# COATESVILLE AREA SCHOOL DISTRICT SPECIAL SCHOOL BOARD MEETING MINUTES

# Coatesville Area District Administration Office DECEMBER 17, 2019 - 9:00 am

# **OPENING ACTIVITIES**

# 1. CALL TO ORDER AT 9:04 AM

#### 2. PURPOSE OF MEETING

The purpose of this meeting is to approve the bills payable, and any other matters that may come before the Board.

#### 3. READING OF 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.

#### 4. 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.

#### 5. ROLL CALL

#### **Board of School Directors**

Robert J. Fisher, President - *present* Thomas N. Keech, Vice President - *present* 

Henry J. Assetto - present

Andrew C. Finkbohner - present

Rebecca L. Harlan - present Mary Ann Harris - present

Amelia Mills - present

Brandon J. Rhone – *present via telecom* 

Jill J. Santiago - present

(Policy Committee)
(Finance Committee)

(Education Committee)

(Finance & Policy Committees)

(Operations Committee)

(Operations Committee)

(Education & Finance Committees)

(Operations & Policy Committees)

(Education Committee)

#### Administration

Richard F. Dunlap, Jr., Ed.D., Superintendent of Schools - present

Dr. Kimberly R. Donahue, Assistant to the Superintendent of Curriculum and Learning - present

Karen Hall, Director of Human Resources and School Board Secretary - absent

Lisa Hauswirth, Director of Special Education - absent

Jason Palaia, Director of Elementary and Secondary Education - present

Rita Perez, Director of Pupil Services - absent

#### **Solicitor**

Michael I. Levin, Esquire – not present

#### 6. MOMENT OF SILENCE AND SALUTE TO THE FLAG

# ADDITIONS, DELETIONS OR MODIFICATIONS TO THE AGENDA

Addition:

1. K. Joint Defense Agreement – Tower Health Tax Exemption Appeal

Motion: Henry Assetto Second: Rob Fisher

# APPROVAL OF THE MINUTES

**RECOMMENDED MOTION:** That the Board of School Directors approve the minutes for the November 26, 2019 School Board meeting subject to any additions, deletions, modifications or clarifications. (*Enclosure*)

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

#### APPROVAL OF THE MINUTES

**RECOMMENDED MOTION:** That the Board of School Directors approve the minutes for the December 3, 2019 Reorganization meeting subject to any additions, deletions, modifications or clarifications. (*Enclosure*)

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

#### APPROVAL OF THE MINUTES

**RECOMMENDED MOTION:** That the Board of School Directors approve the minutes for the December 3, 2019 School Board meeting subject to any additions, deletions, modifications or clarifications. (*Enclosure*)

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

#### PUBLIC COMMENT ON AGENDA ITEMS

The Board has requested all persons making comments on <u>agenda items</u> 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.

■ Donna Urban - Personnel

#### **EXECUTIVE SESSION**

An executive session will be held at 5:30 pm on Monday, December 16<sup>th</sup> for legal and personnel reasons. An executive session was held on Tuesday, December 3, 2019 for legal and personnel reasons. A Board Retreat was held on Saturday, December 7<sup>th</sup> and Tuesday, December 10<sup>th</sup>.

# **SUPERINTENDENT'S REPORT**

The superintendent's Report was provided by Richard F. Dunlap, Jr., Ed.D.

#### **SPECIAL REPORTS**

- Presentation Scott Middle School Students
- ➤ Audit Review Maillie, LLP
- ➤ Budget Update Richard F. Dunlap, Jr., Ed.D. and Chuck Linderman (*Confidential Enclosure*)

# **IMPORTANT DATES**

Date	Time	Meetings	Place
December 23 <sup>rd</sup> – January 3 <sup>rd</sup>		Schools Closed for Winter Recess	All CASD Schools
Wishing everyone a joyous holiday season and a New Year filled with peace and happiness!			
January 14, 2020	6:00 pm	Committees & Special Board Meeting	C.A.S.H. Auditorium
January 28, 2020	7:00 pm	School Board Meeting	C.A.S.H. Auditorium

# **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** (Robert Fisher, Board President)

**RECOMMENDED MOTION:** That the Board of School Directors approve the consent agenda items:

#### **1. FINANCE COMMITTEE** (Thomas Keech, Chair)

#### A. Financial Statements

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

Motion: Tom Keech Second: Andy Finkbohner Vote: 9-0-0

#### B. Adjudications 012733, 012988, 013083, 012737, 012329 and 011127

**RECOMMENDED MOTION:** That the Board of School Directors adopt and approve the adjudications regarding the discipline and/or discharge of custodians 012733, 012988, 013083, 012737, 012329 and 011127. The Superintendent is directed to mail the appropriate adjudication to each individual.

Motion: Tom Keech Second: Henry Assetto Vote: 9-0-0

# C. Approval of Independent Audit

**RECOMMENDED MOTION:** That the Board of School Directors accept the Audit for the Fiscal Year-Ending June 30, 2019, as presented. (*Confidential Enclosure*)

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

# **D.** Budget Resolution(s)

**RECOMMENDED MOTION:** That the Board of School Directors select Option "A" (possible use of referendum Exceptions) or Option "B" (stay within the 3.3% Act 1 Index for Budget) and approve the appropriate Resolution, as presented. (Enclosure A -or- Enclosure B)

Motion: Henry Assetto Second: Tom Keech Vote: 8-1-0

Opposed: Harris

# E. CATA Memorandum of Understanding – Emergency Dismissal

**RECOMMENDED MOTION:** That the Board of School Directors approve the Memorandum of Understanding on Emergency Dismissal with the Coatesville Area Teachers' Association, as presented. (*Enclosure*)

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

#### F. Donations

**RECOMMENDED MOTION:** That the Board of School Directors approve the attached donations, as presented. (*Enclosure*)

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

#### G. Environmental Control Systems, Inc. Contract

**RECOMMENDED MOTION:** That the Board of School Directors approve the contract with Environmental Control Systems, Inc. for a term through June 30, 2022 for professional engineering, environmental management consulting, and asbestos control services in connection with our AHERA Management Plan. (*Enclosure*)

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

# H. <u>Lifetouch Portrait Agreements - All Schools</u>

**RECOMMENDED MOTION:** That the Board of School Directors approve the Portrait Agreements for all schools, as presented. (*Enclosure*)

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

# I. <u>Director of Activities for Grades K-12, Athletics for Grades 7-12, & Compliance</u>

**RECOMMENDED MOTION:** That the Board of School Directors approve the job description for Director of Activities for Grades K-12, Athletics for Grades 7-12, & Compliance, as presented. (*Enclosure*)

Motion: Henry Assetto Second: Tom Keech Vote: 8-0-1

Abstained: Fisher

#### J. Human Resources Report

**RECOMMENDED MOTION:** That the Board of School Directors approve the resignations, appointments, new positions, leave of absences, 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. CATSS

1) McMillan, Imani, Attendance Secretary for the Coatesville Area Senior High School. Letter Dated: 12/9/2019. Reason: Personal. Effective: 12/20/2019.

#### b. EXTRA DUTY

1) Gotthold, Thomas, Head Soccer Coach for the Coatesville Area High School Campus. Letter Dated: 12/2/2019. Reason: Personal. Effective: 12/2/2019.

#### c. NON-CERTIFIED

1) Hamilton, Christian, School Police Officer for the Coatesville Area School District. Letter Dated: 12/9/2019. Reason: Personal. Effective: 12/9/2019.

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

# 2. New Appointments - Regular and Extra Duty

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

#### a. EXTRA DUTY

- 1) Gushanas, Elizabeth, Mentor for Lisa Adamski for Scott 6<sup>th</sup> Grade Center. Posted: 7/18/2019. Salary: \$500 (prorated). Effective: TBD. SP4: Staff.
- 2) Gushanas, Elizabeth, Mentor for Renee Campbell for Scott 6<sup>th</sup> Grade Center. Posted: 7/18/2019. Salary: \$500 (prorated). Effective: TBD. SP4: Staff.
- 3) Leyden, William, Homebound Instructor for the Coatesville Area School District. Posted: 11/28/2016. Salary: \$33/hour. Effective: 2019-2020 School Year. SP4: Staff.
- 4) Bartholomew, Robert, Game/Event Worker for the Coatesville Area School District. Posted: 2/9/2016. Effective: 2019—2020 School Year. SP4: Staff.
- 5) Guyer, Jessica, Positive Behavior Intervention Support Team for Rainbow Elementary School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.

- 6) Lammey, April, Positive Behavior Intervention Support Team for Rainbow Elementary School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 7) Mathisen, Denise, Positive Behavior Intervention Support Team for Rainbow Elementary School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 8) Neff, Valerie, Positive Behavior Intervention Support Team for Reeceville Elementary School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 9) Schreiber, Stephen, Game/Event Worker for the Coatesville Area School District. Posted: 2/9/2016. Effective: 2019—2020 School Year. SP4: Staff.
- 10) Toth, Amy, Positive Behavior Intervention Support Team for Rainbow Elementary School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.
- 11) Wooten, Dawn, Positive Behavior Intervention Support Team for Rainbow Elementary School. Posted: 10/7/2019. Salary: \$33/hour. Effective: 2019—2020 School Year. SP4: Staff.

Motion: Henry Assetto Second: Tom Keech Vote: 8-0-0 (Rhone no vote via telecom)

#### 3. Leave of Absence

**RECOMMENDED MOTION:** That the Board of School Directors approve the following leave of absence as indicated:

#### a. CATA

- 1) Newton, Daniel, English Teacher for North Brandywine Middle School. Effective: 11/18/2019-11/20/2019.
- 2) Newton, Daniel, English Teacher for North Brandywine Middle School. Effective: 2/10/2020-2/14/2020.
- 3) Peter, Susan, Teacher for King's Highway Elementary School. Effective: 10/30/2019—12/20/2019.
- 4) Pilz, David, Teacher for the Coatesville Area Senior High School. Effective: 10/7/2019-10/11/2019 and 10/17/2019-12/20/2019.

#### b. NON-CERTIFIED

1) Robinson, Michelle, Administrative Assistant for the Coatesville Area School District. Effective: 10/15/2019—12/31/2019.

#### c. FEDERATION

1) Graham, Bernice, 3.75-Hour General Utility Worker for the Coatesville Area Intermediate High School. Effective: 11/8/2019-12/13/2019.

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

#### 4. Change of Status

**RECOMMENDED MOTION:** That the Board of School Directors approve the change of status as indicated:

#### a. ADMINISTRATION

1) Chenger, Brian, move from Principal for the Coatesville Area Intermediate High School to Director of Athletics, Activities, and Compliance for the Coatesville Area School District. Posted: 10/10/2019. Effective: TBD. SP4: Staff.

Motion: Henry Assetto Second: Tom Keech Vote: 8-0-1

Abstained: Fisher

# K. Joint Defense Agreement - Tower Health Tax Exemption Appeal

**RECOMMENDED MOTION:** That the Board of School Directors approve the Joint Defense Agreement between the attorneys for Coatesville Area School District and the attorneys for Phoenixville Area School District and Avon Grove School District, as presented. (*Enclosure*)

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

# 2. EDUCATION COMMITTEE (Henry Assetto, Chair)

#### A. Confidential Release and Settlement Agreement – 17000442

**RECOMMENDED MOTION:** That the Board of School Directors approve the Release and Settlement Agreement for 17000442, as presented. (*Confidential Enclosure*)

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

# **B.** Homebound Instruction – 10006650

**RECOMMENDED MOTION:** That the Board of School Directors approve homebound instruction request 1920-0042 for 10006650.

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

# C. <u>Independent Contractor Contract – Devereux/Brandywine Education Program - 10008379</u> RECOMMENDED MOTION: That the Board of School Directors approve the Independent

Contractor Contract for 10008379, as presented. (*Confidential Enclosure*)

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

# D. Meistersingers Public Performance

**RECOMMENDED MOTION:** That the Board of School Directors approve the request for a public performance.

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

# E. Out-of-State Field Trip Request – AFJROTC

**RECOMMENDED MOTION:** That the Board of School Directors approve the out-of-state field trip request, as presented. (*Confidential Enclosure*)

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

# F. Out-of-State Field Trip Request – High School Music & Art Department

**RECOMMENDED MOTION:** That the Board of School Directors approve the out-of-state field trip request, as presented. (*Confidential Enclosure*)

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

# G. Request to Attend Out-of-State and Sunday Track Meets

**RECOMMENDED MOTION:** That the Board of School Directors approve the request to attend Sunday and out-of-state track meets, as presented. (*Confidential Enclosure*)

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

#### H. Request to Attend Sunday Wrestling Match

**RECOMMENDED MOTION:** That the Board of School Directors approve the request to attend a Sunday wrestling match, as per the attachment. (*Confidential Enclosure*)

Motion: Henry Assetto Second: Tom Keech Vote: 9-0-0

➤ Mr. Rhone departed the meeting at 10:53 a.m.

# 3. **OPERATIONS COMMITTEE** (Brandon Rhone, Chair)

#### A. Demolition Bidding Schedule – Friendship Elementary School

**RECOMMENDED MOTION:** That the Board of School Directors approve the demolition bidding schedule for the Friendship Elementary School, as presented. (*Enclosure*)

Motion: Henry Assetto Second: Tom Keech Vote: 8-0-0

# B. Request to Waive Fees – Coatesville Boosters Football Banquet – C.A.S.H.

**RECOMMENDED MOTION:** That the Board of School Directors approve the request to waive fees in the amount of \$1,078 for use of the auditorium on Sunday, January 11, 2020 for the football banquet, as presented. The Boosters are willing to pay custodial fees in the amount of \$198 for this event. (*Enclosure*)

Motion: Henry Assetto Second: Tom Keech Vote: 8-0-0

# **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.

■ Donna Urban – Applauded the presentation by the Scott Middle School students.

# **INFORMATION ITEMS**

# **ADJOURNMENT**

This meeting was adjourned at 10:55 a.m. on a motion by Robert Fisher and seconded by Henry Assetto.

Respectfully submitted,

Karen Jackson, Recording Secretary

Anyone wishing to view the video of this meeting may do so by visiting our website.