

# Education Committee Agenda

Coatesville Area Senior High School Auditorium

**April 14, 2020 - 6:00 PM**

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

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

## APPROVAL of MINUTES

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

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

## AGENDA ITEMS

### A. Discipline Code of Conduct

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

### B. Naviance Contract

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

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

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

### D. Student Adjudication 10005956

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

## INFORMATIONAL ITEM(s)

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

## OLD BUSINESS

**NEW BUSINESS**

**PUBLIC COMMENT**

**NEXT MEETING**      Tuesday, May 12, 2020

**ADJOURNMENT**      \_\_\_\_\_

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

# Finance Committee Agenda

Coatesville Area Senior High School Auditorium

**April 14, 2020 - 6:00 PM**

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

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

## APPROVAL of MINUTES

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

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

## PRESENTATIONS

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

## AGENDA ITEMS

### **A. Financial Statements**

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

### **B. Preliminary Budget Adoption and Notice of Special Meeting**

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

### **C. Approval of Chester County Intermediate Unit Budget**

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

### **D. Approval of Chester County Intermediate Unit Occupational Education Budget**

**RECOMMENDED MOTION:** That the Board of School Directors approve the 2020-2021 Chester County Intermediate Unit Occupational Education Budget in the amount of \$30,011,584, of which the Coatesville Area School District share is \$3,633,510, as presented. ([Enclosure-Occupational Education](#)) ([Enclosure-OccEd Ballot](#)).

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

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

**F. Contract Addendum—Interim Agreement Regarding School Transportation Services**

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

**G. Appointment of Auditor**

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

**H. SwiftMD – Telemedicine Proposal**

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

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

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

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

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

**K. Donations**

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

**L. Human Resources Report**

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

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

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

a. CATA

1) Fenimore, David, Teacher for the Coatesville Area Senior High School. Letter Dated: 3/31/2020. Reason: Retirement. Effective: 6/12/2020.

2) Valentine, Tracey, Teacher for Rainbow Elementary School. Letter Dated: 3/23/2020. Reason: Retirement. Effective: 6/12/2020.

b. EXTRA DUTY

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

2. **New Appointments - Regular and Extra Duty**

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

a. ADMINISTRATION

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

b. CATSS

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

c. EXTRA DUTY

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

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

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

a. CATA

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

b. NON-CERTIFIED

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

**4. Voluntary Transfers:**

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

a. CATSS

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

**INFORMATIONAL ITEM(S)**

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT**

**NEXT MEETING**      Tuesday, May 12, 2020

**ADJOURNMENT**      \_\_\_\_\_

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



# Operations Committee Agenda

Coatesville Area Senior High School Auditorium

**April 14, 2020 - 6:00 PM**

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

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

## APPROVAL of MINUTES

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

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

## INFORMATIONAL ITEM(S)

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

## OLD BUSINESS

## NEW BUSINESS

## PUBLIC COMMENT

**NEXT MEETING** Tuesday, May 12, 2020

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

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

**Policy Committee Agenda**  
*Coatesville Area Senior High School Auditorium*  
**April 14, 2020 - 6:00 PM**  
*(4<sup>th</sup> Committee Meeting of the Evening)*

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

**APPROVAL of MINUTES**

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

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

**INFORMATIONAL ITEM(S)**

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

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT**

**NEXT MEETING** Tuesday, May 12, 2020

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

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