             | \$7,015.00            | \$6,515.00             | -\$500.00                    |
| 800 OTHER OBJECTS                  | \$541,648.00           | \$541,543.00          | \$442,618.00           | -\$98,925.00                 |
| <b>Totals for - 2300's</b>         | <b>\$7,741,054.00</b>  | <b>\$7,750,750.00</b> | <b>\$7,268,287.00</b>  | <b>-\$482,463.00</b>         |
| <b>2400 SUPP SVC-PUBLIC HEALTH</b> |                        |                       |                        |                              |
| 100 SALARIES                       | \$581,966.00           | \$581,966.00          | \$601,251.00           | \$19,285.00                  |
| 200 BENEFITS                       | \$453,060.00           | \$453,060.00          | \$476,952.00           | \$23,892.00                  |
| 300 PURCHASED PROF & TECH          | \$120,215.00           | \$120,215.00          | \$120,215.00           | \$0.00                       |
| 400 PURCHASED PROPERTY SVC         | \$5,000.00             | \$5,000.00            | \$5,000.00             | \$0.00                       |
| 500 OTHER PURCHASED SRVS           | \$0.00                 | \$0.00                | \$0.00                 | \$0.00                       |
| 600 SUPPLIES                       | \$25,000.00            | \$25,000.00           | \$25,000.00            | \$0.00                       |
| 700 PROPERTY                       | \$2,000.00             | \$2,000.00            | \$2,000.00             | \$0.00                       |
| <b>Totals for - 2400's</b>         | <b>\$1,187,241.00</b>  | <b>\$1,187,241.00</b> | <b>\$1,230,418.00</b>  | <b>\$43,177.00</b>           |
| <b>2500 SUPP SERVICES-BUSINESS</b> |                        |                       |                        |                              |
| 100 SALARIES                       | \$697,085.00           | \$697,085.00          | \$688,405.00           | -\$8,680.00                  |
| 200 BENEFITS                       | \$343,565.00           | \$343,565.00          | \$460,059.00           | \$116,494.00                 |
| 300 PURCHASED PROF & TECH          | \$78,000.00            | \$78,050.00           | \$78,050.00            | \$0.00                       |
| 400 PURCHASED PROPERTY SVC         | \$44,080.00            | \$44,080.00           | \$44,080.00            | \$0.00                       |
| 500 OTHER PURCHASED SRVS           | \$65,171.00            | \$62,171.00           | \$62,171.00            | \$0.00                       |
| 600 SUPPLIES                       | \$12,000.00            | \$15,000.00           | \$16,300.00            | \$1,300.00                   |
| 800 OTHER OBJECTS                  | \$15,000.00            | \$113,011.00          | \$14,950.00            | -\$98,061.00                 |
| <b>Totals for - 2500's</b>         | <b>\$1,254,901.00</b>  | <b>\$1,352,962.00</b> | <b>\$1,364,015.00</b>  | <b>\$11,053.00</b>           |
| <b>2600 OP/MAINT PLANT SVCS</b>    |                        |                       |                        |                              |

| Account Description         | Original Budget 7/1/17 | Revised Budget 1/1/18  | Current Budget 2/28/18 | Budget Transfers for   |  |
|-----------------------------|------------------------|------------------------|------------------------|------------------------|--|
|                             |                        |                        |                        | 2/28/18                |  |
| 100 SALARIES                | \$2,629,907.00         | \$2,677,328.00         | \$1,673,105.00         | -\$1,004,223.00        |  |
| 200 BENEFITS                | \$2,345,281.00         | \$2,297,860.00         | \$1,545,411.00         | -\$752,449.00          |  |
| 300 PURCHASED PROF & TECH   | \$1,604,831.00         | \$1,322,888.00         | \$477,881.00           | -\$845,007.00          |  |
| 400 PURCHASED PROPERTY SVC  | \$3,108,050.00         | \$2,097,041.00         | \$2,904,541.00         | \$807,500.00           |  |
| 500 OTHER PURCHASED SRVS    | \$365,500.00           | \$417,427.00           | \$389,427.00           | -\$28,000.00           |  |
| 600 SUPPLIES                | \$957,000.00           | \$2,257,318.00         | \$2,257,318.00         | \$0.00                 |  |
| 700 PROPERTY                | \$81,000.00            | \$80,000.00            | \$85,000.00            | \$5,000.00             |  |
| 800 OTHER OBJECTS           | \$5,600.00             | \$6,600.00             | \$9,100.00             | \$2,500.00             |  |
| <b>Totals for - 2600's</b>  | <b>\$11,097,169.00</b> | <b>\$11,156,462.00</b> | <b>\$9,341,783.00</b>  | <b>-\$1,814,679.00</b> |  |
| 2700 TRANSPORTATION         |                        |                        |                        |                        |  |
| 100 SALARIES                | \$122,443.00           | \$122,443.00           | \$119,103.00           | -\$3,340.00            |  |
| 200 BENEFITS                | \$81,086.00            | \$81,086.00            | \$84,383.00            | \$3,297.00             |  |
| 300 PURCHASED PROF & TECH   | \$2,300.00             | \$2,300.00             | \$2,300.00             | \$0.00                 |  |
| 500 OTHER PURCHASED SRVS    | \$9,346,340.00         | \$9,336,248.00         | \$9,836,248.00         | \$500,000.00           |  |
| 600 SUPPLIES                | \$12,000.00            | \$12,000.00            | \$12,000.00            | \$0.00                 |  |
| 700 PROPERTY                | \$1,500.00             | \$1,500.00             | \$1,500.00             | \$0.00                 |  |
| 800 OTHER OBJECTS           | \$300.00               | \$300.00               | \$300.00               | \$0.00                 |  |
| <b>Totals for - 2700's</b>  | <b>\$9,565,969.00</b>  | <b>\$9,555,877.00</b>  | <b>\$10,055,834.00</b> | <b>\$499,957.00</b>    |  |
| 2800 SUPPORT SVCS-CENTRAL   |                        |                        |                        |                        |  |
| 100 SALARIES                | \$234,200.00           | \$234,200.00           | \$360,595.00           | \$126,395.00           |  |
| 200 BENEFITS                | \$107,947.00           | \$132,947.00           | \$268,498.00           | \$135,551.00           |  |
| 300 PURCHASED PROF & TECH   | \$886,500.00           | \$881,500.00           | \$731,500.00           | -\$150,000.00          |  |
| 400 PURCHASED PROPERTY SVC  | \$493,380.00           | \$390,134.00           | \$506,725.00           | \$116,591.00           |  |
| 500 OTHER PURCHASED SRVS    | \$225,075.00           | \$328,321.00           | \$328,846.00           | \$525.00               |  |
| 600 SUPPLIES                | \$308,575.00           | \$313,575.00           | \$363,706.00           | \$50,131.00            |  |
| 700 PROPERTY                | \$541,600.00           | \$541,600.00           | \$262,357.00           | -\$279,243.00          |  |
| 800 OTHER OBJECTS           | \$2,000.00             | \$2,000.00             | \$2,050.00             | \$50.00                |  |
| <b>Totals for - 2800's</b>  | <b>\$2,799,277.00</b>  | <b>\$2,824,277.00</b>  | <b>\$2,824,277.00</b>  | <b>\$0.00</b>          |  |
| 2900 OTHER SUPPORT SERVICES |                        |                        |                        |                        |  |
| 300 PURCHASED PROF & TECH   | \$0.00                 | \$30,000.00            | \$30,000.00            | \$0.00                 |  |
| 500 OTHER PURCHASED SRVS    | \$0.00                 | \$0.00                 | \$49,913.00            | \$49,913.00            |  |
| <b>Totals for - 2900's</b>  | <b>\$0.00</b>          | <b>\$30,000.00</b>     | <b>\$79,913.00</b>     | <b>\$49,913.00</b>     |  |

| Account Description                  | Original Budget 7/1/17  | Revised Budget 1/1/18   | Current Budget 2/28/18  | Budget Transfers for |
|--------------------------------------|-------------------------|-------------------------|-------------------------|----------------------|
|                                      |                         |                         |                         | 2/28/18              |
| <b>3200 STUDENT ACTIVITIES</b>       |                         |                         |                         |                      |
| 100 SALARIES                         | \$615,372.00            | \$615,372.00            | \$600,154.00            | -\$15,218.00         |
| 200 BENEFITS                         | \$277,321.00            | \$277,321.00            | \$227,044.00            | -\$50,277.00         |
| 300 PURCHASED PROF & TECH            | \$101,000.00            | \$101,000.00            | \$101,000.00            | \$0.00               |
| 400 PURCHASED PROPERTY SVC           | \$28,500.00             | \$28,500.00             | \$28,500.00             | \$0.00               |
| 500 OTHER PURCHASED SRVS             | \$112,852.00            | \$112,852.00            | \$112,852.00            | \$0.00               |
| 600 SUPPLIES                         | \$76,000.00             | \$76,000.00             | \$76,000.00             | \$0.00               |
| 700 PROPERTY                         | \$20,000.00             | \$20,000.00             | \$20,000.00             | \$0.00               |
| 800 OTHER OBJECTS                    | \$13,000.00             | \$13,000.00             | \$13,500.00             | \$500.00             |
| 900 OTHER USES OF FUNDS              | \$0.00                  | \$4,258.00              | \$4,258.00              | \$0.00               |
| Totals for - 3200's                  | \$1,244,045.00          | \$1,248,303.00          | \$1,183,308.00          | -\$64,995.00         |
| <b>3300 COMMUNITY SERVICES</b>       |                         |                         |                         |                      |
| 100 SALARIES                         | \$0.00                  | \$0.00                  | \$0.00                  | \$0.00               |
| 200 BENEFITS                         | \$0.00                  | \$0.00                  | \$0.00                  | \$0.00               |
| 300 PURCHASED PROF & TECH            | \$0.00                  | \$0.00                  | \$0.00                  | \$0.00               |
| 500 OTHER PURCHASED SRVS             | \$0.00                  | \$0.00                  | \$0.00                  | \$0.00               |
| 600 SUPPLIES                         | \$21,309.00             | \$23,687.00             | \$24,758.00             | \$1,071.00           |
| 700 PROPERTY                         | \$0.00                  | \$5,000.00              | \$5,000.00              | \$0.00               |
| Totals for - 3300's                  | \$21,309.00             | \$28,687.00             | \$29,758.00             | \$1,071.00           |
| <b>5100 DEBT SERVICE</b>             |                         |                         |                         |                      |
| 800 OTHER OBJECTS                    | \$7,111,315.00          | \$7,111,315.00          | \$6,992,315.00          | -\$119,000.00        |
| 900 OTHER USES OF FUNDS              | \$7,502,064.00          | \$7,502,064.00          | \$7,432,064.00          | -\$70,000.00         |
| Totals for - 5100's                  | \$14,613,379.00         | \$14,613,379.00         | \$14,424,379.00         | -\$189,000.00        |
| <b>5100 TRANSFERS TO OTHER FUNDS</b> |                         |                         |                         |                      |
| 800 OTHER OBJECTS                    | \$0.00                  | \$0.00                  | \$0.00                  | \$0.00               |
| 900 OTHER USES OF FUNDS              | \$0.00                  | \$0.00                  | \$0.00                  | \$0.00               |
| Totals for - 5200's                  | \$0.00                  | \$0.00                  | \$0.00                  | \$0.00               |
| <b>5900 BUDGETARY RESERVE</b>        |                         |                         |                         |                      |
| 800 OTHER OBJECTS                    | \$2,404,915.00          | \$91,936.00             | \$50,000.00             | -\$41,936.00         |
| Totals for - 5900's                  | \$2,404,915.00          | \$91,936.00             | \$50,000.00             | -\$41,936.00         |
| <b>EXPENDITURE Totals</b>            | <b>\$165,164,750.00</b> | <b>\$165,164,750.00</b> | <b>\$165,164,750.00</b> | <b>\$0.00</b>        |



*Finance Enclosure*  
*B*  
*Event Central Contract*





**Event Central**

**RENTAL & SALES**

665 Independence Ave. Suite H  
Mechanicsburg, PA 17055

Tel: (717) 591-7368 Fax: (717) 591-9191  
www.eventcentralpa.com

**PROPOSAL #: 56080-1**

Pg: 1

EVENT DESC: GRADUATION  
EVENT DAY: THURSDAY 6:00 PM 06/07/2018  
DELIVERY: SAT 06/02/2018 8-12  
PICKUP: SAT 06/09/2018 8-12  
SALES PERSON: MH  
PROPOSAL DATE: 02/09/2018 TERMS: C.O.D.

BILL TO:

DEBBIE FRIEL (610) 383-3730  
x81510

COATESVILLE AREA SR HIGH SCHOOL  
1445 LINCOLN HWY E

COATESVILLE PA 19320

TEL: (610) 383-3730 FAX:

SHIP TO:

MICHELE SNYDER

1445 LINCOLN HWY E  
STADIUM & GYMNASIUM  
COATESVILLE

PA 19320

TEL: (610) 383-3730 x81501

**WE ARE PLEASED TO QUOTE THE RENTAL OF THE FOLLOWING:**

1300 CHAIR WHITE FOLDING 1.00 1,300.00  
650 TO THE STADIUM AND 650 TO THE GYMNASIUM

**SPECIAL INSTRUCTIONS:**

\*BOX TRUCK CAN BE DRIVEN IN THE STADIUM, OFFLOADED AND  
HAND TRUCKED TO THE FIELD\* GO TO THIS LOCATION 1ST AND  
THE GYMNASIUM 2ND.  
CALL JAY AT (484)408-9677 30 MINUTES PRIOR TO PICK UP

SUB TOTAL: 1,300.00  
DELIVERY: 70.00  
DAMAGE WAIVER: 130.00  
SALES TAX: 0.00  
TOTAL: \$ 1,500.00

Acceptance of Proposal - Equipment and Items will be reserved upon receipt of the signed copies of both the PROPOSAL OF  
ITEMS TO BE RENTED and TERMS AND CONDITIONS when accompanied by the required deposit to bind the contract.

Proposed By: MIKE HORN  
Payment to be as follows:  
50% DEPOSIT TO FIRM, BALANCE NET 15

Please sign and return one copy of this proposal

Customer Signature

Date





EVENT CENTRAL RENTAL CONTRACT -- TERMS & CONDITIONS

ORDER: 56080

1. RESERVING EQUIPMENT:

Quotes and proposals do not guarantee availability of rental equipment. Equipment and items will be reserved only upon receipt of a signed rental contract and a valid credit card, cash or pre-approved credit, and a 50% NON-REFUNDABLE deposit (cash, check or credit card). All reserved equipment is subject to a maximum 50% cancellation fee.

2. SECURITY DEPOSIT/DAMAGE DEPOSIT:

For security against missing and damaged items, a refundable damage deposit will be added to all orders if payment is by cash or check. Items not returned within FIVE days of the event are considered lost or damaged and will be charged at replacement cost. Any charges left unpaid will be billed to your credit card or deducted from the damage deposit and a detailed invoice of those charges will be provided to you after the event.

3. FINAL PAYMENT:

Client must provide Event Central with a final count 7 days prior to event at which time a final invoice with balance due will be provided. Full payment is due 7 days prior to event unless otherwise approved by Event Central. No orders will be scheduled for delivery until full payment is received except with pre-approved credit. An order is considered complete 2 business days prior to scheduled delivery. A \$25.00 surcharge will be added to your account each time a completed order is changed.

4. PHYSICAL CONDITION OF RENTAL ITEM(S):

You acknowledge that prior to taking the rental item(s), you will examine it, will see it in operation (if appropriate), and will be aware of its condition and that it is in good condition except for any defect noted on the delivery document. It is your responsibility to return the rented item(s) to Event Central in the same condition, except for ordinary wear and tear.

5. USE OF THE ITEM(S):

Upon delivery, you will be provided instruction given by Event Central in the proper and safe manner of using the item(s) or that you are so familiar and told Event Central that you were. You further agree that the item(s) will be used only at the address and location designated and only for the purpose for which the item(s) was manufactured and intended. Subleasing or improper use is prohibited. You should read and understand all manuals, written operating instructions and warnings as supplied for the equipment.

6. RESPONSIBILITY FOR USE AND DISCLAIMER OF WARRANTIES:

You are responsible for the use of the rented item(s). You assume all risk inherent in the operation and use of the item(s) and agree to assume the entire responsibility for the defense of, and to pay, indemnify and hold Event Central harmless from, and hereby release Event Central from, any and all claims for damage to property or bodily injury (including death) resulting from the use, operation or possession of the item(s), whether or not it be claimed or found that such damage or injury resulted in whole or in part from Event Central's negligence, from the defective condition of the item(s) or from any cause. YOU AGREE THAT NO WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE HAVE BEEN MADE IN CONNECTION WITH THE EQUIPMENT RENTED OR PURCHASED.

7. RESPONSIBILITY FOR EQUIPMENT:

From the time the item(s) is accepted at the time of delivery until it is returned, you are responsible for it. If the item(s) is lost, stolen or damaged under any circumstances while rented, regardless of fault, you shall be responsible for all charges, including labor cost, to replace or repair the item(s). Failure to return rented property under the terms of this contract may subject the Renter to criminal prosecution.

8. SITE PREPARATION:

Please be sure your site is ready; lawns mowed, vehicles out of the way, etc. before crew arrives. Client will provide markings on the ground of the existence of any underground utilities [i.e. phone, gas lines, septic systems, sprinkler systems, etc.] or condition that may interfere with the ability to stake and/or anchor equipment. Client assumes all responsibility related to damage to or from underground utilities and equipment in absence of correct markings, and shall reimburse Event Central for additional costs incurred as a result of undisclosed subsurface conditions. If in question regarding this matter, Client should call 1-800-242-1776 (PA ONE CALL) at least one week prior to installation.

9. DELIVERY/SETUP:

Event Central will do its best to honor client delivery requests, however, delays and changes in the schedule are sometimes unavoidable. We try to communicate any scheduling changes as they occur. All items will be delivered and picked up at a designated location. The client should be available to count all items upon delivery and pickup, otherwise, the counts performed by Event Central will be considered final.

10. DELIVERY FEES:

All fees are based on tailgate delivery. Additional delivery and labor charges will occur for 2nd floor delivery, excessive distance between truck and where customer wants items placed, and after-hours delivery and pickup. Delivery fees quoted may change after site inspection.

11. CLEANUP/EXPECTATIONS WHEN RETURNING ITEM(S):

All floral arrangements, trash, and decorations of any kind should be removed from tent before scheduled pickup time.

All chairs and tables should be stacked as delivered.

All dishes, glassware and cooking equipment should be returned to proper rack or container and assembled at a single location for pickup.

Dishes, glasses, and flatware must be well rinsed and food and particle free.

Stoves, ovens, and grills must be returned clean. Linens should also be food and particle-free and be shaken out and put into laundry bags provided.

Damaged items will be billed for actual repair or at replacement cost. Additional charges shall be imposed if pickup expectations are not met.

If you desire to extend the term of this rental beyond the time and date specified you must immediately notify Event Central to obtain our approval, the terms of such extension, and a modification of this contract (see Paragraph 15).

12. WEATHER:

You understand that tents are temporary structures that may leak during heavy rain and can put persons underneath at risk when subject to certain adverse weather conditions, such as high winds, electrical storms, and heavy rains. If there is any doubt as to the severity of a storm, you should evacuate the tenting immediately and seek the shelter of a permanent structure. It is your responsibility to be aware of changing weather conditions and to exercise your best judgment with regard to the evacuation of the tent.

13. TENTS (if applicable):

Tents are rented on an "AS IS" basis. Tents are a fabric structure which by their nature will keep out low or moderate intensity rain. However, it should not be expected that it provides safety or cover for severe weather. Please refer to your Tent Emergency Form. Building and fire permits may be required. Event Central will file all permits and provide Tent Safety equipment (fire extinguisher, signage). There will be an additional fee for this service.

14. COLLECTION COSTS:

You agree to pay attorney fees, collection fees, court costs and any other expenses incurred in collecting any charges under this agreement, in retaking the rental item(s) or otherwise in enforcing the terms of this contract. You agree that any and all actions pertaining to this contract shall only be brought before the Court of Common Pleas of York County, Pennsylvania.

15. MODIFICATION OF CONTRACT:

These terms and conditions and any Event Central documents (i.e., proposals, confirmations, and invoices) represent the entire contract, and there are no collateral, oral, or other agreements outstanding. None of Event Central rights may be changed and no extension of the term of this contract may be made except in writing signed by Event Central and made a part of this contract. Any changes to the terms and conditions may only be made by a written amendment, email, or facsimile signed by both parties. All changes continue to be subject to availability and the cancellation fee set forth in Paragraph 1.

16. DAMAGE WAIVER:

If you pay the damage waiver charge (DWC) as specified, subject to the limitations and exclusions below, Event Central agrees to modify the terms of this contract and relieve you of liability for accidental damage to the rented item(s) on this contract, and for loss due to fire, windstorm, upset, and riot. We exclude from the waiver, however, any loss or damage due to theft, burglary, collision, misuse or abuse, theft by conversion, intentional damage, mysterious disappearance or any loss due to your failure to care for the rental item(s) as a prudent person would his/her own property. If any such loss tends to indicate a crime may have been committed, a further condition of this waiver is that you must file a report to the proper law enforcement authorities and furnish us a copy. In addition, if you have insurance for the loss or damage, you shall exercise and shall empower us to exercise, all your rights to obtain recovery under insurance, shall cooperate with Event Central to obtain recovery and all insurance proceeds shall be given or assigned to EventCentral.

DAMAGE WAIVER . Initial here to Accept: \_\_\_\_\_ or Decline: \_\_\_\_\_

I have read and agree to the above TERMS AND CONDITIONS and acknowledge receipt of same.

Name & Address as it appears on Credit Card

Client Signature

Date

Credit Card Number

Exp. Date

MC Visa AMEX Discover

CCV#

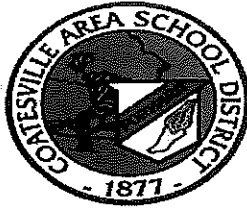


*Finance Enclosure*

*D*

Position Description Revision  
Medical Access Administrator





# Coatesville Area School District

*Rich in Diversity, Committed to Excellence*

## Position Description

|   |  |
|---|--|
| <b>TITLE:</b> Administrative Assistant  | <b>DATE:</b> xxxx xx, 2018               |
| <b>EMPLOYEE GROUP:</b> Non-Certified Employees                                | <b>LOCATION:</b> Administration Building |
| <b>REPORTS TO:</b> Director of Pupil Services & Director of Special Education | <b>FLSA:</b> Exempt                      |
| <b>SUPERVISES:</b> N/A  | <b>EMPLOYMENT TERMS:</b> 260 days        |

### Job Summary

This position supports the divisions of Pupil Services and Special Education. This position provides support and data reporting relating to student information, district information and occasionally staff personnel information.

### Essential Functions

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in a timely manner.*

#### Pupil Services Department Duties

- Maintain, update and create reports in PIMS system
  - Upload various required reports to the state within stated time window
  - Adhere to dates and guidelines as dictated by the Pennsylvania Department of Education
  - Collaborate with principals, supervisors, and administration to obtain/maintain new and current data
- Maintain and update eSchools
  - Adhere to dates and guidelines as dictated by the Pennsylvania Department of Education
  - Collaborate with principals, supervisors, and administration to obtain/maintain new and current data
- Maintain and update Cognos
  - Collaborate with principals, supervisors, and administration to obtain/maintain new and current data
- Maintain and update Performance Tracker
  - Collaborate with principals, supervisors, and administration to obtain/maintain new and current data

#### Special Education Department Duties

- Maintain and provide required documentation regarding ACCESS
  - Obtain and forward parental consent forms to CCIU
  - Provide a list of all providers and caseloads quarterly
  - Confirm providers are not on the Excluded Parties List
  - Collaborate with CCIU to encourage families to apply for medical access
  - Submit required documentation for the Random Moment Time Study
    - Supervise employee's responses to random moments
  - Submit required documentation for The Final reconciliation process to CCIU for Access Billing

*The Coatesville Area School District does not discriminate in employment, educational programs, or activities based on race, sex, handicap, or national origin. This policy of non-discrimination extends to all other legally protected classifications in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Section 503 and 504 of the Rehabilitation Act of 1973.*

### **Additional Functions**

*In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

#### **Pupil Services Department Duties:**

- Prepare letters and files for Board Meetings
- Serves as the secondary clerical liaison

#### **Special Education Department Duties:**

- Private School Electronic Management System
  - Create request for funding
  - Request program changes for approved private schools and charters schools for the deaf/blind
- Provide district supports for PCAs and other special education aides
- Track and report all Homebound/ Instruction within the Home, report within 5 days
- Coordinate and submit PennData reporting
- Pull records for Focused Monitoring
- Act as the liaison with the transportation department to process special education transportation requests and changes
- Serves as the primary clerical liaison
- Provide annual reports for:
  - Contingency Fund Expenses
  - Child Count
  - Deaf Blind Census

#### **Overlapping Department Duties:**

- Responsible for timely uploading, recording and filing of documents
- Support Directors in meeting budget schedules, this includes:
  - Research Data
  - Data Input
  - Create Reports
- Enter purchase orders and prepare all back up paperwork needed
- Provide clerical support to Directors and Supervisors of the Pupil Services and Special Education Departments
- Required to provide coverage for the Secretary to Pupil Services and Special Education in all areas of her/his position when she is absent
- Additional projects or duties as assigned by supervisors of Pupil Services or Special Education

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

### **Requirements and Qualifications**

*To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.*

**Required Education:** High School Diploma or GED, Bachelor's degree preferred.

**Required Skills and Knowledge:**

Must be detail oriented and accurate in work.

Ability to read, analyze, and interpret reports, technical procedures and government regulations.

Ability to communicate effectively in both writing and speech with all stakeholders.

Ability to communicate effectively with all stakeholders, including co-workers, supervisors, student families.

Ability to respond effectively to complaints from customers and regulatory agencies.

Able to work with large amounts of data and able to report on it.

Ability to work extended hours or irregular hours.

Ability to use sound judgement to resolve conflicts and solve problems.

**Other Requirements:**

Must work well under time constraints.

Ability to multi-task.

Must be able to prioritize work and manage time effectively.

Must be able to work in a team environment as well as work independently.

Must be able to establish and maintain effective working relationships with staff and community.

Must be a self-starter.

**Physical requirements**

*The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**In terms of an 8- hour workday:**

**(Rarely equals less than 1%, occasionally equals 1%-25%, frequently equals 26%-75%, and continuously equals 76%-100%)**

Job requires the physical ability to:

- Stand: Occasionally
- Sit: Frequently
- Walk: Frequently

Job requires the physical ability to lift/carry:

- Up to 9 lbs: Frequently
- 10-20 lbs: Occasionally
- 21-50 lbs: Rarely

Job requires the physical ability to push/pull:

- Up to 9 lbs: Occasionally
- 10-20 lbs: Rarely
- 21-50 lbs: Rarely

Job requires the physical ability to function in activities involving:

- Bending: Frequently
- Stooping: Occasionally
- Twisting: Occasionally
- Reaching: Frequently
- Kneeling: Occasionally
- Climbing: Rarely

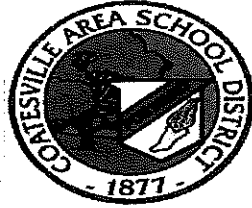
|                |  |
|----------------|--|
| Approved by:   |  |
| Date approved: |  |
| Reviewed:      |  |



*Finance Enclosure*  
*E*

Position Description Revision  
Special Education Secretary





# Coatesville Area School District

*Rich in Diversity, Committed to Excellence*

## Position Description

|   |  |
|---|--|
| <b>TITLE:</b> Secretary   | <b>DATE:</b> xxxx xx, 2018               |
| <b>EMPLOYEE GROUP:</b> Teamsters  | <b>LOCATION:</b> Administration Building |
| <b>REPORTS TO:</b> Director of Pupil Services & Director of Special Education | <b>FLSA:</b> Non-Exempt                  |
| <b>SUPERVISES:</b> N/A  | <b>EMPLOYMENT TERMS:</b> 250 days        |

### Job Summary

This position supports the divisions of Pupil Services and Special Education. This position provides support and data reporting relating to student information, district information and occasionally staff personnel information.

### Essential Functions

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in a timely manner.*

#### Pupil Services Department Duties

- Provide reports to directors from the eSchools system
- Maintain and update spreadsheets to capture and track:
  - Community provider clearance acknowledgement statements
  - Pupil Services contracts
  - Current caseloads
- Provide support and requests for:
  - Standardized testing processes
  - Adjudication process
  - Student documentation and files
- Provide state assessment support in the way of reports and verifying data accuracy
- Provide referrals for student expulsions
- Track paperwork for 504 plans

#### Special Education Department Duties

- Maintain and update spreadsheets to capture and track:
  - Paraprofessional hours including documenting training of new paraprofessionals
- Scheduling ODP IEP Meetings
- Assist with Litigation Holds
  - Create hold letters and distribute
  - Scan files
- Provide reporting to the Restraint Information System Collection per incident and quarterly
- Reporting to Restraint Information System Collection when a student is restrained
- Maintain up-to-date list of students in and out of district placements
- Maintain copies of all Settlement Agreements as well maintain a spreadsheet of all Settlement Agreement Requirements.
- Complete all special educations state reporting as directed.
- Complete Special Education filing daily and maintain up-to-date files
- Support Special Education Supervisors as directed

*The Coatesville Area School District does not discriminate in employment, educational programs, or activities based on race, sex, handicap, or national origin. This policy of non-discrimination extends to all other legally protected classifications in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Section 503 and 504 of the Rehabilitation Act of 1973.*

- Track compliance on all IEP paperwork as directed

**Overlapping Department Duties:**

- Maintain and update IEP Writer
  - Collaborate with principals, supervisors, and administration to obtain/maintain new and current data
  - Provide administrative supports for IEP Writer
  - Provide IEP Writer access to employees
  - Transition data at the end of year
  - Finalize documentation
  - Review compliance and finalize NOREP
- Responsible to update calendars, answer phones for the department, and collect and distribute mail daily.

**Additional Functions**

*In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

**Pupil Services Department Duties**

- Assist with registrations during Kindergarten registration and summer months.
- Provide communication to Guidance Counselors and ESL Teachers
- Process translation requests
- Serve as the primary clerical liaison

**Special Education Department Duties**

- Distribute PaPOS Survey
- Print and distribute Early Intervention mailing, follow up with School Psychologists
- Coordinator of ESY for clerical support and transportation needs
- Liaison with the transportation department to process transportation requests and changes
- Serves as the secondary clerical liaison

**Overlapping Department Duties**

- Responsible for timely uploading, recording and filing of documents
- Process documents for Board Approval
- Enter Purchase Orders and create supply requisitions
- Provide clerical support to Directors and Supervisors of the Pupil Services and Special Education Departments
- Required to provide coverage for the Administrative Assistant of Pupil Services and Special Education in all areas of her/his position when she is absent
- Additional projects or duties as assigned by supervisors of Pupil Services or Special Education

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

**Requirements and Qualifications**

*To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.*

*The Coatesville Area School District does not discriminate in employment, educational programs, or activities based on race, sex, handicap, or national origin. This policy of non-discrimination extends to all other legally protected classifications in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Section 503 and 504 of the Rehabilitation Act of 1973.*

**Required Education:** High School Diploma or GED.

**Required Skills and Knowledge:**

- Must be detail oriented and accurate in work.
- Ability to communicate effectively in both writing and speech with all stakeholders.
- Ability to respond effectively to complaints from customers and regulatory agencies.
- Ability to work extended hours or irregular hours.
- Ability to use sound judgement to resolve conflicts and solve problems.

**Other Requirements:**

- Must work well under time constraints.
- Ability to multi-task.
- Must be able to prioritize work and manage time effectively.
- Must be able to work in a team environment as well as work independently.
- Must be a self-starter.

**Physical requirements**

*The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**In terms of an 8-hour workday:**

**(Rarely equals less than 1%, occasionally equals 1%-25%, frequently equals 26%-75%, and continuously equals 76%-100%)**

Job requires the physical ability to:

- Stand: Occasionally
- Sit: Frequently
- Walk: Frequently

Job requires the physical ability to lift/carry:

- Up to 9 lbs: Frequently
- 10-20 lbs: Occasionally
- 21-50 lbs: Rarely

Job requires the physical ability to push/pull:

- Up to 9 lbs: Occasionally
- 10-20 lbs: Rarely
- 21-50 lbs: Rarely

Job requires the physical ability to function in activities involving:

- Bending: Frequently
- Stooping: Occasionally
- Twisting: Occasionally
- Reaching: Frequently
- Kneeling: Occasionally
- Climbing: Rarely

|                       |  |
|-----------------------|--|
| <b>Approved by:</b>   |  |
| <b>Date approved:</b> |  |

*The Coatesville Area School District does not discriminate in employment, educational programs, or activities based on race, sex, handicap, or national origin. This policy of non-discrimination extends to all other legally protected classifications in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Section 503 and 504 of the Rehabilitation Act of 1973.*

|           |  |
|-----------|--|
| Reviewed: |  |
|-----------|--|

*The Coatesville Area School District does not discriminate in employment, educational programs, or activities based on race, sex, handicap, or national origin. This policy of non-discrimination extends to all other legally protected classifications in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Section 503 and 504 of the Rehabilitation Act of 1973.*

# COATESVILLE AREA SCHOOL DISTRICT ENROLLMENT REPORT

Date: 2/28/18

| Current Building Name               | 01  | 02  | 03  | 04  | 05  | 06  | 07  | 08  | 09  | 10  | 11  | 12  | K   | Total |
|-------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| CAIN ELEMENTARY                     | 78  | 90  | 80  | 66  | 71  |     |     |     | 496 | 432 |     |     | 77  | 462   |
| COATESVILLE AREA INTERMEDIATE HS    |     |     |     |     |     |     |     |     |     |     |     |     |     | 928   |
| COATESVILLE AREA SENIOR HIGH SCHOOL |     |     |     |     |     |     |     |     |     |     |     |     |     | 892   |
| COATESVILLE CYBER ACADEMY           |     |     |     |     |     |     | 8   | 12  | 22  | 27  | 42  | 37  |     | 148   |
| EAST FALLOWFIELD ELEMENTARY         | 55  | 43  | 38  | 46  | 68  |     |     |     |     |     |     |     | 58  | 308   |
| FRIENDSHIP ELEMENTARY               | 58  | 58  | 57  | 63  | 45  |     |     |     |     |     |     |     | 50  | 331   |
| KINGS HIGHWAY ELEMENTARY            | 68  | 65  | 80  | 83  | 73  |     |     |     |     |     |     |     | 65  | 434   |
| NORTH BRANDYVINE MIDDLE SCHOOL      |     |     |     |     |     | 128 | 143 | 128 |     |     |     |     |     | 399   |
| RAINBOW ELEMENTARY                  | 136 | 99  | 138 | 133 | 127 |     |     |     |     |     |     |     | 124 | 757   |
| RECEVILLE ELEMENTARY                | 63  | 67  | 63  | 77  | 70  |     |     |     |     |     |     |     | 64  | 404   |
| SCOTT MIDDLE SCHOOL                 |     |     |     |     |     | 108 | 133 | 149 |     |     |     |     |     | 390   |
| SOUTH BRANDYVINE MIDDLE SCHOOL      |     |     |     |     |     | 194 | 182 | 192 |     |     |     |     |     | 568   |
|                                     | 458 | 422 | 456 | 468 | 454 | 430 | 466 | 481 | 518 | 459 | 526 | 445 | 438 | 6021  |

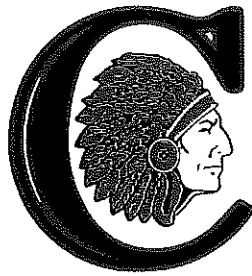








*Coatesville Area School District  
Education Committee*



Members

Bashera Grove, Chair  
Robert Fisher  
Thomas Keech

February 13, 2018



# Education Committee Agenda

*Coatesville Area Senior High School Auditorium*  
**March 13, 2018 - 6:00 PM**  
*(3<sup>rd</sup> Committee Meeting of the Evening)*

**CHAIRPERSON:** Bashera Grove  
**BOARD MEMBERS:** Robert Fisher and Thomas Keech  
**ADMINISTRATION:** Dr. Cathy Taschner and Karen Hall  
**CALL TO ORDER:** \_\_\_\_\_

**APPROVAL of MINUTES**

Approval of the February 13, 2018 Education Committee meeting minutes. (*Enclosure*)

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

**AGENDA ITEMS**

**A. Reading and Writing Project Network – Summer 2018 Contract**

**RECOMMENDED MOTION:** That the Board of School Directors approves the Summer 2018 Contract with the Reading and Writing Project Network, LLC for professional development services and site-based coaching, in the amount of \$54,800, as presented. (*Confidential Enclosure*)

**B. Lifetouch Underclass Portrait Dates for 2018-2019**

**RECOMMENDED MOTION:** That the Board of School Directors approves the Lifetouch Underclass Portrait dates and contracts for 2018-2019 of, as outlined below:

| <u>School</u>       | <u>Spring Dates</u> | <u>Fall Dates</u> | <u>Make-up Dates</u> |
|---------------------|---------------------|-------------------|----------------------|
| Caln ES             | 03-02-2019          | 10-01-2018        | 11-09-2018           |
| Reeceville ES       | 04-04-2019          | 10-15-2018        | 11-19-2018           |
| East Fallowfield    | 04-04-2019          | 10-01-2018        | 11-06-2018           |
| Rainbow Elementary  | 03-12-2019          | 09-27-2018        | 11-02-2018           |
| North Brandywine MS | 02-06-2019          | 09-06-2018        | 10-19-2018           |
| South Brandywine MS | 02-07-2019          | 07-07-2018        | 10-24-2018           |
| 9/10 Center         |                     | 08-31-2018        | 10-16-2018           |

**C. Ken's Crew- Vocational Assessment, training, placement**

**RECOMMENDED MOTION:** That the Board of School Directors approve the agreement with Ken's crew for vocational assessment, training and placement as presented. (*Confidential Enclosure*)

- D. Middle School Course Selection Guides 2018-2019**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the middle school Course selection guides for the 2018-2019 school year as presented. (*Enclosure*)
- E. Student Discipline Code of Conduct 2018-2019 School Year**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the student code of Conduct as presented. (*Enclosure*)
- F. Mind UP Program**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the contract in the amount of \$49,600 to provide 12 month support and professional develop/training services in the Mind Up program for teachers K-8 . (*Confidential Enclosure*)
- G. Center for School and Professional Excellence (CASD CSPE)**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the independent contractor contract to begin the work on the Center for School and Professional Excellence as presented. (*Confidential Enclosure*)
- H. Contract for Senior Field Trip**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the contract with United Sports to host CASD Senior students. (*Confidential Enclosure*)
- I. Natural Land Trusts: Parks and Recreation Study**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the application of a PA DCNR Peer grant, which would provide a recreation professional, on a part time basis for one year, for the purpose of determining the feasibility of a recreation partnership between the City of Coatesville; South Coatesville and Modena boroughs; Valley and Caln Townships; and, the Coatesville Area School District. To date, South Coatesville and Modena boroughs; and Valley Township have adopted resolutions to participate. The \$10,000 grant requires a \$1,000 match to be provided by a generous gift from the Brandywine Health Foundation

#### **INFORMATIONAL ITEM(S)**

- Student Code of Conduct- Mr. Palaia & Building Principals
- Charter School Update- Mr. Palaia
- BYOD Update & Pilot
- Athletic Director Update on Chesmont League Discussions

#### **OLD BUSINESS**

#### **NEW BUSINESS**

**PUBLIC COMMENT**

**ADJOURNMENT** \_\_\_\_\_

*Notice of this public meeting was advertised in the Daily Local News on January 1, 2018 and on the District website.  
Copies of the minutes will be maintained in the office of the Board Secretary.*





*Education Committee*

*Minutes to Approve*





**F. Confidential Release and Settlement Agreement – Student 90001373**

**RECOMMENDED MOTION:** That the Board of School Directors approves the confidential Release and Settlement Agreement for student 90001373, as presented. (*Confidential Enclosure*)

Motion: Rob Fisher

Second: Tom Keech

Vote: 3-0

**G. Confidential Release and Settlement Agreement – Student 10008399**

**RECOMMENDED MOTION:** That the Board of School Directors approves the confidential Release and Settlement Agreement for student 10008399, as presented. (*Confidential Enclosure*)

Motion: Rob Fisher

Second: Tom Keech

Vote: 3-0

**H. Chadds Ford Alternacare, Inc. d/b/a/ Criticare – Professional Services Agreement**

**RECOMMENDED MOTION:** That the Board of School Directors approves the professional services agreement between CASD and Chadds Ford Alternacare, Inc. d/b/a/ Criticare, as presented. (*Confidential Enclosure*)

Motion: Rob Fisher

Second: Tom Keech

Vote: 3-0

**I. 2018-2019 School Calendar – Draft #1**

**RECOMMENDED MOTION:** That the Board of School Directors approves Draft #1 of the 2018-2019 school calendar, as presented. (*Enclosure*)

Motion: Rob Fisher

Second: Tom Keech

Vote: 3-0

**J. Homebound Instruction – Students 0029, 0030 and 0031**

**RECOMMENDED MOTION:** That the Board of School Directors approves Homebound Instruction for the following students, as presented: (*Confidential Enclosure*)

1718-0029 – Student 10005623

1718-0030 – Student 10012985

1718-0031 – Student 10007895

Motion: Rob Fisher

Second: Tom Keech

Vote: 3-0

**INFORMATIONAL ITEM(S)**

- Charter School Update – Jason Palaia
- T-shirt Support Campaign – *Deferred*

**OLD BUSINESS**

**NEW BUSINESS**

The Charter School Summit will be held on April 7<sup>th</sup> from 10 am to 2 pm.

**PUBLIC COMMENT**

**ADJOURNMENT** \_\_\_\_\_

*Notice of this public meeting was advertised in the Daily Local News on January 1, 2018 and on the District website.  
Copies of the minutes will be maintained in the office of the Board Secretary.*



# *Portrait Contracts*







110 Keystone Drive  
 Montgomeryville PA 18936  
 Phone: 610-684-4033  
 Fax: 610-683-4030

# Portrait Agreement

Lifetouch ID: 57836  
 School Years:   
 Type: New / Renewal

**ACCOUNT & CONTACT INFORMATION**      2018-2019      2019-2020      2020-2021

|                      |                                       |              |                              |            |     |
|----------------------|---------------------------------------|--------------|------------------------------|------------|-----|
| Account Name         | Celn Elementary School                | Phone        | 610-383-3760                 | Enrollment | 572 |
| Address              | 3609 Lincoln Hwy                      | Fax          |                              | Grades     | K-5 |
| City, State Zip      | Thorndale, PA 19372                   | District     | Coatesville Area School Dist |            |     |
| Website              |                                       | County       | Chesler                      |            |     |
| Contact Title / Role | Name                                  | Phone        | Email Address                |            |     |
| Principal            | Primary Contact-Ms Rebecca Richardson | 610-383-3760 | richardsonr@casdschools.org  |            |     |
| Secretary            |                                       | 610-383-3760 | websterw@casdschools.org     |            |     |
| Yearbook Advisor     | Ms Jennifer Redmille                  | ybphone      | jaored5@gmail.com            |            |     |
| Event Coordinator    | Mrs Dana Gallis                       | 610-383-3760 | gallisd@casdschools.org      |            |     |
| EDT Coordinator      |                                       |              |                              |            |     |
| Athletic Director    |                                       |              |                              |            |     |

**PICTURE DAY EVENTS**

| Event Type                 | X | Picture Date(s) | Selling Method  | # Photographed | Start Time | End Time | # Camera | Setup Location |
|----------------------------|---|-----------------|-----------------|----------------|------------|----------|----------|----------------|
| Fall Individuals           | X | 10/01/2018      | PrePay          | 645            | 8:30 AM    | 2:30 PM  | 2        | Gym            |
| Fall Individuals - Retakes | X | 11/09/2018      | PrePay          | 25             | 9:30 AM    | 10:30 AM | 1        | Gym            |
| Spring Individuals         | X | 3/2/2019        | Family Approval |                |            |          |          |                |
| Groups - Classroom         |   |                 |                 |                |            |          |          |                |
| Groups - Panoramic         |   |                 |                 |                |            |          |          |                |
| Underclass Grads           |   |                 |                 |                |            |          |          |                |
| Legacy Sports              |   |                 |                 |                |            |          |          |                |
| Expanded Sports            |   |                 |                 |                |            |          |          |                |
| Prom / Dance               |   |                 |                 |                |            |          |          |                |
| Seniors - On Site / Studio |   |                 |                 |                |            |          |          |                |
| Crossing The Stage         |   |                 |                 |                |            |          |          |                |
| Commencements              |   |                 |                 |                |            |          |          |                |
| Other / Service Photos     |   |                 |                 |                |            |          |          |                |

**ACCOUNT SERVICES**

|                 |                                     |                          |                             |  |  |
|-----------------|-------------------------------------|--------------------------|-----------------------------|--|--|
| Parent Notify   | Yes / Yes / No / Renew              | Composite Code           | 877                         | Indicate How Are Students Come To Camera Below |  |
| Rewards Program | MyFal MyFamilyRewards               | Group Code               |                             | Last Year Name On Cards Sorted                 |  |
| SmileSafe Cards | Yes St Yes SmileS                   | Staff Package            | Yes / (No)                  | School Grade Homeroom Teacher Other            |  |
| ID Cards:       | Student ID Cards: Yes / No          | Staff ID Cards: Yes / No | Barcoded ID Cards: Yes / No | Other ID Notes: Punched ID Card: Yes / No      |  |
| Yearbooks:      | Yes / No Provider: Lifetouch Other: |                          |                             |  |  |

**NOTES, SPECIAL REQUESTS & PROMOTIONS**

Fall Commission: \$2.00 per package purchased  
 Spring Commission: \$2.00 per student photographed  
 Multi-Year Agreement: 2017-18 (\$200) 2018-19 (\$150) 2019-20 (\$150)

**AGREEMENT TERMS & SIGNATURES**

During the Agreement Term, Lifetouch National School Studios Inc. is designated as the Account's exclusive professional photographer to photograph and deliver photographs for the programs described above. In exchange for the services, the Account will allow access to students, staff and use of Account's property and information for photography, administration of the photography and distribution of materials. Lifetouch will not disclose confidential information provided by the Account or use it for any purpose except to fulfill the services requested to be performed by Lifetouch.

Some of the Lifetouch products and services are provided through an Internet-based application ("Application"). By selecting an Application, the Account authorizes Lifetouch to transmit information, including images to and from the Account and Lifetouch, its affiliated companies, their employees, agents and representatives. The Account agrees to comply with the security features of the Application and to protect and control access to the Application, including without limitation, passwords, job numbers and user names.

The terms of this agreement are not subject to change or cancellation by either party during the Agreement Term except by written consent of both the Account and Lifetouch. Lifetouch is not liable for delays or losses as a result of strikes, accidents, government restrictions, natural disasters, acts of war or other causes beyond its control and such delays will not constitute a breach of contract.

|                                 |              |                                     |               |
|---------------------------------|--------------|-------------------------------------|---------------|
| Account / School Representative | Date Signed: | Lifetouch Representative            | Date Printed: |
|                                 |              | Meredith Booz <mbooz@lifetouch.com> | 11/8/2017     |
| Signature                       |              | Signature                           |               |



## LIFETOUCH: Scheduled Spring 2018 Picture Dates/Calm Elementary

Michelle Stavinga <mstavinga@lifetouch.com>

Mon 12/18/2017 9:19 AM

To: Gallis, Dana <gallisd@casdschools.org>; Richardson, Rebecca <richardsonr@casdschools.org>;

Dear Picture Coordinator:

Lifetouch is looking forward to helping you plan for a successful Spring Portrait day this school year. ***Please mark your calendar!*** You will receive your Picture Day Kit

*as we get closer to your dates. We have reserved the following date(s) for the upcoming school year:*

***SPRING Portrait Date: 3/2/2018***

*Please let us know if you are interested in the following offered programs:*

*Lifetouch Portal is a safe, secure and fast way to manage your student images and data. Upon request, we will send your invite and a Quick Start Guide.*

*Parent Notify picture day program which will automatically send a reminder notification email to parents 7 and 3 days prior to picture day. There is a link for secure online ordering, which give parents payment method flexibility and reduces calls to the main office about picture day.*

*If there is a problem with any of these dates or you have any questions, please feel free to call.*

*Thank you for choosing Lifetouch. We look forward to making your portrait day a success!*

*Sincerely,*

*Michelle Stavinga*

--  
Michelle Stavinga  
JL Territory / Region 5  
Phone (610)684.4033 ext. 315  
Fax (610)684.4030



**Board Approval:** Lifetouch Contract Multi-Year

**School:** Cain Elementary School

**Principal:** Rebecca Richardson

**Attached:** Lifetouch Contract, Received, Fall 2018 (Fall and Spring Multi-year)

**Notes:** Multi-Year Agreement: 2017-18 (\$200), 2018-2019 (\$150), 2019-2020 (\$150)

**2017-2018 Dates:**

10/01/2018

11/09/2018

3/2/2018

**Description:**

Attached is the Lifetouch Multi-year Contract. The contract includes the dates for Picture day, including the selling method, estimated number of students and staff photographed, and start and end times. Included are notes and the special requests detailing the multi-year agreement.





110 Keystone Drive  
 Montgomeryville PA 18936  
 Phone: 610-684-4033  
 Fax: 610-683-4030

# Portrait Agreement

|              |               |
|--------------|---------------|
| Lifetouch ID | 108033        |
| School Years |               |
| Type:        | New / Renewal |

| ACCOUNT & CONTACT INFORMATION |  | 2018-2019    | 2019-2020 | 2020-2021                             |
|-------------------------------|--|--------------|-----------|---------------------------------------|
| Account Name                  | Reeceville Elementary School             |              |           | Phone 610-383-3785 Enrollment 486     |
| Address                       | 248 Reeceville Rd                        |              |           | Fax Grades K-6                        |
| City, State Zip               | Coatesville, PA 19320                    |              |           | District Coatesville Area School Dist |
| Website                       |  |              |           | County Chester                        |
| Contact Title / Role          | Name                                     | Phone        |           | Email Address                         |
| Principal                     | Primary Contact-Mrs Stephanie Sturdivant | 610-383-3785 |           | sturdivants@casdschools.org           |
| Secretary                     |  |              |           | pawlowskim@casdschools.org            |
| Yearbook Advisor              |  | ybphone      |           |                                       |
| Event Coordinator             | Primary Contact-Mrs Stephanie Sturdivant | 610-383-3785 |           | mcdonaldg@casdschools.org             |
| EDT Coordinator               |  |              |           |                                       |
| Athletic Director             |  |              |           |                                       |

| PICTURE DAY EVENTS         |   |                 |                |                |            |          |          |                           |
|----------------------------|---|-----------------|----------------|----------------|------------|----------|----------|---------------------------|
| Event Type                 | X | Picture Date(s) | Selling Method | # Photographed | Start Time | End Time | # Camera | Setup Location            |
| Fall Individuals           | X | 10/15/2018      | PrePay         | 552            | 8:15 AM    | 2:30 PM  | 3        | Gym/Group - Steps to stag |
| Fall Individuals - Retakes | X | 11/19/2018      | PrePay         | 30             | 9:00 AM    | 10:00 AM | 1        | Set up in Gym             |
| Spring Individuals         | X | 04/04/2019      | Spec           | 490            | 9:10 AM    | 2:30 PM  | 2        | gym                       |
| Groups - Classroom         |   |                 |                |                |            |          |          |                           |
| Groups - Panoramic         |   |                 |                |                |            |          |          |                           |
| Underclass Grads           |   |                 |                |                |            |          |          |                           |
| Legacy Sports              |   |                 |                |                |            |          |          |                           |
| Expanded Sports            |   |                 |                |                |            |          |          |                           |
| Prom / Dance               |   |                 |                |                |            |          |          |                           |
| Seniors - On Site / Studio |   |                 |                |                |            |          |          |                           |
| Crossing The Stage         |   |                 |                |                |            |          |          |                           |
| Commencements              |   |                 |                |                |            |          |          |                           |
| Other / Service Photos     |   |                 |                |                |            |          |          |                           |

| ACCOUNT SERVICES |                                     |                          |                             |  |
|------------------|-------------------------------------|--------------------------|-----------------------------|--|
| Parent Notify    | Yes / Yes / No / Renew              | Composite Code           |                             | Indicate How Are Students Come To Camera Below |
| Rewards Program  | MyFai MyFamilyRewards               | Group Code               | 383C                        | Last Year Name On Cards Sorted H - Homeroom    |
| SmileSafe Cards  | Yes Si Yes SmileS                   | Staff Package            | Yes / (No)                  | School Grade Homeroom Teacher Other            |
| ID Cards:        | Student ID Cards: Yes / No          | Staff ID Cards: Yes / No | Barcoded ID Cards: Yes / No | Other ID Notes: Punched ID Card: Yes / No      |
| Yearbooks:       | Yes / No Provider: Lifetouch Other: |                          |                             |  |

**NOTES, SPECIAL REQUESTS & PROMOTIONS**

Fall Commission: \$2.00 per package purchased  
 Spring Commission: \$2.00 per student photographed  
 Multi-Year Agreement: 2017-18 (\$200) 2018-19 (\$150) 219-2020 (\$150)

**AGREEMENT TERMS & SIGNATURES**

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Some of the Lifetouch products and services are provided through an Internet-based application ("Application"). By selecting an Application, the Account authorizes Lifetouch to transmit information, including images to and from the Account and Lifetouch, its affiliated companies, their employees, agents and representatives. The Account agrees to comply with the security features of the Application and to protect and control access to the Application, including without limitation, passwords, job numbers and user names.

The terms of this agreement are not subject to change or cancellation by either party during the Agreement Term except by written consent of both the Account and Lifetouch. Lifetouch is not liable for delays or losses as a result of strikes, accidents, government restrictions, natural disasters, acts of war or other causes beyond its control and such delays will not constitute a breach of contract.

|                                 |              |                                     |               |
|---------------------------------|--------------|-------------------------------------|---------------|
| Account / School Representative | Date Signed: | Lifetouch Representative            | Date Printed: |
|                                 |              | Meredith Booz <mbooz@lifetouch.com> | 11/21/2017    |
| Signature                       |              | Signature                           |               |







NATIONAL SCHOOL STUDIOS, INC.

110 Keystone Drive
Montgomeryville, PA 18936
p. 610-684-4033 / f. 610-684-4030

School Portrait Agreement

For School Year(s)

2017-2018 2018-2019 2019-2020

School Information:

School Name: East Fallowfield Elementary School
Address: 2254 Strasburg Road
City/State/Zip: Coatesville, PA 19320
Picture Day Coordinator: Becky McGeehan
Contact Email: beccaboo\_792icloud.com
Contact Phone#: 610-384-9218

School Phone: 610-383-3765
School Fax: 610-383-3769
Principal: Mr. Wayne Wallace
Admin Asst.: Jaclyn Bernardo
Grade Levels: K-5
Enrollment: 340
School Website:

Portrait Program Information:

FALL

Program: BRT+ Picture Date: 10/01/2018 Retake Date: 11/06/2018
Payment Type: Prepay Commission: \$2.00 per package purchased
Notes: 1 Individual Photographer & 1 Group Photographer - 1 class every 20 min \$200 print shop credit
to principal each year.. Family Rewards Program - vouchers available to families as needed Multit year
additional commission \$200 (18-19) \$150 (19-20) Checks to be made out to East Fallowfield PTO

FALL Service Items

- 100 Pre print Name on Cards
514 Extras
524 Principal Album
774 1 ImageStream
623 PARTIAL JOB STAFF ONLY ID CARD
School Directory
Smile Safe Cards
Group and Individual YB upload

SPRING

Program: TBD Picture Date: 04/04/2019
Payment Type: Family Approval Commission: \$2.00 per student photographed (no comp Grad
Group) 1 individual photographer Check to be made out to East Fallowfield PTO

SPRING Service Items

- Group and Individual YB upload

Other Information:

EDT/Portal Contact: Debbie Kummerer Email: kummererd@catesvillecasdschools.org
Special Instructions: Upload student and staff information to Lifetouch portal

Yearbook Information:

Yearbook Company: Lifetouch Agreement Length: 2019 & 2020
Yearbook Advisor: Phone: Email:
Notes: 52 page - 126 minimum copies - bonus custom cover Soft cover \$17.50 Hard Cover \$22.50

Meredith Booz <MBOOZ@lifetouch.com>
Lifetouch Representative
p. 610-684-4033 / f. 610-684-4030

School Representative DATE
School Representative (print):



**Lifetouch**  
National School Studios  
110 Keystone Drive  
Montgomeryville PA 18936  
Phone: 610-684-4033  
Fax: 610-683-4030

# Portrait Agreement

Lifetouch ID: 57846  
School Years:  
Type: New / Renewal

| ACCOUNT & CONTACT INFORMATION |                                  | 2018-2019 | 2019-2020    | 2020-2021                              |
|-------------------------------|----------------------------------|-----------|--------------|--|
| Account Name                  | Rainbow Elementary School        |           |              | Phone: 610-383-3780                    |
| Address                       | 1113 W. Lincoln Highway          |           |              | Fax:                                   |
| City, State Zip               | Coatesville, PA 19320            |           |              | District: Coatesville Area School Dist |
| Website                       |                                  |           |              | County: Chester                        |
| Contact Title / Role          | Name                             |           | Phone        | Email Address                          |
| Principal                     | Primary Contact-Mr Cliff Maloney |           | 610-383-3780 | Maloneyc@casdschools.org               |
| Secretary                     |                                  |           | 610-383-3780 | discullol@casdschools.org              |
| Yearbook Advisor              | <del>Ms Kathleen Elicker</del>   |           | ybphone      | Elickerk@casdschools.org               |
| Event Coordinator             | Primary Contact-Mr Cliff Maloney |           | 610-383-3780 | Barjo@casdschools.org                  |
| EDT Coordinator               |                                  |           |              |  |
| Athletic Director             |                                  |           |              |  |

| PICTURE DAY EVENTS         |   |                 |                |                |            |          |          |                           |
|----------------------------|---|-----------------|----------------|----------------|------------|----------|----------|---------------------------|
| Event Type                 | X | Picture Date(s) | Selling Method | # Photographed | Start Time | End Time | # Camera | Setup Location            |
| Fall Individuals           | X | 09/27/2018      | PrePay         | 931            | 9:00 AM    | 2:30 PM  | 4        | Set up in LGI             |
| Fall Individuals - Relates | X | 11/02/2018      | PrePay         | 40             | 10:30 AM   | 11:30 AM | 1        | LGI                       |
| Spring Individuals         | X | 03/12/2019      | Spec           | 855            | 9:30 AM    | 2:30 PM  | 3        | Large Group Room          |
| Groups - Classroom         |   |                 |                |                |            |          |          |                           |
| Groups - Panoramic         |   |                 |                |                |            |          |          |                           |
| Underclass Grads           |   |                 |                |                |            |          |          |                           |
| Legacy Sports              |   |                 |                |                |            |          |          |                           |
| Expanded Sports            |   |                 |                |                |            |          |          |                           |
| Prom / Dance               |   |                 |                |                |            |          |          |                           |
| Seniors - On Site / Studio |   |                 |                |                |            |          |          |                           |
| Crossing The Stage         |   |                 |                |                |            |          |          |                           |
| Commencements              |   |                 |                |                |            |          |          |                           |
| Other / Service Photos     | X | 11/02/2018      | PrePay         | 150            | 11:00 AM   | 11:30 AM | 1        | Set up LGI room on risers |

| ACCOUNT SERVICES |   |                          |                             |  |  |
|------------------|---|--------------------------|-----------------------------|--|--|
| Parent Notify    | Yes / No / Renew  | Composite Code           |                             |  | Indicate How Are Students Come To Camera Below |
| Rewards Program  | MyFa / MyFamilyRewards  | Group Code               | 383C                        |  | Last Year Name On Cards Sorted [H - Homeroom   |
| SmileSafe Cards  | Yes / No / Renew  | Staff Package            | Yes / (No)                  |  | School Grade Homeroom Teacher Other            |
| ID Cards:        | Student ID Cards: Yes / No  | Staff ID Cards? Yes-623Z | Barcoded ID Cards: Yes / No |  | Other ID Notes: Punched ID Card: Yes / No      |
| Yearbooks:       | Yes - Provider: Lifetouch - 2018 YB Job #: 2355918 - 2019 YB Job #: 2355919 |                          |                             |  |  |

**NOTES, SPECIAL REQUESTS & PROMOTIONS**

Fall Commission: \$2.00 per package purchased

Spring Commission: \$1.00 per student photographed and Graduation Group

Multi-Year Agreement: 2017-18 (\$200) 2018-19 (\$150) 2019-20 (\$150)

**AGREEMENT TERMS & SIGNATURES**

During the Agreement Term, Lifetouch National School Studios Inc. is designated as the Accounts exclusive professional photographer to photograph and deliver photographs for the programs described above. In exchange for the services, the Account will allow access to students, staff and use of Account's property and information for photography, administration of the photography and distribution of materials. Lifetouch will not disclose confidential information provided by the Account or use it for any purpose except to fulfill the services requested to be performed by Lifetouch.

Some of the Lifetouch products and services are provided through an Internet-based application ("Application"). By selecting an Application, the Account authorizes Lifetouch to transmit information, including images to and from the Account and Lifetouch, its affiliated companies, their employees, agents and representatives. The Account agrees to comply with the security features of the Application and to protect and control access to the Application, including without limitation, passwords, job numbers and user names.

The terms of this agreement are not subject to change or cancellation by either party during the Agreement Term except by written consent of both the Account and Lifetouch. Lifetouch is not liable for delays or losses as a result of strikes, accidents, government restrictions, natural disasters, acts of war or other causes beyond its control and such delays will not constitute a breach of contract.

|                                 |              |                                     |               |
|---------------------------------|--------------|-------------------------------------|---------------|
| Account / School Representative | Date Signed: | Lifetouch Representative            | Date Printed: |
|                                 |              | Meredith Booz <mbooz@lifetouch.com> | 11/2/2017     |
| Signature                       |              | Signature                           |               |





# Portrait Agreement

Lifetouch ID: 57845  
 School Years:   
 Type: New / Renewal

| ACCOUNT & CONTACT INFORMATION |                                       | 2018-2019    | 2019-2020               | 2020-2021                    |
|-------------------------------|---------------------------------------|--------------|-------------------------|------------------------------|
| Account Name                  | North Brandywine Middle School        |              | Phone                   | 610-383-3745                 |
| Address                       | 25B Reeceville Rd                     |              | Fax                     | Enrollment                   |
| City, State Zip               | Coatesville, PA 19320                 |              | District                | Coatesville Area School Dist |
| Website                       |                                       |              | County                  | Chester                      |
| Contact Title / Role          | Name                                  | Phone        | Email Address           |                              |
| Principal                     | Primary Contact-Dr Christopher Jahnke | 610-383-3745 | jahnkec@casdschools.org |                              |
| Secretary                     | Ms. Kisha Cheung                      | 610-383-3745 | cheungk@casdschools.org |                              |
| Yearbook Advisor              | Renee Cooper                          | ybphone      | cooperr@casdschools.org |                              |
| Event Coordinator             | Primary Contact-Dr Christopher Jahnke |              |                         |                              |
| EDT Coordinator               |                                       |              |                         |                              |
| Athletic Director             |                                       |              |                         |                              |

| PICTURE DAY EVENTS         |   |                 |                |                |            |          |          |                         |
|----------------------------|---|-----------------|----------------|----------------|------------|----------|----------|-------------------------|
| Event Type                 | X | Picture Date(s) | Selling Method | # Photographed | Start Time | End Time | # Camera | Setup Location          |
| Fall Individuals           | X | 09/06/2018      | PrePay         | 563            | 8:05 AM    | 2:30 PM  | 2        | Auditorium - Stage      |
| Fall Individuals - Retakes | X | 10/19/2018      | PrePay         | 25             | 9:00 AM    | 11:00 AM | 1        | Auditorium - Stage      |
| Spring Individuals         | X | 02/06/2019      | PrePay         | 71             | 8:00 AM    | 9:45 AM  | 1        | Auditorium Stage or Pit |
| Groups - Classroom         |   |                 |                |                |            |          |          |                         |
| Groups - Panoramic         |   |                 |                |                |            |          |          |                         |
| Underclass Grads           |   |                 |                |                |            |          |          |                         |
| Legacy Sports              |   |                 |                |                |            |          |          |                         |
| Expanded Sports            |   |                 |                |                |            |          |          |                         |
| Prom / Dance               |   |                 |                |                |            |          |          |                         |
| Seniors - On Site / Studio |   |                 |                |                |            |          |          |                         |
| Crossing The Stage         |   |                 |                |                |            |          |          |                         |
| Commencements              |   |                 |                |                |            |          |          |                         |
| Other / Service Photos     |   |                 |                |                |            |          |          |                         |

| ACCOUNT SERVICES |   |                          |                             |   |  |  |
|------------------|---|--------------------------|-----------------------------|---|--|--|
| Parent Notify    | Yes / No / Renew  | Composite Code           |                             |   | Indicate How Are Students Come To Camera Below |  |
| Rewards Program  | MyFamilyRewards   | Group Code               |                             |   | Last Year Name On Cards Sorted   H - Homeroom  |  |
| SmileSafe Cards  | Yes / No / Renew  | Staff Package            | Yes / No                    |   | School Grade Homeroom Teacher Other            |  |
| ID Cards:        | Student ID Cards? Yes-6272  | Staff ID Cards: Yes / No | Barcoded ID Cards: Yes / No | Other ID Notes: Punched ID Card: Yes / No |  |  |
| Yearbooks:       | Yes - Provider: Lifetouch - 2018 YB Job #: 7773218 - 2019 YB Job #: 7773219 |                          |                             |   |  |  |

**NOTES, SPECIAL REQUESTS & PROMOTIONS**

Fall Commission: \$2.00 per package purchased

Spring Commission: 8th Grade 10x14 Group for each student

Multi-Year Bonus: 2017-18 (\$100.00) 2018-19 (\$100.00) 2019-20 (\$100.00)

**AGREEMENT TERMS & SIGNATURES**

During the Agreement Term, Lifetouch National School Studios Inc. is designated as the Accounts exclusive professional photographer to photograph and deliver photographs for the programs described above. In exchange for the services, the Account will allow access to students, staff and use of Accounts property and information for photography, administration of the photography and distribution of materials. Lifetouch will not disclose confidential information provided by the Account or use it for any purpose except to fulfill the services requested to be performed by Lifetouch.

Some of the Lifetouch products and services are provided through an Internet-based application ("Application"). By selecting an Application, the Account authorizes Lifetouch to transmit information, including images to and from the Account and Lifetouch, its affiliated companies, their employees, agents and representatives. The Account agrees to comply with the security features of the Application and to protect and control access to the Application, including without limitation, passwords, job numbers and user names.

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|                                 |              |                           |               |
|---------------------------------|--------------|---------------------------|---------------|
| Account / School Representative | Date Signed: | Lifetouch Representative: | Date Printed: |
|                                 |              | - Meredith Booz           | 10/18/2017    |
| Signature                       |              | Signature                 |               |
|                                 |              | mbooz@lifetouch.com       |               |





# Lifetouch

National School Studios

## Portrait Agreement

|              |               |
|--------------|---------------|
| Lifetouch ID | 57847         |
| School Years |               |
| Type:        | New / Renewal |

### ACCOUNT & CONTACT INFORMATION

|                             |                                 | 2018-2019    | 2019-2020 | 2020-2021               |
|-----------------------------|---------------------------------|--------------|-----------|-------------------------|
| Account Name                | South Brandywine Middle School  |              |           |                         |
| Address                     | 600 Doe Run Rd                  |              |           |                         |
| City, State Zip             | Coatesville, PA 19320           |              |           |                         |
| Website                     |                                 |              |           |                         |
| Phone                       | 610-383-3750                    |              |           |                         |
| Fax                         |                                 |              |           |                         |
| District                    | Coatesville Area School Dist    |              |           |                         |
| County                      | Chester                         |              |           |                         |
| Enrollment                  | 599                             |              |           |                         |
| Grades                      | 6-8                             |              |           |                         |
| <b>Contact Title / Role</b> | <b>Name</b>                     | <b>Phone</b> |           | <b>Email Address</b>    |
| Principal                   | Primary Contact-Mr Jeffery Colf | 610-383-3750 |           | colfj@casdschools.org   |
| Secretary                   |                                 | 610-383-3750 |           | kadelk@casdschools.org  |
| Yearbook Advisor            | Ms Megan Batten                 | ybphone      |           | battenm@casdschools.org |
| Event Coordinator           | Primary Contact-Mr Jeffery Colf | 610-383-3750 |           | kadelk@casdschools.org  |
| EDT Coordinator             |                                 |              |           |                         |
| Athletic Director           |                                 |              |           |                         |

### PICTURE DAY EVENTS

| Event Type                 | X | Picture Date(s) | Selling Method | # Photographed | Start Time | End Time | # Camera | Setup Location           |
|----------------------------|---|-----------------|----------------|----------------|------------|----------|----------|--------------------------|
| Fall Individuals           | X | 09/07/2018      | PrePay         | 724            | 7:45 AM    | 2:30 PM  | 2        | Set up Stage, auditorium |
| Fall Individuals - Retakes | X | 10/24/2018      | PrePay         | 35             | 8:00 AM    | 10:00 AM | 1        | Set up Stage, auditorium |
| Spring Individuals         | X | 02/07/2019      | PrePay         | 70             | 8:00 AM    | 10:30 AM | 1        | Back of Auditorium Stage |
| Groups - Classroom         |   |                 |                |                |            |          |          |                          |
| Groups - Panoramic         |   |                 |                |                |            |          |          |                          |
| Underclass Grads           |   |                 |                |                |            |          |          |                          |
| Legacy Sports              |   |                 |                |                |            |          |          |                          |
| Expanded Sports            |   |                 |                |                |            |          |          |                          |
| Prom / Dance               |   |                 |                |                |            |          |          |                          |
| Seniors - On Site / Studio |   |                 |                |                |            |          |          |                          |
| Crossing The Stage         |   |                 |                |                |            |          |          |                          |
| Commencements              |   |                 |                |                |            |          |          |                          |
| Other / Service Photos     |   |                 |                |                |            |          |          |                          |

### ACCOUNT SERVICES

|                 |   |                          |                             |  |
|-----------------|---|--------------------------|-----------------------------|--|
| Parent Notify   | Yes / Yes / No / Renew  | Composite Code           |                             | Indicate How Are Students Come To Camera Below |
| Rewards Program | MyFa MyFamilyRewards  | Group Code               |                             | Last Year Name On Cards Sorted   H - Homeroom  |
| SmileSafe Cards | Yes S  Yes SmileS   | Staff Package            | Yes/(No)                    | School Grade Homeroom Teacher Other            |
| ID Cards:       | Student ID Cards? Yes-628Z  | Staff ID Cards: Yes / No | Barcoded ID Cards? Yes-628Z | Other ID Notes: Punched ID Card: Yes / No      |
| Yearbooks:      | Yes - Provider: Lifetouch - 2018 YB Job #: 4684218 - 2019 YB Job #: 4684219 |                          |                             |  |

### NOTES, SPECIAL REQUESTS & PROMOTIONS

Fall Commission: \$2.00 per package purchased  
 Spring Commission: \$2.00 per package purchased  
 Multi-Year Bonus: 2017-18 (\$100) 2018-19 (\$100) 2019-20 (\$100)

### AGREEMENT TERMS & SIGNATURES

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|                                 |              |                          |               |
|---------------------------------|--------------|--------------------------|---------------|
| Account / School Representative | Date Signed: | Lifetouch Representative | Date Printed: |
|                                 |              | Meredith Booz            | 10/18/2017    |
| Signature                       |              | Signature                |               |
|                                 |              | mbooz@lifetouch.com      |               |







# COATESVILLE AREA INTERMEDIATE HIGH SCHOOL

1425 East Lincoln Highway, Coatesville, PA 19320

Phone (610) 383-3735

*Brian M. Chenger, Principal*

*Joseph L. MacNamara Jr., Assistant Principal*  
*Eileen Rudisill, Assistant Principal*

*Richard A. Mitchell Jr., Assistant Principal*  
*Matthew McCain, Director of Activities, Athletics, and Compliance*

---

TO: Mr. Jason Palaia, Director of Elementary and Secondary Education

FROM: Brian M. Chenger, Principal

SUBJECT: Request for board approval to accept the Lifetouch Underclass Portrait Dates for the 2018-2019 school year (signature required).

DATE: February 5, 2018.

---

Please accept this as my formal request for board approval to sign the confirmation page for the 2018-2019 Lifetouch Underclass Portraits for the dates of August 31, 2018 and make-up date of October 16, 2018. See attached confirmation page for details.

## AN EQUAL OPPORTUNITY EMPLOYER

*The Coatesville Area School District does not discriminate in employment, educational programs, or activities based on race, sex, handicap, or national origin. This policy of non-discrimination extends to all other legally protected classifications in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Section 503 and 504 of the Rehabilitation Act of 1973.*





UIZ

RS

zone: 1

Underclass Portrait Date Confirmation 2018/2019  
Coatesville Area Intermediate High

Dear Advisor,

We are looking forward to working with you and coordinating a highly successful picture program. Planning for success includes securing information for underclass portraits. Below are tentative dates as well as a request for additional information required for picture day. Please answer all questions and verify the dates on your school calendar. Call us immediately if you need to change any detail.

PLEASE COMPLETE OR CORRECT THE FOLLOWING INFORMATION

Would you like the camera cards for picture day delivered to school in advance for distribution by school staff?

Yes \ No (circle choice)

- If yes, send the cards to the attention of: \_\_\_\_\_  
(please provide name)
- If yes, please contact your Account Representative for discussion of this process.

If the Camera Card Sort is not provided, the cards will automatically be sorted by LAST NAME.

Expected enrollment for the 2018/2019 school year: \_\_\_\_\_

SCHOOL CONTACT/DATA INFORMATION:

Principal: *Brian Chenger*

Phone #/ Ext & Email Address: \_\_\_\_\_

School Official in Charge of Pictures: *Joseph Macnamara*

Phone #/ Ext & Email Address: \_\_\_\_\_

Yearbook Advisor: *Doug Heydt*

Phone #/ Ext & Email Address: \_\_\_\_\_

Sincerely,  
Jessica Ray  
800.445.1191 Ext: 110  
[jessicaray@lifetouch.com](mailto:jessicaray@lifetouch.com)

Please return the signed confirmation to our office via email to [jessicaray@lifetouch.com](mailto:jessicaray@lifetouch.com) or via fax to 877.644.1237. This will serve as confirmation of your scheduled photography dates in conjunction with the extension of the current agreement.  
Administrator's Signature \_\_\_\_\_ Date: \_\_\_\_\_

| <u>Portrait Date</u> | <u>Portrait Type</u> | <u>Location</u> | <u>Arrival Time</u> | <u>Start Time</u> | <u>End Time</u> | <u>Departure Time</u> |
|----------------------|----------------------|-----------------|---------------------|-------------------|-----------------|-----------------------|
| 8/31/2018            | A Orig Day           | 9/10 Aud.       | 5:45 Am             | 7:15 Am           | 2:30 Pm         | 3:45 Pm               |
| 8/31/2018            | I-depot              | 9/10 Aud.       | 5:45 Am             | 7:15 Am           | 2:30 Pm         | 3:45 Pm               |
| 10/16/2018           | B Make Up 1          | 9/10 Aud.       | 6:15 Am             | 7:45 Am           | 11:30 Am        | 12:45 Pm              |
| 10/16/2018           | I-depot              | 9/10 Aud.       | 6:00 Am             | 7:30 Am           | 11:30 Am        | 12:45 Pm              |

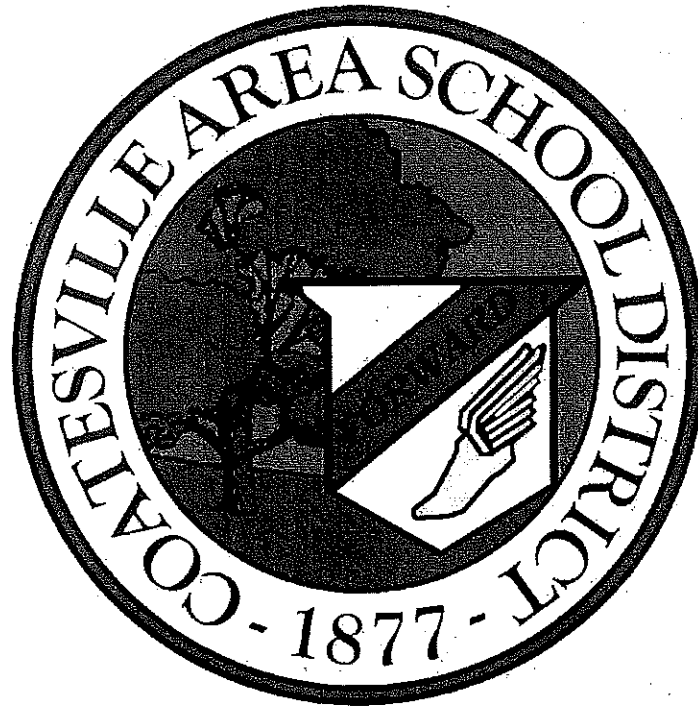


*Education Committee*  
*D*

Middle School Course Selection  
Guides



# MIDDLE SCHOOL COURSE SELECTION GUIDE



**2018 - 2019**

**NORTH BRANDYWINE, SCOTT, & SOUTH BRANDYWINE**

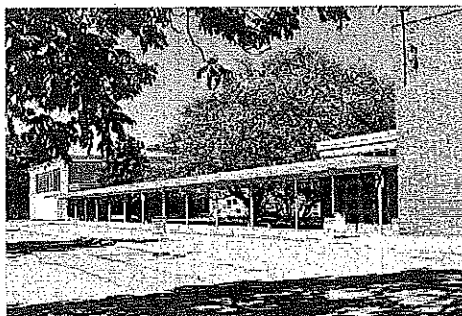




## MISSION STATEMENT

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

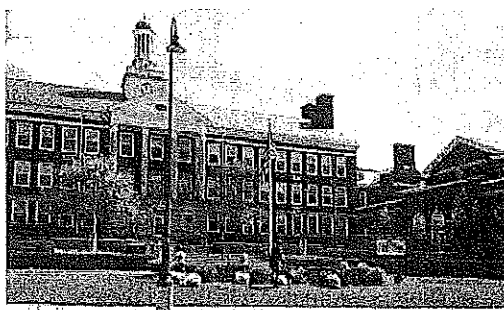
## SCHOOL INFORMATION



### **NORTH BRANDYWINE MIDDLE SCHOOL**

256 Reeceville Road  
Coatesville, PA 19320  
610-383-3745

Dr. Christopher Jahnke, Principal  
Mrs. Melissa Willis, Assistant Principal



### **SCOTT MIDDLE SCHOOL**

800 Olive Street  
Coatesville, PA 19320  
610-383-3750

Ms. Chamise Taylor, Co-Principal  
Dr. Eugenia Roberts, Co-Principal



### **SOUTH BRANDYWINE MIDDLE SCHOOL**

600 Doe Run Road  
Coatesville, PA 19320  
610-383-3750

Mr. Jeff Colf, Principal  
Mrs. Allison Shimon, Assistant Principal



**COURSES OFFERED**

**SIXTH GRADE**

English/Language Arts  
Math  
Science  
Social Studies



**SEVENTH GRADE**

English/Language Arts  
Math  
Science  
Social Studies

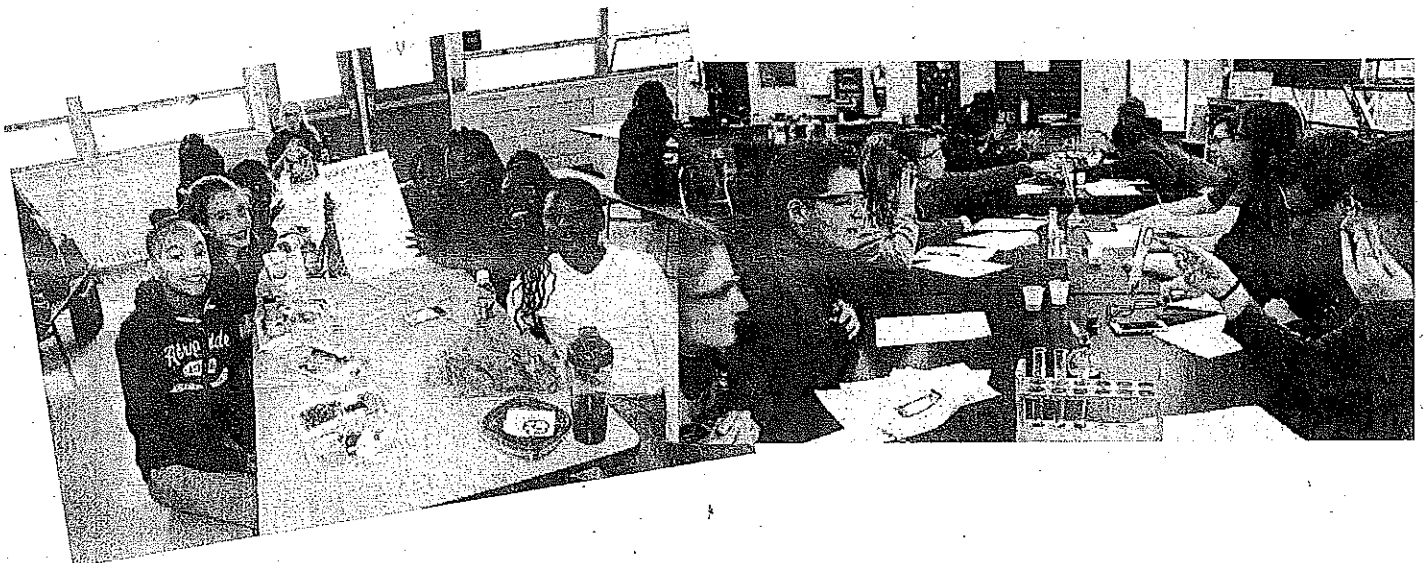


**EIGHTH GRADE**

English/Language Arts  
Math  
Science  
Social Studies

**RELATED ARTS**

Art  
Band  
Chorus  
Family and Consumer Sciences  
Health  
Orchestra  
Physical Education  
Spanish  
STEM





**SIXTH GRADE COURSES****6<sup>th</sup> GRADE ENGLISH LANGUAGE ARTS**

Students will engage in a reading/writing workshop model with a focus on inquiry-based critical thinking skills through close reading in addition to questioning strategies, analytical writing, vocabulary development, journaling and reflection. Students will focus on non-fiction and prose written in a variety of periods, disciplines, and rhetorical contexts and in becoming skilled writers who compose for a variety of purposes. Critical thinking, questioning, drawing inferences, constructing knowledge, vocabulary (Word Study), exploring ideas for writing; including analyzing prompts, effective communication through reading and writing as well as selecting reading materials independently will be integrated throughout the course.

**PRE- AP 6<sup>th</sup> GRADE ENGLISH LANGUAGE ARTS**

The main goal of the Pre-AP English Language Arts class is to prepare students for the academic challenges they will encounter in their secondary and post-secondary careers. Students will engage in a reading/writing workshop model with a focus on inquiry-based critical thinking skills through close reading in addition to questioning strategies, analytical writing, vocabulary development, journaling and reflection. Pre-AP classes are on-grade level academic courses designed to challenge motivated students to understand rigorous content. The coursework requires students to engage in independent and analytical assignments. Students will focus on non-fiction and prose written in a variety of periods, disciplines, and rhetorical contexts and in becoming skilled writers who compose for a variety of purposes. Critical thinking, questioning, drawing inferences, constructing knowledge, vocabulary (Word Study), exploring ideas for writing; including analyzing prompts, effective communication through reading and writing as well as selecting reading materials independently will be integrated throughout the course.

**6<sup>th</sup> GRADE MATH CORE CONNECTIONS COURSE 1**

Core Connections, Course 1 is the first of a three-year sequence of courses designed to prepare students for a rigorous college preparatory algebra course. On a daily basis, students in Core Connections, Course 1 problem-solve, question, investigate, analyze critically, gather and construct evidence, and communicate rigorous arguments that justify their thinking. Students learn in collaboration with others while sharing information, expertise, and ideas. The course helps students to develop multiple strategies to solve problems and to recognize the connections between concepts.

At the end of sixth grade, an assessment will be given to students to help determine student preparation for the two seventh math options available, which including Core Connections 2 or a hybrid of Core Connections 2&3.



**6<sup>TH</sup> GRADE SCIENCE**

The sixth grade Earth Science curriculum introduces students to the four branches of earth science. The branches consist of meteorology, astronomy, geology and oceanography. We will learn the scientific method, laboratory safety procedures, as well as the metric system and conversion.

**PRE-AP 6<sup>TH</sup> GRADE SCIENCE**

In addition to the course description above, students in Pre-AP Science will focus on scientific reading skills, including reading and interpreting graphs, tables, charts and diagrams in order to gather information used to form conclusions. Students will also recognize patterns of organization such as cause/effect relationships, sequential processes and comparing/contrasting characteristics. Students will develop scientific writing skills that involve the writing of formal lab reports that will include stating problems/making predictions, collecting/analyzing data, and forming conclusions based on experimental evidence and error analysis. Students will be expected to gather information using the Cornell Note method.

**6<sup>TH</sup> GRADE SOCIAL STUDIES**

The sixth grade curriculum introduces students to the idea of history. The class will build the foundation for future historical understanding. Students will be introduced to the idea of primary and secondary sources and the various types of history available for study. The course opens with an examination of world geography and the role that geography plays in human settlement and the evolution of Human Societies. After the first marking period students will travel back in time to the great cradles of civilization. Mesopotamia, Egypt, India, the cultural impact of the Hebrews, the importance of Greek civilization and the development of Rome and Christianity will be explored.

**PRE-AP 6<sup>TH</sup> GRADE SOCIAL STUDIES**

In addition to the course description above, students in Pre-AP Social Studies will focus on historical reading, such as sourcing, giving context to materials, corroborating sources and close reading of materials. Sourcing includes determining the origin of materials, deciding where the source fits in with the wider scale of historical thinking, and determining the authenticity of the source as well as reading materials for details. Students will also focus on historical writing skills, such as argumentation, and the assessment of arguments for validity. Students will analyze prompts and the core structure of historical writing as well as construct thesis statements.





**SEVENTH GRADE COURSES****7<sup>TH</sup> GRADE ENGLISH LANGUAGE ARTS**

Students will engage in a reading/writing workshop model with a focus on inquiry-based critical thinking skills through close reading in addition to questioning strategies, analytical writing, vocabulary development, journaling and reflection. Students will focus on non-fiction and prose written in a variety of periods, disciplines, and rhetorical contexts and in becoming skilled writers who compose for a variety of purposes. Critical thinking, questioning, drawing inferences, constructing knowledge, vocabulary (Word Study), exploring ideas for writing; including analyzing prompts, effective communication through reading and writing as well as selecting reading materials independently will be integrated throughout the course.

**PRE-AP 7<sup>TH</sup> GRADE ENGLISH LANGUAGE ARTS**

The main goal of the Pre-AP Language Arts class is to prepare students for the academic challenges they will encounter in their secondary and post-secondary careers. Students will engage in a reading/writing workshop model with a focus on inquiry-based critical thinking skills through close reading in addition to questioning strategies, analytical writing, vocabulary development, journaling and reflection. Pre-AP classes are on-grade level academic courses designed to challenge motivated students to understand rigorous content. The coursework requires students to engage in independent and analytical assignments. Students will focus on non-fiction and prose written in a variety of periods, disciplines, and rhetorical contexts and in becoming skilled writers who compose for a variety of purposes. Critical thinking, questioning, drawing inferences, constructing knowledge, vocabulary (Word Study), exploring ideas for writing; including analyzing prompts, effective communication through reading and writing as well as selecting reading materials independently will be integrated throughout the course.

**7<sup>TH</sup> GRADE MATH CORE CONNECTIONS COURSE 2**

There are two options available for 7<sup>th</sup> grade students in math. The first option, Core Connections, Course 2 (CC2), which is the second of a three year sequence of courses, designed to prepare students for a rigorous college preparatory algebra course. On a daily basis, students in Core Connections, Course 2 use problem-solving strategies, questioning, investigating, analyzing critically, gathering and constructing evidence, and communicating rigorous arguments justifying their thinking. Students learn in collaboration with others while sharing information, expertise, and ideas. The course helps students to develop multiple strategies to solve problems and to recognize the connections between concepts. The lessons in the course meet all of the content standards and embed “Mathematical Practices” throughout the year.

The second option is a hybrid of Core Connections 2&3. The course is a combination of skills and concepts taught in Core Connections 2&3. Successful completion of this course will prepare students to take Algebra in 8<sup>th</sup> grade. The description of Core Connections 3 can be found under the 8<sup>th</sup> grade Math course description.



**7<sup>TH</sup> GRADE SCIENCE**

The seventh grade Life Science curriculum will emphasize the characteristics of living things, cell structure and function, the principles of genetics and inheritance and an exploration of a variety of topics related to the environment and its natural resources and habitats. Students will learn the scientific method, laboratory safety procedures, as well as the metric system and conversion.

**PRE-AP 7<sup>TH</sup> GRADE SCIENCE**

In addition to the course description above, students in Pre-AP Science will focus on scientific reading skills, including reading and interpreting graphs, tables, charts and diagrams in order to gather information used to form conclusions. Students will also recognize patterns of organization such as cause/effect relationships, sequential processes and comparing/contrasting characteristics. Students will also focus on scientific writing skills that involve the writing of formal lab reports that will include stating problems/making predictions, collecting/analyzing data, and forming conclusions based on experimental evidence and error analysis. Students will be expected to gather information using the Cornell Note method.

**7<sup>TH</sup> GRADE SOCIAL STUDIES**

The seventh grade curriculum offers a rich examination of evolution and interactions between Western Culture to AD 1500. The focus of the course is divided into two parts. The first semester of the year will focus on the ramifications of the fall of the Western Roman Empire. Major topics include the development of Eastern art, politics, and the social differences between the Western world and the wider world. Students will compare the evolution of Christianity with the development and spread of Islam. The Impact of Trade as well as the causes for conflicts between religious groups as well as the rise and fall of empires. The second semester will compare the development of European Medieval culture with Japanese feudalism and attempt to determine why Europeans began to look beyond their borders while Eastern cultures became more insular. Over the course of the second semester major topics will include the Crusades, Renaissance, and European Reformation as well as the Scientific Revolution.

**PRE-AP 7<sup>TH</sup> GRADE SOCIAL STUDIES**

In addition to the course description above, students in Pre-AP Social Studies will focus on historical reading, such as sourcing, giving context to materials, corroborating sources and close reading of materials. Sourcing includes determining the origin of materials, deciding where the source fits in with the wider scale of historical thinking, and determining the authenticity of the source as well as reading materials for details. Students will also focus on historical writing skills, such as argumentation, and the assessment of arguments for validity. Students will analyze prompts and the core structure of historical writing as well as construct thesis statements.





**8<sup>TH</sup> GRADE COURSES****8<sup>TH</sup> GRADE ENGLISH LANGUAGE ARTS**

Students will engage in a reading/writing workshop model with a focus on inquiry-based critical thinking skills through close reading in addition to questioning strategies, analytical writing, vocabulary development, journaling and reflection. Students will focus on non-fiction and prose written in a variety of periods, disciplines, and rhetorical contexts and in becoming skilled writers who compose for a variety of purposes. Critical thinking, questioning, drawing inferences, constructing knowledge, vocabulary (Word Study), exploring ideas for writing; including analyzing prompts, effective communication through reading and writing as well as selecting reading materials independently will be integrated throughout the course.

**PRE-AP 8<sup>TH</sup> GRADE LANGUAGE ARTS**

The main goal of the Pre-AP Language Arts class is to prepare students for the academic challenges they will encounter in their secondary and post-secondary careers. Students will engage in a reading/writing workshop model with a focus on inquiry-based critical thinking skills through close reading in addition to questioning strategies, analytical writing, vocabulary development, journaling and reflection. Pre-AP classes are on-grade level academic courses designed to challenge motivated students to understand rigorous content. The coursework requires students to engage in independent and analytical assignments. Students will focus on non-fiction and prose written in a variety of periods, disciplines, and rhetorical contexts and in becoming skilled writers who compose for a variety of purposes. Critical thinking, questioning, drawing inferences, constructing knowledge, vocabulary (Word Study), exploring ideas for writing; including analyzing prompts, effective communication through reading and writing as well as selecting reading materials independently will be integrated throughout the course.





**8<sup>TH</sup> GRADE MATH CORE CONNECTIONS COURSE 3**

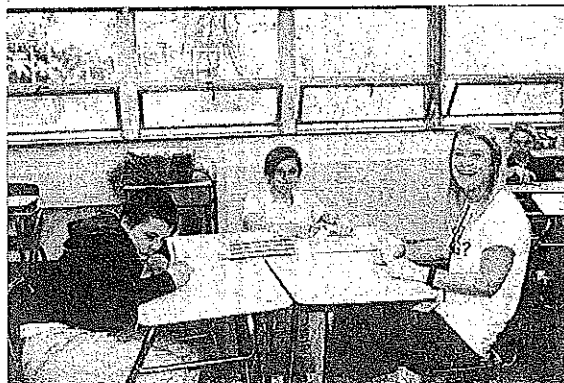
*Core Connections, Course 3* is the third of a three-year sequence of courses designed to prepare students for a rigorous college preparatory algebra course. On a daily basis, students in *Core Connections, Course 3* problem-solve, question, investigate, analyze critically, gather and construct evidence, and communicate rigorous arguments that justify their thinking. Students learn in collaboration with others while sharing information, expertise, and ideas. The course helps students to develop multiple strategies to solve problems and to recognize the connections between concepts.

**8<sup>TH</sup> GRADE ALGEBRA**

Algebra Connections (Algebra I) delivers traditionally rigorous algebraic content using a problem-based approach. A major focus of the course is to develop multiple strategies to solve problems and to recognize multiple ways of understanding concepts. Student who take Algebra I will be required to take and pass the Keystone Exam at the end of the course as a graduation requirement.

**PRE-AP 8<sup>TH</sup> GRADE MATH - GEOMETRY**

Core Connections Geometry is the second course in a five-year sequence of college preparatory mathematics courses that starts with Algebra I and continues through Calculus. It aims to formalize and extend the geometry that students have learned in previous courses. It does this by focusing on establishing triangle congruence criteria using rigid motions and formal constructions and building a formal understanding of similarity based on dilations and proportional reasoning. It also helps students develop the concepts of formal proof, explore the properties of two- and three-dimensional objects, work within the rectangular coordinate system to verify geometric relationships and prove basic theorems about circles. Students also use the language of set theory to compute and interpret probabilities for compound events.







### **8<sup>TH</sup> GRADE SCIENCE**

The eighth grade Physical Science curriculum investigates properties and states of matter, chemistry, physics, electricity and laws of motion. We will learn the scientific method, laboratory safety procedures, as well as the metric system and conversion.

### **PRE-AP 8<sup>TH</sup> GRADE SCIENCE**

In addition to the course description above, students in Pre-AP Science will focus on scientific reading skills, including reading and interpreting graphs, tables, charts and diagrams in order to gather information used to form conclusions. Students will also recognize patterns of organization such as cause/effect relationships, sequential processes and comparing/contrasting characteristics. Students will also focus on scientific writing skills that involve the writing of formal lab reports that will include stating problems/making predictions, collecting/analyzing data, and forming conclusions based on experimental evidence and error analysis. Students will be expected to gather information using the Cornell Note method.

### **8<sup>TH</sup> GRADE SOCIAL STUDIES**

The eighth grade curriculum offers a rich examination of the period between 1500 and 1791. The focus of the course is divided into two parts. The first marking period of the year will focus on the history of the European mainland. Major topics include the art, politics, and social aspects of the Renaissance; European exploration of Africa and the Americas; the causes and impact of the Protestant Reformation; and the complex personalities who pushed European history forward. The remainder of the year will deal with American history. The course will cover; the experiences of Native Americans before and after the arrival of Europeans; how and why Europeans settled in North America; how and why the English came to dominate the region; the political and cultural development of the colonies; the origins, growth, and development of slavery; African and European interaction; the African response to slavery; the differences as well as similarities in the three main colonial regions; the experiences of indentured servant laborers; economic opportunities and social mobility in the colonies; ethnic diversity in the colonies; changing British imperial policy and the roots of the American Revolution. Upon completion of our course, students will understand the topics and the major issues included in this curriculum.

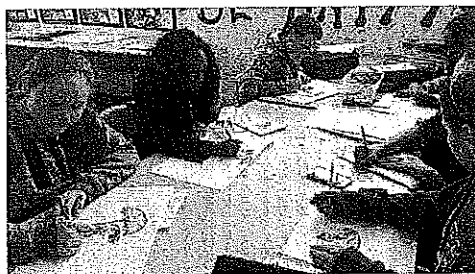
### **PRE-AP 8<sup>TH</sup> GRADE SOCIAL STUDIES**

In addition to the course description above, students in Pre-AP Social Studies will focus on historical reading, such as sourcing, giving context to materials, corroborating sources and close reading of materials. Sourcing includes determining the origin of materials, deciding where the source fits in with the wider scale of historical thinking, and determining the authenticity of the source as well as reading materials for details. Students will also focus on historical writing skills, such as argumentation, and the assessment of arguments for validity. Students will analyze prompts and the core structure of historical writing as well as construct thesis statements.



**RELATED ARTS COURSES FOR 6<sup>TH</sup>, 7<sup>TH</sup> AND 8<sup>TH</sup> GRADE****ART**

Middle school art is an exploration of a variety of materials and techniques, widening a student's understanding and experience of art making. While drawing is the framework for many projects, we explore all categories of art: painting with tempera or acrylics, sculpture with materials such as clay, cardboard, and paper mache, printmaking through stamp making, screen printing or linoleum cuts, and crafts with projects like weaving, candlemaking, papermaking, and bookbinding. Most projects also have a connection to the artists who work with the differing media through examples and visuals of their work. Middle school art is rich with vocabulary of artists and art making. Work is assessed through a rubric provided at the start of each project so a student is aware of expectations for grading and the given emphasis for a project. At the end of a project, students may assess themselves and reflect on their own art making.

**BAND**

Students who have prior experience performing on band instruments for a minimum of one year can elect to have band in their schedule. Prerequisites for this class include: knowledge and mastery of basic rhythm skills, music notation, time signatures, and the ability to play a Bb concert scale. Students review these concepts in sixth grade and continue developing skills presented in the Essential Elements Book 1. Seventh grade students begin working in Essential Elements Book 2 learning additional major and minor scales, advanced rhythm patterns, compound meters and alternate fingerings. In eighth grade, students further develop their knowledge of music notation, rhythm patterns, enharmonics, music appreciation and history as related to their instrument. The middle school bands perform two major concerts each year.

Band class meets 3x per six day cycle for approximately 42 minutes. During this time, students engage in activities that relate to the curriculum, and rehearse ensemble repertoire for performances. Students are also given a 30 minute lesson time where they receive small group differentiated instruction for techniques suited to their instrument. By the time students leave middle school they should have a variety of musical knowledge and literature from multiple time periods and genres.

Students enrolled in band class will work together toward the common goal of making memorable performances of musical excellence. As a result, students will be prepared for high school band, gain a positive ensemble experience while learning valuable life lessons such as teamwork, perseverance, hard work, dedication, and responsibility.



## CHORUS

Students who enjoy singing and performing can elect to have chorus in their schedule. No previous experience is required, however, the ability to follow a score and understand musical notation is extremely helpful. Chorus classes explore musical theatre, solo and small ensemble singing as well traditional and culturally diverse choir repertoire. The middle school choirs perform two major concerts each year.

Chorus class meets 3x per six-day cycle for approximately 42 minutes. During this time, students engage in musical activities that relate to the curriculum, and rehearse ensemble repertoire for performances. Students enrolled in chorus will work together toward the common goal of making memorable performances of musical excellence. As a result, students will be prepared for chorus in high school and gain a positive ensemble experience while learning valuable life lessons such as teamwork, perseverance, hard work, dedication, and responsibility.



## ORCHESTRA

Students who have prior experience performing on violin, viola, cello, and double bass can elect to have orchestra placed in their schedule. Students should possess prerequisite knowledge and mastery of skills such as: rhythmic stability, music notation literacy, essential string techniques, time signatures, and the ability to play in the key of D Major. Students review these concepts in sixth grade and then they are expanded upon in the upper grades. Seventh grade students work with sixteenth note sets and combinations, cut time, and learn the major scale system through the circle of fifths. In eighth grade, students further develop their knowledge of the circle of fifths by learning minor scales and begin studying compound meter.

Students enrolled in orchestra class will work together toward the common goal of making memorable performances of musical excellence. As a result, each student will gain a positive ensemble experience while learning valuable life lessons such as teamwork, perseverance, hard work, dedication, and responsibility.

## HEALTH

The Coatesville Area School District is committed to providing a quality curriculum which integrates functional health knowledge, positive health attitudes, and essential life skills for a life time of healthy behaviors. All students must be healthy in order to learn. The CASD middle school health curriculum focuses on the whole child (physical, mental, emotional, and social well-being) and provides learning experiences, which promote student health and academic success.



## PHYSICAL EDUCATION



The Physical Education program provides each student with the opportunity to participate in a comprehensive program consisting of skill development, lead up games, team sports, and physical fitness activities. It is designed to meet the physical, emotional, mental, and social needs of the middle school student. The students receive instruction in rules, skills, and strategies associated with the different sports as well as learning experiences involving physical conditioning activities and cooperative games. The students will also have opportunities to become involved in life-long physical activities through individual sport units. The program promotes the spirit of cooperation, leadership, fair play, and friendly competition.

## STEM

In this hands-on course, students develop and utilize problem solving skills as they move through the Engineering Design Process. Through collaboration students identify and produce solutions to real-world problems. Each grade level focuses on a different set of problems that coincide with the Engineering and Technology standards for that grade. Topics include twenty-first century life and career skills, higher order thinking, communication, presentation, and exploration of personal aptitude, interests, and goal setting.



### STEM – Grade 6

Students will learn about engineering, construction, and workplace readiness skills while incorporating academic concepts and the process of design and development. Instruction includes designing, building, and testing a roller coaster, researching STEM careers, and many other student-centered projects and activities.

### STEM – Grade 7

Students continue to explore engineering and the different careers that STEM disciplines offer as they develop career readiness skills through independent and small group projects. Topics include simple machines, computer coding, and balloon powered cars along with many other student-centered projects and activities.

### STEM – Grade 8

Students apply the Engineering Design process through building and testing wood bridges, rockets, and earthquake structures. Career research is utilized to help students identify future career paths along with mapping out potential high school coursework plans.





## FAMILY CONSUMER SCIENCES

The mission of Family and Consumer Sciences is to prepare students for independent living, family life, and work life. Through the middle school program, teachers strive to provide classroom experiences that will help students to develop the knowledge and skills needed to make informed and healthy choices.

### Family and Consumer Sciences – Grade 6

Sixth Grade Family and Consumer Sciences explores the following topics: hand sewing, healthy eating as defined by USDA MyPlate guidelines, and foods lab experiences. Students also explore inter/intrapersonal topics that contribute to their successful navigation of middle school: time management, manners, family roles, conflict resolution, and decision making.

### Family and Consumer Sciences – Grade 7

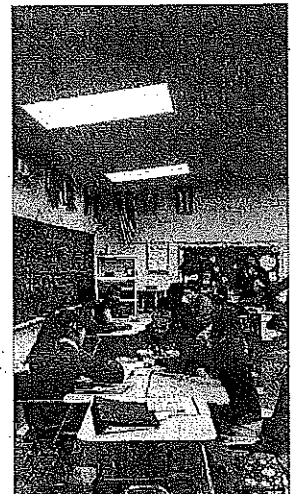
Seventh Grade Family and Consumer Sciences explores the following topics: machine and hand sewing, food safety topics, and foods lab experiences. Topics within the sewing and foods units build on previous learning. Students also explore child development, how children learn, and safe child care practices.

### Family and Consumer Sciences – Grade 8

Eighth Grade Family and Consumer Sciences explores the following topics: sewing, food safety topics, and foods lab experiences. Topics within the sewing and foods units build on previous learning. Students also explore how to get a part-time job including references, working papers, job applications, resumes, interviewing and career research. Money management and consumer shopping topics are also studied.

## SPANISH

Middle School Spanish is an introductory course designed to develop conversational and comprehension skills to a beginning-novice level of proficiency. The course provides opportunities for reading, speaking, writing, and listening in Spanish. In addition to practicing conversational and comprehension skills; students will receive direct instruction concerning basic grammatical concepts and vocabulary development. Furthermore, students will acquire a basic understanding of the culture and geography of the people and places of Spain, Central America and South America. There will be assessments and activities offered at varying degrees of difficulty to adequately meet the needs of each language learner at their own particular level of mastery. Opportunities to practice and experience the language in class as often as possible and formal graded oral assessments will help foster oral proficiency.





*Education Committee*  
*E*

*Student Discipline Code of Conduct*  
*2018-2019*



# COATESVILLE AREA SCHOOL DISTRICT

## CODE OF STUDENT CONDUCT

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**COATESVILLE AREA SCHOOL DISTRICT**

The Coatesville Area School District requires that the statement(s) printed below be signed and returned to the Principal by September 15, 2001.

**PARENT/STUDENT ACKNOWLEDGEMENT STATEMENT**

I have received, read, and reviewed with my child a copy of the Coatesville Area School District's Code of Student Conduct.

Student's Name Printed \_\_\_\_\_ Grade \_\_\_\_\_

Signature Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

## **Student Rights and Responsibilities**

### **§1 Adoption of Student Code of Conduct.**

The Board adopts this Code of Student Conduct in accordance with sections 510 and 511 of the School Code, 24 P.S. §§5-510, 5-511, and the regulations of the State Board of Education, 22 Pa. Code §12.3(c).

### **§2 Definitions.**

Except as expressly provided otherwise in this Code of Student Conduct or in Applicable Law, capitalized terms shall have the meanings specified herein. Such meanings shall be applicable to both the singular and plural of the term defined. Whenever the context requires, words used in the singular shall be construed to mean or include the plural and vice versa; and pronouns of any gender shall be deemed to include and designate the masculine, feminine, and neuter genders. "Or" shall include "and/or". "Report" and "Complaint" shall be deemed to have the same meaning and shall be treated the same.

(a) "Applicable Law" means and Includes all federal, state and local statutes, ordinances, resolutions and regulations, Including the rules and regulations of any government authority, District rules, regulations and policies applicable to the District, and Includes all applicable case law, court orders, injunctions and consent decrees.

(b) "At School" and "School" means when students are at school and during such time as they are under the supervision of the District and teachers, Including the time necessarily spent in coming to and returning from school. The term "At School" Includes:

(i) When participating in or attending any District Program(s), Including a Program(s) that take place: (a) before or after the school day, or (b) on non-school days;

(ii) While on District busses or other vehicles going to or coming from school or any Program(s);

(iii) When going to or coming from School or a Program(s), (a) while at any school bus stop and (b) while going to or coming from any school bus stop;

(iv) While under the supervision of the District on any Trips;

(v) Conduct that occurs outside of or way from School that has a nexus to School because it or its consequences causes a disruption at School or comes into school via the Internet or by other means.

(c) "Board" means the Board of School Directors of the District.

(d) "Board Policy" means any policy that has been adopted or approved by the Board at a public school board meeting, that is applicable to the conduct under consideration, and that is

in effect on the date(s) when the conduct under consideration occurred.

(e) “Bullying” means an intentional electronic, written, verbal or physical act, or a series of acts: (1) directed at another student or students; (2) which occurs At School; (3) that is severe, persistent or pervasive; and (4) that has the effect of doing any of the following: (i) substantially interfering with a student's education; (ii) creating a threatening environment; or (iii) substantially disrupting the orderly operation of the school.

(f) “Code” means this Code of Student Conduct.

(g) “Contraband” means any goods, property, tools, equipment, drugs, weapons or other thing whose possession or use In School or At School is prohibited by Applicable Law or this Code.

(h) “Controlled Substance(s)” shall mean and Include all: (1) controlled substances prohibited by Applicable Law; (2) Look-Alike Drugs; (3) alcoholic beverages; (4) anabolic steroids; (5) drug paraphernalia; (6) volatile solvents or inhalants, Including glue and aerosol products; (7) substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by Applicable Law; and (8) Medication(s), except those Medications for which permission for use in School has been granted In Accordance With Board policy. The term Controlled Substance(s) does not include any prescription medication that is properly prescribed by a health care professional In Accordance With Applicable Law, or any over-the-counter medication when such medication is being used In Accordance With the prescription or medication instructions, and when its possession at School is In Accordance With Board Policy

(i) “Corporal Punishment” means physically punishing a student for an infraction of the Code.

(j) “Dating Partner” means a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term.

(k) “Dating Violence” means behavior or conduct where one person uses threats of, or uses, physical, sexual, verbal or emotional abuse to control the person's Dating Partner.

(l) “Discipline” means the disciplinary action that may be imposed on any student who violates the rules contained in this Code. There are two types of “Discipline”—(1) “School Discipline;” and (2) “Out-of-School Discipline.” “School Discipline” means any discipline that is authorized for the District to imposed by Applicable Law for conduct that occurs At School. “Out-of-School Discipline” means discipline that is allowed by Applicable Law for conduct that does not occur At School. The types of Discipline that may be imposed are set forth subsequently in this Code.

(m) “Discrimination” means any discrimination, retaliation or harassment that is unlawful under Applicable Law.



(n) "District" means the Coatesville Area School District, Including all its schools and Programs.

(o) "Drug Paraphernalia" means and Includes any equipment, product, or material that is used for or modified for making, using, or concealing Controlled Substances. The term Includes user-specific products and dealer-specific products. The term also Includes glass hashish pipes, crack cocaine pipes, smoking masks, hashish bong, cocaine freebase kits, syringes, roach clips, fluorescent grow-lights, hollowed-out cosmetic cases or fake pagers or products purported to cleanse an individual's system of drug residues, digital scales, vials, and small zipper storage bags.

(p) "Harassment" means conduct or words defined by Applicable Law as unlawful harassment, Including Sexual Harassment, racial intimidation or Sexual Violence. Harassment Includes Harassment by students, employees or third parties because of race, color, age, creed, religion, sex, ancestry, national origin, pregnancy, handicap/disability, or any other legally protected status or classification, or for participation in reports of, opposition to, or investigations of alleged Discrimination. Harassment may consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts Including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, ancestry, national origin, marital status, pregnancy, handicap/disability or other status protected under Applicable Law when such conduct is:

(i) Sufficiently severe, persistent or pervasive; and

(ii) A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

(q) "Hazing" means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization or team or Program. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed

to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

(r) “Improper Conduct” means any conduct that is prohibited by an applicable Code of Student Conduct or work rule, but that does not rise to the level of Discrimination, Harassment or Retaliation. Improper Conduct Includes conduct such as graphic, written, electronic, verbal or nonverbal acts Including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person’s school or school-related performance and which relates to an individual’s or group’s race, color, age, creed, religion, sex, ancestry, national origin, marital status, pregnancy, handicap/disability or other status protected under Applicable Law, but does not rise to the level of Harassment, Discrimination or Retaliation under Applicable Law, because, for example, the conduct is not sufficiently severe, persistent or pervasive under Applicable Law.

(s) “In Accordance With” means to be compliant with the applicable rule and all its terms, conditions, limitations and exceptions as applicable.

(t) “Includes” and “Including” mean: (i) by way of example and not limitation; and (ii) inclusive of and not limited by.

(u) “Infraction” means a violation of this Code, a failure to comply with a directive from a teacher or administrator, or a violation of the rules established by a teacher for his/her class or by a Principal for his/her school.

(v) “Look-alike Drug” means and Includes any pill, capsule, tablet, powder, plant matter or other item or substance that is: (1) designed or intended to resemble a Controlled Substance prohibited by this Code; (2) is used in a manner likely to induce others to believe the material is a Controlled Substance; or (3) represented to be a Controlled Substance.

(w) “Medication” means medicines legally prescribed by a licensed health care provider and over-the-counter medicines, Including asthma inhalers, epinephrine auto-injectors, vitamins and other pills, pastes, fluids or other substances sold in a store or over the Internet.

(x) “Parent(s)” means—(A) a natural, adoptive, or foster parent of a child (unless a foster parent is prohibited by State law from serving as a parent); (B) a guardian (but not the State if the child is a ward of the State); (C) an individual acting in the place of a natural or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child’s welfare; or (D) except as used in sections 20 U.S.C.A. 1415(b)(2) and 1439(a)(5) of this title, an individual assigned under either of those sections to be a surrogate parent.

(y) “Person” means any natural person, Including students, Parents, District employees, contractors, District officials, volunteers and visitors.

(z) “Policy(ies)” means a policy that has been adopted by the Board at a public

meeting.

(aa) "Principal(s)" means all principals and assistant principals employed or retained by the District, including interim or substitute Principals, or the designee(s) of any of them.

(bb) "Program(s)" means and includes (1) exercises, athletics (including practices), or games of any kind, school publications, debating, forensic, dramatic, musical, and other activities related to the school program, including raising and disbursing funds for any or all of such purposes and for scholarships; (2) organizations, clubs, societies and groups of the members of any class or school; and (3) all extra-curricular activities and programs of the District, all intramural programs and activities of the District and any other program or activity that has been approved by the Board at a public meeting.

(cc) "Retaliation" shall have the meaning set forth in Applicable Law.

(dd) "School Authority" means any teacher, aide, administrator, school resource officer ("SRO"), or school police officer of the District.

(ee) "School Rule(s)" means any rule contained in Applicable Law, this Code and any rule or requirement imposed by a Principal or teacher that is applicable to the student.

(ff) "Sexual Harassment" shall have the meaning set forth in Applicable Law. It may consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

(i) Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or

(ii) Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or

(iii) Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or

(iv) Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

(gg) "Sexual Conduct" means any sexual act or conduct engaged in at school. Sexual conduct includes rape, sexual assault, sexual battery and sexual coercion.

(hh) "Superintendent" means the Superintendent, or any substitute superintendent or interim superintendent employed by the District, or his/her designee.

(ii) "Terroristic Threat(s)" means a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. (See Policy 233)

(jj) "Tobacco" means a lighted or unlighted cigarette, cigar, pipe, incendiary device, vaping, or other smoking product or material and smokeless tobacco in any form.

(kk) "Trip(s)" means any trip that has been approved by the Board at a public meeting or by the Principal.

(ll) "Under the Influence" means any consumption or ingestion of a Controlled Substance(s) by a student.

(mm) "Weapon" means and Includes any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury. Notwithstanding anything herein to the contrary, when considering the removal of a student with disabilities In Accordance With Applicable Law, the term "Weapon" means any device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, cause death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length.

### **§ 3 Free Education and Attendance.**

(a) All persons residing in this District and meet the age requirements established by the District in its Policies shall be eligible to attend school in the District subject to the terms, conditions, limitations and exceptions in Applicable Law.

(b) Parents of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused.

(c) A student may not be excluded from School or because: (i) the student is married; (ii) the student is pregnant; (iii) the student has a disability as identified by Chapter 15 (relating to protected handicapped students); or (iv) the student is an eligible student identified under Chapter 14 (relating to special education services and programs).

#### **§3.1 Compulsory Attendance.**

(a) Section 1326 of the Public School Code, 24 P.S. §13-1326, defines "compulsory school age" as "the period of a child's life from the time the child's parents elect to have the child enter school, which shall be not later than at the age of eight (8) years, until the age of seventeen (17) years." Once the election to enroll a child in school is made, the child is subject to the Public School Code's compulsory attendance requirements.

(b) The School Board requires that school-aged pupils enrolled in the public schools of this District attend regularly in accordance with Applicable Law. The educational program offered by the District is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation.

### **§3.2 Excusals from Public School Attendance.**

In accordance with the Public School Code and State Board Regulations, the District will excuse the following children from attendance in public schools:

(a) Students attending an approved non-public or private school who have met the requirements of Applicable Law.

(b) Students sixteen (16) or seventeen (17) years of age enrolled in approved private trade or business school.

(c) Children of at least fifteen (15) years of age and are engaged in farm work or private domestic work pursuant to a permit approved by the School Board in accordance with the regulations prescribed by the Superintendent of Public Instruction.

(d) Children fourteen (14) years of age, who have completed elementary school and are engaged in farm work or private domestic work pursuant to a permit approved by the School Board in accordance with Applicable Law.

(e) Children who are sixteen (16) years of age and regularly engaged in useful and lawful employment during the school session with a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.

(f) Students with the approval of the Superintendent receiving private instruction from a properly qualified tutor.

(g) Students receiving instruction at home, who are temporarily unable to attend school for medical reasons.

i. Applications for Homebound Instruction must have a physician's signature and all applicants must be approved by the School Board and recommended by the Superintendent.

(h) Students participating in a work study or career exploration program approved by the School Board.

(i) Students participating in a work release program, which includes school attendance for a portion of the school day where permission of the Principal has been obtained.

- (j) Senior students taking a combination of college and high school courses.
- (k) Senior students attending a college under an early entrance arrangement with the Principal's approval.
- (l) Students gaining early entrance to military service with the Principal's approval.
- (m) Graduating students participating in supervised commencement preparation provided that such participation not last more than three (3) days.
- (n) Students in a Home Education Program that has been approved in accordance with Applicable Law and that meets the standards of Applicable Law.

### **§3.3 Work Experience for Seniors**

- (a) A senior may be excused from school after a half day of attendance for work experience purposes, at the discretion of the building Principal.
- (b) Any student excused for a work experience program must be enrolled in properly scheduled classes in order to fulfill the graduation requirements of Chapter IV curriculum regulations and District policy.
- (c) Any request for participation in a work experience program and early excusal from school must be submitted in writing by the student's parents and must be granted by the Principal.
- (d) A senior student must be gainfully employed during the time that he/she is excused for work experience and have proper working papers.
- (e) An accurate, up-to-date list of students involved in work experience programs must be on file with the Principal. This listing is to include each student's name, address, and telephone number of employer and any other data appropriate to the work experience program.
- (f) The excused student is to leave the school area immediately using his/her own means of transportation and is not to loiter around the school or community.
- (g) Once the student is excused, he/she becomes the responsibility of the parent and is no longer a charge of the school district.
- (h) A student granted the privilege of participating in a work experience program who loses his/her job, loiters around the school or community, or otherwise violates the spirit of these rules will have his/her permission to participate revoked and will be reassigned to classes.

(i) There should be a periodic (3 weeks) review of job status for participating students by the high school Principal or his/her designee.

### **§3.4 Acceptable Reasons for Absences, Lateness or Early Dismissal**

- (a) Observance of religious holidays.
- (b) Religious instruction (maximum of 36 hours per school year).
- (c) Trips to exhibitions, colleges, places of constructive educational interest and planned vacations may be excused, to a total of two (2) weeks duration per year, provided prior written notification is received from the Parent(s), the student is in good academic standing and approval is granted by the Principal. This two (2) week period may be extended or reduced at the discretion of the Principal or his/her designee.
- (d) Domestic shelters, clinics, medical or dental appointments that cannot be arranged after school hours. Verification from the provider or a note from the Parent(s) is required.
- (e) Tutorial work in a field not offered by the District.
- (f) Illness or recovery from an accident.
- (g) Quarantine of the home.
- (h) Death in the family.
- (i) Court appearance.
- (j) Unavoidable family emergency documented with records required by the Principal.

### **§3.5 Unacceptable Reasons for Absences, Lateness or Early Dismissals**

Children will not be excused from school for other than compelling reasons. The following are non-exclusive examples of unacceptable reasons for absences, lateness or early dismissals:

- (a) Baby-sitting.
- (b) Running errands.
- (c) Shopping.

- (d) Missing the school bus/ride or suspension from school bus.
- (e) Participating in private lessons or hobbies.
- (f) Failure of car to start.
- (g) Weather conditions.
- (h) Oversleeping.

### **§3.6 Documentation Required for Absence, Lateness or Early Dismissal**

(a) A note from a parent is required following any absence. The sending of a note, in and of itself, does not make an absence, lateness or early dismissal excusable.

(b) Absences for three or more consecutive days may require a physician's excuse. The District will make such a determination.

(c) Parents/guardians and students should submit written excuse within three (3) school days of the absence. If written explanation is not submitted within this period, the absence becomes unlawful.

(d) Cumulative Lawful Absences. After an accumulation of ten (10) days of absences in one school year, a physician's excuse and parental conference may be requested. If such a request is made but not complied with, all subsequent absences will be unexcused/illegal. A physician's excuse may also be required for any consecutive absence of three (3) or more school days. Funerals and pre-approved educational trips will not be included in the ten day limit after which a physician's excuse could be required. Other exceptions: Extenuating circumstances as determined by the Principal.

### **§ 4. General Responsibilities of Students; Limitations of Liability**

(a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to School Rules.

(b) Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

(c) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.



- (d) Students should express their ideas and opinions in a respectful manner.
- (e) It is the responsibility of each student At School to conform to the following:
  - (1) Be aware of all rules for student behavior and conduct himself/herself In Accordance With them.
  - (2) Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
  - (3) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
  - (4) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
  - (5) Assist the school staff in operating a safe school for the students enrolled therein.
  - (6) Comply with Applicable Law.
  - (7) Exercise proper care when using public facilities and equipment.
  - (8) Attend school daily and be on time at all classes and other School functions.
  - (9) Make up work when absent from school.
  - (10) Pursue and attempt to complete satisfactorily the courses of study prescribed by the District.
  - (11) Report accurately in student media.
  - (12) Not use obscene language in student media or on school premises.
- (f) The District shall not be liable for the loss, damage, theft or misuse of any electronic device or other student property. The student and Parent assumes all risks for damage to or loss of any property brought to School by any student or Parent. The District also shall not be responsible for any accidents or injuries to a student or any other person or persons except as may be permitted under Applicable Law.

**§ 5 Discrimination.**

Consistent with the Pennsylvania Human Relations Act (43 P. S. §§ 951— 963), and other

Applicable Law, a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability or any other legally protected characteristic.

**§ 6. Corporal punishment.**

Corporal Punishment is prohibited. Notwithstanding anything in this Code to the contrary, teachers and school authorities may use reasonable force under the following circumstances:

- (1) To quell a disturbance;
- (2) To obtain possession of weapons or other dangerous objects;
- (3) For self-defense; or
- (4) For the protection of persons or property.

**§ 7. Disciplinary Consequences; Exclusions from School.**

(a) *Types of Discipline.* Any student who violates this Code or class rules established by the teacher shall be subject to discipline. Discipline may take the form of (i) class discipline as determined by a teacher; (ii) suspension of privileges; (iii) detention before or after school; (iv) restitution; (v) student conference; (vi) community service; (vii) assignment to the in-school suspension room; (viii) suspension from school; (ix) assignment to an alternative school; (x) reflective assignment; (xi) expulsion; (xii) exclusion from extra-curricular or co-curricular activities; (xiii) removal from Honor Society; (xiv) confiscation of contraband; (xv) removal or exclusion from a particular class, program or activity; or (xvi) such other discipline as may be appropriate. Additional conditions may be assessed with any discipline that is imposed. In the case of exclusions from school or activities, conditions may be imposed for readmission to School.

(b) *Additional Consequences.* In addition to discipline, the District may take the following actions: (i) parent contact; (ii) referral to Pro-Team; (iii) peer mediation; (iv) referral to law enforcement; (v) referral to Juvenile Court; (vi) an apology; (vii) referral to guidance counselor or other support service; (viii) required and successful training; (ix) requirement for an evaluation to ensure that the student does not present a threat to himself/herself or others; and (x) other actions as deemed necessary by the District.

(c) *Determination of Discipline and Other Consequences.* Notwithstanding anything in this Code to the contrary, the disciplinary consequence will be determined based upon the consideration of relevant factors, which may include any one or more of the following: (i) the egregiousness of the student's conduct; (ii) the student's academic record; (iii) the student's past disciplinary record; (iv) mitigating factors; and (v) aggravating factors. The egregiousness of the student's conduct may be determined in accordance with the levels of offenses as described subsequently in this Code. Although the levels of offenses shall be considered, they are not

determinative. Instead, they are just one of the factors that will be taken into account.

(d) Suspensions or expulsions affecting students with disabilities shall be governed by Applicable Law, Including 22 Pa. Code§ 14.143 (relating to disciplinary placements) and 34 CFR 300.519—300.529 (relating to discipline procedures).

(e) Suspensions.

i. “Suspension” means exclusion from school for a period of from one (1) to ten (10) consecutive school days.

ii. Suspensions may be imposed by the Principal, the Director of Pupil Services, the Director of Elementary and Secondary Schools or the Superintendent.

iii. A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond; provided however, prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

iv. The Parents and the Superintendent be notified immediately in writing when a student is suspended.

v. When a suspension exceeds three (3) school days, the student and Parent shall be given the opportunity for an informal hearing consistent with Applicable Law.

vi. Suspensions may not be made to run consecutively beyond the ten (10) school day period for any one infraction.

vii. Students are responsible to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments as determined by the Principal, Director of Pupil Services, Director of Elementary and Secondary Schools or Superintendent.

(f) Expulsion

i. “Expulsion” means an exclusion from school for a period exceeding ten (10) school days and may be permanent expulsion.

ii. Expulsions may be imposed only by the Board after a hearing In Accordance With Applicable Law.

iii. During the period prior to the hearing and decision of the Board in an expulsion case, the student shall be placed in his normal class except as allowed under

Applicable Law.

iv. Students who are under seventeen (17) years of age are subject to the compulsory school attendance law even though expelled.

(i) The initial responsibility for providing the required education rests with the student's Parent(s), through placement in another school, tutorial or correspondence study, or another educational program approved by the Superintendent.

(ii) Within thirty (30) days of action by the Board, the Parent(s) shall submit to the Superintendent written evidence that the required education is being provided In Accordance With Applicable Law or that they are unable to do so. If the Parent(s) is unable to provide the required education, the District shall, within ten (10) days of receipt of the notification, make provision for the student's education.

(iii) A student with a disability shall be provided educational services as required by Applicable Law, Including the Individuals with Disabilities Education Act (20 U.S.C.A. §§ 1400 to 1482).

#### **§ 8. Exclusion from classes—In-School Suspension.**

(a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.

(b) Communication to the parents or guardian shall immediately follow the suspension action taken by the school.

(c) When the in-school suspension exceeds ten (10) consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the eleventh (11<sup>th</sup>) school day In Accordance With Applicable Law

(d) The District has the responsibility to make provision for the student's education during the period of the in-school suspension.

#### **§ 9. Hearings.**

(a) *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.

(b) *Formal hearings.* A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing

examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

(1) Notification of the charges shall be sent to the student's Parent(s) by certified mail.

(2) At least three (3) days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.

(3) The hearing shall be held in private unless the student or parent requests a public hearing.

(4) The student may be represented by counsel, at the expense of the Parents, and may have a Parent(s) attend the hearing.

(5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses if there are any.

(6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.

(7) The student has the right to testify and present witnesses on his own behalf.

(8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.

(9) The hearing shall be held within fifteen (15) school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:

(i) Laboratory reports are needed from law enforcement agencies;

(ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400—1482); or

(iii) In cases in juvenile or criminal court involving sexual assault or

serious bodily injury, delay is necessary due to the condition or best interests of the victim.

(10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

(c) *Informal hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

(1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

(2) The following due process requirements shall be observed in regard to the informal hearing:

(i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.

(ii) Sufficient notice of the time and place of the informal hearing shall be given.

(iii) A student has the right to question any witnesses present at the hearing.

(iv) A student has the right to speak and produce witnesses on his own behalf.

(v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

**§ 10. Freedom of Expression.**

(a) The right of students to freedom of speech is guaranteed by the Constitution of the United states, the Constitution of the Commonwealth and Applicable Law.

(b) Subject to the terms, conditions, limitations and exceptions set forth in Applicable Law, students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.

(c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of communication, provided that the Using of public school communications facilities shall be In Accordance With the regulations of the District or the rules established by the Principal or Superintendent.

(d) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.

(e) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

(f) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.

(g) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property, subject to Applicable Law.

(h) Bulletin boards must conform to the following: (i) the District may restrict the use of bulletin boards; (ii) bulletin board space may be provided as determined by the District for the use of students and student organizations; and (iii) school officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

(i) The wearing of buttons, badges or armbands shall be permitted as a form of expression, but it is subject to the terms, conditions, limitations and exceptions set forth in Applicable Law.

(j) The District may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

(1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.

(2) The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

### **§ 11. Flag Salute and the Pledge of Allegiance.**

It is the responsibility of every citizen to show proper respect for his country and its flag. However, (1) students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag because of personal belief or religious convictions; and (2) students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

### **§ 12. Hair and Dress.**

(a) The Board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.

(b) Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some type of covering shall be Used.

(c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.

(d) Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

### **§ 13. Confidential Communications.**

(a) Use of a student's confidential communications to school personnel in legal proceedings is governed by Applicable Law. See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).

(b) Information received in confidence from a student may be revealed to the student's Parents, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

### **§ 14. Searches.**

(a) Searches shall be conducted In Accordance With Applicable Law. Principals, the School Resource Officers, school police, the Director of Pupil Services, Special Education Supervisors, the Director of Special Education, the Assistant to the Superintendent, the Director of Elementary and Secondary Schools and the Superintendent may conduct searches. No other District official may conduct a search, unless the search is necessary to protect the health and safety of students and others, such as when there is a search for a weapon, and it is reasonably believed that waiting for a person authorized to conduct a search may lead to injury.

(b) Illegal or prohibited materials seized during a student search may be used as evidence against the student.

(c) Prior to a locker search, the student shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without warning.

(d) Reasonable Suspicion Drug and Alcohol Testing. The District may require drug and alcohol testing if it has reasonable suspicion that the student is Under the Influence.



Reasonable suspicion may be based on the student’s behavior, medical symptoms, vital signs or other observable factors. Where there is reasonable suspicion the testing may include blood analysis, urine analysis, saliva analysis or the administration of a breathalyzer test.

**§15. Rules of Conduct; Infractions.**

1. Levels of Infractions. Infractions are divided into the following four (4) levels:

a. Level 1 Infractions. Level 1 infractions are minor incidents that generally do not involve or affect other Persons. It includes student behaviors that impede orderly classroom procedures or interferes with school operation to a minor or negligible extent. Except where there are repeated instances of Level 1 infractions or other aggravating circumstances, Level 1 infractions generally do not result in suspension, in-school suspension or expulsion.

b. Level 2 Infractions. Level 2 infractions are infractions that are more serious than Level 1 infractions and that can be described as repetitive or frequent or that cause a serious disruption to the learning climate of the school or affect other Persons. Except where there are repeated instances of Level 1 or 2 infractions or other aggravating circumstances, Level 2 infractions generally do not result in suspension, in-school suspension or expulsion.

c. Level 3 Infractions. Level 3 Infractions are serious infractions which result or could result in the violation of the legal rights of other, violence to another person, damage or destruction of property, conduct that poses a direct threat to the safety of others in school, or conduct that may constitute a criminal offense where exclusion from School would be justified. Level 3 Infractions can also include repeated Level 1 or Level 2 Infractions where progressive discipline does not appear to be working.

d. Level 4 Infractions. Level 4 infractions are infractions that are serious, perhaps criminal in nature, where expulsion from School is justified or intervention by law enforcement is justified. Level 4 Infractions can also include repeated Level 1, Level 2 or Level 3 Infractions where progressive discipline does not appear to be working.

2. Prohibited Conduct; Guidance as to Levels of Infractions. The conduct described in the following chart is prohibited At School or, where indicated, Outside-of-School. Conduct outside of school that is prohibited will not consist of a suspension, in-school suspension, or expulsion, unless Applicable Law allows it. To the extent that conduct outside of School is prohibited, and Applicable Law does not allow a suspension, in-school suspension or expulsion, the student may be subject to the other forms of discipline as may be allowed by Applicable Law. Notwithstanding anything herein to the contrary, any student who violates any of the rules is subject to discipline, including possible expulsion. As a guide, the following chart sets for the minimum infraction level a violation would justify, absence any relevant mitigating or aggravating circumstances.

| Prohibited Conduct At School | Prohibited outside of School | Level of Infraction |
|------------------------------|------------------------------|---------------------|
|------------------------------|------------------------------|---------------------|

|   |   |                 |
|---|---|-----------------|
| Violation of any of the Computer Rules set forth in this Code   |   | See Chart Below |
| <b>Level 1 Infractions:</b>   |   |                 |
| Engaging in an unsafe act(s) or omission(s)   |   | 1               |
| Failing to be aware of all rules for student behavior and conduct himself/herself In Accordance With them   |   | 1               |
| Using obscene language  |   | 1               |
| Failing to report accurately in student media   |   | 1               |
| Failing to attempt to complete satisfactorily the courses of study prescribed by the District   |   | 1               |
| Failing to make up work when absent from school   | Y | 1               |
| Failing to attend school daily and be on time at all classes and other School functions, unless excused   |   | 1               |
| Failing to provide or volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property |   | 1               |
| Smoking at School or possessing Tobacco, First Offense  |   | 1               |
| Sleeping  |   | 1               |
| Riding a bike to School without required approvals (See Policy 223)   |   | 1               |
| Driving a car to School without the required School permit (See Policy 223)   |   | 1               |
| Failing to maintain proper hygiene  |   | 1               |
| Using profanity or abusive language   |   | 1               |
| Engaging in horseplay   |   | 1               |
| Disrupting the operations of the School District or the educational activities of the School District   | Y | 1               |
| Violating copyright   |   | 1               |
| Failing or refusing to submit assignments on a timely and in a competent manner   |   | 1               |
| Failing to report to assignments on time and prepared for School  |   | 1               |
| Possessing a laser pointer  |   | 1               |
| <b>Level 2 Infractions:</b>   |   |                 |
| Unlawfully retaliating against any individual   | Y | 2               |
| Lying to School Authorities   |   | 2               |
| Bringing or possessing Medication in violation of the rules set forth in the Code or in applicable Policy of the District, Including Policies 210 and 210.1.    |   | 2               |
| Participating in practical jokes or pranks which cause injury requiring medical attention   |   | 2               |
| Falsifying School District records  | Y | 2               |
| Cheating on tests or assignment   |   | 2               |
| Significant or repeated violation of safety rules or practices  |   | 2               |
| Failing to wear assigned safety equipment or failing to abide by safety rules and policies  |   | 2               |

|  |   |   |
|--|---|---|
| Smoking at School or possessing Tobacco, Second Offense  |   | 2 |
| Gambling   |   | 2 |
| Failing to cooperate in any District investigation or to answer questions  |   | 2 |
| Using a laser pointer without prior permission by a teacher or Principal or using it in a way that has not been authorized   |   | 2 |
| Bringing or possessing a drone without authority by an Administrator   |   | 2 |
| Operating a drone without the authority of an Administrator  |   | 2 |
| Operating a drone without legally required credentials as may be required by and In Accordance With Applicable Law   |   | 2 |
| <b>Level 3 Infractions:</b>  |   |   |
| Taking a fire extinguisher off its fixture without justification   | Y | 3 |
| Assaulting any Person  |   | 3 |
| Stealing or attempting to steal  |   | 3 |
| Sexually harassing any Person  | Y | 3 |
| Unlawfully intimidating or harassing any Person because of race, ethnicity, nationality, gender or gender identity   | Y | 3 |
| Injuring any student, employee or other person at School through negligence or willful misconduct  |   | 3 |
| Bullying any Person  | Y | 3 |
| Engaging in or allowing the hazing of any student  | Y | 3 |
| Engaging in criminal conduct that is not a felony  |   | 3 |
| Inciting any Person(s) to disrupt the operation of the School District, provided, however, that this does not apply to any conduct that is protected under Applicable Law; | Y | 3 |
| Bringing pornography or nude pictures to School, in paper form, electronic form or any other form  |   | 3 |
| Bringing an electronic device To School that has pornography downloaded to it  |   | 3 |
| Displaying pornography   |   | 3 |
| Using threatening language directed to anyone at School  | Y | 3 |
| Fighting with or assaulting anyone   |   | 3 |
| Engaging in sexual conduct or activity   |   | 3 |
| Misusing School District communications systems, Including electronic mail, computers, Internet access, and telephones   | Y | 3 |
| Smoking at School or possessing Tobacco, Third Offense   |   | 3 |
| Secretly recording any conversation of any Person  |   | 3 |
| Aiming a laser pointer at any Person   |   | 3 |
| <b>Level 4 Infractions:</b>  |   |   |
| Calling in or making a Terroristic Threat  | Y | 4 |
| Calling in or making a bomb threat   | Y | 4 |
| Committing or attempting to commit arson   | Y | 4 |
| Discharging or attempting to discharge a fire extinguisher unless there is a fire necessitating the Using of the fire extinguisher   | Y | 4 |

|   |  |   |
|---|--|---|
| Setting off a false alarm or attempting to set off a false alarm  | Y  | 4 |
| Injuring any Person by assault or battery   |  | 4 |
| Extortion or attempted extortion  | Y, when it involves another student or District employee | 4 |
| Bringing, possessing, selling, transferring to another Person, or consuming intoxicants or Controlled Substances                  | Y  | 4 |
| Bringing, possessing, selling, transferring to another Person Drug Paraphernalia  |  | 4 |
| Misrepresenting to anyone what any drug, pill, look-alike drug or medication is   | Y  | 4 |
| Reporting to School with illegal drugs or alcohol in your system  |  | 4 |
| Attending School while Under the Influence of a Controlled Substance or alcohol   |  | 4 |
| Engaging in criminal conduct that is a felony   |  | 4 |
| Refusing to take a drug or alcohol test when requested or required  |  | 4 |
| Willfully damaging, defacing, misusing or stealing the District's property or the property of a student, Parent or another person | Y  | 4 |
| Possessing firearms or other weapons  |  | 4 |
| Possessing look alike weapons   |  | 4 |
| Smoking at School or possessing Tobacco, Fourth and Subsequent Offenses   |  | 4 |
| Driving while Under the Influence of Controlled Substances or alcohol   | Y  | 4 |
| Driving without a license   | Y  | 4 |
| Engaging in Dating Violence   | Y  | 4 |

The foregoing examples of impermissible conduct are not intended to be all-inclusive. At the District's discretion, any violation of the School District's policies or any conduct considered inappropriate or unsatisfactory may subject the student to Discipline, including expulsion. The District reserves sole discretion whether to apply progressive discipline in any given situation.

#### **§16. Computer Rules.**

a. Definitions. The following terms, when set forth in this section of Code (relating to Computer Offenses) in capital letters, shall have the meaning set forth in the following definitions unless the context clearly indicates otherwise:

(1) "Computer(s)" shall mean and Include District owned, leased, operated or provided: (i) desk tops; (ii) School stations; (iii) electronic readers or devices in the nature of an iPad or tablet; (iv) laptops; (v) servers; (vi) routers; (vii) WiFi hotspots and apparatus; (ix) digital switches; (x) smart phones; (xi) PDA's; (xii) STORAGE DEVICES and (xiii) any other digital

device in the nature of or with the functionality of any of the foregoing.

(2) "Cloud Application" shall mean any service or resource available on the internet Including such services or resources as virtual servers or any electronic storage that is outside of the School District's firewall, including such things as a Google™ or Google Chrome™ account; My Drive™; Skydrive™; Adobe Creative Cloud™; Dropbox™; Evernote™; and other similar services.

(3) "Data" shall mean all forms of digital or electronic data, Including digital or electronic: (i) records; (ii) material; (iii) data; (iv) documents; (v) files; (vi) script; (vii) code; (viii) software; and (ix) programs.

(4) "Digital Technology" shall mean all forms of digital technology, Including Data, software, hardware, the School District's network and all components of the School District's network; and digital services of any nature and kind, that is based on digital technology and that is:

1. owned, leased or licensed to the School District;
2. that is accessed by or through Digital Technology that is owned, leased or licensed to the School District,

and that is supplied by the School District to students, employees or volunteers. "Digital Technology" Includes Computers; Data, servers; networks; the Internet; cell phones; beepers; PDA'S; modems; voicemail; e-mail; chat-rooms; instant messaging; User groups; and such similar technologies.

(6) "Malicious Code" shall mean any code in any part of a software system or script that is intended to or that does cause undesired effects, security breaches, degradation to system speed or functionality to or damage to a system; INCLUDING attack scripts, viruses, malware, worms, Trojan horses, backdoors, time bombs, and malicious active content.

(7) "Pornography" or "Pornographic" Includes: (1) any visual or audio depiction, Including any photograph, digital image, film, video, picture, recording or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct; (2) nude pictures or images of the genitalia of any male or female or the breasts of any woman, Including any photograph, digital image, film, video, picture, or computer or computer-generated image or picture of such; and (3) the definition of such terms in any federal or Pennsylvania state statute.

(8) "Storage Device" shall mean any device capable of storing data, code, or programs, Including CD's, thumb drives, DVD's, floppy's, hard drives, RAM devices or anything or item that has the function of storing or maintaining electronic data of any nature or type.

(9) "Student Record" shall mean any item of information gathered within or outside the District that is directly related to an identifiable student.

(10) "User" shall mean a student, employee or visitor who is using any Digital Technology.

(11) "User ID" shall mean the identification number(s) or letter(s) that is unique and that is assigned to the individual student or employee.

b. Computer Prohibitions. Students shall not engage in any of the following conduct or behaviors:

| Prohibited Conduct   | Minimum Infraction Levels |
|--|---------------------------|
| When using the District's Digital Technology, violating any applicable policy of the District or rule contained in this Code   | See Chart Above           |
| Violating any applicable School rule when using the School District's Digital Technology   | See Chart Above           |
| Using any Digital Technology of the District for any purpose other than for the legitimate educational purposes of District's students   | 1                         |
| Shutting down any Computer without properly logging off the Computer   | 1                         |
| Using any of the District's Computers or Data unless and until a confidential User ID and password has been assigned to the student  | 2                         |
| Using any of the District's Computers or Data without using his/her User ID and password;  | 2                         |
| Disclosing his/her User ID or password to any other Person unless directed by a properly authorized District administrator to do so  | 2                         |
| Using or utilize the User ID and/or password belonging to or assigned to any other individual, or impersonate, in any manner, any other person   | 2                         |
| Opening or logging on to any Computer, software, program or application using, utilizing or inputting the User ID and/or password of any other Person, or Using any default or preset User ID and/or password without express authority          | 2                         |
| Misrepresenting his/her identity when using the District's Computers   | 2                         |
| Using any Computers unless and until the student has signed an acknowledgment in the form prescribed by the School District attesting to the employee's understanding of the rules governing the Using of Digital Technology                     | 2                         |
| Violating the legal rights of others   | 2                         |
| Using any software or Internet site in violation of any applicable licensing agreement or applicable terms of Using  | 2                         |
| Failing to report to the building administrator and School District's technology administrator any time when he/she inadvertently visits or accesses a pornographic site at School or through any School District Computer or Digital Technology | 2                         |
| Disconnecting any hardware from any computer without prior explicit direction to do so, except with respect to laptop computers issued with the  | 2                         |

| Prohibited Conduct  | Minimum Infraction Levels |
|---|---------------------------|
| expectation that they will have hardware, such a printer, connected and disconnected  |                           |
| Bypassing any blocking or security software that may be used or installed by the District   | 3                         |
| Visiting or accessing pornographic websites at School or through any District Computer or Digital Technology  | 3                         |
| Using Digital Technology to violate any applicable law, Including the Wiretap and Electronic Surveillance Control Act   | 3                         |
| Incurring any charges or costs of any nature or type to the School District in connection with Digital Technology or your Using of Digital Technology; except as specifically and expressly authorized In Accordance With applicable procurement requirements established by the School District or by Applicable Law | 3                         |
| Intentionally, willfully, maliciously or through reckless indifference damaging or corrupting the functioning of any Digital Technology or any data stored, either temporarily or permanently on any Digital Technology   | 4                         |
| When using the District Digital Technology, engaging in sexual acts or sending any nude pictures  | 4                         |
| Intentionally entering or hacking into any secure or confidential area of the District's systems, network(s) or Computers without proper authority  | 4                         |
| Knowingly or willfully infecting any Computer with any virus  | 4                         |
| Knowingly or willfully placing any Malicious Code in any Computer, software, or network or network component  | 4                         |
| Using any Digital Technology to hack into anyone else's Computers or network(s) in any way or manner that is not authorized   | 4                         |
| Using any data mining, robots, or similar data gathering and extraction methods in violation of any person's or entity's rights   | 4                         |
| Deleting or removing any program, application, security feature, or virus protection from any School District Computer without express authorization in writing from an administrator in the technology department  | 4                         |
| Hacking into any hardware and/or software owned or licensed by the School District for any purpose  | 4                         |
| Violating any applicable criminal statute pertaining to computers, property or electronic devices, Including Chapter 76 of the Crimes Code, relating to computer offenses. 18 Pa.C.S.A. §7601 <i>et seq.</i>  | 4                         |
| Planting any virus, Malicious Code, pornography or other prohibited content or software on anyone's Computer, Including the School District's network or Computer(s), or any component of the School District's network   | 4                         |
| Accessing another's Computer for any improper or unlawful purpose, Including to activate the audio or video functions of the Computer or to search the Computer's files, documents or codes, without the person's prior permission and authority  | 4                         |

**§17. Student Electronic Devices.**

a. Definition. “Electronic Device(s) means and Includes all devices that belong to a student or that is brought to School or possessed in School and that is not owned or leased by the District and that can: (1) take or store photographs; (2) record or store audio or video data; (3) store, transmit or receive messages or images; or (4) provide a wireless, unfiltered connection to the Internet, Including radios, Walkman, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, smartphones, telephone paging devices/beepers, tablets, ear buds, headphones and laptop computers, as well as any new technology developed with similar capabilities.

b. Student Electronic Device(s) Prohibitions. Students shall not engage in any of the following conduct or behaviors:

| <b>Prohibited Conduct at School</b>   | <b>Minimum Infraction Levels</b> |
|---|----------------------------------|
| Disrupting the educational environment or a school activity or program with an Electronic Device  | 1                                |
| Using an Electronic Device(s) to harass or threaten a student or other Person   | 1                                |
| At the elementary level, failing to conceal the Electronic Device(s) at School, except as stated in this Code   | 1                                |
| Having an Electronic Device out or using an Electronic Device in class without the teacher’s permission   | 1                                |
| Having an Electronic Device out or using an Electronic Device At School in a manner not approved or authorized At School  | 1                                |
| Violating Applicable Law with the use or possession of an Electronic Device   | 4                                |
| Taking photographs, videos or audio recordings (when the audio recording is not a crime) with an Electronic Device At School  | 2                                |
| Recording any conversation with an Electronic Device At School when not authorized in an IEP, Service Plan, or by a Principal or higher ranking individual in writing and consistent with educational needs   | 3                                |
| Using an Electronic Device At School to make a voice or video call  | 1                                |
| Using an Electronic Devices for taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, Including texting and e-mailing | 4                                |
| Using an Electronic Device to engage in any conduct that is prohibited by any of the provisions of this Code  | 1                                |

c. Permitted Uses of Electronic Devices. Notwithstanding anything herein to the contrary, Electronic Devices may be used In Accordance With the following terms, conditions and limitations:

(i) In class, study hall, advisory, homeroom or at a program or activity of the District In Accordance With the rules and directions of the teacher or other person(s) in charge;



(ii) On a school bus or other vehicle provided by the District In Accordance With the rules and directions of the bus driver or other person(s) in charge;

(iii) The use does not violate any of the rules set forth in this Code.

**§18. Conduct on Busses and at Bus Stops.**

(a) School bus transportation is a privilege. It can be denied to any student who violates any of the offenses described in any section of this Code. NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY, THIS CODE APPLIES ON SCHOOL BUSES IN THE SAME WAY THEY APPLY IN SCHOOL BUILDINGS OR AT SCHOOL. STUDENTS MAY BE SUBJECT TO SUSPENSION OR EXPULSION FOR CONDUCT ON THE BUS, AT BUS STOPS, OR WHILE COMING TO OR GOING FROM BUS STOPS.

(b) Parents shall provide transportation for any pupil whose privileges have been suspended or terminated. Students who fail to attend school during bus suspension will be marked illegally absent.

(c) Students must obey and cooperate with the bus driver, teachers, or any other persons assigned to supervise the bus or any part of the school transportation system.

(d) Assigned seats will be mandatory on each bus grades "K-8." Students will be required to sit in their assigned seat unless otherwise directed by the driver or other supervisor. A school administrator or school bus driver may also assign seats to any student in grades 9-12 and for any period.

(e) The bus driver has the authority to discipline the pupils on his/her bus.

(f) Procedures for Misconduct on The Bus.

i. The bus driver is expected to be in complete control of the bus and its passengers.

ii. When serious misconduct occurs or when misconduct is repeated, the school bus driver is expected to report such action to the school Principal or designee. Forms are provided to each driver for this purpose.

iii. The Principal will take whatever action he/she deems necessary to correct the situation. This action will be consistent with this Code.

iv. Parents will be advised by the Principal when reports of misconduct are made.

v. The Principal and Assistant Principal are the only ones with the authority to suspend transportation privileges.

vi. A parent of a student, whose transportation privileges is suspended, must confer with the school administration before the privilege is restored.

vii. Students will be removed from the school bus by the building Principal if a bus must return to the school due to the student's involvement in an unsafe or uncontrollable situation. Parents will be notified immediately to pick up the student at the school.

(g) Conduct at The Bus Stop:

i. Students are expected to arrive at the school bus stop at least five (5) minutes prior to pick-up time.

ii. Students should wait off the street or roadway and conduct themselves in a responsible manner.

iii. Students must wait on the opposite side of the street or road until the bus has stopped, engaged its flashing lights and stopped all traffic.

iv. Students should never accept rides from strangers.

v. PARENTS ARE RESPONSIBLE FOR STUDENTS AT THE BUS STOP.

(h) The following are non-exclusive examples of offenses which will result in suspension or termination of transportation privileges and possibly other disciplinary action:

- i. Fighting, or provoking or instigating a fight;
- ii. Assaulting a fellow student(s) or other person on the bus;
- iii. Smoking or possessing tobacco;
- iv. Eating or drinking;
- v. Damaging property;
- vi. Standing, walking, refusing to remain seated;
- vii. Throwing items on or out of the vehicle
- viii. Hanging any body part out of the window
- ix. Excessive noise or disruptive behavior;
- x. Tampering with emergency doors;
- xi. Profane or obscene language;
- xii. Refusing to ride assigned vehicle or riding on an unassigned vehicle without permission;
- xiii. Boarding vehicle at unassigned stop;
- xiv. Leaving vehicle at unassigned stop;
- xv. Discourteous behavior, refusing to obey the driver, teachers or other supervisory personnel;
- xvi. Threatening, harassing, bullying, teasing or intimidating the bus driver or

other students on the bus;

xvii. Refusing to sit in assigned seat;

xviii. Actions detrimental to safety or to the effective operation of the school bus or vehicle;

xix. Any other violations of this Code;

xx. Pursuant to Act 65 of 1998, a person who enters a school bus without prior authorization of the driver or a school official with intent to commit a crime or disrupt or interfere with the driver; a person who enters a school bus without prior authorization of the driver or a school official who refuses to disembark after being ordered to do so by the driver commits a misdemeanor of the third degree.

(i) The following are guidelines for suspension of privileges. The suggested disciplinary action may be modified in accordance with the mitigating or aggravated circumstances:

i. The first offense will result in a written warning. Parent contact required.

ii. The Principal may suspend bus privileges for three (3) days for second disciplinary offense. A Parent conference is required. Bus driver may be present.

iii. The Principal has authority to suspend bus privileges for one full week for third disciplinary offense. Parent conference required. Bus driver may be present.

iv. The Principal has authority to suspend bus privileges for ten (10) days for the fourth (4th) disciplinary offense. Parent conference required. Bus driver may be present.

v. The Principal has authority to suspend bus privileges for one full month (i.e., up to thirty-one (31) calendar days) for fifth (5th) disciplinary offenses. Parent conferences required. Bus driver may be present.

vi. Referrals may be made for additional discipline as may be warranted under the circumstances

(j) Large Articles on Buses. The Pennsylvania Department of Transportation mandates, in 67 PA Code S171.58 that the interior of a school bus must be free of objects, which could cause injury. Objects must be secured, and the aisles and emergency exits open and free of blockage. The following rules must be adhered to at all times:

i. Large band instruments or school project items are not permitted on the bus unless they can be held on the pupil's lap safely.

ii. Items may not be placed under seats as they may become projectiles upon impact.

iii. Nothing can be carried on the bus that will endanger others, i.e., glass objects, ice skates, large metal objects, weapons, etc.

iv. Animals are not permitted on the bus (with the exceptions of those used by disabled persons).

v. Nothing can be placed in the driver's compartment, doorway or aisle. In case of an accident, student must be able to exit out of windows and doors.

(k) Riding Busses Other Than Assigned. Changes in bus assignment should be permitted only for urgent reasons such as medical services and family emergencies.

(l) Audio/Video Surveillance. The School Board authorizes video and audio recordings on school busses in accordance with Applicable Law. These recordings may be used by the District or law enforcement.

**§19. Rules of Construction.**

a. Notwithstanding anything herein to the contrary, nothing in this Code shall be interpreted in a way that violates Applicable Law.

b. If any provision contained in this Code of Conduct is ambiguous—i.e., capable of being given one or more reasonable interpretations—and one or more reasonable interpretations would render the provision unlawful or unconstitutional, the School District intends only those interpretations that are lawful and constitutional.

c. Conflict with Policy. This Code and School Board Policy and Administrative Regulations are intended to be complimentary and what is required by one shall be deemed to be required by all. If there are any irreconcilable conflicts between these terms and conditions of this Code and any provision(s) contained in any Policy, the terms contained in the Policy or the version of the Code last adopted by the Board shall control. If there are irreconcilable conflicts between any Administrative Regulations or the terms of any Policy or this Code, the terms of Policy and this Code shall control. For purposes of clarity, the terms of any Administrative Regulation shall never control over conflicting terms in Policy or this Code.

*Coatesville Area School District  
Policy Committee*



Members

Thomas Siedenbuehl, Chair  
Brandon Rhone  
Ann Wuertz

March 13, 2018



# Policy Committee Agenda

Coatesville Area Senior High School Auditorium

**March 13, 2018 - 6:00 PM**

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

**CHAIRPERSON:** Thomas Siedenbuehl  
**BOARD MEMBERS:** Brandon Rhone and Ann Wuertz  
**ADMINISTRATION:** Dr. Cathy Taschner and Karen Hall  
**CALL TO ORDER:** \_\_\_\_\_

## APPROVAL of MINUTES

Approval of the February 13, 2018 Policy Committee meeting minutes. (*Enclosure*)

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

## AGENDA ITEMS

### Consent Agenda

**RECOMMENDED MOTION:** That the Board of School Directors approves the Consent Agenda items:

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

- A. **Policy 218.2 – Terroristic Threats – Adoption**  
**RECOMMENDED MOTION:** That the Board of School Directors approves the adoption of Policy 218.2.
- B. **Policy 226 – Searches – Adoption**  
**RECOMMENDED MOTION:** That the Board of School Directors approves the adoption of Policy 226.
- C. **Policy 233 – Suspension and Expulsion – Adoption**  
**RECOMMENDED MOTION:** That the Board of School Directors approves the adoption of Policy 233.
- D. **Policy 237 – Electronic Devices – Adoption**  
**RECOMMENDED MOTION:** That the Board of School Directors approves the adoption of Policy 237.
- E. **Policy 249 – Bullying and Cyber Bullying – Adoption**  
**RECOMMENDED MOTION:** That the Board of School Directors approves the adoption of Policy 249.
- F. **Policy 338 – Sabbatical Leave – Adoption**  
**RECOMMENDED MOTION:** That the Board of School Directors approves the adoption of Policy 338.

- G. Policy 338.1 – Compensated Professional Leave – Adoption**  
**RECOMMENDED MOTION:** That the Board of School Directors approves the adoption of Policy 338.1.
- H. Policy 705.1 – School District Police Authorized to Carry Weapons – Adoption**  
**RECOMMENDED MOTION:** That the Board of School Directors approves the adoption of Policy 705.1.
- I. Policy–012 Diversity Policy: First Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of policy 012.
- J. Insertion of Named Designee**  
**RECOMMENDED MOTION:** That the Board of School Directors approves the insertion of the named designees as presented in policies 000,100,200,300. For purposes of clarity, these insertions do not change the substance or content of the policies but will allow the general public to know whom they may directly contact.

**INFORMATIONAL ITEM(S)**

**OLD BUSINESS**

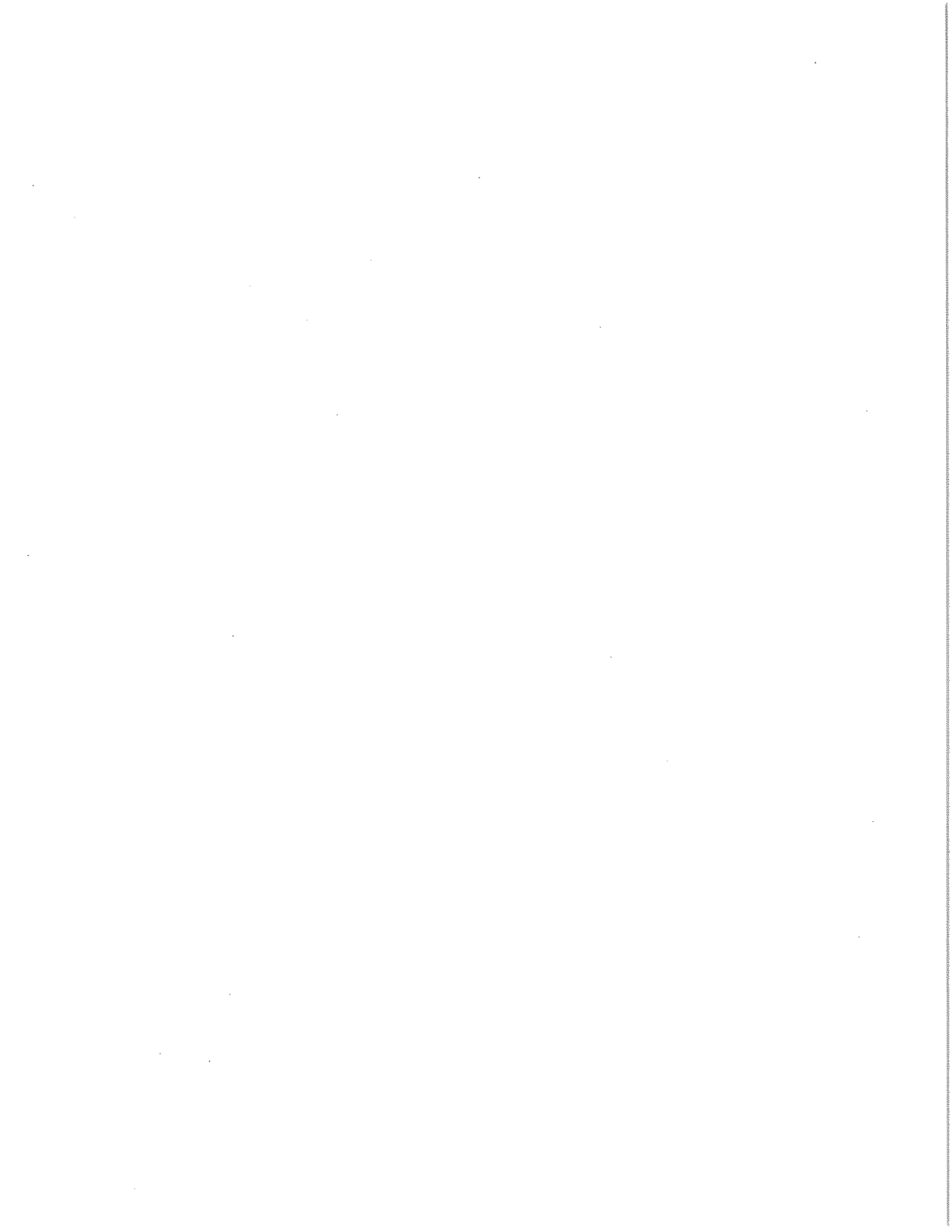
**NEW BUSINESS**

**PUBLIC COMMENT**

**ADJOURNMENT** \_\_\_\_\_

*Notice of this public meeting was advertised in the Daily Local News on January 1, 2018 and on the District website.  
Copies of the minutes will be maintained in the office of the Board Secretary.*







**Policy Committee Minutes**  
*Coatesville Area Senior High School Auditorium*  
**February 13, 2018 - 6:00 PM**  
*(3<sup>rd</sup> Committee Meeting of the Evening)*

**CHAIRPERSON:** Thomas Siedenbuehl  
**BOARD MEMBERS:** Brandon Rhone and Ann Wuertz  
**ADMINISTRATION:** Dr. Cathy Taschner and Karen Hall  
**CALL TO ORDER:** 8:13 p.m.

**APPROVAL of MINUTES**

Approval of the January 9, 2018 Policy Committee meeting minutes. (*Enclosure*)

Motion: Ann Wuertz                      Second: Brandon Rhone                      Vote: 3-0

**MOTION ITEMS FOR APPROVAL**

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

**Consent Agenda**

**RECOMMENDED MOTION:** That the Board of School Directors approves the Consent Agenda items:

*Item(s) removed from Consent Agenda:*

H. Policy 705.1 – School District Police Authorized to Carry Weapons – 30 Day Review

Motion: Ann Wuertz                      Second: Brandon Rhone                      Vote: 3-0

**A. Policy 218.2 – Terroristic Threats – 30 Day Review**

**RECOMMENDED MOTION:** That the Board of School Directors approves the 30-day review of Policy 218.2.

**B. Policy 226 – Searches – 30 Day Review**

**RECOMMENDED MOTION:** That the Board of School Directors approves the 30-day review of Policy 226.

**C. Policy 233 – Suspension and Expulsion – 30 Day Review**

**RECOMMENDED MOTION:** That the Board of School Directors approves the 30-day review of Policy 233.

**D. Policy 237 – Electronic Devices – 30 Day Review**

**RECOMMENDED MOTION:** That the Board of School Directors approves the 30-day review of Policy 237.

**E. Policy 249 – Bullying and Cyber Bullying – 30 Day Review**

**RECOMMENDED MOTION:** That the Board of School Directors approves the 30-day review of Policy 249.

**F. Policy 338 – Sabbatical Leave – 30 Day Review**

**RECOMMENDED MOTION:** That the Board of School Directors approves the 30-day review of Policy 338.

**G. Policy 338.1 – Compensated Professional Leave – 30 Day Review**

**RECOMMENDED MOTION:** That the Board of School Directors approves the 30-day review of Policy 338.1.

**H. Policy 705.1 – School District Police Authorized to Carry Weapons – 30 Day Review**

**RECOMMENDED MOTION:** That the Board of School Directors approves the 30-day review of Policy 705.1.

**INFORMATIONAL ITEM(S)**

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT**

**ADJOURNMENT** This meeting adjourned at 8:16 p.m.

*Respectfully submitted, Karen Jackson*

*Anyone wishing to review the minutes verbatim should contact the School Board Secretary to request a copy of the digital/audio file.*