

**Chester Upland School District**

**RECEIVER'S MEETING WITH THE PUBLIC  
AGENDA**

**February 21, 2013**

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**1. Call to Order**

**2. Pledge of Allegiance to the Flag**

**3. Student Recognition**

**TABLED CHS**

Bryanna Belvin, Grade 12

Clayonia Shareece Cogmon, Grade 12

Clayana Gibson, Grade 12

Jordan McClairen, Grade 12

**4. Student Representatives to the Receiver**

**STEM**

Kamri Staples, Grade 11

Ta'quan Taylor, Grade 12

**CHS**

ShaQuita Scott, Grade 12

Kelly Davis, Grade 12, Class President

**5. Report from the Superintendent**

**6. Presentations**

a. Auditors Report – Chris Herr, CPA, Maillie, Falconiero & Company, LLP

**7. Approval of Minutes of previous meetings of December 20, 2012 and January 17, 2013.**

**8. Public Comment on Agenda Items**

**9. Education Agenda**

A-1 Homebound Instruction for Student(s).

A-2 IDEA and ACCESS Funds: Approval of a contractual agreement with the Children's Dyslexia Center of Philadelphia.

A-3 IDEA and ACCESS Funds: Approval of Sign Language classes.

- A-4 IDEA and ACCESS Funds: Approval of a contractual agreement with Zachary DiFonzo, Computer Technical Specialist.
- A-5 IDEA and ACCESS Funds: Approval of a contractual agreement with ALTA Translation Services.
- A-6 2012-2013 General Fund Budget: Approval to enter into a Special Education Agreement.
- A-7 IDEA and ACCESS Funds: Approval to attend the Pennsylvania Department of Education Annual 2013 Conference, Making a Difference: Educational Practices That Work.
- A-8 Title II Funds: Approval of a contractual agreement with Consultant Karen Hessel.
- A-9 Approval to eliminate courses for the 2012-2013 school year.
- A-10 Approval of addition of courses for the 2013-2014 school year.
- A-11 Approval of Chester High School Graduation Requirements effective for the 2017 school year.
- A-12 Approval of STEM High School Graduation Requirements effective for the 2017 school year.

**10. Personnel Agenda**

- B-1 General/Categorical Funds. Approval of appointments, leaves of absence, return from leave of absence, retirement, resignations, recall from furlough, reassignments, correction of reassignment, transfers, terminations, completion of probation, salary adjustments, spring (middle school) coaching appointments and spring (high school) coaching appointments.

**11. Business Agenda**

- C-1 Reports of the tax collectors.
- C-2 Approval of the Treasurer's Report/Budget Report.
- C-3 General Fund: \$7,807,095.30. Approval of list of payments and Approval of payrolls.
- C-4 Charter Hospitality Service Charter High School Resolution.
- C-5 Choices Charter School of Chester Resolution.
- C-6 Approval to amend Resolution C-7 of December 20, 2012 and retain Consultant Lisa Hoffstein.
- C-7 Approval to appoint Andrea Saia as Assistant District Superintendent for Student Services.
- C-8 Approval authorizing the CUSD Fund for Excellence.

- C-9 Approval to engage BTaylor Public Affairs, LLC.
- C-10 Approval to cancel service contract with Verizon Communications Corporation.
- C-11 Approval to cancel contract with Tower DBW, LLC.
- C-12 Approval to cancel contact with Cintas Corporation.
- C-13 Approval to amend Resolution C-4 of January 17, 2013.
- C-14 Approval of revised Business Office Organizational Chart and Position Description for Business Office personnel.
- C-15 Approval to engage the firm of Bonnett Associates Incorporated.
- C-16 Acceptance of the District's 2011-2012 Local Audit Report.
- C-17 Approval of the District's Audit Citation Action Plan for 2011-2012.
- C-18 Approval of the District's Manual of Business Office Operating Procedures.
- C-19 Approval of the District's Revised Annual Financial Report for fiscal year ended June 30, 2012.

**12. Adjournment**

## Chester Upland School District

### RECEIVER’S MEETING WITH THE PUBLIC AGENDA

**February 21, 2013**

#### EDUCATION AGENDA

##### **A-1 Homebound Instruction for student(s).**

RESOLVED, that the Receiver, acting as the Board of School Directors, grant approval for student(s) listed below by student identification number to receive homebound instruction:

| <b>Student ID #:</b> | <b>School:</b> | <b>Effective Dates:</b> |
|----------------------|----------------|-------------------------|
| 081510               | CHS            | 01/14/13 – 04/17/13     |
| 067096               | Toby Farms     | 02/04/13 – 04/08/13     |

**Payable from:** 2012-2013 General Fund Budget

**Executive Sponsor:** Dr. Tony L. Watson

##### **A-2 IDEA and ACCESS Funds: Approval of a contractual agreement with the Children’s Dyslexia Center of Philadelphia.**

RESOLVED, that the Receiver, acting as the Board of School Directors, authorize a contractual agreement with the Children’s Dyslexia Center of Philadelphia to provide initial certification in the Orton Gillingham approach to reading. The cost is based on the number of teachers that volunteer to participate in this program in learning to implement this approach. Cost per participant is \$3,200.00.

**Payable from:** IDEA and ACCESS Funds

**Executive Sponsor:** Dr. Tony L. Watson

##### **A-3 IDEA and ACCESS Funds: Approval of Sign Language classes.**

RESOLVED, that the Receiver, acting as the Board of School Directors, authorize onsite Sign Language classes for teachers, instructional assistants, PCAs, and related service personnel in the implementation of communication for student’s IEPs. Classes will be conducted by the Deaf-Hearing Communication Center, Inc., 630 Fairview Road, Suite 100, Swarthmore, PA 19082. Cost per class is \$300.00 for 10 classes, \$3,000.00 for first class in series. Additional classes will be scheduled as needed.

**Payable from:** IDEA and ACCESS Funds

**Executive Sponsor:** Dr. Tony L. Watson

**A-4 IDEA and ACCESS Funds: Approval of a contractual agreement with Zachary DiFonzo, Computer Technical Specialist.**

RESOLVED, that the Receiver, acting as the Board of School Directors, authorize a contractual agreement with Zachary DiFonzo, Computer Technical Specialist to provide technology support and services. Mr. DiFonzo will perform routine troubleshooting, refurbishing and upgrading existing district laptops to be utilized by special education related services staff at a rate of \$40.00 per hour for a period beginning February 2, 2013 and ending June 30, 2013.

**Payable from:** IDEA and ACCESS Funds

**Executive Sponsor:** Dr. Tony L. Watson

**A-5 IDEA and ACCESS Funds: Approval of a contractual agreement with ALTA Translation Services.**

RESOLVED, that the Receiver, acting as the Board of School Directors, authorize a contractual agreement with ALTA Translation Services to provide translation services for copies of IEPs and Evaluation/Reevaluation Reports (ERs/RRs) in the language of the parent when a child is receiving special education services for a period beginning February 1, 2013 and ending June 30, 2013. The billing rate is \$.15 per word for Spanish. Other rates vary by language.

**Payable from:** IDEA and ACCESS Funds

**Executive Sponsor:** Dr. Tony L. Watson

**A-6 2012-2013 General Fund Budget: Approval to enter into a Special Education Agreement.**

RESOLVED, that the Superintendent is authorized to enter into a Special Education Settlement Agreement with Student #8341086 which includes attorneys' fees to Wendy Reed, Esquire not to exceed Two Thousand Five Hundred Dollars (\$2,500.00).

**Payable from:** 2012-2013 General Fund Budget

**Executive Sponsor:** Mary Payne

**A-7 IDEA and ACCESS Funds: Approval to attend the Pennsylvania Department of Education Annual 2013 Conference, Making a Difference: Educational Practices That Work.**

RESOLVED, that the Receiver, acting as the Board of School Directors, grant permission for Andria Saia, Assistant Superintendent of Pupil Services, Mary Payne, Special Education Supervisor and Susan Raiders, Special Education Supervisor to attend the Pennsylvania Department of Education Annual 2013 Conference, Making a Difference: Educational Practices That Work Conference at the Hershey Lodge and Convention Center in Hershey, Pennsylvania, March 5 – March 8, 2013. Professional leave will be granted with no loss of pay or benefits.

BE IT FURTHER RESOLVED, that the Receiver, acting as the Board of School Directors, grant approval for registration fees (\$75.00 per person), lodging (\$125.00 per night), meals (\$60.00 per day), and travel (.505 per mile).

**Payable from:** IDEA and ACCESS Funds

**Executive Sponsor:** Dr. Tony L. Watson

**A-8 Title II Funds: Approval of a contractual agreement with Consultant Karen Hessel.**

RESOLVED, that Karen Hessel is hereby engaged as a Consultant to conduct a Spring Principals' Academy for a period of ten (10) days at Six Hundred Twenty Five (\$625.00) Dollars a day beginning March 12, 2013 and ending August 28, 2013 (four sessions to be before June 30, 2013) subject to the negotiation and execution of a contract between the parties approved by the Solicitor.

**Payable from:** Title II Funds

**Executive Sponsor:** Rachel Foster

**A-9 Approval to eliminate courses for the 2012-2013 school year.**

RESOLVED, that the Receiver, acting as the Board of School Directors, approve the elimination of the following courses for the 2012-13 school year.

2012/13 School Year

CHS Proposed Courses to be eliminated:

- Business Technology
- Business Technology II
- Computer Applications
- Advanced Computer Applications
- Keyboarding Applications/Study Island

**Executive Sponsor:** Dr. Tony L. Watson

**A-10 Approval of addition of courses for the 2013-2014 school year.**

RESOLVED, that the Receiver, acting as the Board of School Directors, approve the addition of the following courses for the 2013-14 school year.

2013/14 School Year  
Proposed Courses to be added:

- Computer Literacy in the 21<sup>st</sup> Century
- Transitional Math
- AP Statistics
- Calculus
- AP Biology
- Guided Studies
- Forensic Science
- Spanish III
- Government
- Art
- Band
- Chorus

**Executive Sponsor:** Dr. Tony L. Watson

**A-11 Approval of Chester High School Graduation Requirements effective for the 2017 school year.**

RESOLVED, that the Receiver, acting as the Board of School Directors, approve the Chester High School Graduation Requirements effective for the 2017 school year.

**Recommended Graduation Requirements**

A Grade 12 student shall graduate if he/she has earned 23 credits which include:

***2017 Graduating Class***

- 4 credits in English
- 3 credits in Mathematics
- 3 credits in Science
- 3 credits in Social Studies
- 1 in World Language
- 1 in Physical Education
- .5 in Health
- 7.5 in Electives

One elective should be in one of the following: Additional Math, Science, Reading, or Computer Literacy in the 21<sup>st</sup> Century.

**Graduation Stipulations:**

- A student accumulating sufficient credits shall graduate.
- A student who does not meet the graduation criteria and who is within 2 credits of the required number for graduation can pay for an accredited Summer Program outside of the district or take credit recovery the following fall.
- A student passing the summer program course(s) with the appropriate credits added to his or her archive, shall graduate if the new credit total meets required total of 23 credits with credits earned in each of the areas as listed above.
- A student who is missing 3 or more credits towards graduation will be retained.

**A student shall be retained grade 12 if:**

- The student did not attend an accredited Summer Program.
- The student attended an accredited Summer Program, but did not pass the courses taken in the Summer Program.
- To earn the remaining credits the following fall, the student will be in position to receive their diploma after the first marking period should they have earned the required credits in each of the areas listed above for a total of 23.

**Students with Disabilities**

Student with disabilities shall graduate if they complete satisfactorily a special education program developed by an Individualized Education Program Team.

**Executive Sponsor:** Dr. Tony L. Watson

**A-12 Approval of STEM High School Graduation Requirements effective for the 2017 school year.**

RESOLVED, that the Receiver, acting as the Board of School Directors, approve the STEM High School Graduation Requirements effective for the 2017 school year.

**Recommended Graduation Requirements**

A Grade 12 student shall graduate if he/she has earned 24.5 credits which include:

***STEM 2017***

- 4 credits in English
- 3 credits in Mathematics
- 4 credits in Science
- 3 credits in Social Studies
- 2 in World Language (same language)
- 1 in Computer Technology
- 2 in Physical Education (minimum of .5 in health)



.5 in Health  
5 in Electives

One elective must be in one of the following:  
Mathematics, Science, Advanced Placement or  
CADD, and one in Computer Technology.  
A completed multidisciplinary project, a service  
learning project or an internship, successfully.

24.5 Credits

**Graduation Stipulations:**

- A student accumulating sufficient credits in each of the areas as listed above shall graduate.
- A student who does not meet the graduation criteria and who is within 2 credits of the required number for graduation can pay for an accredited summer program outside of the district or take credit recovery the following fall.
- A student passing the summer program course(s) with the appropriate credits added to his or her archive, shall graduate if the new credit total meets required total of 24.5 credits with credits earned in each of the areas as listed above.
- A student who is missing 3 or more credits towards graduation will be retained.

**A student shall be retained grade 12 if:**

- The student did not attend an accredited Summer Program.
- The student attended an accredited Summer Program, but did not pass the courses taken in the Summer Program.
- To earn the remaining credits the following fall, the student will be in position to receive their diploma after the first marking period should they have earned the required credits in each of the areas listed above for a total of 24.5.

**Students with Disabilities**

- Student with disabilities shall graduate if they complete satisfactorily a special education program developed by an Individualized Education Program Team.

**Executive Sponsor:** Dr. Tony L. Watson

**PERSONNEL AGENDA**

**B-1 General/Categorical Funds. Approval of appointments, leaves of absence, return from leave of absence, retirement, resignations, recall from furlough, reassignments, correction of assignment, transfers, terminations, completion of probation, salary adjustments, spring (middle school) coaching appointments and spring (high school) coaching appointments.**

RESOLVED, that the following **appointments** be approved on the effective date respectively noted:

(a) Professional

| <u>Name</u>   | <u>Position/Location</u>                                       | <u>Salary</u>                               | <u>Effective Date</u> | <u>New Position or Replacement</u> |
|---|--|---|-----------------------|------------------------------------|
| Ganges, Dean<br><b>APPROVED PENDING REVIEW<br/>BY THE SUPERINTENDENT</b>  | Teacher, Social Studies<br>Chester High School                 | \$86,383<br>(M/13)<br>10 months             | 03/18/13              | New Position<br>2012-2013 G.F.B.   |
| Keeley, Jean Marie  | Teacher, Special Education<br>Cyber Academy Program            | \$47,419<br>+\$200<br>(B+24/2)<br>10 months | 03/04/13              | New Position<br>2012-2013 G.F.B.   |
| Moore, Durell<br><b>APPROVED PENDING REVIEW<br/>BY THE SUPERINTENDENT</b> | Classroom Support Teacher<br>Toby Farms Intermediate<br>School | \$32,000<br>10 months                       | 02/04/13              | New Position<br>2012-2013 G.F.B.   |
| Reiss, Andrew   | Teacher, Special Education<br>Chester High School              | \$52,294<br>+\$200<br>(B/6)<br>10 months    | 02/25/13              | New Position<br>2012-2013 G.F.B.   |

(b) Non Professional

| <u>Name</u>        | <u>Position/Location</u>  | <u>Salary</u>             | <u>Effective Date</u> | <u>New Position or Replacement</u> |
|--------------------|---|---------------------------|-----------------------|------------------------------------|
| Battersby, Michael | Van Driver<br>Transportation Department                         | \$16.37/hour<br>10 months | 02/19/13              | New Position<br>2012-2013 G.F.B.   |
| Billops, Catherine | Health Room Assistant (LPN)<br>Showalter Intermediate<br>School | \$32,000<br>10 months     | 02/04/13              | Replacement<br>2012-2013 G.F.B.    |

|                  |  |                           |          |                                  |
|------------------|--|---------------------------|----------|----------------------------------|
| Boynton, Joseph  | Crossing Guard<br>Main Street Elementary<br>School                       | \$8.50/hour<br>10 months  | 02/13/13 | Replacement<br>2012-2013 G.F.B.  |
| Brown, Alfonsa   | Bus Aide<br>Transportation Department                                    | \$10.99/hour<br>10 months | 02/06/13 | New Position<br>2012-2013 G.F.B. |
| Collins, Roxanne | Substitute Secretary<br>Administration Building                          | \$13.94/hour              | 01/24/13 | New Position<br>2012-2013 G.F.B. |
| Johnson, Gregory | Bus Aide<br>Transportation Department                                    | \$10.99/hour<br>10 months | 02/05/13 | New Position<br>2012-2013 G.F.B. |
| Ross, Markeisha  | Substitute Secretary<br>STEM Magnet High School                          | \$13.94/hour              | 01/29/13 | New Position<br>2012-2013 G.F.B. |
| Seefeldt, James  | Substitute Personal Care<br>Aide<br>Chester Upland School of<br>the Arts | \$65/day<br>10 months     | 02/13/13 | Replacement<br>2012-2013 G.F.B.  |
| Young, Carol     | Bus Aide<br>Transportation Department                                    | \$10.99/hour<br>10 months | 02/05/13 | New Position<br>2012-2013 G.F.B. |

FURTHER RESOLVED, that the following **leaves of absence** be approved on the effective date respectively noted:

(a) Professional

| <b><u>Name</u></b> | <b><u>Position/Location</u></b>                        | <b><u>Effective Date</u></b> |
|--------------------|--|------------------------------|
| Providence, Joseph | Teacher, Mathematics<br>Toby Farms Intermediate School | 02/04/13-09/03/13<br>(FMLA)  |

(b) Non Professional

| <b><u>Name</u></b> | <b><u>Position/Location</u></b>                  | <b><u>Effective Date</u></b>   |
|--------------------|--|--------------------------------|
| Montes, Carmen     | Executive Assistant<br>Administration Building   | 02/04/13-03/15/13<br>(Medical) |
| Rochester, Sarea   | Principal's Secretary<br>STEM Magnet High School | 11/27/12-02/18/13<br>(FMLA)    |

FURTHER RESOLVED, that the following **return from leave of absence** be approved on the effective date respectively noted:

(a) Non Professional

| <b><u>Name</u></b> | <b><u>Position/Location</u></b>                  | <b><u>Effective Date</u></b> |
|--------------------|--|------------------------------|
| Rochester, Sarea   | Principal’s Secretary<br>STEM Magnet High School | 02/19/13                     |

FURTHER RESOLVED, that the following **retirement** be approved on the effective date respectively noted:

(a) Professional

| <b><u>Name</u></b> | <b><u>Position/Location</u></b>                    | <b><u>Effective Date</u></b> |
|--------------------|--|------------------------------|
| Gosselin, Roland   | Teacher, Social Studies<br>STEM Magnet High School | 04/01/13                     |

FURTHER RESOLVED, that the following **resignations** be approved on the effective date respectively noted:

(a) Non Professional

| <b><u>Name</u></b>     | <b><u>Position/Location</u></b>                                | <b><u>Effective Date</u></b> |
|------------------------|--|------------------------------|
| Abdellah, Aqiyl        | Substitute School Safety Officer<br>School Safety Department   | 02/15/13                     |
| Comegy, Lakira         | Substitute Personal Care Aide<br>Stetser Elementary School     | 02/22/13                     |
| Cruz, Coleen           | Substitute Bus Driver<br>Transportation Department             | 01/29/13                     |
| Johnson-Shelton, Royce | Substitute Personal Care Aide<br>Showalter Intermediate School | 02/19/13                     |

FURTHER RESOLVED, that the following **recall from furlough** be approved on the effective date respectively noted:

(a) Non Professional

| <b><u>Name</u></b> | <b><u>Position/Location</u></b>                   | <b><u>Effective Date</u></b> |
|--------------------|---|------------------------------|
| Boneparte, Norman  | Teacher Aide<br>Columbus Elementary School        | 01/28/13                     |
| Morgan, Robin      | Teacher Aide<br>Toby Farms Intermediate<br>School | 02/01/13                     |

FURTHER RESOLVED, that the following **reassignments** be approved on the effective date respectively noted:

(a) Non Professional

| <b><u>Name</u></b> | <b><u>From</u></b>   | <b><u>To</u></b>  | <b><u>Effective Date</u></b> |
|--------------------|--|---|------------------------------|
| Bonner, Donna      | Secretary<br>Administration Building<br>12 months                              | Secretary<br>Chester High School<br>(Alternative Education<br>Program)<br>12 months | 03/04/12                     |
| Collins, Roxanne   | Substitute Secretary<br>Administration<br>Building<br>\$13.94/hour             | Receptionist<br>Administration<br>Building<br>\$21,000<br>12 months                 | 02/04/13                     |
| Dale, Arretta      | Crossing Guard<br>Main Street Elementary<br>School<br>\$8.50/hour<br>10 months | School Safety<br>Officer<br>School Safety<br>Department<br>\$17,277<br>10 months    | 02/13/13                     |
| Hill, Lamar        | Bus Aide<br>Transportation<br>Department<br>\$10.99/hour<br>10 months          | Van Driver<br>Transportation<br>Department<br>\$16.37/hour<br>10 months             | 01/30/13                     |

FURTHER RESOLVED, that the following **correction of reassignment** be approved on the effective date respectively noted:

(a) Non Professional

| <b><u>Name</u></b> | <b><u>From</u></b>   | <b><u>To</u></b>   | <b><u>Effective Date</u></b> |
|--------------------|--|--|------------------------------|
| Pleasant, Kaciene  | Substitute Personal<br>Care Aide<br>Showalter<br>Intermediate<br>School<br>\$65/day<br>10 months | School Safety<br>Officer<br>School Safety<br>Department<br>\$17,277<br>10 months | 11/06/12                     |

FURTHER RESOLVED, that the following **transfers** be approved on the effective date respectively noted:

(a) Professional

| <b><u>Name</u></b> | <b><u>From</u></b>   | <b><u>To</u></b>  | <b><u>Effective Date</u></b> |
|--------------------|--|---|------------------------------|
| Bacon, Pamela      | Classroom Support<br>Teacher<br>Showalter Intermediate<br>School     | Classroom Support<br>Teacher<br>Toby Farms<br>Intermediate School       | 02/05/13                     |
| Carter, Kimberly   | Long-Term Substitute<br>Teacher<br>Toby Farms Intermediate<br>School | Long-Term Substitute<br>Teacher<br>Chester Upland School<br>of the Arts | 02/05/13                     |
| Hoosack, Mary      | Teacher, Physical<br>Education<br>Toby Farms Intermediate<br>School  | Teacher, Physical<br>Education<br>Showalter Intermediate<br>School      | 02/05/13                     |
| Sudler, Cheryl     | Classroom Support<br>Teacher<br>Toby Farms Intermediate<br>School    | Classroom Support<br>Teacher<br>Showalter Intermediate<br>School        | 02/05/13                     |

(b) Non Professional

| <u>Name</u>        | <u>From</u>  | <u>To</u>                                | <u>Effective Date</u> |
|--------------------|--|--|-----------------------|
| Kasarsky, AnnMarie | Secretary<br>Alternative Education &<br>School Safety Department | Secretary<br>School Safety<br>Department | 03/04/13              |

FURTHER RESOLVED, that the following **terminations** be approved on the effective date respectively noted:

(a) Professional

| <u>Name</u>     | <u>Position/Location</u>                                 | <u>Effective Date</u> |
|-----------------|--|-----------------------|
| Woods, Kristina | Teacher, Long-Term Substitute<br>STEM Magnet High School | 01/08/13              |

(b) Non Professional

| <u>Name</u>      | <u>Position/Location</u>   | <u>Effective Date</u> |
|------------------|--|-----------------------|
| Harvell, Kadeem  | Substitute Personal Care Aide<br>Chester Upland School of the Arts | 02/08/13              |
| Jacobs, Chante   | Bus Aide<br>Transportation Department                              | 12/04/12              |
| Johnson, Gregory | Bus Aide<br>Transportation Department                              | 02/20/13              |
| Sapp, Arnold     | Bus Driver<br>Transportation Department                            | 02/21/13              |
| Wilson, Damon    | Per Diem Custodian<br>Maintenance Department                       | 12/21/12              |

FURTHER RESOLVED, that the following **completion of probation** be approved on the effective date respectively noted:

(a) Non Professional

| <b><u>Name</u></b> | <b><u>Position/Location</u></b>                   | <b><u>Effective Date</u></b> |
|--------------------|---|------------------------------|
| Pleasant, Kaciene  | School Safety Officer<br>School Safety Department | 01/18/13                     |
| Simonson, Ronald   | School Safety Officer<br>School Safety Department | 01/17/13                     |
| Smallwood, Ronald  | School Safety Officer<br>School Safety Department | 01/18/13                     |

FURTHER RESOLVED, that the following **salary adjustments** be approved on the effective date respectively noted:

(a) Non Professional

| <b><u>Name</u></b> | <b><u>From</u></b>   | <b><u>To</u></b>   | <b><u>Effective Date</u></b> |
|--------------------|--|--|------------------------------|
| Jones, Tiffany     | Secretary<br>Chester High School<br>\$25,965.76<br>12 months   | Secretary<br>Chester High School<br>\$29,765.76<br>12 months   | 02/04/13                     |
| Laird, Amanda      | Health Room Assistant (LPN)<br>Chester Upland School of the Arts & Columbus Elementary School<br>\$29,125<br>10 months | Health Room Assistant (LPN)<br>Chester Upland School of the Arts & Columbus Elementary School<br>\$32,000<br>10 months | 02/04/13                     |
| West, Donna        | Principal's Secretary<br>Toby Farms Intermediate School<br>\$29,765.59<br>12 months                                    | Principal's Secretary<br>Toby Farms Intermediate School<br>\$31,665.72<br>12 months                                    | 02/04/13                     |



FURTHER RESOLVED, that the following **spring (middle school) coaching appointments** be approved as respectively noted:

| <b><u>Name</u></b> | <b><u>Position</u></b> | <b><u>Stipend</u></b> |
|--------------------|------------------------|-----------------------|
| Miller, Anthony    | Track Coach            | \$1,500.00            |
| Greenberg, Stewart | Softball Coach         | \$1,500.00            |

FURTHER RESOLVED, that the following **spring (high school) coaching appointments** be approved as respectively noted:

| <b><u>Name</u></b> | <b><u>Position</u></b>        | <b><u>Stipend</u></b> |
|--------------------|-------------------------------|-----------------------|
| Wharton, James     | Head Coach, Boys' Track       | \$4,000.00            |
| Grossman, Barry    | Assistant Coach, Boys' Track  | \$3,000.00            |
| Thompkins, Alfred  | Head Coach, Girls' Track      | \$4,000.00            |
| Nnamani, Salena    | Assistant Coach, Girls' Track | \$3,000.00            |
| Bennett, Mark      | Head Coach, Baseball          | \$3,500.00            |
| Campbell, Eugene   | Assistant Coach, Baseball     | \$2,625.00            |
| Williams, Zernest  | Assistant Coach, Baseball     | \$2,625.00            |

**Executive Sponsor:** Michelle R. Chapman

**BUSINESS AGENDA**

**C-1 Reports of the tax collectors.**

RESOLVED, that the reports of the City of Chester, Borough of Upland, and Chester Township for the period January 1, 2013 through January 31, 2013 in the amount of \$348,157.70 be received, be noted upon the Minutes and filed.

**Executive Sponsor:** Brian D. Feick

**C-2 Approval of the Treasurer's Report/Budget Report.**

RESOLVED, that the attached Treasurer's Report/Budget Report for the fiscal month ended January 31, 2013 be APPROVED by the Receiver, acting as the Board of School Directors.

**Executive Sponsor:** Brian D. Feick

**C-3 General Fund Budget: \$7,807,095.30. Approval of list of payments.**

RESOLVED, that the attached list of payments dated January 18, 2013, through February 21, 2013 checks numbering 00031895 through 00032000, of the various accounts totaling for all accounts the grand sum of \$7,807,095.30, a copy of which has been given to the Receiver, acting as the Board of School Directors, and a copy of which is now before the Receiver, be APPROVED, and that said list of payments be incorporated into the February 21, 2013 Minutes.

(LIST OF PAYMENTS ATTACHED)

**General Fund Budget: \$2,940,495.71. Approval of payrolls.**

RESOLVED, that the payrolls dated January 4, 2013, January 16, 2013, and January 30, 2013 of the various accounts totaling for all accounts the grand sum of \$2,940,495.71 be approved by the Receiver, acting as the Board of School Directors.

**Payable from:** General Fund Budget

**Executive Sponsor:** Brian D. Feick

**C-4 Charter Hospitality Service Charter High School Resolution.**

RESOLVED, that the application for a Charter to operate a Charter School by Charter Hospitality Service Charter High School after hearings thereon is hereby denied.

FURTHER RESOLVED, that the Findings of Fact and Conclusions of Law on the application of the Charter Hospitality Service Charter High School are hereby adopted and approved.

**Executive Sponsor:** Brian D. Feick

**C-5 Choices Charter School of Chester Resolution.**

RESOLVED, that the application for a Charter to operate a Charter School by Choices Charter School of Chester after hearings is hereby denied.

FURTHER RESOLVED, that the Findings of Fact and Conclusions of Law on the application of the Choices Charter School of Chester are hereby adopted and approved.

**Executive Sponsor:** Brian D. Feick

**C-6 Approval to amend Resolution C-7 of December 20, 2012 and retain Consultant Lisa Hoffstein.**

RESOLVED, that Resolution C-7 of December 20, 2012 is hereby amended and the Consultant Lisa Hoffstein is hereby retained for the period December 1, 2012 to February 11, 2013 at such rates as set forth in the proposal for services approved by the District and subject to the submission of invoices detailing rates and services provided.

**Payable from:** General Fund Budget

**Executive Sponsor:** George Crawford

**C-7 Approval to appoint Andrea Saia as Assistant District Superintendent for Student Services.**

RESOLVED, that Andrea Saia is appointed as Assistant District Superintendent for Student Services effective March 6, 2013 for a term of Three (3) years at an annual salary of One Hundred Sixty Thousand (\$160,000,00) Dollars per year plus benefits provided to other twelve (12) month administrators in the School District, subject to the qualifications required by law, the issuance of a Commission by the Secretary of Education and the negotiation of a mutually agreeable employment contract in accordance with Act 141 of 2012.

**Payable from:** General Fund Budget

**Executive Sponsor:** Brian D. Feick

**C-8 Approval authorizing the CUSD Fund for Excellence.**

RESOLVED, that the Chester Upland School District (hereinafter “the School District”) hereby authorizes the establishment of a foundation to be known as the CUSD Fund for Excellence (hereinafter the “Fund”), a Pennsylvania non-profit corporation, to be formed pursuant to non-profit corporation code and as a qualified §501(c)(3) tax exempt entity; and

FURTHER RESOLVED, that the School District is hereby authorized to expend up to Fifteen Thousand (\$15,000.00) Dollars for the cost of the formation and start up of the Fund which start-up cost shall be reimbursed to the School District by the Fund upon receipt by the Fund of monies sufficient to reimburse the actual cost advance; and

FURTHER RESOLVED, that the law firm of Winston Lowe, Esquire is hereby engaged to provide services related to the formation of the Fund and the filing of the Internal Revenue Service §501(c)(3) qualifying application at a fee not to exceed Five Thousand (\$5,000.00) Dollars based upon billings to the School District detailing the services provided and the rates for the services pursuant to the engagement letter from the firm; and

FURTHER RESOLVED, that the firm of Heffler, Radatich and Saitta are hereby authorized to provide start-up services to the Fund in the area of tax and financial consulting services at an amount not to exceed Five Thousand (\$5,000.00) Dollars based upon billings to the School District detailing the services provided and the rates for the services pursuant to an engagement letter from the firm; and

FURTHER RESOLVED, that the firm of BTaylor Public Affairs, LLC is hereby engaged to provide start-up communication services to the Fund in an amount not to exceed Five Thousand (\$5,000.00) Dollars at rates set forth in the proposal from the consultant and based upon monthly billings to the Fund detailing the services provided and the rates for the services.

**Executive Sponsor:** George Crawford

**C-9 Approval to engage BTaylor Public Affairs, LLC.**

RESOLVED, that BTaylor Public Affairs, LLC is hereby engaged, to serve at the pleasure of the School District, to provide communication services to the Chester Upland School District for the period January 1, 2013 to June 30, 2013 for an amount not to exceed Sixty-Five Thousand (\$65,000.00) Dollars at a rate set forth in the proposal to the School District and billed monthly detailing the services provided and the rates for the services pursuant to a contract to be executed by the parties and subject to approval of the contract by the Solicitor.

**Payable from:** General Fund Budget

**Executive Sponsor:** George Crawford

**C-10 Approval to cancel service contract with Verizon Communications Corporation.**

RESOLVED, that the service contract with Verizon Communications Corporation for providing maintenance and repair services for the School District's phone system is hereby canceled by the Receiver pursuant to Section 642-A(A)(3) of the Financial Recovery Act to effect needed economics in the operation of the School District effective February 22, 2013.

FURTHER RESOLVED, that the Business Office is hereby authorized to obtain price quotes or to issue a Request for Proposals (RFP) to obtain needed communications equipment maintenance and repair services for the School District.

**Executive Sponsor:** Brian D. Feick

**C-11 Approval to cancel contract with Tower DBW, LLC.**

RESOLVED, that Section 2.02 Right of First Refusal in the contract between Tower DBW, LLC, Tower DBW Trust 2011-3 and the Chester Upland School District dated July 1, 2011 for the sale and purchase of delinquent real estate tax liens of the School District for the years after 2009 and 2010 is hereby canceled pursuant to the authority of the Receiver pursuant to Section 642-A(A)(3) of the Financial Recovery Act of 2012 in order to effect needed economics in the School District by facilitating and obtaining competitive proposals for the sale of real estate delinquent tax liens for the 2011 and 2012 fiscal years effective February 22, 2013.

FURTHER RESOLVED, that the Business Office is authorized to issue a Request for Proposals (RFP) for the sale of delinquent real estate tax liens for the 2011 and 2012 fiscal years.

**Executive Sponsor:** George Crawford

**C-12 Approval to cancel contract with Cintas Corporation.**

RESOLVED, that the contract with Cintas Corporation for the provision of custodial and maintenance uniforms to the School District is hereby canceled by the Receiver pursuant to Section 642-A(A)(3) of the Financial Recovery Act to effect needed economics in the operation of the School District effective February 22, 2013.

FURTHER RESOLVED, that the Business Office is hereby authorized to obtain price quotations and to issue a Request for Proposals (RFP) to provide custodial and/or maintenance uniforms as may be required by the School District.

**Executive Sponsor:** Brian D. Feick

**C-13 Approval to amend Resolution C-4 of January 17, 2013.**

RESOLVED, that the Resolution C-4 of January 17, 2013 is hereby amended to provide for consulting services of Michael Graves from November 1, 2012 to February 11, 2013 at the approved rate prorated for the month of February.

**Executive Sponsor:** George Crawford

**C-14 Approval of revised Business Office Organizational Chart and Position Descriptions for Business Office personnel.**

(SEE ATTACHMENTS)

**Executive Sponsor:** George Crawford

**C-15 Approval to engage the firm of Bonnett Associates Incorporated.**

RESOLVED, that the firm of Bonnett Associates Incorporated is hereby engaged to provide architectural and engineering services related to the implementation of the Financial Recovery Plan during the period January 1, 2013 to December 31, 2013 in accordance with the proposal dated February 20, 2013 and subject to the execution of a contract approved of the Solicitor.

**Executive Sponsor:** George Crawford

**C-16 Acceptance of the District's 2011-2012 Local Audit Report.**

(TO BE POSTED ON WEBSITE WHEN APPROVED)

**Executive Sponsor:** George Crawford

**C-17 Approval of the District's Audit Citation Action Plan for 2011-2012.**

(TO BE POSTED ON WEBSITE WHEN APPROVED)

**Executive Sponsor:** George Crawford

**C-18 Approval of the District's Manual of Business Office Operating Procedures.**

(TO BE POSTED ON WEBSITE WHEN APPROVED)

**Executive Sponsor:** George Crawford

**C-19 Approval of the District’s Revised Annual Financial Report for fiscal year ended June 30, 2012.**

(TO BE POSTED ON WEBSITE WHEN APPROVED)

**Executive Sponsor:** Brian D. Feick