



Chester Upland School District

RECEIVER'S MEETING WITH THE PUBLIC

January 18, 2018

- 1. Call to Order**
- 2. Pledge of Allegiance to the Flag**
- 3. Report from the Superintendent**
- 4. Presentations**
- 5. Commendations**
- 6. Approval of Minutes of previous meetings of December 21, 2017**
- 7. Public Comment**
- 8. Education Agenda**
 - A-1 Homebound Instruction for Students
 - A-2 Approval to adopt and approve Determinations from Student Hearings
 - A-3 Approval for Harcum College to provide youth court training
- 9. Personnel Agenda**
 - B-1 Approval of appointments, change in appointment date, resignations, termination, leaves of absence, return from leave of absence, reassignments, suspensions, and compensation for Grant Funded programs

10. Business Agenda

- C-1 Reports of the tax collectors: \$1,422,566.60
- C-2 Approval of the Treasurer's Report/Budget Report
- C-3 General Fund Budget: \$2,613,530.75. Approval of payrolls
General Fund Budget: \$8,827,055.18. Approval of list of payments
- C-4 Approval to close out obsolete bank accounts
- C-5 Approval to contract with Benefit Connections
- C-6 Approval of change order for Phase 2 of HVAC project for High School
- C-7 Approval to contract with Gallagher Benefit Services
- C-8 Approval to adopt the Accelerated Budget Opt Out Certifying Tax Rate Within Inflation Index
- C-9 Approval to award bid for boiler replacement section for CUSA

11. Other Business

12. Adjournment

Chester Upland School District

RECEIVER’S MEETING WITH THE PUBLIC

January 18, 2018

EDUCATION AGENDA

A-1 Homebound Instruction for Students

| <u>Student #</u> | <u>School</u> | <u>Effective Date</u> |
|------------------|---------------|-----------------------|
| 77372 | CHS | 12/20/17 |
| 210407 | CHS | 01/10/18 |

A-2 Approval to adopt and approve Determinations from Student Hearings

| <u>Student #</u> | <u>Date of Hearing</u> |
|------------------|------------------------|
| 82149 | 12/5/2017 |
| 74730 | 12/5/2017 |
| 211050 | 12/5/2017 |
| 82041 | 12/12/2017 |
| 1000440 | 12/12/2017 |

A-3 Approval for Harcum College to provide youth court training

RESOLVED, that the Receiver, acting as the Board of School Directors, grants approval for Harcum College to provide youth court training for students and staff at Toby Farms Intermediate and Chester High School. Youth courts are student run school disciplinary programs in which students are trained to play the roles of judge, youth advocate, jury foreperson, juror, bailiff and clerk. Student offenders (respondents) are questioned about their misbehavior by a jury of their peers which deliberates before imposing a restorative justice, and not punitive, disposition.

Payable From: Ready to Learn Grant

Cost: Not to exceed \$20,000 for the 2017-18 school year

Executive Sponsor: Nikki Monroe-Hines

PERSONNEL AGENDA**B-1 Approval of appointments, change in appointment date, resignations, termination, leaves of absence, return from leave of absence, reassignments, suspensions, and compensation for Grant Funded programs**

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

| <u>Name</u> | <u>Position/Location</u> | <u>Salary</u> | <u>Effective Date</u> | <u>New Position or Replacement</u> |
|---------------------------|---|-------------------------------|------------------------------|---|
| Caulk, Shanta | Teacher Assistant Stetser | 22,356 10 months | 1/11/2018 | Replacement 0192 G.F.B. 2017-2018 |
| Elliott, Sharron | Teacher Assistant Stetser | 22,356 10 months | 1/16/2018 | Replacement 0291 G.F.B. 2017-2018 |
| Garcia, Mirtha | Teacher Assistant (ELD) Chester High | 22,356 10 months | 1/2/2018 | Replacement 0635 G.F.B. 2017-2018 |
| Libik, Joshua | Elementary Teacher CUSA | 44,176 B/1 10 months | 2/5/2018 | Replacement 0207 G.F.B. 2017-2018 |
| Mathis, Gregory | School Safety Officer Per Diem-District Wide | 17,277 10 months | 1/2/2018 | Replacement 0675 G.F.B. 2017-2018 |
| Melendez-Rivera, Diane | Teacher Assistant (ELD) Main Street | 22,356 10 months | 1/18/2018 | Replacement 0069 G.F.B. 2017-2018 |
| Shuford, Lawrence | Truancy Assistant Chester High | 19.29/hr 10 months | 1/8/2018 | Replacement 0125 G.F.B. 2017-2018 |
| Simpson, Glenn | Middle School Baseball Coach | 1,500 Seasonal | 12/17/2017 | Replacement 0674 G.F.B. 2017-2018 |
| Smith, Alyssa | Special Educa. Teacher Toby Farms | 44,176 + 200 10 months B/1 | 1/2/2018 | Replacement 0631 G.F.B. 2017-2018 |

RESOLVED, that the following **change in appointment date** be approved on the effective date respectively noted:

| <u>Name</u> | <u>Position/Location</u> | <u>Initial Date</u> | <u>New Date</u> |
|--------------------|---------------------------------|----------------------------|------------------------|
| Motley, Alvin | Climate Manager Stetser | 1/2/2018 | 1/10/2018 |

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

| <u>Name</u> | <u>Position/Location</u> | <u>Effective Date</u> |
|----------------------|---|------------------------------|
| Dowling, Christopher | English Teacher Chester High | 3/3/2018 |
| Nielsen, James | Support Service Coordinator Administration | 2/18/2018 |
| Miller, Casandra | Teacher Assistant CUSA | 1/5/2018 |
| Lucchine, Matthew | Spec. Ed. Teacher Toby Farms | 2/2/2018 |

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

| <u>Name</u> | <u>Position/Location</u> | <u>Effective Date</u> |
|--------------------|-------------------------------------|------------------------------|
| Foreman, Quran | Per Diem Custodian District Wide | 1/1/2018 |
| Smith, Ricky | Per Diem Custodian District Wide | 1/1/2018 |

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

| <u>Name</u> | <u>Position/Location</u> | <u>Effective Date</u> |
|--------------------|------------------------------------|------------------------------|
| Long-Elliott, Tia | Assistant Principal CUSA | FMLA 1/22/2018-2/5/2018 |
| Mela, MaryKate | Graphic Arts Teacher Toby Farms | FMLA 11/15/2017-2/9/2018 |
| Wright, Brian | Head Custodian Chester High | FMLA 12/29/2017-2/15/2018 |

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

| <u>Name</u> | <u>Position/Location</u> | <u>Effective Date</u> |
|--------------------|--|---|
| Orr, Christopher | Lead Technology Teacher District Wide | 1/2/2018 half days 1/15/2018 full-time |

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

| <u>Name</u> | <u>From Position Location</u> | <u>To Position Location</u> | <u>Effective Date</u> |
|--------------------|--------------------------------------|------------------------------------|------------------------------|
| Abdullah, Ala | Custodian Chester High School | Custodian Toby Farms | 1/10/2018 |
| Thomas, Kevin | Custodian CHS/Admin. | Custodian Chester High School | 1/10/2018 |
| Wicks, Deborah | Custodian Toby Farms | Custodian CHS/Admin. | 1/10/2018 |
| Wright, Brian | Custodian Chester High School | Custodian CUSA | 1/10/2018 |

FURTHER RESOLVED, that the following **suspension** be approved on the effective date respectively noted (Justification file in the Office of Human Resources)

| Effective Dates | Name on File in Human Resources | Title | Location | Status |
|-------------------------|---------------------------------|-----------------------|------------|-----------------------|
| 1/3-4/2018 | | School Safety Officer | CHS | Suspended without pay |
| 1/8-12/2018 | | Custodian | STEM | Suspended without pay |
| 12/19 move to terminate | | Custodian | Toby Farms | Suspended without pay |

FURTHER RESOLVED, that the Receiver, acting as the Board of School Directors, grant approval for the following individuals to participate in the **grant-funded Programs** during the 2017-2018 school year as listed below:

Ongoing ELD Professional Development Training

| <u>Employee</u> | <u>Rate</u> |
|-------------------|-------------|
| Mary Sue Fachet | \$25/hr |
| Josephine Kowalek | \$25/hr |
| Sterling Daniels | \$25/hr |
| Candi Davie | \$25/hr |
| Sandra Bieksza | \$25/hr |

Stetser Cultural Proficiency Professional Development

| <u>Employee</u> | <u>Rate</u> |
|-----------------|-------------|
| Anne Warfel | \$25/hr |

CUSA After School

| <u>Employee</u> | <u>Position</u> | <u>Rate</u> |
|-----------------|------------------------|-------------|
| Robin Moore | Substitute Coordinator | \$40/hr |
| Jabril Sabree | Safety Officer | \$18/hr |

Toby Farms After School

| <u>Employee</u> | <u>Position</u> | <u>Rate</u> |
|-----------------|-----------------|-------------|
| Ikea Campbell | Nurse | \$28.50/hr |

STEM Family Night December 14, 2017

| <u>Employee</u> | <u>Position</u> | <u>Rate</u> |
|-----------------|-----------------|-------------|
| Gloria Johnson | Secretary | \$15/hr |
| Tyrone Neal | Counselor | \$25/hr |

STEM After School

| <u>Employee</u> | <u>Position</u> | <u>Rate</u> |
|-----------------|-----------------|-------------|
| LaVar Edwards | Nurse | \$28.50/hr |

BUSINESS AGENDA

C-1 Reports of the tax collectors: \$1,422,566.60

RESOLVED, that the reports of the City of Chester, Borough of Upland, and Chester Township for the period December 1, 2017 through December 31, 2017 in the amount of \$1,422,566.60 be received, be noted upon the Minutes and filed.

Executive Sponsor: Robert Schoch

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

RESOLVED, that the attached Treasurer's Report/Budget Report for the fiscal month ended December 31, 2017 be APPROVED by the Receiver, acting as the Board of School Directors.

Executive Sponsor: Robert Schoch

C-3 General Fund Budget: \$2,613,530.75. Approval of payrolls

RESOLVED, that the payrolls dated in December, 2017 of the various accounts totaling for all accounts the grand sum of \$2,613,530.75, be approved by the Receiver, acting as the Board of School Directors.

General Fund Budget: \$ 8,827,055.18. Approval of list of payments

RESOLVED, that the attached list of payments of the various accounts totaling for all accounts and funds the grand sum of \$8,827,055.18, of which General Fund payments total \$8,002,384.47, and Food Services Fund payments total \$157,415.96 and Capital Projects Fund payments total \$667,254.75, 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 January 18, 2018 Minutes.

Payable From: General Fund Budget

Executive Sponsor: Robert Schoch

C-4 Approval to close out obsolete bank accounts

RESOLVED, that the Receiver, acting as the Board of School Directors, grant approval to close out obsolete bank accounts with no activity and transfer the money to the General Fund. The accounts are Operating Reserve at \$20,973.13 and Columbus Elementary at \$22,053.66.

Executive Sponsor: Robert Schoch

C-5 Approval to contract with Benefit Connections

RESOLVED, that the Receiver, acting as the Board of School Directors, grants approval to contract with Benefit Connections of Carlisle, Pennsylvania to perform an audit of dependent healthcare eligibility.

Payable From: General Fund Budget

Cost: \$10,500

Executive Sponsor: Robert Schoch

C-6 Approval of change order for Phase 2 of HVAC project for High School

RESOLVED, that the Receiver, acting as the Board of School Directors, grant approval of change orders for Phase 2 of the High School HVAC project.

The change orders to date are shown below:

| Type | Change Order Number | Contractor | Description of Work | Change Order Amount | |
|------------|---------------------|------------------------|--|---------------------|---------------------------|
| | | | | From Allowances | Change to Contract Amount |
| Mechanical | M-01 | Myco Mechanical, Inc. | Install temporary boiler | \$ 29,672.21 | |
| Mechanical | M-02 | Myco Mechanical, Inc. | Expansion Tank Credit-CHW Piping Add | \$ 9,866.27 | |
| Mechanical | M-03 | Myco Mechanical, Inc. | Temporary boiler-2nd month | \$ 19,588.80 | |
| Plumbing | PL-04 | Stan Roch Plumbing Inc | Replace defective sanitary stacks-9 locations | | \$ 55,236.95 |
| Plumbing | PL-05 | Stan Roch Plumbing Inc | Install 2 new gas regulators | | \$ 13,725.48 |
| Plumbing | PL-06 | Stan Roch Plumbing Inc | Remove sink racks, counter tops, cabinets. Cap gas lines, patch surfaces. | | \$ 10,303.54 |

Payable From: QZAB Bond Issue

Cost: \$79,265.97

Executive Sponsor: Robert Schoch

C-7 Approval to contract with Gallagher Benefit Services

RESOLVED, that the Receiver, acting as the Board of School Directors, grants approval to contract with Gallagher Benefit Services for \$5000 and ACA Tracker for \$7500 to perform compliance reporting for employee healthcare as required by the Affordable Care Act.

Payable From: General Fund Budget

Cost: \$12,500

Executive Sponsor: Robert Schoch

C-8 Approval to adopt the Accelerated Budget Opt Out Certifying Tax Rate Within Inflation Index

The purpose of this resolution is to allow the school district to follow normal budget procedures, and dispense with the more complicated, expensive, and accelerated Act 1 budget requirements. This option is available only to school districts that are certain the next year budget can be funded without increasing the real estate tax rate by more than the index (and therefore without seeking approval for any index limit exceptions). This resolution may be adopted after the preliminary budget is available, or the board has sufficient information to be certain the budget can be funded by a tax increase within the index. For fiscal year 2018-19, the resolution must be adopted no later than January 25, 2018.

Background. Act 1 § 311(a), 53 P.S. § 6926.311(a), requires an accelerated budget adoption timeline and procedure unless a school district, no later than 110 days before the primary election, adopts a resolution containing the certifications incorporated in this resolution. The deadline this year is January 25, 2018. After adoption of a resolution containing such certifications, § 311(d) authorizes a school district to comply with pre-Act 1 budget adoption rules as set forth in School Code § 687, 24 P.S. § 6-687. The School Board has reviewed the school district preliminary budget or has other information sufficient to make a determination that the budget for the next fiscal year can be funded based on maintaining current tax rates or increasing taxes by an amount less than or equal to the Act 1 index. In lieu of the Act 1 budget adoption timeline and procedure, the School Board wishes to make the required certifications and comply with pre-Act 1 budget adoption rules.

RESOLVED, that the Board of School Directors of the Chester Upland School District, makes the following unconditional certifications:

1. The school district's various tax levies and other revenue sources will be sufficient to balance the school district final budget for the next fiscal year (2018-19) based on maintaining current tax rates or increasing tax rates by an amount less than or equal to the Act 1 index applicable to the school district as calculated by the Pennsylvania Department of Education. This conclusion is based on the school district preliminary budget or other information available to the School Board.
2. The applicable index for the next fiscal year is 3.8%, and the School Board will not for the next fiscal year increase the rate of its real estate tax, or any other tax for the support of public education, by an amount that exceeds the applicable index.
3. The School Board has to date and in the future will comply with the rules set forth in School Code § 687 for adoption of the school district proposed and final budgets for the next fiscal year.
4. The School Board understands that the school district will not be eligible to use Act 1 referendum exceptions for the next fiscal year.

ADOPTED by the School Board on January 18, 2018.

_____, Secretary

[Per Act 1 §§ 311(d)(2)(ii) and (iii), the school district must, within 5 days after adoption of this resolution submit to PDE: (1) on a PDE prescribed form, information on any proposed tax increase – **Real Estate Tax Rate Report**; and (2) a copy of this resolution.]

Executive Sponsor: Robert Schoch

C-9 Approval to award bid for boiler replacement section for CUSA

RESOLVED, that in response to solicitation of bids for #1 boiler section replacement at CUSA 2017-2018 school year be awarded to the following vendor in the amounts indicated.

| VENDOR | DESCRIPTION | AMOUNT |
|-----------------------------|---------------------------|---------------|
| Tozour Energy Systems, Inc. | Repairs to Heating System | \$8,785.00 |

Payable From: General Fund Budget

Cost: \$8,785

Executive Sponsor: Marvin Newton