

OCTORARA AREA SCHOOL DISTRICT
PUBLIC SCHOOL BOARD MEETING
July 18, 2022 – 7:00 p.m.
Sr. High School Auditorium

AGENDA

1. Moment of Silence
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from the Work Session of June 13, 2022 and the Regular Meeting of June 20, 2022.
5. Presentations/Discussions
6. Information Items
7. Treasurer's Report
 - A. That the Octorara Board of School Directors approve the General Fund Report for period ending June 30, 2022.
8. Business Manager's Report
 - A. That the Octorara Board of School Directors approve the list of bills for payment.
9. Visitors' Comments - Agenda Items Only
10. Recommended Action Items:
 - A. That the Octorara Board of School Directors approve the Health and Safety Plan.
 - B. That the Octorara Board of School Directors approve the Letter of Agreement with Devereux Advanced Behavioral Health for Student Assistance Program Liaison Services effective July 1, 2022 through June 30, 2023.
 - C. That the Octorara Board of School Directors approve the bid with Elite Restoration Inc. for cleaning and sealing of split masonry and replacing joint sealant at the Octorara Primary Learning Center at a cost of \$396,543.33.
 - D. That the Octorara Board of School Directors accept the Eagles/Everfi Stem Scholars grant through Braskem in the amount of \$750. The funds will be used for the Octorara Jr./Sr. High School Stem Program.
 - E. That the Octorara Board of School Directors approve the following substitute bus driver for Althouse Transportation:
Nikki Irwin
 - F. That the Octorara Board of School Directors approve the resolution for participation in a cooperative purchasing program with Keystone Purchasing Network.
 - G. That the Octorara Board of School Directors approve the following policies, second reading:

907 *Campus Visitors*
 909 *Municipal Government Relations*
 910 *Community Engagement*
 911 *News Media Relations*
 912 *Relations With Educational Institutions*
 913 *Non-District Organizations/Groups/Individuals*
 914 *Relations With Intermediate Unit*
 915 *Booster Organizations*
 916 *Volunteers*
 917 *Parent/Family Involvement*

Resignation Approvals:

- H. That the Octorara Board of School Directors accept the resignation of Ms. Samantha Norris as a teacher for the K-6 Summer Literacy and Math Program effective June 20, 2022.
- I. That the Octorara Board of School Directors accept, with regret, the resignation of Ms. Lauren Daly Clark as a special education teacher at the Octorara Elementary School as well as the Co-Director of the K-6 Summer Literacy and Math Program effective July 21, 2022. (Hired January 6, 2016)
- J. That the Octorara Board of School Directors accept the resignation of Ms. Nicole Morrow as tax collector/accounts receivable clerk effective July 14, 2022. (Hired September 21, 2020)
- K. That the Octorara Board of School Directors accept the resignation of Ms. Rachel Maddox as payroll/accounts payable clerk effective July 20, 2022. (Hired March 19, 2018)
- L. That the Octorara Board of School Directors accept the resignation of Ms. Christina Althouse as an instructional assistant at the Octorara Jr./Sr. High School effective June 15, 2022. (Hired February 19, 2018)

Hiring Approvals:

- M. That the Octorara Board of School Directors approve the following additional staff for the K-6 Summer Literacy and Math Program:
 - Doris Klein, Professional - \$32
 - Stacie Larer, Professional - \$30
 - John Cummings, Substitute Professional - \$30
 - Sharon Solomon, Substitute Professional - \$30
 - Sara Herman, Substitute Professional - \$30
 - Caysie Williams, Substitute Professional - \$30
 - Alex Lantz, Support - \$20
 - Brianna Cortez, Support - \$20
 - Domonik London, Support - \$20
 - Maria Stoltzfus, Support - \$20
- N. That the Octorara Board of School Directors approve the transfer of Ms. Melissa Fanelli from a sixth grade teacher to an Intervention Specialist at the Octorara Intermediate School effective the 2022-2023 school year for 198 days per year. (Replacing Heidi Ferry who retired.)
- O. That the Octorara Board of School Directors approve Mr. Kevin Ruth as a sixth grade teacher at the Octorara Intermediate School effective August 16, 2022 pending completion of employee related documents required by law and the District. Mr. Ruth's salary will be \$57,785 which is Step 17 to MAX of the Master's scale. (Replacing Ashley Stern who resigned.)

- P. That the Octorara Board of School Directors approve Ms. Karlie DeCola as a sixth grade teacher at the Octorara Intermediate School effective August 16, 2022 pending completion of employee related documents required by law and the District. Ms. DeCola's salary will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Replacing Melissa Fanelli who transferred.)
- Q. That the Octorara Board of School Directors approve Ms. Concetta Gilligan as a long term substitute sixth grade teacher at the Octorara Intermediate School effective for the 2022-2023 school year pending completion of employee related documents required by law and the District. Ms. Gilligan's salary will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Replacing Alison Venini who transferred.)
- R. That the Octorara Board of School Directors approve Mr. William Rollings as a technology education teacher at the Octorara Jr./Sr. High School effective August 16, 2022 pending completion of employee related documents required by law and the District. Mr. Rollings salary will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Replacing Jamie Schempp who retired.)
- S. That the Octorara Board of School Directors approve Ms. Verna Trainor as an OVA PM Program teacher at the Octorara Jr./Sr. High School effective August 16, 2022 pending completion of employee related documents required by law and the District. Ms. Trainor's salary will be \$26,633.50 which is pro-rated .5 of Step 18 to MAX of the Bachelor's scale. (Replacing Joan Agen who retired.)
- T. That the Octorara Board of School Directors approve Ms. Stevie Kell as a building secretary at the Octorara Jr./Sr. High School effective July 19, 2022 pending completion of employee related documents required by law and the District. Ms. Kell's salary will be \$33,670. (Replacing Tina Sult who retired.)

11. Policy Committee Report

12. Facility Committee Report

13. Finance Committee Report

14. CCIU Board Representative's Report

15. Old Business

16. New Business

17. Other Items and Announcements

18. Visitors' Comments – General

19. Administrator Comments/Announcements

20. Board Comments

21. Adjournment

Policy Committee Meeting – Monday, July 18, 2022 – 5:30 p.m. in the Sr. High School Auditorium

Facility Committee Meeting – Monday, July 18, 2022 – Approximately 6:00 p.m. in the Sr. High School Auditorium

Finance Committee Meeting – Monday, July 18, 2022 – Approximately 6:15 p.m. in the Sr. High School Auditorium

Executive Session for Personnel – Monday, July 18, 2022 – 6:30 p.m. High School Guidance Conference Room

Executive Session for Personnel - Monday, July 18 2022 - Following the Regular Meeting in the Sr. High School Auditorium

Policy Committee Meeting – Monday, August 8, 2022 – 5:30 p.m. in the Jr. High School Multi-Purpose Room

Facility Committee Meeting – Monday, August 8, 2022 – 6:30 p.m. in the Jr. High School Multi-Purpose Room

Next regularly scheduled Work Session – Monday, August 8, 2022 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

Finance Committee Meeting – Monday, August 15, 2022 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

Next regularly scheduled Board Meeting – Monday, August 15, 2022 – 7:00 p.m. in Jr. High School Multi-Purpose Room

Education Committee Meeting – Monday, August 22, 2022 – 6:00 p.m in the Jr. High School Multi-Purpose Room

OCTORARA AREA SCHOOL DISTRICT

Minutes of Board Meeting Held on June 13, 2022

The Work Session of the Octorara Area School Board was held in the Octorara Area Jr./Sr. High School Auditorium and via Zoom on June 13, 2022.

A moment of silence and the Pledge of Allegiance preceded the meeting.

The President, Mr. Fox, called the meeting to order at 7:00 p.m. Other members present were Mr. Ganow, Mr. Koennecker, Mr. Norris, Ms. Yelovich, and Mr. Zimmerman. Ms. Bowman, Mr. Falgiatore, and Mr. Hurley were absent. Also present were Mrs. Hardy, Secretary; Dr. Orner, Superintendent; Mr. Curtis, Business Manager; members of the administrative team; and nine citizens via Zoom.

There were no presentations or visitor's comments for agenda items only.

Information items:

Ms. Valerie Popov will transfer from attendance secretary to guidance secretary at the Octorara Jr./Sr. High School effective July 1, 2022.

Ms. Kris Guertler will transfer from an RN to a PDE certified school nurse at the Octorara Primary Learning Center effective August 23, 2022.

The following teachers will transfer to an Elementary Itinerant Acceleration Teacher on Assignment using ESSER funds for the 2022-2023 school year:

Shauna McAllister, fourth grade (transfer from Learning Support)
Alison Venini, ELA Interventionist (transfer from sixth grade)

On motion of Mr. Norris, second by Mr. Ganow and approval of all members present the Octorara Board of School Directors approved Ms. Christine Marsala as Supervisor of Human Resources effective July 1, 2022 pending completion of employee related documents required by law and the District. Ms. Marsala's salary will be \$86,500.

Mr. Fox presented the following items for action at the June 20, 2022 Board meeting:

- A. That the Octorara Board of School Directors approve the resolution adopting the 2022-2023 General Fund Budget Expenditures in the amount of \$59,627,792.
- B. That the Octorara Board of School Directors approve the resolution establishing a real estate millage rate of 41.99 mills in Chester County and 26.06 mills in Lancaster County.
- C. That the Octorara Board of School Directors approve the resolution for the 2022-2023 Homestead and Farmstead Exclusion.
- D. That the Octorara Board of School Directors approve the resolution to appoint Ms. Nicole Morrow as tax collector for the District effective July 1, 2022 through June 30, 2023.
- E. That the Octorara Board of School Directors approve the following financial institutions and investment firms for financial services during the 2022-2023 school year, in accordance with Section 621 of the School Code:
 1. Fulton Bank-depository and investment
 2. PA School District Liquid Asset Fund – depository and investment
 3. RBC Dain Rauscher, Inc.-investment only

- F. That the Octorara Board of School Directors approve the following list of signatories for the designated bank accounts effective July 1, 2022:
General Fund: – President, Vice President, Treasurer, Secretary
Cafeteria Fund: – President, Vice President, Treasurer, Secretary
School Activity Fund: - Building Principal, Building Asst. Principal, Business Manager, Board Secretary (Required Business Manager signature with one counter signature)
- G. That the Octorara Board of School Directors approve the appropriate budget transfers for the year ending 2021-2022 as a result of the annual financial audit. (Note: This is a requirement for the school code to be done prior to June 30th of each fiscal year.)
- H. That the Octorara Board of School Directors approve Dr. Jeffrey Blair as the school dental consultant for the 2022-2023 school year.
- I. That the Octorara Board of School Directors approve the following policies, second reading:
237 Electronic Devices
904 Public Attendance at District Events
905 Citizen Advisory Committees
906 Public Complaint Procedures
908 Relations With Parents/Guardians
- J. That the Octorara Board of School Directors approve the following policies, first reading:
909 Municipal Government Relations
910 Community Engagement
911 News Media Relations
912 Relations With Educational Institutions
913 Non-District Organizations/Groups/Individuals
914 Relations With Intermediate Unit
915 Booster Organizations
916 Volunteers
917 Parent/Family Involvement
918 Title I Parent and Family Engagement
- K. That the Octorara Board of School Directors accept the 2022-2023 Perkins grant in the amount of \$41,362.00. The funds will be used for professional development, career development, equipment, and supplies for the CTE programs.
- L. That the Octorara Board of School Directors approve the proposal to start a girls' wrestling team at the Octorara Jr./Sr. High School.
- M. That the Octorara Board of School Directors approve the brand identity proposal with Taylor Brand Group at a cost of \$6,500.
- N. That the Octorara Board of School Directors approve the student activity club "Thespan Society" at the Octorara Jr./Sr. High School.
- O. That the Octorara Board of School Directors approve the Pennsylvania Department of Education Emergency Instructional Time Template for the 2022-2023 school year.
- P. That the Octorara Board of School Directors approve the following curriculum resources:
Jr./Sr. High School:
OACTEP Homeland Security: *Emergency Medical Responder: Your First Response in Emergency Care*, Seventh Edition. ISBN# 9781284230789
Publisher Name: Public Safety Group, Division of Jones and Bartlett

Technology and Your Future I Grade 7: Cyber Civics Mini: Digital Citizenship & Outline Safety Lessons

Primary Learning Center:

Kindergarten English Language Arts: Fountas & Pinnell Classroom Shared Reading

Resignation Approvals:

- Q. That the Octorara Board of School Directors accept, with regret, the resignation of Ms. Aimee Blochberger for purpose of retirement as an eighth grade ELA teacher at the Octorara Jr./Sr. High School effective June 8, 2022. (Hired August 28, 1990)
- R. That the Octorara Board of School Directors accept, with regret, the resignation of Ms. Joan Agen for purpose of retirement as an Octorara Virtual Academy PM Program teacher effective August 31, 2022. (Hired September 16, 2013)
- S. That the Octorara Board of School Directors accept, with regret, the resignation of Ms. Heidi Ferry for purpose of retirement as an intervention specialist at the Octorara Intermediate School effective July 23, 2022. (Hired March 24, 2000)
- T. That the Octorara Board of School Directors accept, with regret, the resignation of Ms. Sue Aquadro for purpose of retirement as an instructional assistant at the Octorara Primary Learning Center effective June 8, 2022. (Hired August 30, 2004)
- U. That the Octorara Board of School Directors accept, with regret, the resignation of Ms. Debora Gajari for purpose of retirement as an instructional assistant at the Octorara Jr./Sr. High School effective June 8, 2022. (Hired February 14, 2005)
- V. That the Octorara Board of School Directors accept, with regret, the resignation of Ms. Kimberly Beatty as a fifth grade teacher at the Octorara Intermediate School effective June 30, 2022. (Hired August 20, 2008)
- W. That the Octorara Board of School Directors accept the resignation of Ms. Kendra Collins as a learning support teacher at the Octorara Elementary School effective June 8, 2022. (Hired August 20, 2018)
- X. That the Octorara Board of School Directors accept the resignation of Ms. Ketaurah Caldwell as an instructional assistant at the Octorara Jr./Sr. High School effective June 8, 2022. (Hired September 13, 2021. Ms. Caldwell is transferring contingent on approval of agenda item II.)
- Y. That the Octorara Board of School Directors accept the resignation of Ms. Margaret Nelson as a cafeteria employee effective May 17, 2022. (Hired March 21, 2022)
- Z. That the Octorara Board of School Directors accept the resignation of Ms. Ashley Stern as a co-director of the Summer Literacy Program effective June 30, 2022. (Hired February 15, 2021)
- AA. That the Octorara Board of School Directors accept the resignation of Mr. Denim Kurtzhals as an eighth grade baseball coach effective May 16, 2022. (Hired for the 2021-2022 school year)

Hiring Approvals:

- BB. That the Octorara Board of School Directors approve Ms. Caysie Williams as a special education teacher at the Octorara Elementary School effective August 16, 2022. Ms. Williams' salary will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Ms. Williams is a current employee and will be replacing Kendra Collins who resigned.)

- CC. That the Octorara Board of School Directors approve Ms. Megan McLoone as a learning support teacher at the Octorara Primary Learning Center effective August 16, 2022. Ms. McLoone's salary will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Ms. McLoone is a current employee and will be replacing Margaret Schaefer who transferred.)
- DD. That the Octorara Board of School Directors approve Ms. Macey Wetzel as a long term substitute third grade teacher at the Octorara Elementary School effective August 16, 2022. Ms. Wetzel's salary will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Ms. Wetzel is a current employee and will be replacing Trent Zook who transferred.)
- EE. That the Octorara Board of School Directors approve Ms. Margaret Imms as a long term substitute fourth grade teacher at the Octorara Elementary School effective August 16, 2022. Ms. Imms' salary will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Ms. Imms is a current employee and will be replacing Jennifer Reeves who transferred.)
- FF. That the Octorara Board of School Directors approve Mr. Brian Hood as a math teacher at the Octorara Jr./Sr. High School effective August 16, 2022 pending completion of employee related documents required by law and the District. Mr. Hood's salary will be \$73,148 which is Step 9 to MAX of the Master's +30 scale. (Replacing Wanda Lapp who retired.)

Mr. Ganow called for an executive session for personnel at 7:13 p.m.
The Work Session resumed at 7:18 p.m.

- GG. That the Octorara Board of School Directors approve Ms. Allison Schillinger as a Spanish teacher at the Octorara Jr./Sr. High School effective August 16, 2022 pending completion of employee related documents required by law and the District. Ms. Schillinger's salary will be \$55,579 which is Step 18 to MAX of the Bachelor's +15 scale. (Replacing Samantha Kelly who resigned.)
- HH. That the Octorara Board of School Directors approve Ms. Kristy Hirtzel as an instructional assistant at the Octorara Elementary School effective August 29, 2022 pending completion of employee related documents required by law and the District. Ms. Hirtzel's rate will be \$12.65 per hour for 5.75 hours per day.
- II. That the Octorara Board of School Directors approve Ms. Keturah Caldwell as CTE secretary at the Octorara Jr./Sr. High School effective August 23, 2022. Ms. Caldwell's rate will be \$19.49 per hour for 5.75 hours per day. (Ms. Caldwell is a current employee and is replacing Cyndi Manning who resigned.)
- JJ. That the Octorara Board of School Directors approve the following substitute support staff for the 2021-2022 school year:
Margaret Nelson, cafeteria
- KK. That the Octorara Board of School Directors approve the following additional staff for the K-6 Summer Literacy and Math Program:
Stephanie Nuse – Co-Director - \$40
Adrienne Blackerby – Professional - \$30
Beth Mulhollan – Professional - \$30
Andrew Chesnet – Support - \$20
Christopher Zary – Support - \$20
Kieran Lomboy – Support - \$20
- LL. That the Octorara Board of School Directors approve the following summer interns for the IT Department at the rate of \$8.00 per hour effective June 13, 2022:

Cowan Hahn
Sarah Watson
Paige Czetli

Under the Finance Committee Report, Mr. Curtis reported the committee received a budget update, reviewed bids for district insurance, discussed the Food Service budget, and received an update on Right-to-Know requests.

There were no other items/concerns or visitors' comments for items in general.

Under administrator comments, Dr. Tachau reported there are 322 incoming kindergarten through sixth grade students registered for the Summer Reading/Math Program that will begin next Monday, June 20.

Dr. Orner congratulated the class of 2022. She announced district summer hours are 8:00 a.m. – 3:30 p.m. Monday through Thursday. The district is closed on Fridays through August 19. She announced Pete Mango from Signal 88 will give a safety/security update at next week's board meeting. She reported she applied for the Instructional Time Waiver for the 2022-2023 school year - it is on the agenda for approval next week. Dr. Orner said the Health and Safety Plan will be available for the July 18 Board meeting; as of now, the current plan is what will be used.

There were no Board comments.

Mr. Fox announced the following meetings to be held:

Executive Session for Personnel and Legal – Monday, June 13, 2022 – following the Work Session in the Sr. High School Auditorium

Policy Committee Meeting – Monday, June 20, 2022 – 5:30 p.m. in the Sr. High School Auditorium

Facility Committee Meeting – Monday, June 20, 2022 – 6:30 p.m. in the Sr. High School Auditorium

Next regularly scheduled Board Meeting – Monday, June 20, 2022 – 7:00 p.m. in the Sr. High School Auditorium/Zoom

There being no further items of business the meeting adjourned at 7:27 p.m. on motion of Mr. Ganow, second by Mr. Norris and approval of all members present.

This Board meeting can be viewed in its entirety on You Tube.com.

Respectfully submitted,

Jill L. Hardy, Secretary
Octorara Board of School Directors

OCTORARA AREA SCHOOL DISTRICT

Minutes of Board Meeting Held on June 20, 2022

The regular meeting of the Octorara Area School Board was held in the Octorara Area Sr. High School Auditorium and via Zoom on June 20, 2022.

A moment of silence and the Pledge of Allegiance preceded the meeting.

The President, Mr. Fox, called the meeting to order at 7:04 p.m. Other members present were Ms. Bowman, Mr. Falgiatore, Mr. Ganow, Mr. Hurley, Mr. Norris, Ms. Yelovich and Mr. Zimmerman. Mr. Koennecker was absent. Also present were Mrs. Hardy, Secretary; Dr. Orner, Superintendent; Mr. Curtis, Business Manager; members of the administrative team; Paige Linnenbaugh, student representative; two citizens and ten citizens via Zoom.

The minutes of the Work Session of May 9, 2022 and the Regular Meeting of May 16, 2022 were approved on motion of Mr. Ganow, second by Mr. Norris and approval of all members present.

Under presentations, Pete Mango from Signal 88 gave a safety/security update.

Mr. Curtis gave a budget update.

Under information items, Connie Good will transfer from a building secretary at the Octorara Intermediate School to attendance secretary at the Octorara Jr. Sr. High School effective July 1, 2022.

Lakeya Gilliam will transfer from special education teacher at the Octorara Jr./Sr. High School to special education teacher at the Octorara Elementary School, replacing Shauna McAllister who is transferring to a fourth grade teacher for the 2022-2023 school year.

The Treasurer's Report, which can be found at the end of these minutes, was approved on motion of Mr. Ganow, second by Mr. Zimmerman and approval of all members present. (Appendix A-6/20/22)

A list of bills for the General Fund totaling \$2,207,621.26; Cafeteria Fund totaling \$32,051.08, Capital Projects totaling \$11,716.60, and Capital Reserve totaling \$0.00 of which are attached to these minutes as Appendix B-6/20/22, were approved and ordered paid on motion of Mr. Norris, second by Mr. Ganow and approval of all members present.

There were no visitors' comments for agenda items only.

On motion of Mr. Ganow, second by Mr. Hurley and approval of all members present by a roll call vote the Octorara Board of School Directors approved the resolution adopting the 2022-2023 General Fund Budget Expenditures in the amount of \$59,627,792. (Appendix C-6/20/22)

On motion of Mr. Ganow, second by Ms. Bowman and approval of all members present by a roll call vote the Octorara Board of School Directors approved the resolution establishing a real estate millage rate of 41.99 mills in Chester County and 26.06 mills in Lancaster County. (Appendix D-6/20/22)

The following items were approved on motion of Ms. Bowman, second by Mr. Zimmerman and approval of all members present:

The Octorara Board of School Directors approved the resolution for the 2022-2023 Homestead and Farmstead Exclusion. (Appendix E-6/20/22)

The Octorara Board of School Directors approved the resolution to appoint Ms. Nicole Morrow as tax collector for the District effective July 1, 2022 through June 30, 2023. (Appendix F-6/20/22)

The Octorara Board of School Directors approved the following financial institutions and investment firms for financial services during the 2022-2023 school year, in accordance with Section 621 of the School Code:

1. Fulton Bank-depository and investment
2. PA School District Liquid Asset Fund – depository and investment
3. RBC Dain Rauscher, Inc.-investment only

The Octorara Board of School Directors approved the following list of signatories for the designated bank accounts effective July 1, 2022:

General Fund: – President, Vice President, Treasurer, Secretary
Cafeteria Fund: – President, Vice President, Treasurer, Secretary
School Activity Fund: - Building Principal, Building Asst. Principal, Business Manager, Board Secretary (Required Business Manager signature with one counter signature)

The Octorara Board of School Directors approved the appropriate budget transfers for the year ending 2021-2022 as a result of the annual financial audit. (Note: This is a requirement for the school code to be done prior to June 30th of each fiscal year.)

The Octorara Board of School Directors approved Dr. Jeffrey Blair as the school dental consultant for the 2022-2023 school year.

The Octorara Board of School Directors approved the following policies, second reading:

237 Electronic Devices
904 Public Attendance at District Events
905 Citizen Advisory Committees
908 Public Complaint Procedures
908 Relations With Parents/Guardians

(Appendix G-6/20/22)

The Octorara Board of School Directors approved Octorara Board of School Directors accept the 2022-2023 Perkins grant in the amount of \$41,362.00. The funds will be used for professional development, career development, equipment, and supplies for the CTE programs. the following policies, first reading:

909 Municipal Government Relations
910 Community Engagement
911 News Media Relations
912 Relations With Educational Institutions
913 Non-District Organizations/Groups/Individuals
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916 Volunteers
917 Parent/Family Involvement
918 Title I Parent and Family Engagement

(Appendix H-6/20/22)

The Octorara Board of School Directors accepted the 2022-2023 Perkins grant in the amount of \$41,362.00. The funds will be used for professional development, career development, equipment, and supplies for the CTE programs.

The Octorara Board of School Directors approved the proposal to start a girls' wrestling team at the Octorara Jr./Sr. High School. (Appendix I-6/20/22)

The Octorara Board of School Directors approved the brand identity proposal with Taylor Brand Group at a cost of \$6,500. (Appendix J-6/20/22)

The Octorara Board of School Directors approved the student activity club “Thespian Society” at the Octorara Jr./Sr. High School. (Appendix K-6/20/22)

The Octorara Board of School Directors approved the Pennsylvania Department of Education Emergency Instructional Time Template for the 2022-2023 school year. (Appendix L-6/20/22)

The Octorara Board of School Directors approved the following curriculum resources:

Jr./Sr. High School:

OACTEP Homeland Security: *Emergency Medical Responder: Your First Response in Emergency Care*, Seventh Edition. ISBN# 9781284230789

Publisher Name: Public Safety Group, Division of Jones and Bartlett

Technology and Your Future I Grade 7: Cyber Civics Mini: Digital Citizenship & Outline Safety Lessons

Primary Learning Center:

Kindergarten English Language Arts: Fountas & Pinnell Classroom Shared Reading

The Octorara Board of School Directors accepted, with regret, the resignation of Ms. Aimee Blochberger for purpose of retirement as an eighth grade ELA teacher at the Octorara Jr./Sr. High School effective June 8, 2022. (Hired August 28, 1990)

The Octorara Board of School Directors accepted, with regret, the resignation of Ms. Joan Agen for purpose of retirement as an Octorara Virtual Academy PM Program teacher effective August 31, 2022. (Hired September 16, 2013)

The Octorara Board of School Directors accepted, with regret, the resignation of Ms. Heidi Ferry for purpose of retirement as an intervention specialist at the Octorara Intermediate School effective July 23, 2022. (Hired March 24, 2000)

The Octorara Board of School Directors accepted, with regret, the resignation of Ms. Sue Aquadro for purpose of retirement as an instructional assistant at the Octorara Primary Learning Center effective June 8, 2022. (Hired August 30, 2004)

The Octorara Board of School Directors accepted, with regret, the resignation of Ms. Debora Gajari for purpose of retirement as an instructional assistant at the Octorara Jr./Sr. High School effective June 8, 2022. (Hired February 14, 2005)

The Octorara Board of School Directors accepted, with regret, the resignation of Ms. Kimberly Beatty as a fifth grade teacher at the Octorara Intermediate School effective June 30, 2022. (Hired August 20, 2008)

The Octorara Board of School Directors accepted the resignation of Ms. Kendra Collins as a learning support teacher at the Octorara Elementary School effective June 8, 2022. (Hired August 20, 2018)

The Octorara Board of School Directors accepted the resignation of Ms. Ketaurah Caldwell as an instructional assistant at the Octorara Jr./Sr. High School effective June 8, 2022. (Hired September 13, 2021. Ms. Caldwell is transferring contingent on approval of agenda item II.)

The Octorara Board of School Directors accepted the resignation of Ms. Margaret Nelson as a cafeteria employee effective May 17, 2022. (Hired March 21, 2022)

The Octorara Board of School Directors accepted the resignation of Ms. Ashley Stern as a co-director of the Summer Literacy Program effective June 30, 2022. (Hired February 15, 2021)

The Octorara Board of School Directors accepted the resignation of Mr. Denim Kurtzhals as an eighth grade baseball coach effective May 16, 2022. (Hired for the 2021-2022 school year)

The Octorara Board of School Directors approved Ms. Caysie Williams as a special education teacher at the Octorara Elementary School effective August 16, 2022. Ms. Williams' salary will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Ms. Williams is a current employee and will be replacing Kendra Collins who resigned.)

The Octorara Board of School Directors approved Ms. Megan McLoone as a learning support teacher at the Octorara Primary Learning Center effective August 16, 2022. Ms. McLoone's salary will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Ms. McLoone is a current employee and will be replacing Margaret Schaefer who transferred.)

The Octorara Board of School Directors approved Ms. Macey Wetzel as a long term substitute third grade teacher at the Octorara Elementary School effective August 16, 2022. Ms. Wetzel's salary will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Ms. Wetzel is a current employee and will be replacing Trent Zook who transferred.)

The Octorara Board of School Directors approved Ms. Margaret Imms as a long term substitute fourth grade teacher at the Octorara Elementary School effective August 16, 2022. Ms. Imms' salary will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Ms. Imms is a current employee and will be replacing Jennifer Reeves who transferred.)

The Octorara Board of School Directors approved Mr. Brian Hood as a math teacher at the Octorara Jr./Sr. High School effective August 16, 2022 pending completion of employee related documents required by law and the District. Mr. Hood's salary will be \$73,148 which is Step 9 to MAX of the Master's +30 scale. (Replacing Wanda Lapp who retired.)

The Octorara Board of School Directors approved Ms. Allison Schillinger as a Spanish teacher at the Octorara Jr./Sr. High School effective August 16, 2022 pending completion of employee related documents required by law and the District. Ms. Schillinger's salary will be \$55,579 which is Step 18 to MAX of the Bachelor's +15 scale. (Replacing Samantha Kelly who resigned.)

The Octorara Board of School Directors approved Ms. Kristy Hirtzel as an instructional assistant at the Octorara Elementary School effective August 29, 2022 pending completion of employee related documents required by law and the District. Ms. Hirtzel's rate will be \$12.65 per hour for 5.75 hours per day.

The Octorara Board of School Directors approved Ms. Keturah Caldwell as CTE secretary at the Octorara Jr./Sr. High School effective August 23, 2022. Ms. Caldwell's rate will be \$19.49 per hour for 5.75 hours per day. (Ms. Caldwell is a current employee and is replacing Cyndi Manning who resigned.)

The Octorara Board of School Directors approved the following substitute support staff for the 2021-2022 school year:

Margaret Nelson, cafeteria

The Octorara Board of School Directors approved the following additional staff for the K-6 Summer Literacy and Math Program:

Stephanie Nuse – Co-Director - \$40
Adrienne Blackerby – Professional - \$30
Beth Mulhollan – Professional - \$30
Andrew Chesnet – Support - \$20
Christopher Zary – Support - \$20
Kieran Lomboy – Support - \$20
Terry Powell – Support - \$24
Camryn Koennecker – Support - \$20
Olivia Hillman – Support - \$20
Valentina Brucchieri – Support - \$20
Breanna DeVoe – Support - \$20

The Octorara Board of School Directors approved the following summer interns for the IT Department at the rate of \$8.00 per hour effective June 13, 2022:

Cowan Hahn
Sarah Watson

On motion of Ms. Bowman, second by Ms. Yelovich and approval of all members present the Octorara Board of School Directors accepted, with regret, the resignation of Ms. Ashley Stern as sixth grade teacher and math intervention specialist on assignment at the Octorara Intermediate School effective June 14, 2022. (Hired November 19, 2012)

On motion of Mr. Ganow, second by Mr. Hurley and approval of all members present the Octorara Board of School Directors accepted the resignation of Ms. Valerie Brewer as an instructional assistant at the Octorara Elementary School effective June 9, 2022. (Hired August 20, 2018. Ms. Brewer is transferring contingent on approval of agenda item QQ.)

On motion of Ms. Bowman, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors accepted, with regret, the resignation of Ms. Lisa Budzik as a library assistant at the Octorara Primary Learning Center effective July 21, 2022. (Hired October 7, 2002)

On motion of Ms. Bowman, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Bridget Cummiskey/Solnosky as a long term substitute kindergarten teacher at the Octorara Primary Learning Center effective August 16, 2022 pending completion of employee related documents required by law and the District. Ms. Cummiskey/Solnosky's salary will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Replacing Alison Mannetta who will be on child rearing leave.)

On motion of Mr. Ganow, second by Mr. Hurley and approval of all members present the Octorara Board of School Directors approved Ms. Valerie Brewer as a long term substitute second grade teacher at the Octorara Primary Learning Center effective August 16, 2022. Ms. Brewer's salary will be \$57,531 which is Step 18 to MAX of the Master's scale. (Ms. Brewer is a current employee and is replacing Lindsay Mittman who transferred.)

On motion of Ms. Bowman, second by Ms. Yelovich and approval of all members present the Octorara Board of School Directors approved Ms. Lisa Hillman as a second grade teacher at the Octorara Primary Learning Center effective August 16, 2022. Ms. Hillman's salary will be \$55,579 which is Step 18 to MAX of the Bachelor's +15 scale. (Ms. Hillman is an approved substitute and is replacing Tim Ergler who retired.)

On motion of Mr. Ganow, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Caitlin Cressman as a fifth grade teacher at the Octorara Intermediate School effective August 16, 2022. Ms. Cressman's salary will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Ms Cressman is an approved substitute and is replacing Kim Beatty who resigned.)

On motion of Mr. Ganow, second by Ms. Bowman and approval of all members present the Octorara Board of School Directors approved Ms. Jillian Matys as a fifth grade teacher at the Octorara Intermediate School effective August 16, 2022. Ms. Matys' salary will be \$55,579 which is Step 18 to MAX of the Bachelor's +15 scale. (Ms. Matys is an approved substitute and is replacing Michele Miller who resigned.)

On motion of Ms. Bowman, second by Ms. Yelovich and approval of all members present the Octorara Board of School Directors approved Ms. Brittany Fulwider as an ELA teacher at the Octorara Jr./Sr. High School effective August 16, 2022. Ms. Fulwider's salary will be \$57,531 which is Step 18 to MAX of the Master's scale. (Ms. Fulwider is an approved substitute and is replacing Aimee Blockberger who retired.)

On motion of Mr. Zimmerman, second by Ms. Bowman and approval of all members present the Octorara Board of School Directors approved Ms. Tamela Cooper as a school nurse at the Octorara Elementary School effective August 16, 2022 pending completion of employee related documents required by law and the District. Ms. Cooper's salary will be \$50,000. (Replacing Kristal Guertler who transferred to a certified school nurse position.)

On motion of Mr. Hurley, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved the agreement with the Octorara Area Education Association for the employment of the position of school psychologist. (Appendix M-6/20/22)

On motion of Ms. Bowman, second by Mr. Norris and approval of all members present the Octorara Board of School Directors approved Ms. Erin Cooper as a school psychologist effective August 16, 2022 pending completion of employee related documents required by law and the District. Ms. Cooper's salary will be \$74,501 which is Step 18 to MAX of the Master's +60 scale. Ms. Cooper will work 198 days per year. (Replacing Ryan Kieffer who resigned.)

On motion of Mr. Zimmerman, second by Mr. Hurley and approval of all members present the Octorara Board of School Directors approved Ms. Amber Lowe as a guidance counselor at the Octorara Jr./Sr. High School effective July 1, 2022. Ms. Lowe's salary will be \$63,629 which is Step 18 to MAX of the Master's scale. Ms. Lowe will work 10.5 months (208 days) per year. (Ms. Lowe is an approved substitute and is replacing Karen Letts who retired.)

On motion of Ms. Bowman, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Jacqueline Smith as a guidance counselor at the Octorara Jr./Sr. High School effective July 1, 2022 pending completion of employee related documents required by law and the District. Ms. Smith's salary will be \$63,629 which is Step 18 to MAX of the Master's scale. Ms. Smith will work 10.5 months (208 days) per year. (Replacing John Atlee who retired.)

On motion of Ms. Bowman, second by Ms. Yelovich and approval of all members present the Octorara Board of School Directors accepted the proposal from CM Regent for District insurance. (Appendix N-6/20/22)

On motion of Ms. Bowman, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors accepted the lease agreement with FP Mailing Solutions for a postage meter. (Appendix O-6/20/22)

On motion of Mr. Zimmerman, second by Ms. Bowman and approval of all members present the Octorara Board of School Directors approved the student activity club “Octorara Running Club” at the Octorara Jr./Sr. High School. (Appendix P-6/20/22)

On motion of Ms. Bowman, second by Mr. Ganow and approval of all members present the Octorara Board of School Directors approved a rate adjustment from \$22 per hour to \$24 per hour for the following K-6 Summer Literacy and Math Program staff:

Robin Sockoloskie
Pat Ford

On motion of Mr. Zimmerman, second by Mr. Ganow and approval of all members present the Octorara Board of School Directors approved the agreement with Health eTools software effective July 1, 2022 through June 30, 2023. (Appendix Q-6/20/22)

On motion of Mr. Ganow, second by Ms. Bowman and approval of all members present the Octorara Board of School Directors approved the agreement with CritiCare effective July 1, 2022 through June 30, 2023. (Appendix R-6/20/22)

On motion of Mr. Zimmerman, second by Ms. Yelovich and approval of all members present the Octorara Board of School Directors approved Tiffany Ross as a student animal feeding intern at the Octorara Jr./Sr. High School at a rate of \$8.00 per hour effective June 20, 2022.

Under the Policy Committee Report, Ms. Bowman reported the committee discussed the first and second reading policies on tonight’s agenda.

Under the Facility Committee Report, Mr. Norris reported the committee discussed the replacement of wrestling mats and divider removal in the wrestling room at the Jr. High School, rooftop compressor unit replacement at the OIS, summer project update, cleaning and sealcoating of the PLC, life skills classroom renovation into a simulated apartment at the Jr. High School, IT office renovation, athletic field study update, parking lot and concrete work, and the Jr. High School fire alarm system.

Under the CCIU Board Representative Report, Mr. Norris reported on the meeting held on June 15, 2022.

There were no items of old business, new business, or other items or announcements.

Under visitors’ comments for items in general, Mr. Fox reminded attendees that this would be the last meeting for public comments via Zoom.

Kurt Hershey, West Sadsbury Township, discussed the meaning of education and how it has changed over the years. He expressed his concern about teaching different truths, gender identity, and receiving Federal funds. He shared his faith and told the Board many are praying for them.

Under administrator comments and announcements, Dr. Haller reported five teams of fifth and sixth grade students participated in the 2nd Chester County Calcusolve competition. Students tackled difficult multi-step math problems and were awarded points for correct responses. Sixth grade students, Lauren Bierlein and Michael McKee tied for third place in the competition.

Ms. Lease thanked the Sr. High student council and academic team students for helping with field day. She announced incoming kindergarten playground play dates will be held on August 2, 10, and 18 from 6:30-7:30 p.m.

Dr. Orner thanked everyone involved in the Summer Literacy Camp, ESY, and the 21st Century Community Learning Center afternoon program for a great first day. She will give an update in July. She thanked Dr. Haller for the OIS hospitality to these programs.

Under Board comments, Mr. Norris asked about the success of the first day of camp and discussed the number of students enrolled.

Mr. Zimmerman recommended gift cards for the summer interns at the end of the summer.

Mr. Falgiatore asked if Zoom would be continued at the meetings but without comments. Mr. Fox said the meetings will be accessible live via YouTube as they were pre-covid.

Mr. Zimmerman said he is proud of the way the community is supporting Mason, the student who was injured in a tractor accident.

Mr. Fox announced the following upcoming meetings:

Executive Session for Personnel and Safety/Security - Monday, June 20, 2022 - Following the Regular Meeting in the Sr. High School Auditorium

Policy Committee Meeting – Monday, July 18, 2022 – 5:30 p.m. in the Sr. High School Auditorium

Facility Committee Meeting – Monday, July 18, 2022 – 6:00 p.m. in the Sr. High School Auditorium

Finance Committee Meeting – Monday, July 18, 2022 – 6:30 p.m. in the Sr. High School Auditorium

Next regularly scheduled Board Meeting – Monday, July 18, 2022 – 7:00 p.m. in the Sr. High School Auditorium

There being no further items of business the meeting adjourned at 7:58 p.m. on motion of Mr. Ganow, second by Ms. Bowman and approval of all members present.

This Board meeting can be viewed in its entirety at www.youtube.com/user/OctoraraAreaSD.

**TREASURER'S REPORT
OCTORARA AREA SCHOOL DISTRICT
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
GENERAL FUND
2021-2022**

<u>Cash Balance as of April 30, 2022</u>		\$ 2,586,626.53
<u>Receipts Deposited:</u>		
Revenue - (Tax Receipts, State Transfers)	\$ 1,345,975.30	
Other Receipts - (Retiree Medical Payments, Misc.)	23,130.29	
Checking Account Interest	14.75	
Accounts Receivable	5,249.10	
Transfer in from Investments	1,000,000.00	
	<u>2,374,369.44</u>	
Total Available		\$ 4,960,995.97
<u>Disbursements:</u>		
Net Payroll	\$ 1,112,911.91	
Accounts Payable	2,179,411.29	
Transfer to Investments	-	
	<u>3,292,323.20</u>	
General Fund Cash as of May 31, 2022		\$ 1,668,672.77
<u>Investments Outstanding</u>		
Beginning Balance PSDLAF Investment Account	\$ 8,189,437.73	
Beginning Balance Fulton Money Market	11,318,495.10	
Earnings on PSDLAF Investment Account	2,713.95	
Earnings on Fulton Money Market	283.45	
Net Transfers	(1,000,000.00)	
	<u>20,179,603.00</u>	
Total General Fund Cash and Investments as of May 31, 2022		\$ 20,179,603.00

For the June 20, 2022 Regular Board Meeting

Respectfully submitted,

Jill L. Hardy, Secretary
Octorara Board of School Directors

**TREASURER'S REPORT
OCTORARA AREA SCHOOL DISTRICT
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
GENERAL FUND
2021-2022**

<u>Cash Balance as of May 31, 2022</u>			\$	1,668,672.77
<u>Receipts Deposited:</u>				
Revenue - (Tax Receipts, State Transfers)	\$	3,941,082.61		
Other Receipts - (Retiree Medical Payments, Misc.)		1,742.03		
Checking Account Interest		17.41		
Accounts Receivable		11,763.68		
Transfer in from Investments		<u>2,925,587.33</u>		<u>6,880,193.06</u>
Total Available			\$	8,548,865.83
<u>Disbursements:</u>				
Net Payroll	\$	1,017,824.88		
Accounts Payable		5,882,399.57		
Transfer to Investments		<u>-</u>		<u>6,900,224.45</u>
General Fund Cash as of June 30, 2022			\$	1,648,641.38
<u>Investments Outstanding</u>				
Beginning Balance PSDLAF Investment Account			\$	8,192,151.68
Beginning Balance Fulton Money Market				10,318,778.55
Earnings on PSDLAF Investment Account				2,711.26
Earnings on Fulton Money Market				227.43
Net Transfers				(2,925,587.33)
Total General Fund Cash and Investments as of June 31, 2022			\$	<u>17,236,922.97</u>

For the July 18, 2022 Regular Board Meeting

**OCTORARA AREA SCHOOL DISTRICT
INVESTMENT ANALYSIS**

Listed below is a summary of our investment activity for the period ending June 31, 2022

GENERAL FUND

Checking	\$	1,648,641.38	0.01%	Fulton
Investment		8,194,862.94	0.01%	PSDLAF (MAX)
Investment		7,393,418.65	0.03%	Fulton Money Market
		<u>\$</u>		<u>17,236,922.97</u>

OTHER CASH & INVESTMENTS

Activity	\$	148,164.05	0.01%	Checking
Cafeteria		10,581.64	0.01%	Checking
Capital Projects		5,861,017.97	0.01%	PSDMAX
Capital Reserve		1,078,821.37	0.01%	PSDLAF
Payroll		19,144.71	0.01%	Checking
		<u>\$</u>		<u>7,117,729.74</u>

Total General Fund Cash and Investments as of June 31, 2022

BOARD SUMMARY

Fund: 10 - 10 GENERAL FUND

As of: 06/30/2022

Funding Source:

Account Description	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
1100 REG PROG ELEM/SECONDARY					
100 PERSONNEL SERV-SALARIES	11,800,619.00	0.00	11,796,215.69	4,403.31	99.96
200 PERSONNEL EMPL BENEFITS	7,301,663.00	0.00	6,827,734.42	473,928.58	93.51
300 PURCHASED PROF & TECH	242,630.00	0.00	236,595.11	6,034.89	97.51
400 PURCHASED PROPERTY SVC	72,800.00	0.00	59,092.97	13,707.03	81.17
500 OTHER PURCHASED SERVICE	2,452,828.00	0.00	2,150,439.58	302,388.42	87.67
600 SUPPLIES	344,710.00	0.00	325,727.09	18,982.91	94.49
700 PROPERTY	6,150.00	0.00	4,168.43	1,981.57	67.78
800 OTHER OBJECTS	14,080.00	0.00	13,669.00	411.00	97.08
Totals for 1100s	22,235,480.00	0.00	21,413,642.29	821,837.71	96.30
1200 SPEC PROG ELEMEN/SECOND					
100 PERSONNEL SERV-SALARIES	2,475,108.00	0.00	2,144,087.39	331,020.61	86.63
200 PERSONNEL EMPL BENEFITS	1,633,898.00	0.00	1,343,780.01	290,117.99	82.24
300 PURCHASED PROF & TECH	3,866,657.00	0.00	3,291,202.57	575,454.43	85.12
400 PURCHASED PROPERTY SVC	8,137.00	0.00	5,046.48	3,090.52	62.02
500 OTHER PURCHASED SERVICE	1,816,250.00	0.00	1,799,093.20	17,156.80	99.06
600 SUPPLIES	91,141.00	0.00	52,820.09	38,320.91	57.95
700 PROPERTY	20,600.00	0.00	7,628.68	12,971.32	37.03
800 OTHER OBJECTS	70,090.00	0.00	64,560.95	5,529.05	92.11
Totals for 1200s	9,981,881.00	0.00	8,708,219.37	1,273,661.63	87.24
1300 VOCATIONAL EDUCATION					
100 PERSONNEL SERV-SALARIES	768,807.00	0.00	703,156.03	65,650.97	91.46
200 PERSONNEL EMPL BENEFITS	558,951.00	0.00	476,512.43	82,438.57	85.25
300 PURCHASED PROF & TECH	13,027.00	0.00	12,735.75	291.25	97.76
400 PURCHASED PROPERTY SVC	34,300.00	0.00	2,538.50	31,761.50	7.40
500 OTHER PURCHASED SERVICE	1,018,367.00	0.00	984,496.52	33,870.48	96.67
600 SUPPLIES	94,905.00	0.00	83,809.33	11,095.67	88.31
700 PROPERTY	61,700.00	0.00	31,284.55	30,415.45	50.70
800 OTHER OBJECTS	11,300.00	0.00	5,929.91	5,370.09	52.48

BOARD SUMMARY

Fund: 10 - 10 GENERAL FUND

As of: 06/30/2022

Funding Source:

Totals for 1300s	2,561,357.00	0.00	2,300,463.02	260,893.98	89.81
1400 OTHER INSTRUCTION PROG					
100 PERSONNEL SERV-SALARIES	355,910.00	0.00	313,666.98	42,243.02	88.13
200 PERSONNEL EMPL BENEFITS	223,483.00	0.00	184,156.67	39,326.33	82.40
300 PURCHASED PROF & TECH	18,350.00	0.00	18,340.67	9.33	99.95
500 OTHER PURCHASED SERVICE	443,152.00	0.00	441,502.81	1,649.19	99.63
600 SUPPLIES	7,600.00	0.00	4,090.40	3,509.60	53.82
Totals for 1400s	1,048,495.00	0.00	961,757.53	86,737.47	91.73
2100 SUPPORT SERV-PUPIL PERS					
100 PERSONNEL SERV-SALARIES	808,927.00	0.00	800,903.73	8,023.27	99.01
200 PERSONNEL EMPL BENEFITS	510,594.00	0.00	433,031.53	77,562.47	84.81
300 PURCHASED PROF & TECH	42,745.00	0.00	16,167.95	26,577.05	37.82
400 PURCHASED PROPERTY SVC	189,922.00	0.00	222,909.91	(32,987.91)	117.37
500 OTHER PURCHASED SERVICE	3,097.00	0.00	3,095.66	1.34	99.96
600 SUPPLIES	7,335.00	0.00	7,869.12	(534.12)	107.28
800 OTHER OBJECTS	1,968.00	0.00	1,130.48	837.52	57.44
Totals for 2100s	1,564,588.00	0.00	1,485,108.38	79,479.62	94.92
2200 SUPPORT SERVICES-INSTRU					
100 PERSONNEL SERV-SALARIES	675,700.00	0.00	651,535.03	24,164.97	96.42
200 PERSONNEL EMPL BENEFITS	553,735.00	0.00	390,780.85	162,954.15	70.57
500 OTHER PURCHASED SERVICE	3,204.00	0.00	4,177.86	(973.86)	130.40
600 SUPPLIES	245,120.00	0.00	235,134.97	9,985.03	95.93
700 PROPERTY	250.00	0.00	230.00	20.00	92.00
800 OTHER OBJECTS	2,000.00	0.00	2,058.74	(58.74)	102.94
Totals for 2200s	1,480,009.00	0.00	1,283,917.45	196,091.55	86.75
2300 SUPPORT SERVICES-ADMIN					
100 PERSONNEL SERV-SALARIES	1,535,846.00	0.00	1,534,069.09	1,776.91	99.88
200 PERSONNEL EMPL BENEFITS	1,073,152.00	0.00	930,616.79	142,535.21	86.72
300 PURCHASED PROF & TECH	187,680.00	0.00	181,442.02	6,237.98	96.68
400 PURCHASED PROPERTY SVC	10,450.00	0.00	3,003.77	7,446.23	28.74

BOARD SUMMARY

Fund: 10 - 10 GENERAL FUND

As of: 06/30/2022

Funding Source:

500 OTHER PURCHASED SERVICE	104,571.00	0.00	41,690.43	62,880.57	39.87
600 SUPPLIES	60,000.00	0.00	32,085.89	27,914.11	53.48
700 PROPERTY	1,385.00	0.00	0.00	1,385.00	0.00
800 OTHER OBJECTS	86,386.00	0.00	85,642.08	743.92	99.14
900 OTHER USES OF FUNDS	0.00	0.00	972.89	(972.89)	0.00
Totals for 2300s	3,059,470.00	0.00	2,809,522.96	249,947.04	91.83
2400 SUPP SVC-PUBLIC HEALTH					
100 PERSONNEL SERV-SALARIES	332,922.00	0.00	332,448.55	473.45	99.86
200 PERSONNEL EMPL BENEFITS	257,394.00	0.00	229,423.18	27,970.82	89.13
300 PURCHASED PROF & TECH	13,000.00	0.00	7,756.00	5,244.00	59.66
400 PURCHASED PROPERTY SVC	635.00	0.00	400.00	235.00	62.99
500 OTHER PURCHASED SERVICE	400.00	0.00	400.00	0.00	100.00
600 SUPPLIES	9,580.00	0.00	6,267.67	3,312.33	65.42
800 OTHER OBJECTS	1,245.00	0.00	1,245.00	0.00	100.00
Totals for 2400s	615,176.00	0.00	577,940.40	37,235.60	93.95
2500 SUPP SERVICES-BUSINESS					
100 PERSONNEL SERV-SALARIES	363,139.00	0.00	366,193.61	(3,054.61)	100.84
200 PERSONNEL EMPL BENEFITS	210,904.00	0.00	185,149.16	25,754.84	87.79
300 PURCHASED PROF & TECH	36,292.00	0.00	36,292.00	0.00	100.00
400 PURCHASED PROPERTY SVC	2,708.00	0.00	0.00	2,708.00	0.00
500 OTHER PURCHASED SERVICE	14,600.00	0.00	2,195.17	12,404.83	15.04
600 SUPPLIES	15,900.00	0.00	16,746.14	(846.14)	105.32
700 PROPERTY	2,000.00	0.00	1,650.00	350.00	82.50
800 OTHER OBJECTS	3,000.00	0.00	2,842.45	157.55	94.75
Totals for 2500s	648,543.00	0.00	611,068.53	37,474.47	94.22
2600 OP/MAINT PLANT SVCS					
100 PERSONNEL SERV-SALARIES	497,416.00	0.00	490,357.34	7,058.66	98.58
200 PERSONNEL EMPL BENEFITS	320,302.00	0.00	297,589.46	22,712.54	92.91
300 PURCHASED PROF & TECH	822,627.00	0.00	941,750.76	(119,123.76)	114.48
400 PURCHASED PROPERTY SVC	494,115.00	0.00	596,645.12	(102,530.12)	120.75

BOARD SUMMARY

Fund: 10 - 10 GENERAL FUND

As of: 06/30/2022

Funding Source:					
500 OTHER PURCHASED SERVICE	271,382.00	0.00	321,470.62	(50,088.62)	118.46
600 SUPPLIES	727,888.00	0.00	725,978.62	1,909.38	99.74
700 PROPERTY	64,630.00	0.00	57,882.08	6,747.92	89.56
800 OTHER OBJECTS	7,334.00	0.00	7,708.60	(374.60)	105.11
Totals for 2600s	3,205,694.00	0.00	3,439,382.60	(233,688.60)	107.29
2700 STUDENT TRANSP SERVICES					
300 PURCHASED PROF & TECH	59,440.00	0.00	54,486.63	4,953.37	91.67
400 PURCHASED PROPERTY SVC	2,000.00	0.00	0.00	2,000.00	0.00
500 OTHER PURCHASED SERVICE	3,147,381.00	0.00	3,031,278.64	116,102.36	96.31
600 SUPPLIES	143,300.00	0.00	0.00	143,300.00	0.00
Totals for 2700s	3,352,121.00	0.00	3,085,765.27	266,355.73	92.05
2800 SUPPORT SVCS-CENTRAL					
100 PERSONNEL SERV-SALARIES	294,999.00	0.00	301,963.53	(6,964.53)	102.36
200 PERSONNEL EMPL BENEFITS	243,451.00	0.00	192,493.54	50,957.46	79.07
300 PURCHASED PROF & TECH	18,531.00	0.00	20,015.25	(1,484.25)	108.01
400 PURCHASED PROPERTY SVC	391.00	0.00	2,555.10	(2,164.10)	653.48
500 OTHER PURCHASED SERVICE	32,912.00	0.00	9,982.93	22,929.07	30.33
600 SUPPLIES	331,900.00	0.00	409,008.10	(77,108.10)	123.23
700 PROPERTY	442,000.00	0.00	1,071,442.06	(629,442.06)	242.41
800 OTHER OBJECTS	1,666.00	0.00	2,099.88	(433.88)	126.04
Totals for 2800s	1,365,850.00	0.00	2,009,560.39	(643,710.39)	147.13
2900 OTHER SUPPORT SERVICES					
500 OTHER PURCHASED SERVICE	17,000.00	0.00	14,586.74	2,413.26	85.80
Totals for 2900s	17,000.00	0.00	14,586.74	2,413.26	85.80
3100 FOOD SERVICES					
200 PERSONNEL EMPL BENEFITS	0.00	0.00	0.00	0.00	0.00
Totals for 3100s	0.00	0.00	0.00	0.00	0.00
3200 STUDENT ACTIVITIES					
100 PERSONNEL SERV-SALARIES	471,577.00	0.00	505,849.55	(34,272.55)	107.27
200 PERSONNEL EMPL BENEFITS	219,921.00	0.00	212,759.04	7,161.96	96.74

As of: 06/30/2022

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BOARD SUMMARY

Fund: 10 - 10 GENERAL FUND

As of: 06/30/2022

Funding Source:					
000 NON-CATEGORICAL	0.00	0.00	593,771.61	(593,771.61)	0.00
Totals for 6200s	0.00	0.00	593,771.61	(593,771.61)	0.00
6300 PENALTIES & INTEREST					
000 NON-CATEGORICAL	0.00	0.00	(217,375.45)	217,375.45	0.00
Totals for 6300s	0.00	0.00	(217,375.45)	217,375.45	0.00
6400 DELINQUENCIES TAXES LEV					
000 NON-CATEGORICAL	(534,308.00)	0.00	(747,450.52)	213,142.52	139.89
Totals for 6400s	(534,308.00)	0.00	(747,450.52)	213,142.52	139.89
6500 EARNINGS ON INVESTMENTS					
000 NON-CATEGORICAL	(130,000.00)	0.00	(4,925.51)	(125,074.49)	3.79
Totals for 6500s	(130,000.00)	0.00	(4,925.51)	(125,074.49)	3.79
6700 REV FROM STUDENT ACT					
000 NON-CATEGORICAL	(33,819.00)	0.00	(34,333.00)	514.00	101.52
Totals for 6700s	(33,819.00)	0.00	(34,333.00)	514.00	101.52
6800 REV FROM INTERMEDIATE					
000 NON-CATEGORICAL	(363,600.00)	0.00	(328,195.69)	(35,404.31)	90.26
Totals for 6800s	(363,600.00)	0.00	(328,195.69)	(35,404.31)	90.26
6900 OTHER REV FROM LOCAL					
000 NON-CATEGORICAL	(423,611.00)	0.00	(571,809.38)	148,198.38	134.98
Totals for 6900s	(423,611.00)	0.00	(571,809.38)	148,198.38	134.98
7100 BASIC INSTRUCT & OPER					
000 NON-CATEGORICAL	(7,311,041.00)	0.00	(7,540,681.46)	229,640.46	103.14
Totals for 7100s	(7,311,041.00)	0.00	(7,540,681.46)	229,640.46	103.14
7200 SUBSIDIES SPECIAL ED					
000 NON-CATEGORICAL	(1,590,097.00)	0.00	(1,534,619.42)	(55,477.58)	96.51
Totals for 7200s	(1,590,097.00)	0.00	(1,534,619.42)	(55,477.58)	96.51
7300 SUBSIDIES NON-ED PGMS					
000 NON-CATEGORICAL	(2,938,956.00)	0.00	(2,738,977.38)	(199,978.62)	93.20
Totals for 7300s	(2,938,956.00)	0.00	(2,738,977.38)	(199,978.62)	93.20
7500 EXTRA GRANTS					

BOARD SUMMARY

Fund: 10 - 10 GENERAL FUND

As of: 06/30/2022

Funding Source:

000 NON-CATEGORICAL	(362,487.00)	0.00	(347,633.43)	(14,853.57)	95.90
Totals for 7500s	(362,487.00)	0.00	(347,633.43)	(14,853.57)	95.90
7800 SUBSIDIES ST PAID BENE					
000 NON-CATEGORICAL	(3,569,544.00)	0.00	(2,522,117.47)	(1,047,426.53)	70.66
Totals for 7800s	(3,569,544.00)	0.00	(2,522,117.47)	(1,047,426.53)	70.66
8500 RESTRICT GRANTS-IN-AID					
000 NON-CATEGORICAL	(915,748.00)	0.00	(918,871.26)	3,123.26	100.34
400 PURCHASED PROPERTY SVC	(35,000.00)	0.00	0.00	(35,000.00)	0.00
Totals for 8500s	(950,748.00)	0.00	(918,871.26)	(31,876.74)	96.65
8700 GRANTS - ESSER					
000 NON-CATEGORICAL	(1,350,287.00)	0.00	(1,212,702.25)	(137,584.75)	89.81
Totals for 8700s	(1,350,287.00)	0.00	(1,212,702.25)	(137,584.75)	89.81
8800 MED ASSIST REIMBURSE					
000 NON-CATEGORICAL	(50,400.00)	0.00	(78,230.27)	27,830.27	155.22
Totals for 8800s	(50,400.00)	0.00	(78,230.27)	27,830.27	155.22
9400 SALE OF FIXED ASSETS					
000 NON-CATEGORICAL	0.00	0.00	(305.00)	305.00	0.00
Totals for 9400s	0.00	0.00	(305.00)	305.00	0.00
9900 <9900>					
000 NON-CATEGORICAL	0.00	0.00	(26,000.00)	26,000.00	0.00
Totals for 9900s	0.00	0.00	(26,000.00)	26,000.00	0.00
Revenue Totals	(56,805,409.00)	0.00	(55,862,047.14)	(943,361.86)	98.34
Fund 10 Totals					
Total Expenditure	52,152,661.00	0.00	49,688,624.97	2,464,036.03	95.28
Total Other Expenditure	5,815,696.00	0.00	5,735,720.35	79,975.65	98.62
Total Revenue	(56,805,409.00)	0.00	(55,835,742.14)	(969,666.86)	98.29
Total Other Revenue	0.00	0.00	(26,305.00)	26,305.00	0.00

FOOD SERVICE PROFIT AND LOSS REPORT

Year: 2021-2022 Cut-off Date: 06/30/2022

Account	Description	Current Budget	MTD Exp/Rec	YTD Exp/Rec	YTD % Exp/Rec
3100	FOOD SERVICES				
	000 NON-CATEGORICAL	0.00	0.00	0.00	0.00
	111 REGULAR SALARIES	168,331.00	6,667.09	114,767.14	0.68
	112 TEMPORARY SALARIES	0.00	0.00	0.00	0.00
	113 OVERTIME SALARIES	0.00	0.00	0.00	0.00
	116 ADMIN INSUR OPT OUT	0.00	5,698.79	5,698.79	0.00
	121 REGULARY SALARIES	0.00	0.00	0.00	0.00
	122 TEMPORARY SALARIES	0.00	0.00	0.00	0.00
	151 REGULAR SALARIES	0.00	7,033.74	84,412.14	0.00
	181 REGULAR SALARIES	279,797.00	16,534.16	220,903.59	0.79
	182 TEMPORARY SALARIES	0.00	367.50	4,260.75	0.00
	211 MEDICAL INSURANCE	33,212.00	0.00	30,300.66	0.91
	212 DENTAL INSURANCE	2,455.00	0.00	2,210.54	0.90
	213 LIFE INSURANCE	1,000.00	0.00	324.25	0.32
	214 INCOME PROTECTION INS	800.00	0.00	557.88	0.70
	215 EYE CARE INSURANCE	2,632.00	0.00	58.34	0.02
	216 PRESCRIPTION INSURANCE	11,672.00	0.00	7,516.56	0.64
	220 SOCIAL SECURITY CONTRIB	34,282.00	2,737.11	32,378.66	0.94
	230 RETIREMENT CONTRIB	156,576.00	10,046.56	138,163.81	0.88
	250 UI	0.00	0.00	0.00	0.00
	260 WORKERS' COMPENSATION	3,369.00	151.35	1,793.00	0.53
	281 OPEB FOR COST OF RETIRE	0.00	0.00	0.00	0.00
	290 OTHER EMPLOYEE BENEFITS	0.00	0.00	5,085.67	0.00
	329 PRO ED SVCS - OTHER	0.00	0.00	0.00	0.00
	330 OTHER PROFESSIONAL SVC	0.00	0.00	0.00	0.00

FOOD SERVICE PROFIT AND LOSS REPORT

Year: 2021-2022 Cut-off Date: 06/30/2022

Account	Description	Current Budget	MTD Exp/Rec	YTD Exp/Rec	YTD % Exp/Rec
3100	FOOD SERVICES				
	422 ELECTRICITY	0.00	0.00	0.00	0.00
	430 REPAIRS & MAINT SVCS	19,107.00	0.00	21,675.42	1.13
	442 RENTAL OF EQUIPMENT	0.00	0.00	644.72	0.00
	522 AUTOMOTIVE LIAB INS	0.00	0.00	0.00	0.00
	540 ADVERTISING	300.00	0.00	589.71	1.97
	550 PRINTING & BINDING	0.00	0.00	0.00	0.00
	580 TRAVEL & CONFER EXPENSE	500.00	167.31	893.32	1.79
	610 GENERAL SUPPLIES	12,000.00	1,469.46	22,368.06	1.86
	611 SUPPLIES	300.00	0.00	104.81	0.35
	612 OPER/MAINT- VEHICLE SU	0.00	0.00	0.00	0.00
	630 FOOD	224,560.00	30,272.06	291,331.41	1.30
	633 DONATED COMMODITIES	19,000.00	0.00	4,043.52	0.21
	634 SNACKS	1,160.00	297.96	2,712.84	2.34
	640 BOOKS AND PERIODICALS	0.00	0.00	0.00	0.00
	648 EDUCATIONAL SOFTWARE	4,600.00	0.00	4,570.00	0.99
	741 NONFED FUNDED FOOD DEPR	18,000.00	0.00	0.00	0.00
	750 EQUIP-NEW	0.00	0.00	0.00	0.00
	752 CAPITAL EQUIP - ORIG/AD	0.00	79.94	1,806.94	0.00
	760 EQUIPMENT REPLACEMENT	0.00	11,280.00	2,730.17	0.00
	810 DUES & FEES	2,000.00	1,201.50	3,619.16	1.81
	890 MISC EXPENDITURES	0.00	0.00	0.00	0.00
	930 FUND TRANSFERS	0.00	0.00	0.00	0.00

FOOD SERVICE PROFIT AND LOSS REPORT

Year: 2021-2022 Cut-off Date: 06/30/2022

Account	Description	Current Budget	MTD Exp/Rec	YTD Exp/Rec	YTD % Exp/Rec
3100	FOOD SERVICES				
	Average Meal Count: FOOD SERVICES	995,653.00	94,004.53	1,005,521.86	1.01
	Profit / (Loss):		(94,004.53)	(1,005,521.86)	
5130	REFUND PRIOR YR REV				
	111 REGULAR SALARIES	0.00	0.00	0.00	0.00
	250 UI	0.00	0.00	0.00	0.00
	Total Expense:	0.00	0.00	0.00	0.00
	Profit / (Loss):		0.00	0.00	
	Average Meal Count: REFUND PRIOR YR REV	0	0.00%		
5991	Refund Prior Yr EXP				
	000 NON-CATEGORICAL	0.00	0.00	0.00	0.00
	Total Expense:	0.00	0.00	0.00	0.00
	Profit / (Loss):		0.00	0.00	
	Average Meal Count: Refund Prior Yr EXP	0	0.00%		
6510	INTEREST ON INVESTMENTS				
	6510 INTEREST ON INVESTMENTS	(250.00)	0.00	2.14	(0.01)
	Total Revenue:	(250.00)	0.00	2.14	(0.01)
	Profit / (Loss):		0.00	2.14	
	Average Meal Count: INTEREST ON INVESTMENTS	0	0.00%		

FOOD SERVICE PROFIT AND LOSS REPORT

Year: 2021-2022 Cut-off Date: 06/30/2022

Account	Description	Current Budget	MTD Exp/Rec	YTD Exp/Rec	YTD % Exp/Rec
6611	DAILY SALES-SCH LUNCH				
	6611 DAILY SALES-SCH LUNCH	(83,993.00)	108.10	5,830.01	(0.07)
	Total Revenue:	(83,993.00)	108.10	5,830.01	(0.07)
	Profit / (Loss):		108.10	5,830.01	
	Average Meal Count: DAILY SALES-SCH LUNCH	0	0.00%		
6612	DAILY SALES-BREAKFAST				
	6612 DAILY SALES-BREAKFAST	0.00	0.00	0.00	0.00
	Total Revenue:	0.00	0.00	0.00	0.00
	Profit / (Loss):		0.00	0.00	
	Average Meal Count: DAILY SALES-BREAKFAST	0	0.00%		
6620	DAILY SALES-NON-REIMBUR				
	6620 DAILY SALES-NON-REIMBUR	0.00	0.00	0.00	0.00
	Total Revenue:	0.00	0.00	0.00	0.00
	Profit / (Loss):		0.00	0.00	
	Average Meal Count: DAILY SALES-NON-REIMBUR	0	0.00%		
6621	ALA CARTE				
	6621 ALA CARTE	0.00	0.00	0.00	0.00
	Total Revenue:	0.00	0.00	0.00	0.00
	Profit / (Loss):		0.00	0.00	
	Average Meal Count: ALA CARTE	0	0.00%		

FOOD SERVICE PROFIT AND LOSS REPORT

Year: 2021-2022 Cut-off Date: 06/30/2022

Account	Description	Current Budget	MTD Exp/Rec	YTD Exp/Rec	YTD % Exp/Rec
6622	ADULT				
	6622 ADULT	0.00	0.00	0.00	0.00
	Average Meal Count: ADULT	0	0.00%		
6630	SPECIAL FUNCTIONS				
	6630 SPECIAL FUNCTIONS	(5,000.00)	0.00	4,950.50	(0.99)
	Total Revenue:	0.00	0.00	0.00	0.00
	Profit / (Loss):		0.00	0.00	
	Average Meal Count: SPECIAL FUNCTIONS	0	0.00%		
6991	REFUND PRIOR YR EXP				
	6991 REFUND PRIOR YR EXP	(1,000.00)	745.51	2,029.87	(2.03)
	Total Revenue:	(1,000.00)	745.51	2,029.87	(2.03)
	Profit / (Loss):		745.51	2,029.87	
	Average Meal Count: REFUND PRIOR YR EXP	0	0.00%		
6992	REFUND				
	6992 REFUND	0.00	0.00	(630.12)	0.00
	Total Revenue:	0.00	0.00	(630.12)	0.00
	Profit / (Loss):		0.00	(630.12)	
	Average Meal Count: REFUND	0	0.00%		

FOOD SERVICE PROFIT AND LOSS REPORT

Year: 2021-2022 Cut-off Date: 06/30/2022

Account	Description	Current Budget	MTD Exp/Rec	YTD Exp/Rec	YTD % Exp/Rec
7600	MILK/LUNCH/BREAKFAST				
	7600 MILK/LUNCH/BREAKFAST	(21,051.00)	0.00	31,439.96	(1.49)
	Total Revenue:	(21,051.00)	0.00	31,439.96	(1.49)
	Profit / (Loss):		0.00	31,439.96	
Average Meal Count:	MILK/LUNCH/BREAKFAST	0	0.00%		
7810	STATE SHARE SS & MED				
	7810 STATE SHARE SS & MED	(17,141.00)	0.00	6,629.00	(0.39)
	Total Revenue:	(17,141.00)	0.00	6,629.00	(0.39)
	Profit / (Loss):		0.00	6,629.00	
Average Meal Count:	STATE SHARE SS & MED	0	0.00%		
7820	STATE SHARE RETIRE CONT				
	7820 STATE SHARE RETIRE CONT	(78,288.00)	0.00	27,317.00	(0.35)
	Total Revenue:	(78,288.00)	0.00	27,317.00	(0.35)
	Profit / (Loss):		0.00	27,317.00	
Average Meal Count:	STATE SHARE RETIRE CONT	0	0.00%		
8531	SUBSIDIES MILK LUNCH				
	8531 SUBSIDIES MILK LUNCH	(650,333.00)	0.00	1,038,281.87	(1.60)
	Total Revenue:	(650,333.00)	0.00	1,038,281.87	(1.60)
	Profit / (Loss):		0.00	1,038,281.87	
Average Meal Count:	SUBSIDIES MILK LUNCH	0	0.00%		

FOOD SERVICE PROFIT AND LOSS REPORT

Year: 2021-2022 Cut-off Date: 06/30/2022

Account	Description	Current Budget	MTD Exp/Rec	YTD Exp/Rec	YTD % Exp/Rec
8533	VALUE DONATED COMMODITY				
	8533 VALUE DONATED COMMODITY	(57,678.00)	0.00	7,501.87	(0.13)
	Total Revenue:	(57,678.00)	0.00	7,501.87	(0.13)
	Profit / (Loss):		0.00	7,501.87	
Average Meal Count:	VALUE DONATED				
COMMODITY					
All Locations					
	Grand Total Revenue:	(914,734.00)	853.61	1,123,352.10	(1.23)
	Grand Total Expense:	995,653.00	94,004.53	1,005,521.86	1.01
	Grand Total Profit / (Loss):		(93,150.92)	117,830.24	
Average Meal Count:	All Locations				

JULY 2022

LIST OF BILLS FOR APPROVAL

<u>FUND</u>		<u>AMOUNT</u>	
General Fund		\$	1,727,063.68
Cafeteria Fund		\$	44,210.28
Capital Projects		\$	399,357.75
Capital Reserve		\$	-
		<hr/>	
		\$	2,170,631.71

Budget		YTD Exp	%
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Fund 10	\$ 57,968,357.00	\$ 55,424,345.32	95.61%

General Fund
July 18, 2022

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Amount
190275	06/10/2022	AT&T MOBILITY	OPER/MAINT-TELEPHONE	\$ 8,178.91
190276	06/10/2022	BUCKS COUNTY INTERMEDIATE UNIT #22	TUITION	\$ 1,392.60
190278	06/10/2022	CURRICULUM ASSOCIATES	BRIGANCE - PROFESSIONAL DEVELOP	\$ 3,627.54
190279	06/10/2022	DEVEREUX FOUNDATION	TUITION	\$ 4,450.00
190280	06/10/2022	FAITHFUL TRANSPORT	TRANS-OTHER CARRIERS	\$ 9,567.50
190281	06/10/2022	FOUNDATIONS BEHAVIORAL HEALTH	TUITION	\$ 4,893.00
190282	06/10/2022	GROVE CITY AREA SCHOOL DISTRICT	TUITION	\$ 4,788.00
190283	06/10/2022	H & L TEAM SALES	ATHLETIC COATS	\$ 641.00
190284	06/10/2022	INTER-STATE STUDIO & PUBLISHING CO	YEARBOOK	\$ 727.92
190285	06/10/2022	JACK SCOGNA RPT	TUNE AND REPAIR PIANO	\$ 190.00
190286	06/10/2022	KRISTINE KRISTMAN JARRETT	PSYCHOLOGY SERVICES	\$ 7,400.00
190287	06/10/2022	LANGUAGE CIRCLE ENTERPRISES	GENERAL SUPPLIES	\$ 220.00
190288	06/10/2022	LARKIN MICHAEL	INSURANCE REIMB	\$ 105.43
190289	06/10/2022	INFORMATION TECHNOLOGY	REAL ESTATE TAX DATA FILE	\$ 275.00
190290	06/10/2022	LISA GRIEST	CONSULTANT	\$ 4,125.33
190291	06/10/2022	LNP MEDIA GROUP INC	BUDGET AD 5/24/22	\$ 151.00
190292	06/10/2022	M&B ENVIRONMENTAL INC	OP/MAINT WATER TREAT-PUR SRVCS	\$ 2,516.93
190293	06/10/2022	M R MCGOUGH LLC	PROFESSIONAL DEVELOPMENT	\$ 3,130.00
190294	06/10/2022	PACTA	DUES/FEES	\$ 175.00
190295	06/10/2022	PA DEPT OF LABOR & INDUSTRY -E	CERT OF OP 4 YR - ELEVATOR	\$ 157.97
190296	06/10/2022	PAPCO	OPER/MAINT-GASOLINE	\$ 7,176.87
190297	06/10/2022	PRESSLEY RIDGE	RESIDENTIAL AIDE SERVICES	\$ 8,091.00
190298	06/10/2022	REACH CYBER CHARTER SCHOOL	PA CHARTER SCHOOL TUITION	\$ 8,292.38
190299	06/10/2022	SAMANTHA GOOD	SENIOR AWARD	\$ 1,000.00
190300	06/10/2022	SNYDER & MYLIN SEPTIC SERVICES	RENTALS	\$ 1,452.30
190301	06/10/2022	SPIKE'S TROPHIES LIMITED	SENIOR AWARD	\$ 609.29
190302	06/10/2022	SUNBELT RENTALS INC	EQUIP RENTAL	\$ 1,256.07
190303	06/10/2022	TK ELEVATOR CORPORATION	OPER/MAINT-PLC CONTRACTED SRVS	\$ 3,042.10
190304	06/10/2022	T P TRAILERS INC	OPER/MAINT - EQUIP RENTAL	\$ 335.00
190305	06/10/2022	VERIZON WIRELESS	OPER/MAINT-TELEPHONE	\$ 2,858.44
190306	06/10/2022	XEROX CORPORATION	EQUIPMENT RENTAL	\$ 273.07
190307	06/15/2022	AIRGAS USA LLC	GENERAL SUPPLIES	\$ 28.75
190308	06/15/2022	CARDMEMBER SERVICES	VARIOUS - SEE ATTACHED	\$ 14,227.59
190309	06/15/2022	DUTCHWAY HARDWARE	OPER/MAINT-SUPPLIES	\$ 47.01
190310	06/15/2022	KADES MARGOLIS CORPORATION	CBIZ Fees	\$ 9.00
190311	06/15/2022	KEYSTONE COLLECTIONS GROUP	Wage Attachment	\$ 226.30
190312	06/15/2022	MARKS PLUMBING PARTS	OPER/MAINT-SUPPLIES	\$ 837.14
190313	06/15/2022	ODP BUSINESS SOLUTIONS LLC	GENERAL SUPPLIES	\$ 64.19
190314	06/15/2022	ODP BUSINESS SOLUTIONS LLC	GENERAL SUPPLIES	\$ 796.00

General Fund
July 18, 2022

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Amount
190315	06/15/2022	OXFORD FEED & LUMBER	GENERAL SUPPLIES	\$ 614.07
190316	06/15/2022	PAPCO	OPER/MAINT-GASOLINE	\$ 3,670.84
190318	06/15/2022	STOLTZFUS FARM SERVICE INC	GENERAL SUPPLIES	\$ 919.42
190319	06/15/2022	WESTERN PEST SERVICES	PEST CONTROL	\$ 431.00
190320	06/16/2022	RED8 LLC	CAPITAL EQUIPMENT REPLACEMENT	\$ 703,380.00
190321	06/24/2022	AGORA CYBER CHARTER SCHOOL	PA CHARTER SCHOOL TUITION	\$ 6,999.35
190322	06/24/2022	BUCKS COUNTY INTERMEDIATE UNIT #22	TUITION	\$ 557.04
190323	06/24/2022	COMMONWEALTH CHARTER ACADEMY	PA CHARTER SCHOOL TUITION	\$ 30,893.03
190324	06/24/2022	CONSTELLATION NEWENERGY	NATURAL GAS	\$ 3,204.24
190325	06/24/2022	DUTCH -WAY FARM MARKET INC	GENERAL SUPPLIES	\$ 22.76
190326	06/24/2022	DUTCH-WAY FARM MARKET INC	GENERAL SUPPLIES	\$ 51.06
190327	06/24/2022	DUTCH -WAY FARM MARKET INC	GENERAL SUPPLIES	\$ 194.86
190328	06/24/2022	FOLLETT SCHOOL SOLUTIONS	LIBRARY SERVICES	\$ 1,482.54
190329	06/24/2022	FOUNDATIONS BEHAVIORAL HEALTH	TUITION	\$ 1,165.00
190330	06/24/2022	KRISTINE KRISTMAN JARRETT	PSYCHOLOGY SERVICES	\$ 7,200.00
190331	06/24/2022	LANCASTER GENERAL MEDICAL GROUP	MEDICAL SERVS - PHYS STU/EMP	\$ 178.00
190332	06/24/2022	LEGO EDUCATION	GENERAL SUPPLIES	\$ 359.95
190333	06/24/2022	M&B ENVIRONMENTAL INC	OP/MAINT WATER TREAT-PUR SRVCS	\$ 2,891.78
190334	06/24/2022	PETTY CASH	OIS Deferred Revenue	\$ 104.85
190335	06/24/2022	PENN POWER SYSTEMS	OPER/MAINT-OES CONTRACTED SRVS	\$ 350.00
190336	06/24/2022	WINNER'S CIRCLE CENTER INC.	ALTERNATIVE EDUCATION - TUITION	\$ 7,896.00
190337	06/24/2022	XEROX CORPORATION	EQUIPMENT RENTAL	\$ 612.37
190338	06/24/2022	XEROX CORPORATION	EQUIPMENT RENTAL	\$ 2,839.02
190339	06/24/2022	XEROX FINANCIAL SERVICES LLC	EQUIPMENT RENTAL	\$ 474.68
190340	06/30/2022	THE BARN OF SPRING BROOK FARM INC	TUITION	\$ 1,210.00
190341	06/30/2022	CM REGENT LLC	SUSPENSE ACCOUNT - LTD	\$ 5,167.57
190342	06/30/2022	COUNTY OF CHESTER	TAX COLLECTION - ADM SRV FEE	\$ 294.37
190343	06/30/2022	DFC - DELAWARE FILTER CORP.	OPER/MAINT-SUPPLIES	\$ 2,711.62
190344	06/30/2022	GINA IACONE	INSURANCE REIMB	\$ 518.16
190345	06/30/2022	KADES MARGOLIS CORPORATION	CBIZ Fees	\$ 9.00
190346	06/30/2022	KEYSTONE COLLECTIONS GROUP	Wage Attachment	\$ 134.67
190347	06/30/2022	REPUBLIC SERVICES #319	OPER/MAINT- DISPOSAL SRVC	\$ 4,892.24
190348	06/30/2022	THE WHITE CLAY SCHOOL	TUITION	\$ 38,643.00
190349	07/01/2022	DEVEREUX FOUNDATION	MAY SERVICES	\$ 18,427.50
190350	07/01/2022	PAPCO	OPER/MAINT-GASOLINE	\$ 1,238.38
D00000143	06/10/2022	ALTHOUSE TRANSPORTATION INC	CONTRACTED CARRIER	\$ 2,665.07
D00000143	06/10/2022	ALTHOUSE TRANSPORTATION INC	CONTRACTED CARRIER	\$ 41,655.96
D00000143	06/10/2022	AMAZON CAPITAL SERVICES INC	BUSINESS ACADEMY - TITLE II SUPPLIES	\$ 2,456.26
D00000143	06/10/2022	CHESTER COUNTY INTERMDIATE UNIT	PCA/BCBA	\$ 77,801.10

General Fund
July 18, 2022

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Amount
D00000143	06/10/2022	FLINN SCIENTIFIC INC	GENERAL SUPPLIES	\$ 229.00
D00000143	06/10/2022	FRONTIER	OPER/MAINT-TELEPHONE	\$ 4,652.16
D00000144	06/10/2022	INDEPENDENCE BLUE CROSS	SUSPENSE ACCOUNT - HOSP	\$ 60,089.79
D00000144	06/10/2022	INTERSTATE MAINTENANCE CORP	OPER/MAINT - OTHER PROF SVRS	\$ 2,940.00
D00000144	06/10/2022	KEGEL KELIN LITTS & LORD LLP	LEGAL SERVICES	\$ 11,800.00
D00000144	06/10/2022	MCNAMARA LISA M	REIMB OABEST EXPO SUPPLIES	\$ 81.34
D00000144	06/10/2022	ORNER MICHELE M	REIMB BUSINESS-TRAVEL/CONF	\$ 317.53
D00000144	06/10/2022	PECO	NATURAL GAS	\$ 3,024.70
D00000144	06/10/2022	SAGE TECHNOLOGY SOLUTIONS INC	TECH SUPPLIES	\$ 945.00
D00000144	06/10/2022	SCHOLASTIC INC	GENERAL SUPPLIES	\$ 1,282.50
D00000144	06/10/2022	SDIC	Employer Share W/C	\$ 725.51
D00000144	06/10/2022	SIGNAL 88 LLC	OPER/MAINT - OTHER PROF SVRS	\$ 10,873.07
D00000145	06/10/2022	SWIFTMD	HOSP	\$ 675.99
D00000145	06/10/2022	U S SUPPLY COMPANY	OPER/MAINT - GENERAL SUPPLIES	\$ 69.64
D00000145	06/10/2022	WINDVIEW ATHLETIC FIELDS	OPER/MAINT-HS CONTRACTED SRVS	\$ 16,345.00
D00000145	06/15/2022	ALAN MCILVAIN COMPANY	GENERAL SUPPLIES	\$ 4,313.70
D00000145	06/15/2022	ALTHOUSE TRANSPORTATION INC	CONTRACTED CARRIER	\$ 1,810.60
D00000145	06/15/2022	KRISTINA CAMPBELL	TUITION REIMB INSTRUCT STAFF	\$ 939.00
D00000145	06/15/2022	CBIZ PAYROLL INC	MEDICARE REIMBURSE DED	\$ 371.33
D00000145	06/15/2022	CREIGHTON EMILY L	REIMB SUPPLIES	\$ 69.03
D00000145	06/15/2022	E. THOMAS BRETT BUSINESS MACHINES INC	GENERAL SUPPLIES	\$ 524.40
D00000145	06/15/2022	GIVE ME FIVE LLC	GENERAL SUPPLIES	\$ 1,106.82
D00000146	06/15/2022	HODOROVICH DARREN	REIMB SUPPLIES	\$ 76.89
D00000146	06/15/2022	INTERSTATE MAINTENANCE CORP	OPER/MAINT - OTHER PROF SVRS	\$ 66,194.57
D00000146	06/15/2022	J.W. PEPPER & SON INC	GENERAL SUPPLIES	\$ 599.75
D00000146	06/15/2022	KEEN COMPRESSED GAS CO.	GENERAL SUPPLIES	\$ 23.05
D00000146	06/15/2022	LINVILLE HILL CHRISTIAN SCHOOL	TRANS-OTHER CARRIERS	\$ 5,700.00
D00000146	06/15/2022	MCGOVERN ENVIROMENTAL INC	OPER/MAINT-CONTRACTED SERVICE	\$ 479.60
D00000146	06/15/2022	MCNAMARA LISA M	REIMB SUPPLIES	\$ 106.50
D00000146	06/15/2022	MENDEZ SANDRA	LEARNING SUPT - TRAVEL	\$ 74.30
D00000146	06/15/2022	STEFANIE A NUSE	TUITION REIMB INSTRUCT STAFF	\$ 1,548.00
D00000146	06/15/2022	PECO	ELECTRICITY	\$ 4,359.90
D00000147	06/15/2022	SCHREIBER RACHEL M	TUITION REIMB INSTRUCT STAFF	\$ 1,932.00
D00000147	06/15/2022	THOMSON REUTERS	BUSINESS-ADM SOFTWARE/LICENSE	\$ 235.42
D00000147	06/15/2022	TOWN SERVICE CENTER INC	REPAIRS & MAINT - VEHICLE	\$ 178.20
D00000147	06/15/2022	TSA CONSULTING GROUP INC	Tax Shelter Annuity Payable	\$ 28,688.25
D00000147	06/15/2022	WINDVIEW ATHLETIC FIELDS	OPER/MAINT-OJHS CONTRACTED SRV	\$ 200.00
D00000147	06/15/2022	WINDLE'S WATER WORKS	GENERAL SUPPLIES	\$ 252.00
D00000147	06/24/2022	3B SERVICES INC.	PREVENTATIVE MAINTENANCE	\$ 7,814.19

General Fund
July 18, 2022

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Amount
D00000147	06/24/2022	AMAZON CAPITAL SERVICES INC	TECH SUPPLIES	\$ 9,434.48
D00000147	06/24/2022	AUSTILL'S REHABILITATION SERVICE	OT / PT SERVICES	\$ 9,831.68
D00000147	06/24/2022	CHESTER COUNTY INTERMDIATE UNIT	CONSULTANTS	\$ 44,598.35
D00000148	06/24/2022	CCRN EDUCATIONAL & BEHAVIORAL	IU Learning Support	\$ 120,481.25
D00000148	06/24/2022	DBS AUDIO SYSTEMS INC	RENTALS	\$ 125.00
D00000148	06/24/2022	INDEPENDENCE BLUE CROSS	SUSPENSE ACCOUNT - HOSP	\$ 74,272.80
D00000148	06/24/2022	MARTIN HELENA T	REIMB SUPPLIES	\$ 241.66
D00000148	06/24/2022	MCGOVERN WM. P INC.	OPER/MAINT-CONTRACTED SERVICE	\$ 479.60
D00000148	06/24/2022	ORNER'S LANDSCAPES & TREE SERVICE	OTHER CONTRACTED SERVICE	\$ 24,575.00
D00000148	06/24/2022	PECO	ELECTRICITY	\$ 17,686.76
D00000148	06/24/2022	SAMANTHA PITTMAN	REIMB TRAVEL/CONF	\$ 253.53
D00000148	06/24/2022	SUBURBAN TESTING LABS INC	OPER/MAINT-CONTRACTED SERVICE	\$ 15.45
D00000148	06/24/2022	U S SUPPLY COMPANY	OPER/MAINT-ES MAINT SUP	\$ 82.10
D00000149	06/24/2022	WITMER PUBLIC SAFETY GROUP	EQUIPMENT MAINT	\$ 2,538.50
D00000149	06/30/2022	CBIZ PAYROLL INC	MEDICARE REIMBURSE DED	\$ 371.34
D00000149	06/30/2022	POWERSCHOOL GROUP LLC	TECH SRVCS	\$ 565.59
D00000149	06/30/2022	TSA CONSULTING GROUP INC	Tax Shelter Annuity Payable	\$ 54,745.59
D00000149	07/01/2022	AMAZON CAPITAL SERVICES INC	TECH SERV -SUPLLIES	\$ 5,486.75
D00000149	07/01/2022	BERKSHIRE SYSTEMS GROUP INC	STORM DAMAGE REPAIR	\$ 13,500.00
D00000149	07/01/2022	DELTA DENTAL	SUSPENSE ACCOUNT - DENTAL INS	\$ 15,812.40
D00000149	07/01/2022	AMANDA FRATERMAN	REIMB LEARNING SUPT - TRAVEL	\$ 51.48
D00000149	07/01/2022	NATIONAL VISION ADMINISTRATORS LLC	SUSPENSE ACCOUNT - VISION INS	\$ 1,093.50
D00000149	07/01/2022	PENN POWER SYSTEMS	OPER/MAINT-OIS CONTRACTED SRVS	\$ 1,020.00
D00000150	07/01/2022	SDIC	Employer Share W/C	\$ 6,371.00
D00000150	07/01/2022	SUBURBAN TESTING LABS INC	OPER/MAINT-CONTRACTED SERVICE	\$ 128.75
			TOTAL	\$ 1,727,063.68

Cardmember Services
July 18, 2022

Payment #	Payment Dt	Vendor Name	Description	Amount
190308	06/15/2022	CARDMEMBER SERVICES	BUSINESS-DUES/FEES	\$ (0.03)
190308	06/15/2022	CARDMEMBER SERVICES	LANCASTER SCIENCE FACTORY	\$ 1,950.00
190308	06/15/2022	CARDMEMBER SERVICES	WALMART - PSSA BREAKFAST	\$ 47.79
190308	06/15/2022	CARDMEMBER SERVICES	DUNKIN DONUTS - PSSA BREAKFAST	\$ 55.96
190308	06/15/2022	CARDMEMBER SERVICES	GIANT - PSSA BREAKFAST	\$ 83.42
190308	06/15/2022	CARDMEMBER SERVICES	CHESTER COUNTY IU	\$ 100.00
190308	06/15/2022	CARDMEMBER SERVICES	ORIENTAL TRADING	\$ 231.17
190308	06/15/2022	CARDMEMBER SERVICES	DAIRY QUEEN - TEACHER APPRECIATION	\$ 275.00
190308	06/15/2022	CARDMEMBER SERVICES	DUNKIN DONUTS - PSSA BREAKFAST	\$ 69.95
190308	06/15/2022	CARDMEMBER SERVICES	GIANT - PSSA BREAKFAST	\$ 48.27
190308	06/15/2022	CARDMEMBER SERVICES	IIRP - BOOKS FOR PRINCIPAL/TEACHER	\$ 184.20
190308	06/15/2022	CARDMEMBER SERVICES	LIMESTONE PIZZA - STUDENT REWARD	\$ 22.21
190308	06/15/2022	CARDMEMBER SERVICES	WATER-COFFEE DELIVER	\$ 288.78
190308	06/15/2022	CARDMEMBER SERVICES	ADOBE, REGISTER.COM	\$ 431.63
190308	06/15/2022	CARDMEMBER SERVICES	COMPTIA,EXPEDIA,AMERICAN, UNITED	\$ 1,677.72
190308	06/15/2022	CARDMEMBER SERVICES	SPARK FUN, MAKERSPACES.COM	\$ 123.18
190308	06/15/2022	CARDMEMBER SERVICES	ZOOM	\$ 140.00
190308	06/15/2022	CARDMEMBER SERVICES	TIMS	\$ 100.00
190308	06/15/2022	CARDMEMBER SERVICES	GREENWOODHEINEMANN	\$ 320.00
190308	06/15/2022	CARDMEMBER SERVICES	NY TIMES	\$ 4.24
190308	06/15/2022	CARDMEMBER SERVICES	CVS PHARMACY- GIFT CARDS/FAMILY LITERACY	\$ 200.00
190308	06/15/2022	CARDMEMBER SERVICES	INTER-STATE STUDIO	\$ 1,214.48
190308	06/15/2022	CARDMEMBER SERVICES	LANCASTER SCIENCE FACTORY	\$ 1,015.00
190308	06/15/2022	CARDMEMBER SERVICES	LANCASTER SCIENCE FACTORY	\$ 1,045.00
190308	06/15/2022	CARDMEMBER SERVICES	WALMART	\$ 145.06
190308	06/15/2022	CARDMEMBER SERVICES	OLDE TOWN DELI - TEACHER APPRECIATION LUNCH	\$ 253.34
190308	06/15/2022	CARDMEMBER SERVICES	ACADEMIC THERAPY	\$ 148.50
190308	06/15/2022	CARDMEMBER SERVICES	MCKENNA MOMENT, ZOOM	\$ 732.00
190308	06/15/2022	CARDMEMBER SERVICES	MUNICIPAL, SALISBURY TWP	\$ 287.42
190308	06/15/2022	CARDMEMBER SERVICES	RITAS/TEACHER APPRECIATION	\$ 171.66
190308	06/15/2022	CARDMEMBER SERVICES	LOWES, HOME DEPOT	\$ 589.44
190308	06/15/2022	CARDMEMBER SERVICES	LIMESTONE PIZZA - TEACHER LUNCH	\$ 73.08
190308	06/15/2022	CARDMEMBER SERVICES	SPIKES TROPHIES, TASSEL DEPOT	\$ 446.11
190308	06/15/2022	CARDMEMBER SERVICES	CUSTOMINK	\$ 192.48
190308	06/15/2022	CARDMEMBER SERVICES	OTC BRANDS	\$ 51.65
190308	06/15/2022	CARDMEMBER SERVICES	CANVA, WAWA, VISTAPRINT	\$ 884.11
190308	06/15/2022	CARDMEMBER SERVICES	PASQUALE'S PIZZA - STAFF DINNER/24 COMPETITION	\$ 42.22
190308	06/15/2022	CARDMEMBER SERVICES	PAYPAL - DUES/FEES	\$ 25.00
190308	06/15/2022	CARDMEMBER SERVICES	CHEWY.COM	\$ 71.71

Cardmember Services
July 18, 2022

Payment #	Payment Dt	Vendor Name	Description	Amount
190308	06/15/2022	CARDMEMBER SERVICES	ASCA	\$ 198.00
190308	06/15/2022	CARDMEMBER SERVICES	NEWSPAPER/WALL STREET JOURNAL	\$ 9.99
190308	06/15/2022	CARDMEMBER SERVICES	SUCCESSORIES/GRADUATION	\$ 102.95
190308	06/15/2022	CARDMEMBER SERVICES	LNP MEDIA GROUP	\$ 7.95
190308	06/15/2022	CARDMEMBER SERVICES	NATIONAL ART EDU ASSN	\$ 99.00
190308	06/15/2022	CARDMEMBER SERVICES	NYT, TWP	\$ 67.95
			TOTAL	\$ 14,227.59

Cafeteria Fund
July 18, 2022

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Amount
9143	06/14/2022	CARDMEMBER SERVICES	Misc Non Food Supplies	\$ 561.78
9144	06/16/2022	2NDGEAR LLC	Equipment replacement	\$ 11,280.00
9145	06/16/2022	DFA DAIRY BRANDS	FOOD	\$ 11,452.71
9146	06/16/2022	DUTCH -WAY FARM MARKET INC	Food	\$ 141.68
9147	06/16/2022	IMPERIAL BAG & PAPER CO LLC	Paper Products	\$ 1,123.84
9148	06/16/2022	DORIAN L LOBATO	TRAVEL	\$ 167.31
9149	06/16/2022	MICKEY'S WHOLESALE PIZZAS	FOOD	\$ 1,020.00
9150	06/16/2022	MORABITO BAKING COMPANY	FOOD	\$ 1,333.55
9151	06/16/2022	SCHOOL NUTRITION ASSOCIATION	Dues & Fees	\$ 741.50
9152	06/16/2022	SHARE FOOD PROGRAM	Donated Commodities/Delivery Charges	\$ 297.96
9153	06/16/2022	US FOODS	FOOD	\$ 16,089.95
			TOTAL	\$ 44,210.28

Capital Project Fund
July 18, 2022

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Amount
87	06/15/2022	WAYNE MOVING & STORAGE COMPANY INC	CONTRACTED SERVICES	\$ 2,136.00
88	06/20/2022	WAYNE MOVING & STORAGE COMPANY INC	CONTRACTED SERVICES	\$ 2,496.00
89	06/28/2022	GARVEY ROARK LLC	PLC ROOF REPAIR	\$ 391,410.00
90	06/29/2022	ARCHITERRA PC	PROF SRVCS - ATHLETIC CAMPUS	\$ 3,315.75
			TOTAL	\$ 399,357.75

Capita Reserves Fund
July 18, 2022

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Amount
NO REPORT				



ARP ESSER Health and Safety Plan Guidance & Template

Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA's website a *Safe Return to In-Person Instruction and Continuity of Services Plan*, hereinafter referred to as a *Health and Safety Plan*.

Based on ARP requirements, 90 percent of ARP ESSER funds will be distributed to school districts and charter schools based on their relative share of Title I-A funding in FY 2020-2021. **Given Federally required timelines, LEAs eligible to apply for and receive this portion of the ARP ESSER funding must submit a Health and Safety Plan that meets ARP Act requirements to the Pennsylvania Department of Education (PDE) by Friday, July 30, 2021, regardless of when the LEA submits its ARP ESSER application.**

Each LEA must create a Health and Safety Plan that addresses how it will maintain the health and safety of students, educators, and other staff, and which will serve as local guidelines for all instructional and non-instructional school activities during the period of the LEA's ARP ESSER grant. The Health and Safety Plan should be tailored to the unique needs of each LEA and its schools and must take into account public comment related to the development of, and subsequent revisions to, the Health and Safety Plan.

The ARP Act and U.S. Department of Education rules require Health and Safety plans include the following components:

1. How the LEA will, to the greatest extent practicable, implement prevention and mitigation policies in line with the most up-to-date guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning;
2. How the LEA will ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services;
3. How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC:

- a. Universal and correct wearing of [masks](#);
- b. Modifying facilities to allow for [physical distancing](#) (e.g., use of cohorts/podding);
- c. [Handwashing and respiratory etiquette](#);
- d. [Cleaning](#) and maintaining healthy facilities, including improving [ventilation](#);
- e. [Contact tracing](#) in combination with [isolation](#) and [quarantine](#), in collaboration with State and local health departments;
- f. [Diagnostic](#) and screening testing;
- g. Efforts to provide COVID-19 [vaccinations to school communities](#);
- h. Appropriate accommodations for children with disabilities with respect to health and safety policies; and
- i. Coordination with state and local health officials.

The LEA's Health and Safety Plan must be approved by its governing body and posted on the LEA's publicly available website by July 30, 2021. * The ARP Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Each LEA will upload in the eGrants system its updated Health and Safety Plan and webpage URL where the plan is located on the LEA's publicly available website.

The ARP Act requires LEAs to review their Health and Safety Plans at least every six months during the period of the LEA's ARP ESSER grant. LEAs also must review and update their plans whenever there are significant changes to the CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

LEAs may use the template to revise their current Health and Safety Plans to meet ARP requirements and ensure all stakeholders are fully informed of the LEA's plan to safely resume instructional and non-instructional school activities, including in-person learning, for the current school year. An LEA may use a different plan template or format provided it includes all the elements required by the ARP Act, as listed above.

* The July 30 deadline applies only to school districts and charter schools that received federal Title I-A funds in FY 2020-2021 and intend to apply for and receive ARP ESSER funding.

Additional Resources

LEAs are advised to review the following resources when developing their Health and Safety Plans:

- [CDC K-12 School Operational Strategy](#)
- [PDE Resources for School Communities During COVID-19](#)
- [PDE Roadmap for Education Leaders](#)
- [PDE Accelerated Learning Through an Integrated System of Support](#)
- [PA Department of Health - COVID-19 in Pennsylvania](#)

Health and Safety Plan Summary: OCTORARA AREA SCHOOL DISTRICT

Initial Effective Date: July 19, 2022; replaces plan approved on February 22, 2022.

Date of Last Review: July 18, 2022

Date of Last Revision: July 18, 2022

1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?

The Octorara Area School District (OASD) implemented a health and safety plan during the 2020-2021 school year using mitigation strategies supported by the Center for Disease Controls, Pennsylvania Department of Health, CHOP Policy Lab, and the Chester County Health Department. These strategies were successful in supporting the larger public health initiative to slow the spread of COVID-19 and to protect the school community, especially those at high risk for severe illness. Octorara also partnered with the Chester County Intermediate Unit to provide vaccination clinics to teachers and staff and shared information about vaccine clinics with families.

Octorara will continue to monitor the latest guidance from the Center for Disease Controls, Pennsylvania Department of Health, CHOP Policy Lab, and the Chester County Health Department. This information will help the district determine the effectiveness of its mitigation strategies. As required by the Pennsylvania Department of Education, the Health and Safety Plan will be reviewed by the board of school directors every six months. The table found in subsequent pages describes the strategies, policies, and procedures the Octorara Area School District will employ during the 2022-2023 school year.

2. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?

The Octorara Area School District resumed full in person learning for grades K-12 on Monday, August 30, 2021. Students wishing to attend school remotely were offered instruction through the Octorara Virtual Academy. Octorara's PDE approved emergency instructional time waiver included a combination of in person, synchronous remote, and asynchronous remote to in order to meet the minimum 180 days of instruction and hour requirements at the elementary and secondary levels.

During the 2021-2022 school year the district employed 7 full-time counselors, 5 full-time intervention specialists, and 6 reading specialists. Psychologist services were

provided by independent contractors while the district search for a permanent employee. ESSER funds were encumbered to: create elementary acceleration and intervention classrooms to support student success, add a temporary reading specialist at Octorara Elementary School to provide interventions to students who were not reading at grade level, and continue the mathematics coach initiative at the secondary level, an action step in the Junior Senior High School's ATSI plan. To support math intervention and acceleration at the elementary level, teachers participated in job embedded professional development to support the implementation of the math workshop model. These initiatives will continue during the 22-23 school year. An additional ESSER funded ELA interventionist has been added at OIS to support struggling readers.

During the 21-22 school year, Octorara also used ESSER funds to contract with CCIU and Devereux Behavioral Health for mental health therapists, a social worker, and behavior coaches. These individuals shared intervention strategies to staff and provided individualized services to students in need of social, emotional, and mental health supports. A social work intern was provided by West Chester University. The district became a site for Nita M. Lowery 21st Century Community Learning Centers Program. This grant funded program provided afterschool programming to students in grades K-12. All of these initiatives will continue during the 22-23 school year.

Staff professional development, also paid for with ESSER funds, included refresher courses in Learning Focused Schools (LFS), with an emphasis on training the district's Professional Learning Community Leaders to implement the "Catching Kids Up Acceleration Strategies" model with all learners. Octorara continued to work with the Chester County Intermediate Unit to implement PBIS and MTSS, especially at the secondary level. These initiatives, with additional support from the National Center on Education and the Economy, will continue during the 22-23 school year. The district will also provide professional development in trauma informed instruction.

3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.

ARP ESSER Requirement	Strategies, Policies, and Procedures
1. Universal and correct wearing of masks ;	-In the absence of a mandate from PDE, DOH, and/or CCHD it is recommended, not required, that district employees, students, and visitors wear a mask when in Octorara's school buildings or other indoor facilities owned by the district.
2. Modifying facilities to allow for physical distancing (e.g., use of	-Octorara will provide masks or face shields to any staff member, student, or visitor as requested -School buildings and offices will allow for full occupancy.

ARP ESSER Requirement	Strategies, Policies, and Procedures
cohorts/podding) ;	<p>-Octorara will consider additional recommendations from PDE, DOH, and CCHD, to the greatest extent practicable, as new information becomes available.</p>
<p>3. Handwashing and respiratory etiquette;</p>	<p>-Octorara will teach and reinforce frequent and proper hand washing and respiratory etiquette, including how to properly cover coughs and sneezes.</p> <p>-Octorara will encourage hand washing: prior to meals and snacks, after meals and snack, transition back to class from being outside, after using the bathroom, and after blowing nose, coughing, or sneezing. Hands should be washed with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol may be used.</p> <p>-Octorara will have available hand sanitizer in classrooms and strategic locations of high traffic areas.</p> <p>-Octorara will post signs in buildings reminding students, staff, and visitors of proper respiratory etiquette.</p>
<p>4. Cleaning and maintaining healthy facilities, including improving ventilation;</p>	<p>-Octorara will continue to use COVID-19 specific EPA approved disinfectants.</p> <p>-Octorara will continue to clean high touch surfaces as needed.</p> <p>-When needed, classrooms, hallways, offices and common areas will be disinfected with a backpack sprayer with applicable disinfectant and/or electrostatic fogger.</p> <p>-Devices and materials that must be shared should be cleaned between uses.</p> <p>-The American Industrial Hygiene Association publication "Reducing the Risk of COVID-19 using Engineering Controls" indicates a relative risk reduction (in the transmission of the SARS-CoV-2 virus) of 95% is achieved by establishing 6 air changes per hour (ACH). A relative risk reduction of 99% is achieved by 10 ACH.</p> <p>-Per ASHRAE HVAC, systems will continue to run as engineered having up to 15 cubic feet per minute (CFM) per occupant and up to 10 air changes per hour only at the direction of the facilities director. The district will ensure systems operate properly. Increased circulation of outdoor air by opening windows and doors may be permitted only at the direction of the facilities director.</p> <p>-Indoor Air Quality parameters will be monitored to include temperature and relative humidity for appropriate thermal comfort conducive to a work environment as part of COVID-19 mitigation and general indoor environmental quality due diligence.</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
<p>5. Contact tracing in combination with isolation and quarantine, in collaboration with the State and local health departments;</p>	<p>-When required, Octorara will report all probable and confirmed cases of COVID-19 identified in school to the Chester County Health Department on the prescribed template for such incidents.</p> <p>-When required, Octorara will provide to the health department a list of close contact(s) of individuals who were in contact with the COVID-19 positive individual while at school.</p> <p>-When required, Octorara will implement public health guidance on isolation and quarantine.</p> <p>-Student, staff, or contractors, who have tested positive for COVID-19 or are identified as a probable case due to exposure outside of school, are encouraged to notify the school nurse immediately. Individuals will be referred to the Chester County Health Department for assistance.</p> <p>-Individuals in close contact with a COVID-19 positive case due to exposure outside of school are encouraged to notify the school nurse immediately. Individuals will be referred to the Chester County Health Department for assistance.</p>
<p>6. Diagnostic and screening testing;</p>	<p>-Octorara will encourage staff, students, visitors, and contractors to stay home when sick.</p> <p>-Staff, students, and visitors shall be sent home if they become ill while on campus.</p> <p>-Octorara will maintain adequate personal protective equipment for use when individuals become ill: gowns, N95, surgical, and KN95 masks, eye protection, gloves, etc.</p>
<p>7. Efforts to provide vaccinations to school communities;</p>	<p>-Octorara will provide information to families about vaccination clinics and/or how get a COVID-19 vaccine for their child or family member, as requested.</p> <p>-Visitors, employees, and students will not be required to be vaccinated against COVID-19.</p> <p>-Octorara will not inquire about the COVID-19 vaccination status of any visitor, employee, or student, unless such an inquiry is medically necessary as determined by the school district's physician and/or school nurse.</p>
<p>8. Appropriate accommodations for students with disabilities with respect to health and safety policies; and</p>	<p>-Accommodations for students with disabilities will be addressed on an individual basis. IEP's and 504 plans will be modified when needed.</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
<p>9. Coordination with state and local health officials.</p>	<ul style="list-style-type: none"> -Octorara will consult with state and local health departments as needed for COVID related concerns. -Octorara will continue to monitor school and community transmission levels, positivity rates, and other metrics to determine prevention and mitigation protocols. -Octorara will continue to coordinate response efforts through the Chester County Intermediate Unit.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for the Octorara Area School District reviewed and approved the Health and Safety Plan.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: July 18, 2022

By:

(Signature of Board President)*

(Print Name of Board President)

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.

LETTER OF AGREEMENT

Devereux Advanced Behavioral Health ("Devereux") agrees to provide Student Assistance Program ("SAP") Liaison Services for **Octorara School district** for the 2022/2023 school year. These services will be in each of the following buildings within your district:

1. Octorara Intermediate School
2. Octorara Junior/Senior High School
3. Primary Learning Center
4. Octorara Elementary School

The Agency will provide the following services:

- SAP Supervisor/School Based Program Coordinator Pamela Warfield MS to organize activities and resolve any conflicts.
- Qualified SAP behavioral health liaison to provide the following services for an agreed upon number of hours during the school year. _____ will be our SAP Liaison for this school year; however, that may change at any time during the school year, if necessary.
- Screening of students identified and referred through the student assistance process. Liaison will facilitate referrals for assessments following SAP screening.
- Consultation and referral on individual students as requested by the student assistance team, designated contact and/or administration.
- Provide written and verbal feedback to designated school contact in the form of completed forms and regular reports outlining Liaison activity.
- Facilitate SAP Groups when deemed appropriate.
- Linkage with community agencies and assistance with all referral procedures.
- Participate in postvention services as needed by the school district for students only.
- Other SAP functions as requested by the district and approved by the agency.

The School District agrees to provide the following:

- Designated school contact for liaison to report to organize activities and resolve initial conflicts.
- Appropriate space in the school where services can be provided with safety and privacy.
- Copies of district policies related to the SAP process, including disciplinary, confidentiality, and record-keeping. Additionally, liaisons should be provided with a school calendar and notice of special activities that may affect Student Assistance Program services.
- Private telephone access, when needed, for liaison calls to parents, community and referral agencies.
- Scheduling assistance in setting appointments and obtaining release time during the school day for students to access SAP liaison services.
- Maintain all student records according to Pennsylvania Department of Education and school district guidelines. The agency liaison will not maintain any student assistance records for the school.

Role of the SAP Liaison

- a. Consultation and education to the student assistance team, including attendance at two core team meetings per month where available.
- b. Making provisions for consultation between site visits for teams to which they are assigned.
- c. Serving as a member of the school core team as a consultant from their area of expertise.
- d. Consultation with teams for interventions and assisting parents in accessing the appropriate services for assessment of treatment needs.
- e. Participating in team maintenance and program evaluation activities with core team members.
- f. Providing program updates to teams on emerging SAP issues.
- g. Facilitating and supporting the school-based aftercare plan for students who are returning to school from treatment.
- h. Facilitating and/or assisting, when requested, with postvention efforts in the event of any tragic death, including suicide of a student, teacher or community member that would adversely affect the school community. Postventions will be for students only. Students have to be in the building during the time of the postvention.
- i. Maintaining appropriate data as determined by the county/joiner to assist schools and county/joiner MH/D/A Administrators in completing reports as required by funding sources.

Conflict Resolution

- If a school has a concern regarding agency SAP service provision, the school SAP coordinator or designee should talk with the assigned liaison. If the concern is not resolved, contact SAP supervisor; Pamela Warfield at pwarfiel@devereux.org/215-384-4762. If the concern persists, the school SAP coordinator or designee should consult with Tim Dunsmore, Senior Program Director.
- If the agency has a concern about SAP services at the school agency, SAP supervisor will contact the SAP coordinator or designee. If the concern persists, the agency supervisor will consult with the Chester County Prevention Program Director if necessary.

Record Keeping Requirements:

- Adherence to all school district and agency policies regarding record-keeping, confidentiality, and student assistance program guidelines.
- The agency uses the BH Works (screening tool) as required by our contract with Chester County. The data is submitted and stored within the County CIDS database upon request of Chester County. The agency's records are destroyed at the end of the school year.

- When a student has been referred to the SAP Liaison designated by the Provider agency for screening, the records generated become the property of the Provider and are regulated by the applicable Mental Health laws (PA Code Title 55) which requires parental consent for release of information when the child is under the age of 14; for Drug and Alcohol (42CFR Part 2, Chapter 1), which states that it is the minor patient (student) of a Drug and Alcohol facility or program that controls the release of records and that the minor can receive Drug and Alcohol treatment without the consent of his or her parent.

The agreement is in effect for the 2022-2023 school year from July 1, 2022 to June 30, 2023 for at least 2 Core Team meetings per month and postvention services as needed.

Note: In the event of a school closure and/or modified school schedule involving remote learning, our SAP Liaison will utilize the District's remote learning platform to continue adapted SAP services as authorized by the Chester County Department of Drug & Alcohol and Chester County Mental Health Department and acknowledged by both parties signed below.

District Representative

Devereux Executive Director

Date

Date

June 1, 2022

Joseph Passante
Octorara Area School District
228 Highland Road, Suite 1
Atglen, PA 19310

RE: Octorara Primary Learning Center
5043568 Subcontractor Breakdown

Dear Mr. Passante,

Thank you for allowing WTI the opportunity to provide Octorara Area School District our budget estimate, via the AEPA / KPN contract, for the cleaning and sealing of the split face masonry and replacing the joint sealant on the façade for Octorara Primary Learning Center located at 87 Highland Rd, Atglen, PA 19310.

The budget estimate breakdown by Subcontractor includes all work identified in the project specifications.

5043568 Octorara Primary Learning Center:

Roofing Subcontractor	Project Budget Investment
Elite Restoration Inc.	\$ 396,543.33
Watts Restoration	\$ 416,424.48
Palmer Waterproofing, Inc.	\$ 474,139.40

Elite Restoration Inc. would be the successful Restoration Subcontractor for the Octorara Primary Learning Center Project.

Respectfully Submitted,

WEATHERPROOFING TECHNOLOGIES, INC.


Kevin Horchy
Senior Commercial Construction Manager

Copy: Michael Cromwell, Tremco
Doug Timmer, WTI
Brian Gagne, WTI
Sandy Doran, WTI

BOARD RESOLUTION

At the meeting of the Board of Directors of the Octorara Area School District on July 18, 2022 the following resolution was proposed and approved by the board:

Resolved:

WHEREAS the Keystone Purchasing Network is a cooperative purchasing program administered by the Central Susquehanna Intermediate Unit, an educational service agency and political subdivision of the Commonwealth of Pennsylvania, located in Milton, Pennsylvania, provides nationally bid contracts with many national vendors and allows other public entities to become members to use various publicly bid contracts;

WHEREAS the Octorara Area School District desires to become a member of the Keystone Purchasing Network and desires to use various contracts to acquire products, equipment or other services;

That the Octorara Board of School Directors is in full support of becoming a member of the Keystone Purchasing Network and hereby authorize staff to complete all necessary paperwork to become a member.



Book	Policy Manual
Section	900 Community
Title	Campus Visitors
Code	907
Status	Second Reading

Authority

The Board welcomes and encourages **interest in district educational programs and other ~~school~~ district-related activities. The Board recognizes that such interest may result in visits to ~~school~~ the district by parents/guardians, **adult residents**, educators and other officials. To ensure order in the ~~schools~~ buildings and to protect students and employees, it is necessary for the Board to establish policy governing ~~school~~ campus visits.**[1]

Delegation of Responsibility

The Superintendent or designee **and** building principal have the authority to prohibit the entry of any **individual** to a district ~~school~~ building, in accordance with **Board guidelines and state and federal law and regulations.**

The Superintendent or designee and building principal may limit visitors to designated areas or may limit the number of visitors to a district ~~school~~ building when necessary to protect the health and safety of students, staff and the public.

The Superintendent or designee shall develop administrative regulations to implement this policy and control access to ~~school~~ district buildings and ~~school~~ district classrooms.

Guidelines

Persons wishing to visit a ~~school~~ district building should make arrangements in advance with the ~~school~~ office in that building.

Upon arrival at the ~~school~~ building, visitors must register at the office where they must provide any required information or identification to protect the health and safety of students, staff and the ~~school~~ district community, as well as sign in and sign out, receive a badge, receive instructions, and be informed of the ~~school~~ district's health and safety rules, which must be followed prior to entry and while the visitor is in the ~~school~~ building and on ~~school~~ district property.[2]

Only one (1) designated entrance that is monitored and capable of controlling visitor entry shall be used by visitors to the ~~school~~ building. All other entrances shall be locked.[3]

All staff members shall be responsible for requiring a visitor demonstrate that the visitor has a visitor's badge and has registered at the ~~school~~ building office and received authorization to be present for the purpose of conducting business.

No visitor may confer with a student in **school** the building without the approval of the building principal.

Should an emergency require that a student be called to the **school** building office to meet a visitor, the building principal or designee shall be present during the meeting.

Failure to comply with this policy shall result in more limited access to the **school** building as determined by the building principal, consistent with Board policies, administrative regulations, **school** district rules and federal and state law and regulations.

Campus Visitors

The Superintendent or building principal has the authority to prohibit any campus visitor from being present on district grounds during student hours in accordance with the following procedures:

1. Building principals shall establish and maintain parent pick-up procedures and communicate these procedures to parents/guardians.
2. To ensure a secure campus environment during normal school hours and to minimize the number of unknown vehicles or individuals on campus to be investigated, all district property is closed to residents during the normal school day including fields, parking lots, playgrounds, tennis courts, track, and buildings, unless otherwise addressed in this policy.
3. Any campus visitor who has not registered with the building control point and who is not wearing the visitor badge is illegally on district property and is to be asked to identify him/herself properly and report to the office immediately. If the visitor refuses to report to the office, leave the district grounds, or creates any disturbance, the Campus Security Officer and/or a law enforcement agency shall be contacted immediately.
4. Residents may access the campus grounds but not the buildings after 5:00 p.m. on school days. Exception to entering the buildings include visitors that are part of any group that has a signed contract to rent a building or those people attending a district-sponsored event such as games and concerts. Outside facilities are only available between dawn and dusk on all non-school days.

Classroom Visitations

Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established administrative regulations.[\[1\]](#)[\[4\]](#)

The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Parents/Guardians shall be limited to one (1) class period per month, per child in the **school** building for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.

The building principal or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily

schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.

Under exceptional circumstances and upon request of the building principal, program supervisor, classroom teacher or parent/guardian, the Superintendent may authorize additional or longer classroom visits by a parent/guardian.

Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:[\[5\]](#)[\[6\]](#)

- 1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.**
- 2. Wear official military uniforms while on district property.**

Legal

1. 24 P.S. 510
2. Pol. 705
3. Pol. 709
4. 22 PA Code 14.108
5. 24 P.S. 2402 (Military Uniform)
6. Pol. 250



Book	Policy Manual
Section	900 Community
Title	Municipal Government Relations
Code	909
Status	Second Reading

Purpose

It is the policy of the Board that **school district** officials and municipal officials maintain a close and harmonious association. Such liaison is requisite for dealing with **school district**/community **concerns** and **issues** in a satisfactory manner **while** assuring prudent expenditure of tax dollars.

Authority

The Board recognizes that its authority derives directly from the General Assembly, but it also is aware that the municipality and the **school district must work together for the welfare of the residents.**[\[1\]](#)

The Board, as an independent body, has no statutory relationship to other local governmental bodies. However, **the Board may cooperate with local government units and other appropriate organizations in matters that affect district responsibilities. Such organizations may include, but not be limited to, health agencies, public libraries, museums, police and fire departments, township supervisors, borough council, planning commissions and the courts.**

In matters affecting the budgets of such agencies, the Board shall neither seek special consideration nor assume costs that properly fall outside its jurisdiction, except as prescribed by law.

The Board advocates joint expenditures of district and municipal or county funds to provide facilities from which the entire community may derive benefits. In accordance with this policy, the Board may, as either opportunity or need arises, and as it is entitled to do by law, enter into joint action agreements with the local municipal governing body in acquiring or leasing, improving, equipping, operating or maintaining such jointly used facilities.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Delegation of Responsibility

The Superintendent and each local police department that has jurisdiction over **school district property shall enter into, and update on a biennial basis, a memorandum of understanding which shall be developed and executed in accordance with state law and regulations.**[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

To maintain cooperation with the municipality for fiscal and facilities planning, the Superintendent or designee will **meet ask to meet periodically with municipal officials to discuss issues of common interest.**

Legal

1. PA Const. Art. III Sec. 14
 2. 24 P.S. 502
 3. 24 P.S. 521
 4. 24 P.S. 706
 5. 24 P.S. 775
 6. 24 P.S. 790
 7. 22 PA Code 10.11
 8. 24 P.S. 1302.1-A
 9. 24 P.S. 1303-A
 10. Pol. 805.1
- 22 PA Code 10.24
- 35 Pa. C.S.A. 7701
- Pol. 613
- Pol. 805



Book	Policy Manual
Section	900 Community
Title	Community Engagement
Code	910
Status	Second Reading

Purpose

The purpose of community engagement is to create a collaborative environment in which students, parents/guardians, families, residents, businesses, and community organizations are encouraged and invited to be involved stakeholders in the school community. Such engagement strengthens broad-based community support for the **school** district's mission, goals, operations and educational programs.

Definition

Community engagement is defined as an ongoing collaborative process in which the **school** district works with the public to build understanding, guidance, and active support for the education of students in the community.

Authority

The Board endorses the concept that community engagement is essential for the **school** district and the community to maintain mutual understanding, respect and trust, and to work together to improve the quality of education for district students. The Board intends, through this two-way communication, to identify the community's concerns, needs and suggestions, and to be responsive to the community through the Board's actions.

The Board also recognizes that the public offers resources of training and experience useful to the **schools district**. The quality of the district's operations and programs can be strengthened when these resources are used in an advisory capacity.

The Board, with assistance from the administration, shall determine the appropriate strategy when utilizing the community engagement process.

The Board, in consultation with the Superintendent, shall identify a team of individuals who will be responsible for developing, implementing and delivering a community engagement program.

After the community engagement process is concluded, the Board shall make the final decision regarding an issue.

The Board **shall may** annually assess the effectiveness of the community engagement program.

Delegation of Responsibility

The Board directs the administration to develop and implement a planned program of community engagement that regularly provides opportunities for students, parents/guardians, families, residents, businesses and community organizations to participate in dialogue and decision-making related to district-wide and school-based issues.

The administration shall develop and use varied, effective communication methods to ensure that all community members receive information about district and school programs and the available opportunities to become actively involved.

Guidelines

~~Students, parents/guardians and community members must submit to the Superintendent's office any communications and questions addressed to the Board.~~

The Board and administration shall give substantial weight to the input received from the community. When evaluating the community's suggestions, the Board and administration will consider the impact on the district's goals, operations, educational programs, and financial resources. Recommendations made by the community shall not reduce the authority or responsibility of the Board, which may accept or reject such recommendations.

The district shall communicate to the community the Board's decision and its rationale regarding an issue involving community engagement.



Book	Policy Manual
Section	900 Community
Title	News Media Relations
Code	911
Status	Second Reading

Purpose

Representatives of the local press, radio and TV are an important link in communications between **school-district** and community. Maintenance of good working relationships with media representatives is essential to meeting the objectives of the **school-district**-community relations program.

Authority

The Board shall have final approval for all **procedures regarding** relations between the news media and the district.

The Board reserves the right to negotiate for radio broadcasting, televising, filming, or sound recording of any **school district event by an outside agency. These rights, if sold, shall be contracted under conditions that bring the most favorable terms to the **school** district.**

Delegation of Responsibility

The chief communications representative for the Board shall be the Superintendent.

The communications representative shall be responsible to:

- 1. Be readily available to media representatives.**
- 2. Keep media representatives informed of all aspects of the **school** district so that reporting will be done on the basis of a complete and valid overview.**
- 3. Submit and suggest feature stories or articles of interest or relevance.**
- 4. Assist district staff with media relations.**
- 5. Assist various **school-district**-related groups in their relations with the news media.**
- 6. Assist the Board in preparing regular and special publications for the public.**

Guidelines

Staff members shall not give **school district information or interviews requested by news media representatives without prior approval of the district's communications representative.**

Submission of photographs to news media and permission for news media representatives to photograph district subjects, personnel, or students shall be authorized by the

communications representative and the individuals involved or their parents/guardians.

Photographs of a controversial nature, or that are questionable with regard to individual rights of privacy, shall not be sanctioned.

Legal

24 P.S. 510



Book	Policy Manual
Section	900 Community
Title	Relations With Educational Institutions
Code	912
Status	Second Reading

Authority

It is the policy of the Board that lines of communication be maintained by the **school** district with other districts and institutions **that** provide programs, training or services not otherwise available to district **students and with districts whose resident students are enrolled in programs of this district.**

Delegation of Responsibility

Maintaining cooperative and constructive relationships with other educational institutions shall be the responsibility of the Superintendent or designee, who will establish administrative regulations that enable the district to do so.

Legal	24 P.S. 1332
	24 P.S. 1354
	Pol. 216
	Pol. 307



Book	Policy Manual
Section	900 Community
Title	Non-district Organizations/Groups/Individuals
Code	913 - NEW
Status	Second Reading

NOTE: It is important to distinguish that Policy 913 only applies to requests from non-**district school** organizations, groups and individuals; in contrast, *requests from students* to personally distribute or post materials *shall be governed by Policy 220. Student Expression/Distribution and Posting of Materials.*[1]

Purpose

The Board recognizes that non-**district school** organizations, groups and individuals may wish to utilize the district as a means to engage the school community in activities and/or to distribute or post non-**district school** materials. The Board directs that requests for such utilization from non-**district school** organizations, groups or individuals shall be governed by this policy.

Activities or **school district**-related information and materials from non-**district school** organizations, groups and individuals that are integrated with or presented as a part of the district's curriculum or an approved **school district** event or student organization are approved and governed by Board policies related to curriculum and student activities, and are not governed by this policy.[2][3][4]

Authority

The Board recognizes that the **school district** community may benefit from receiving information from non-**district school** organizations, groups and individuals, provided the distribution and posting of such information does not interfere with the educational program of the **schools district**. The district's primary responsibility shall be to maintain a safe and orderly school environment and to protect the rights of all members of the **school district** community.

The Board prohibits advertisement or promotion by non-**district school** organizations, groups or individuals during instructional time or at **school district**-sponsored locations or activities not otherwise open to non-**district school** organizations, groups or individuals.[5][6]

The Board directs that the review and consideration of any activities or non-**district school** materials requested under this policy shall not discriminate on the basis of content or viewpoint.

Definitions

Non-district school organizations, groups or individuals shall mean those entities that are not part of the **school district** program, **school district**-sponsored activities, or organized pursuant to the Pennsylvania School Code or Board policy. When employees or Board members act on behalf of a non-**district school** organization or group, or on their own behalf, this policy applies to them. Students are governed by a separate and distinct Board policy regarding student expression and distribution and posting of materials.[1]

Non-district school materials shall mean any printed, technological or written materials prepared by non-district school organizations, groups or individuals for posting or general distribution that are not prepared as a part of the curricular or approved extracurricular programs of the district, including but not limited to, fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, non-district school organization websites and the like.

Distribution shall mean issuing non-district school materials to others on school district property or during school district-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of non-district school materials to others while on school district property or during school district functions.

Posting shall mean publicly displaying non-district school materials on school district property or at school district-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers, on district-sponsored websites, through other district-owned technology and the like.

Prohibited activities and materials shall mean activities and materials that:

1. Violate federal, state or local laws, Board policy or district rules or regulations.
2. Are libelous, defamatory, obscene, lewd, vulgar or profane.
3. Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine, alcohol or illegal drugs.
4. Incite violence, advocate use of force or threaten serious harm to the school district or community.
5. Are likely to or do materially or substantially interfere with the educational process, such as school district activities, school work, or discipline, as well as safety and order on school district property or at school district functions.
6. Interfere with, or advocate interference with, the rights of any individual or the safe and orderly operation of the schools district and their its programs.
7. Violate written district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy.

Guidelines

Non-district school Materials

The Board requires that non-district school organizations, groups or individuals who wish to distribute or post non-district school materials on school district property shall submit them to the building principal. The building principal shall inform the Superintendent or designee of requests received from non-district school organizations, groups and individuals.

If approval is granted by the building principal, the non-district school organization, group or individual shall comply with Board policy and administrative regulations, and the district's time, manner and place restrictions for distribution and posting of materials.

Materials issued by non-district school organizations, groups or individuals shall not be distributed during instructional time or school-sponsored activities.

Non-~~district~~ ~~school~~ Activities

Activities sponsored by non-~~district~~ ~~school~~ organizations, groups or individuals shall not occur during instructional time-~~or school-sponsored activities~~.

Requests by non-~~district~~ ~~school~~ organizations, groups or individuals to invite or promote student participation in non-~~district~~ ~~school~~ activities shall comply with Board policy and administrative regulations on distribution and posting of materials.

Fundraising

Fundraising by non-~~district~~ ~~school~~ organizations, groups or individuals is prohibited on ~~school~~ ~~district~~ property or in the name of the ~~school~~ ~~district~~. [7]

Where activities or materials otherwise comply with this policy and administrative regulations, fundraising activities may be announced.

Directory information for students or staff members will not be released to non-~~district~~ ~~school~~ organizations, groups or individuals that seek this information for the purpose of fundraising. [8]

Scholarships/Awards

The Board is appreciative of the generosity of organizations that offer scholarships or awards to deserving students; but, in accepting such offers, the Board directs that established criteria be observed.

No information, either academic or personal, shall be released from a student's record for the purpose of selecting a scholarship or award winner without the permission of the student who is eighteen (18), or the parents/guardians of a student who is younger, in accordance with the Board's policy on student records. [8]

The scholarship or award, and any pertinent restrictions, shall be approved by the Board.

All pertinent information regarding the scholarship or award shall be submitted for review by the Superintendent or designee prior to the date on which it is to be presented.

Travel Services/~~Foreign~~ Trips

Solicitation and sale of travel services for ~~foreign~~ trips to students may be permitted with the approval of the Board.

Sellers of travel services to students must meet the following criteria:

1. Belong to an association of certified sellers of travel.
2. Provide proof of insurance.
3. Submit references.
4. Provide proof of a performance bond.
5. Include in all information provided to students and parents/guardians that use of tobacco/nicotine, alcohol and controlled substances will be prohibited.
6. Include in all information provided to students and parents/guardians that the activity is not a ~~school~~ ~~district~~-sponsored event.

Legal

1. Pol. 220
2. Pol. 105
3. Pol. 122
4. Pol. 230
5. ~~24~~ P.S. 510
6. ~~24~~ P.S. 511
7. ~~24~~ P.S. 775
8. Pol. 216
- ~~24~~ P.S. 779
- Pol. 907



Book	Policy Manual
Section	900 Community
Title	Relations With Intermediate Unit
Code	914
Status	Second Reading

Authority

Each **school** district has an opportunity to participate in the services and programs offered by the **assigned** intermediate unit.[\[1\]](#)[\[2\]](#)

It is the policy of this Board that **cooperation and** communication be maintained with Chester County Intermediate Unit No. 24 to ensure maximum effectiveness of programs **and services**.

The Board **shall** annually review district programs that involve intermediate unit services and make whatever determinations such a review suggests. This review will normally take place prior to the district's approval of the proposed intermediate unit budget.[\[3\]](#)

In order to maintain a constructive relationship with the intermediate unit, the Board member **elected by the Board** is designated as the official liaison between the district and Chester County Intermediate Unit No. 24.[\[4\]](#)

Delegation of Responsibility

The duties of the **Board** representative are to ensure that the Board receives necessary information and data that **will** lead to sound and valid judgments regarding decisions **that** involve participation by the district in the various programs **and services** offered by the intermediate unit.

Legal	1. 24 P.S. 901-A
	2. 24 P.S. 902-A
	3. 24 P.S. 920-A
	4. 24 P.S. 910-A



Book	Policy Manual
Section	900 Community
Title	Booster Organizations
Code	915
Status	Second Reading

Purpose

The Board recognizes the existence and appreciates the efforts of the various community-based booster organizations at work in the **school district** community. The Board further recognizes that the purpose of such organizations should be to assist and support, but not to direct or supplant existing programs. It is absolutely necessary that all Octorara Area School District sponsored activities remain under the control, direction and supervision of the Board and administration.

The Board and administration are cognizant that without countless hours booster club members give to their respective organizations, district programs would suffer. It is recognized by the Board and administration that the impact of each organization is student-centered and, thus, these organizations enhance and contribute in a material way through services, supplies and equipment to district students.

Authority

Being the elected and responsible body for directing all educational and extracurricular programs and activities, the Board sets forth the following policy guidelines to maintain its legal and ethical responsibilities in relation to **school district** booster clubs.

Organizations or groups not in compliance with this policy shall cease and desist from all activities related to district programs, whether in fact or as perceived or implied through its various actions, unless and until they are in compliance with this policy and the Board officially recognizes the organization.

Definition

For purposes of this policy, a **booster club** will refer to any organization comprised of parents/guardians or community members who choose to support an extra or co-curricular activity as defined by Act 82 Article XVI-C of PA Law following formal approval from the Board. Parent-teacher organizations, townships or parks and recreation youth organizations are not considered **school district** booster clubs.

Guidelines

To initiate a booster club for a particular activity, the following process must be followed:

1. **Parents/Guardians or adult sponsors must discuss their intent with the appropriate advisor, principal, or coach.**
2. **The coach or advisor must then discuss the request with the building principal and/or athletic director as appropriate. If approved by the coach/advisor, the building principal and Superintendent or his/her designee, a formal written request to establish a booster**

club must be submitted by the requesting organization to the Superintendent for recommendation to the Board for final approval.

Only those booster organizations operating under a constitution and by-laws approved by the Board will be recognized by the district as official and permitted to use the district name, symbols, facilities, property, etc. Organizations deemed to be noncompliant with this policy will not receive Board authorization to operate under any auspices of the district, whether in fact or perception, unless using the facilities rental request as per Board policy.

The bylaws / constitution of the organization must satisfy the following requirements:

1. **The bylaws must be approved by a majority of the group it represents.**
2. **An annual budget must be approved by the governing body.**
3. **Two (2) signatures are required on all accounts for disbursement of funds.**
4. **Statement indicating that coaches and/or district advisors shall not handle funds of the booster club. A coach's/advisor's role in the functioning of the booster club is solely in an advisory capacity. Only the booster club shall control money or accounts of the booster club. Allowing a coach to be responsible for management of funds is in conflict of interest and must be avoided.**
5. **A process is in place for members to vote upon how funds will be used in order to comply with Act 82 Article XVI-C of PA law.**
6. **The criteria for membership and voting rights in the organization.**
7. **The mechanism by which an internal audit is conducted annually. (Note: This may be assigned through bylaws to an audit committee of the membership.)**
8. A description of how assets will be disbursed in the event the organization is disbanded. Equipment or funds shall become the property of the district in the event a booster club chooses to disband.

Booster organizations must conduct their activities in a manner that is consistent with the district's policies and administrative guidelines, philosophy, mission and objectives; in compliance with Title IX as observed both as a separate organization and as combined with district programs and initiatives; with Pennsylvania Interscholastic Athletic Association (PIAA) rules and regulations; and with any other governing body regulating the activity for which the booster organization exists to support.

It is understood by all members of booster organizations that the district shall be responsible for:

1. Supervising athletics, activities, and all district programs.
2. Posting, recruitment, interviewing, selecting, evaluating and monitoring all district personnel. This includes volunteers directly assisting or supervising district students while involved in a district-sponsored activity or event.
3. Selecting, purchasing, using, maintaining and storing of supplies and equipment that are or will become part of the district's inventory.
4. Ensuring that district programs adhere to district, league, state, and federal rules and regulations.
5. Contracting and coordination of officials.
6. Transporting students to and from regular functions and district facilities, not including unscheduled transportation to or from the student's residence or child care provider.
7. Scheduling of competitions and activities.
8. Maintaining and administering of all district funds.
9. Determining which types of funds and financial transactions are district responsibilities or booster responsibilities.
10. All decisions concerning district program operations, maintenance, and administration.

Booster clubs/parent support groups shall not require any student to participate in fundraising activities nor pay the equivalent for participation purposes.

Booster clubs/parent support groups shall not require members to pay dues for membership.

Booster organizations will be sports or activity specific and not gender specific.

All gifts, including gifts of equipment, which require installation, storage, or maintenance shall require Board approval. Any such gift donated shall become the property of the district. Forms must be submitted and approved prior to purchase and/or donation to the district.**[2]**

The district will not be held responsible for any equipment owned by a booster club which is lost, damaged or stolen.

Each booster organization shall provide the following to the athletic director and/or the building principal and Business Manager:

1. A current copy of constitution and by-laws and provide updated copies if these documents are amended.
2. Names of officers and corresponding addresses, telephone numbers, and email addresses and provide updated officer and contact information as the people in these roles change.
3. Annual budget from July 1 - June 30; including organization's name and date submitted to be submitted one month prior to the start of the organization's season.
4. Annual Treasurer's Report or external audit no later than ninety (90) days following the conclusion of the season, or June 30 if a year-round activity, and forwarded to the Board upon request as defined by Act 82 Article XVI-C of PA Law.

The Board does not assume financial responsibility for a booster club and excludes itself from any liability a booster club may incur.

Booster organizations shall not use the district's tax-free number for purchases. Groups should consider filing with the Commission on Charitable Organizations, Department of State, as a charitable nonprofit organization, and they shall follow any IRS State Reporting requirements.

Students are not eligible for membership in any booster club.

A booster club shall not contract with any individual(s) or entities for services that take place on district owned facilities without the prior written approval of the Superintendent.

Such approval will require the individual(s) or entity to maintain a minimum of one million dollar liability insurance policy, and must provide certificates of insurance to the Business Manager.**[3]**

Booster clubs shall not serve as a lobbying force or special interest group whose purpose is to control or negatively influence the managerial or administrative decisions of the coach, director, advisor, athletic director, building principal or Board.

Fundraising

A **fundraiser** is defined as an activity that solicits monies from the community through donation or a sale of a product or service. Booster clubs may raise funds by food concessions and like activities with preapproval of the building principal or athletic director as appropriate. Fundraising activities that are inconsistent with this policy or with district philosophy will not be permitted.

Fundraising activities for each organization must be submitted to the principal or his/her designee for approval to assure that there is no duplication of items.

Proposals for fundraising activities must include:

1. The name of the organization, contact person, and contact information.
2. Description and purpose of the fundraiser.
3. Groups or businesses to be solicited.
4. The scheduling and length of time for the proposed fundraising activity.

A master list and calendar of approved fundraising projects will be maintained in the appropriate administrative office and distributed electronically as changes occur to each organization's fundraising activities. Contacts must be updated annually or sooner if changes occur.

Disbanding Booster Clubs

1. Should the Board deem that the efforts or activities of any club are not in the best interest of the district, the authorization to operate the club may be withdrawn.
2. Should the booster club fail to submit the required financial reports, the authorization to operate the club may be withdrawn.
3. A booster club may disband on its own accord by submitting in writing a "A Request to Disband a Booster Club."

Exclusion From Liability

The Board does not assume any financial responsibility for a booster club and shall not be responsible for any liability or debt that a booster club may incur.

- | | |
|-------|-------------|
| Legal | 1. Pol. 707 |
| | 2. Pol. 702 |
| | 3. Pol. 813 |
| | 24 P.S. 510 |



Book	Policy Manual
Section	900 Community
Title	Volunteers
Code	916
Status	Second Reading

Purpose

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, cocurricular and extracurricular programs of the district.

Authority

The Board **may adopt and enforce** reasonable rules **and regulations governing volunteers and their participation in the activities of the district.**[\[1\]](#)

The Board prohibits discrimination on the basis of race, color, marital status, creed, religion, ancestry, handicap/disability, age, sex_gender, sexual_gender orientation or national origin in the school environment and all district programs for volunteers.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[\[1\]](#)

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.[\[7\]](#)

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Adult - an individual eighteen (18) years of age **or older.**[\[8\]](#)

Certifications - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.[\[9\]](#)[\[10\]](#)

Direct volunteer contact - **the** care, supervision, guidance or control of children **and** routine interaction with children.[\[8\]](#)

Person responsible for the child's welfare - **a person who** provides **permanent or temporary** care, supervision, **mental health diagnosis or treatment**, training or control of a child in lieu of parental care, **supervision and control.**[\[8\]](#)

Routine interaction - regular and **repeated** contact **that is** integral to a **person's** volunteer responsibilities.[\[8\]](#)

Visitor - a parent/guardian, **adult resident**, **educator**, **official** or other individual who is not a **school district** employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.[\[11\]](#)

Volunteer - an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a **school district** employee.[\[10\]](#)

The two (2) classifications of volunteers are:

1. **Position Volunteer** - an adult applying for or holding an unpaid position with a **school district** or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.
2. **Guest Volunteer** - an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a **school district** administrator, a teacher or other member of the **school district** staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, **school district** assemblies, or **school district** concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

Delegation of Responsibility

The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

Guidelines

Each prospective position volunteer shall complete and submit a volunteer application.

The names of all volunteers shall be submitted for approval by the Superintendent or designee. No volunteer shall begin a position until approved by the Superintendent or designee.

Upon approval, volunteers shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

Certifications

Prior to approval, all position volunteers shall submit the following information:

1. PA Child Abuse **History Certification** - which must be less than sixty (60) months old.[\[10\]](#)
2. PA State Police Criminal History **Record Information** - which must be less than sixty (60) months old.[\[10\]](#)
3. **Disclosure Statement for Volunteers** - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated

criminal offenses or being listed as the perpetrator in a founded report of child abuse.

[9][10][12]

If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information:[10]

- 1. Federal Criminal History Report - issued at any time since the volunteer established residency.**

The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for ~~school~~ district employees.

Position volunteers shall obtain and submit new certifications every sixty (60) months.[13]

A student, eighteen (18) years of age or older, who is volunteering for an event **or activity sponsored by the ~~school~~ in which the student is enrolled **and occurring** on the school's grounds, **shall not be required to submit certifications except when the event or activity is for** children in the care of a child-care service **or the student will otherwise be responsible for the welfare of a child.**[10]**

Tuberculosis Test

Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.[14][15]

Arrest or Conviction Reporting Requirements

Position volunteers shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest **or conviction required to be reported by law **or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.**[12]**

The Superintendent or designee shall immediately require a position volunteer to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[12]

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.[12]

Child Abuse Reporting

All volunteers **who have reasonable cause to suspect that a child is the victim of child abuse **shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.**[16][17]**

Supervision

Each volunteer shall be under the supervision of a designated ~~school~~ district administrator, teacher or other member of ~~the-school~~ district staff.

Volunteer Role

The role of a volunteer is to assist. Volunteers may not assume instruction responsibilities of ~~school~~ district employees but will work under the direction of ~~school~~ district employees providing help and support or enriching activities. Volunteers shall not administer tests to students.

Except in an emergency situation, volunteers shall not be involved in student discipline or administration of first aid.

Except as authorized in advance by the appropriate administrator, and in compliance with applicable Board policies for vehicle use, volunteers are not permitted to operate a motor vehicle owned by or under the control of the district, or to transport a student to or from a **school district** sponsored activity in a privately owned motor vehicle other than a student to whom the volunteer is the student's parent, stepparent, foster parent, legal guardian, or close family relative (sibling, grandparent, aunt or uncle.)

Volunteer shall follow all applicable administrative regulations established pursuant to this policy and all other rules, regulations, procedures, and guidelines concerning the conduct of the district professional and paraprofessional staff. However, such rules, regulations, procedures and guidelines shall not expand the responsibility or authority of volunteers as set forth in this policy.

Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for **school district employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.[17][18][19][20][21]**

Confidentiality

No volunteer shall be permitted access to confidential student information unless **the supervisor has determined that such access is** necessary for the volunteer to fulfill **their** responsibilities. **Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law.** If a volunteer has questions about confidentiality of student information, the volunteer should consult with the building principal.[22][23]

Acknowledgement

Each volunteer shall affirm in writing that they have been provided with a copy of, have read, understand and agree to comply with this policy.

Legal

1. 24 P.S. 510
2. 42 U.S.C. 12101 et seq
3. 53 P.S. 6926.1903
4. 43 P.S. 951 et seq
5. Pol. 103
6. Pol. 718
7. Pol. 824
8. 23 Pa. C.S.A. 6303
9. 23 Pa. C.S.A. 6344
10. 23 Pa. C.S.A. 6344.2
11. Pol. 907
12. 23 Pa. C.S.A. 6344.3
13. 23 Pa. C.S.A. 6344.4
14. 24 P.S. 1418
15. 28 PA Code 23.44
16. 23 Pa. C.S.A. 6311
17. Pol. 806
18. Pol. 123
19. Pol. 123.1
20. Pol. 123.2
21. Pol. 805
22. Pol. 113.4
23. Pol. 216
- 23 Pa. C.S.A. 6301 et seq
- 53 P.S. 6926.301 et seq
- 72 P.S. 7301 et seq
- Pol. 606



Book	Policy Manual
Section	900 Community
Title	Parental/Family Involvement
Code	917 - NEW
Status	Second Reading

Purpose

The Board recognizes the vital role parents/guardians and family play in the education, welfare and values of their children. The district is committed to the belief that all students can learn and acknowledges that schools and families share a commitment to the educational success of students.

Definition

Parental and family involvement shall be defined as an ongoing process that assists parents/guardians and families to meet their basic obligation as a child's first educator, promotes clear two-way dialogue between home and school, and supports parents/guardians as leaders and decision-makers concerning the education of their children at all levels.

Authority

The Board recognizes that the responsibility for each student's education is shared by the **school district** and the family and acknowledges that **schools the district** and families must work as knowledgeable, cooperative partners to effectively educate all students. To this end, the Board shall support the development, implementation, and continuing evaluation of a parental and family involvement program that will involve parents/guardians at all grade levels in a variety of roles.

Delegation of Responsibility

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parental involvement efforts, including, but not limited to, input from parents/guardians and district staff on the adequacy of parental involvement opportunities and barriers that may inhibit parent/guardian participation.

Guidelines

Because parents/guardians are familiar with the needs, problems and abilities of their children, staff should communicate with and seek their input throughout the school year.

The parental and family involvement program may include the following:

1. Support for parents/guardians as school leaders and decision-makers, in addition to serving in advisory roles.
2. Promotion of clear two-way communication between the **school district** and the family about **school district** programs and student progress.

3. Assistance to parents/guardians and families in developing parenting skills to foster positive relationships at home, to support children's educational efforts, and to assist their children with learning at home.
4. Involvement of parents/guardians, with appropriate training, in instructional and support roles at the **school district**.

Legal

24 P.S. 510