

**COATESVILLE AREA SCHOOL DISTRICT
SCHOOL BOARD MEETING AGENDA
JANUARY 27, 2015 ~ 7:00 PM
9/10 Center Auditorium**

OPENING ACTIVITIES

1. CALL TO ORDER

2. READING OF MISSION STATEMENT

THE MISSION OF THE COATESVILLE AREA SCHOOL DISTRICT, A LEARNING COMMUNITY RICH IN DIVERSITY AND COMMITTED TO EXCELLENCE, IS TO EDUCATE ALL STUDENTS BY PROVIDING RIGOROUS EDUCATIONAL OPPORTUNITIES TO BECOME RESPONSIBLE, PRODUCTIVE, LIFE-LONG LEARNERS IN A GLOBAL SOCIETY.

3. ADVISEMENT

By notice of the President, Board Members are advised that all votes shall be regarded as roll call votes. The minutes should also note that public notice was given for this meeting in accordance with Act 93 of 1998, Section 1. School Board meetings shall proceed in accordance with School Board policy.

4. ROLL CALL

Board of School Directors

Dean A. Snyder, President	<i>(Finance & Personnel Committee)</i>
Stuart C. N. Deets, Vice President	<i>(Operations and Finance & Personnel Committees)</i>
Diane M. Brownfield	<i>(Education Committee)</i>
James A. Fox	<i>(Policy Committee)</i>
James Hills	<i>(Education and Operations Committees)</i>
Laurie C. Knecht	<i>(Operations Committee)</i>
Michele S. Maffei	<i>(Finance & Personnel Committee)</i>
Deborah L. Thompson	<i>(Education and Policy Committees)</i>
Ann Wuertz	<i>(Policy Committee)</i>

Student Representatives

Katie Stefanski, Senior Class Representative
Andrew Scott Patterson, Junior Class Representative

Solicitor

Michael I. Levin, Esquire

Administration

Dr. Cathy Taschner, Superintendent of Schools
Dr. Kimberly R. Donahue, Assistant to the Superintendent of Curriculum & Learning
Ronald G. Kabonick, Director of Business Administration & School Board Secretary
Erika Zeigler, Director of Human Resources
John Reid, Director of Pupil Services, Data & Assessment
Dave Krakower, Director of High School & Curriculum Instruction – Special Education (6-12)
Jason Palaia, Director of Elementary Education (3-5) – Special Education (K-5)

5. **MOMENT OF SILENCE AND SALUTE TO THE FLAG**

ADDITIONS, DELETIONS OR MODIFICATIONS TO THE AGENDA

APPROVAL OF THE MINUTES

RECOMMENDED MOTION: That the Board of School Directors approves the minutes for the November 25, 2014 School Board meeting subject to any addition, deletions, modifications or clarifications. (*Enclosure 1*)

Motion: _____ Second: _____ Vote:

APPROVAL OF THE MINUTES

RECOMMENDED MOTION: That the Board of School Directors approves the minutes for the December 4, 2014 Reorganization Board meeting subject to any addition, deletions, modifications or clarifications. (*Enclosure 2*)

Motion: _____ Second: _____ Vote:

APPROVAL OF THE MINUTES

RECOMMENDED MOTION: That the Board of School Directors approves the minutes for the December 4, 2014 Regular School Board meeting subject to any addition, deletions, modifications or clarifications. (*Enclosure 3*)

Motion: _____ Second: _____ Vote:

APPROVAL OF THE MINUTES

RECOMMENDED MOTION: That the Board of School Directors approves the minutes for the December 16, 2014 Special Board meeting subject to any addition, deletions, modifications or clarifications. (*Enclosure 4*)

Motion: _____ Second: _____ Vote:

PUBLIC COMMENT ON AGENDA ITEMS

The Board has requested all persons making comments on **agenda items** to list their name, address, telephone number and motion item(s) on the sheet provided. There is a three (3) minute limit per person. The Board does not take action or discuss items not appearing on the agenda. The Board values public comments and wishes to convey that although Board members cannot discuss items that are not on the agenda, they listen carefully and appreciate and value input from the public.

EXECUTIVE SESSION

- An executive session will be held at 5:30 p.m. on Tuesday, January 27, 2015 for legal, personnel reasons and collective bargaining purposes.

- An executive session was held on Saturday, January 17, 2015 for personnel, legal and collective bargaining reasons.
- An executive session was held on Wednesday, January 7, 2015 for personnel and legal reasons.

SUPERINTENDENT'S REPORT

IMPORTANT DATES

Date	Time	Meetings	Place
February 10, 2015	6:00 PM	All Committee Meetings	9/10 Center Auditorium
February 16, 2015	~	<i>Observance of President's Day</i>	No School for Students & Staff
February 24, 2015	7:00 PM	School Board Meeting	9/10 Center Auditorium

SPECIAL REPORTS

STUDENT REPRESENTATIVE'S REPORT

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.

1. **CONSENT AGENDA** (*Dean Snyder, School Board President*)

RECOMMENDED MOTION: That the Board approves the consent agenda items:

Motion: _____ Second: _____ Vote: _____

2. **FINANCE COMMITTEE** (*Stuart Deets, Chair*)

A. **Bills Payable and Financial Statements**

RECOMMENDED MOTION: That the Board of School Directors approve the bills payable and the financial statements as submitted for the month ending December 31, 2014.

B. **Berkheimer One Source Comparison and Processing of Act 80 Records**

RECOMMENDED MOTION: That the Board of School Directors approve the proposal of Berkheimer One Source to provide Act 80 Comparison Records for the amount of \$745.00. The Act 80 Comparison accurately determines a taxpayer's resident taxing jurisdiction. The accuracy of the data is important when the district's personal income aid ratio is calculated.

- C. **Valuation Engineers Incorporated Proposal for Appraisal Services**
RECOMMENDED MOTION: That the Board of School Directors approve the proposal of Valuation Engineers Incorporated to complete a district wide appraisal for an amount of \$14,500.00. This will correct audit finding 13-2 on page 47 of the 2012-13 audit report.
- D. **Technology Staffing Agreement**
RECOMMENDED MOTION: That the Board of School Directors extend the Chester County Intermediate Unit Technology Staffing Agreement, as stipulated, until March 24, 2015.
- E. **Reject Two-Way Radio Bids**
RECOMMENDED MOTION: That the Board of School Directors reject all bids received for Two Way Radio Services.
- F. **Maille LLP**
RECOMMENDED MOTION: That the Board of School Directors approve the proposal of Maillie LLP to audit the Coatesville Area High School Project #3400 for the time period of August 2006 - September 2010 for an estimated amount of \$2,500.00 plus out of pocket expenses (postage, copying, etc.). An independent audit report is required to complete the final cost report and establish the permanent reimburse rate. Attached is a sample of the independent auditor letter. (*Enclosure 5*)
- G. **Memorandum of Voluntary Consent**
RECOMMENDED MOTION: That the Board of School Directors authorize the Superintendent to execute on behalf of the School District such Memorandum of Voluntary consent as requested in order to allow a search of school district records and other things in relationship to criminal investigations that the district attorney's office and/or law enforcement is/are conducting provided that the following conditions are met:
- 1) That this consent does not apply to any record or matter that is confidential under law or contract;
 - 2) That the Superintendent does not object to the Consent of a particular request; provided that in these instances that the Superintendent does not sign a requested consent, that the Superintendent so advise the School Board.
- H. **Human Resources**
1. **Resignations - Regular and Extra Duty**
RECOMMENDED MOTION: That the Board of School Directors approves the following Resignations - Regular and Extra Duty:
 - a. ADMINISTRATION
 - 1) Malinics, Martin, Network Manager for the Coatesville Area School District. Letter Dated: 1/14/15. Reason: Retirement. Effective: 3/12/15.
 - 2) Olseski, Jr., Anthony F., Police Officer for the Coatesville Area School District. Letter Dated: 1/12/15. Reason: Retirement. Effective: 2/2/15.

b. CATSS

- 1) Grannells, Bonnie, Facilities Secretary for the Coatesville Area School District. Letter Dated: 12/15/14. Reason: Retirement. Effective: 2/2/15.
- 2) Hooper, Wendy, 2.0 Hour Cafeteria/Playground Aide for the King's Highway Elementary School. Letter Dated: 12/18/14. Reason: Personal. Effective: 12/31/14.
- 3) Patton, Gwen, 6.5 Hour Special Education Classroom Aide for the Friendship Elementary School. Letter Dated: 1/12/15. Reason: Retirement. Effective: 1/12/15.

c. FEDERATION

- 1) Montgomery, Tyler, Substitute Custodian for the Coatesville Area School District. Letter Dated: 1/12/15. Reason: Personal. Effective: 1/12/15.
- 2) Priori, Mario, Tradesman Electronic Technician for the Coatesville Area School District. Letter Dated: 1/14/15. Reason: Retirement. Effective: 1/23/15.

d. EXTRA DUTY

- 1) Haiko, Kristi, Assistant Cheerleading Coach for the Coatesville Area Senior High School Campus. Letter Dated: 1/6/15. Reason: Personal. Effective: 1/6/15.
- 2) Herr, Ashley, 8th Grade Track Coach for the South Brandywine Middle School. Letter Dated: 1/6/15. Reason: Personal. Effective: 1/6/15.
- 3) Hummel, Matthew, 7th Grade Track Coach for the South Brandywine Middle School. Letter Dated: 1/14/15. Reason: Personal. Effective: 1/14/15.

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

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

a. EXTRA DUTY

- 1) Holmes, Cassandra, 21st CCLC (Cohort 6A) Afterschool Program Aide for the South Brandywine Middle School. Salary: \$10.50/hr. Effective: 1/12/15. SP4: Staff.

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

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

a. ADMINISTRATION

- 1) Conlin, Ray, Benefits and Safety Specialist for the Coatesville Area School District. Letter Dated: 12/23/14. Effective: 1/19/15 – 3/16/15.
- 2) Foley, Robert, Maintenance Manager for the Coatesville Area School District. Letter Dated: 12/2/14. Effective: 12/2/14 – 1/16/15.
- 3) MacNamara, Joseph, Assistant Principal for the Coatesville Area Senior High School Campus – 9/10 Center. Letter Dated: 11/24/14. Effective: 11/17/14 – 11/25/14.
- 4) Skiles, Lisa, Cook/Manager for the King’s Highway Elementary School. Letter Dated: 1/13/15. Effective: 12/10/14 – 2/23/15.
- 5) Zeigler, Erika, Director of Human Resources for the Coatesville Area School District. Letter Dated: 11/20/14. Effective: 3/5/15 – 5/28/15.

b. CATA

- 1) Chalfant, W. Jesse, 3rd Grade Teacher for the King’s Highway Elementary School. Letter Dated: 12/18/14. Effective: 2/23/15 – 4/1/15.
- 2) Polk, Erica, ESL Teacher for the Coatesville Area Senior High School Campus. Letter Dated: 12/8/14. Effective: 2/3/15 – 4/3/15.
- 3) Shick, Erin, Kindergarten Teacher for the King’s Highway Elementary School. Letter Dated: 12/23/14. Effective: 1/14/15 – 2/12/15.
- 4) Struk, Irena, Spanish/Russian Teacher for the Coatesville Area Senior High School. Letter Dated: 12/5/14. Effective: 12/8/14 – 12/19/14.

c. FEDERATION

- 1) Jelke, Rose, 5.25 General Utility Worker for the King’s Highway Elementary School. Letter Dated: 12/9/14. Effective: 12/11/14 – 12/19/14.
- 2) Raysor, David, Custodian for the Coatesville Area Senior High School. Letter Dated: 12/30/14. Effective: 12/31/14 – 1/23/15.

4. **Change of Status**

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

a. CATSS

- 1) Loughhead, Paula, move from 4.75 Hour Instructional Aide for the Rainbow Elementary School to 6.5 Hour Special Education Classroom Aide for the Friendship Elementary School. Effective: 1/20/15.

b. FEDERATION

- 1) Cheung, Hedrick, move from Custodian Level “D” @ \$18.68/hr. for the Benner Building to Custodian Level “C” @ \$19.07/hr. for the Benner Building. Effective: Retroactive to 10/31/14.
- 2) Lopez, Candelaria, move from Custodian Level “B” @ \$19.48/hr. for the Coatesville Area Senior High School to Custodian Level “A” @ \$20.05/hr. for the Coatesville Area Senior High School. Effective: Retroactive to 10/16/14.
- 3) Teel, Quincy, move from Custodian Level “C” @ \$19.07/hr. for the Coatesville Area Senior High School to Custodian Level “B” @ \$19.48/hr. for the Coatesville Area Senior High School. Effective: Retroactive to 11/1/14.

5. **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.

Paul Girafalco	8/22/14
Terence Wiggins	8/22/14

3. **EDUCATION COMMITTEE** (*Deborah Thompson, Chair*)

A. **Homebound Instruction Students**

RECOMMENDED MOTION: That the Board of School Directors approve the Homebound Instruction for students #002, #003, #004, #005 and #006.

B. **2015-2016 School Calendar**

RECOMMENDED MOTION: That the Board of School Directors approve the school calendar for the 2015-2016 school year.

C. **Lock in Graduation Date**

RECOMMENDED MOTION: That the Board of School Directors approve Thursday, June 4, 2015 as the official date for graduation ceremonies for the Class of 2015.

D. **Lifetouch Photography Agreement**

RECOMMENDED MOTION: That the Board of School Directors approve Lifetouch Photography Agreement for the 2015-2016 school year for 9/10 Center.

E. **Community Partnerships**

RECOMMENDED MOTION: That the Board of School Directors approve the following Community Organizations as Community Partners with the Coatesville Area School District:

- 1) Bridge Academy (*Enclosure 6*)
- 2) Coatesville Community & Educational Foundation

4. **OPERATIONS COMMITTEE** (*James Hills, Chair*)

A. **Technology Audit Report**

RECOMMENDED MOTION: That the Board of School Directors accept the findings and recommendations of the Technology Audit Report completed by the Chester County Intermediate Unit.

B. **Demand Response Program**

RECOMMENDED MOTION: That the Board of School Directors approve Johnson Controls for Demand Response Programs.

5. **POLICY COMMITTEE** (*Ann Wuertz, Chair*)

A. **Review of Policy 601 – Budget & Financial Management – 1st Reading**

RECOMMENDED MOTION: That the Board of School Directors approve the 1st reading of Policy 601, Budget and Financial Management.

B. **Review of Revised Policy 348–Unlawful Harassment for Administrative Employees–
2nd Reading**

RECOMMENDED MOTION: That the Board of School Directors approve the 2nd reading of revised Policy 348, Unlawful Harassment for Administrative Employees, with revisions.

C. **Review of Revised Policy 448–Unlawful Harassment for Professional Employees–2nd
Reading**

RECOMMENDED MOTION: That the Board of School Directors approve the 2nd reading of revised Policy 448, Unlawful Harassment for Professional Employees, with revisions.

D. **Review of Revised Policy 548–Unlawful Harassment for Classified Employees–2nd
Reading**

RECOMMENDED MOTION: That the Board of School Directors approve the 2nd reading of revised Policy 548, Unlawful Harassment for Classified Employees, with revisions.

E. **Review of Revised Policy 103 – Non-Discrimination in School, School Programs &
Activities and Classroom – 2nd Reading**

RECOMMENDED MOTION: That the Board of School Directors approve the 2nd reading of revised Policy 103, Non-Discrimination in School, School Programs & Activities and Classroom.

F. **Review of New Policy 103.1 – Non-Discrimination in Employment – 2nd Reading**

RECOMMENDED MOTION: That the Board of School Directors approve the 2nd reading of Policy 103.1, Non-Discrimination in Employment.

- G. Review of New Policy 103.2 – Equal Employment Opportunity Policy and Affirmative Action Program – 2nd Reading**
RECOMMENDED MOTION: That the Board of School Directors approve the 2nd reading of Policy 103.2, Equal Employment Opportunity Policy and Affirmative Action Program, with amendments.
- H. Review of Revised Policy 104 – Non-Discrimination in Employment and Contract Practices – 2nd Reading**
RECOMMENDED MOTION: That the Board of School Directors approve the 2nd reading of Policy 104, Non-Discrimination in Employment and Contract Practices, and waive the 30-day public review, as amended.
- I. Review of Revised Policy 615 – Payroll Deductions – 1st Reading**
RECOMMENDED MOTION: That the Board of School Directors approve the 1st reading of Policy 615, Payroll Deductions, to add the Coatesville Community Education Foundation. (*Enclosure 7*)
- J. Review of new Policy 309.1 – Resignations of Administrative Employees – 1st Reading**
RECOMMENDED MOTION: That the Board of School Directors approve the first reading of Policy 309.1, Resignation of Administrative Employees. (*Enclosure 8*)
- K. Review of new Policy 409.1 – Resignations of Professional Employees – 1st Reading**
RECOMMENDED MOTION: That the Board of School Directors approve the first reading of Policy 409.1, Resignation of Professional Employees. (*Enclosure 9*)
- L. Review of new Policy 509.1 – Resignations of Classified Employees – 1st Reading**
RECOMMENDED MOTION: That the Board of School Directors approve the first reading of Policy 509.1, Resignation of Classified Employees. (*Enclosure 10*)

PUBLIC COMMENT

The Board has requested that all persons making comments of public concern to list their name, address, telephone number and topic(s) on the sheet provided. There is a three (3) minute time limit per person.

ADDITIONAL BOARD MEMBERS' REPORTS

INFORMATION ITEMS

- CASD & Charter School Enrollment Report as of January 1, 2015 (*Enclosure 11*)

ADJOURNMENT

Motion: _____ Second: _____ Time: _____

*Notice of this public meeting was advertised in the Daily Local News on December 25, 2014 and on the District Website.
Copies of the minutes will be maintained in the Office of the Board Secretary.*