

**CHESTER UPLAND SCHOOL DISTRICT
MINUTES OF THE RECEIVER'S
MEETING OF THE PUBLIC**

**March 27, 2013
6:15 P.M.**

A Public Meeting of the Receiver of the Chester Upland School District was held this evening at the Administration Building of the Chester Upland School District, located at 1720 Melrose Avenue, Chester, Pennsylvania.

Executive Staff Present: Mr. Joseph P. Watkins, Receiver
 Mr. Brian Feick, Chief Business Administrator

Solicitor: Leo A. Hackett, Esquire

Special Counsel: George B. Dawson, Esquire

Absent: Dr. Thomas Persing, Acting Superintendent
 Dr. Tony Watson, Acting Deputy Superintendent
 George Crawford, Chief Financial Officer

The Receiver's meeting opened with the Pledge of Allegiance to the Flag.

NOTICE OF ADVERTISED MEETING

(COPY OF ADVERTISED NOTICE ATTACHED)

STUDENT RECOGNITION

None.

STUDENT REPRESENTATIVES TO THE RECEIVER

None.

REPORT FROM THE SUPERINTENDENT

None.

PRESENTATIONS

None.

APPROVAL OF MINUTES OF MEETINGS OF FEBRUARY 21, 2013.

THE MINUTES OF THE PREVIOUS MEETING OF FEBRUARY 21, 2013 WERE APPROVED BY JOSEPH P. WATKINS, RECEIVER.

PUBLIC COMMENT ON AGENDA ITEMS

Anthony Johnson, School Board Member – Regarding Items #A-4 and #C-10, questioned the District’s need to hire consultants? Inquired about access funding? Spoke on various special education concerns.

Andria Saia, Assistant District Superintendent for Student Services responded.

Tyra Quail – Inquired as to the program the District will use to evaluate teachers? Questioned if teacher training has started? Regarding Item #A-10, questioned the assessment of the English Language Arts curriculum? Questioned the District’s hiring process?

Andria Saia responded.

Joseph Watkins responded.

Brian Feick responded.

Tameka Friend – Inquired as to when her son’s special education related problems would be corrected?

Joseph Watkins responded.

Leo Hackett, Esq. responded.

Andria Saia responded.

David Weigan – Spoke on the District wasting money by not accomplishing anything.

Jean Arnold – Asked for information regarding the comprehensive plan of the State appointed special education employees, Fran Warkomski and Mike Harmon? Inquired about safety issues? Spoke on staff development and the Smart Goals Program.

Andria Saia responded.

Brian Feick responded.

John Shelton, Jr., CUESPA President – Stated that everyone in the District needs to work together as a team. The teachers are willing to work with Administration.

Dennis Martinelli – Offered advice to the newly appointed Assistant District Superintendent for Student Services, Andria Saia.

Bill Riley – Stated that the community will not trust anyone in Administration until they are given a functioning school district.

EDUCATION AGENDA

A-1 Approval to adopt and approve Student Hearings.

RESOLVED, that the Resolutions pertaining to the following students being presented to the Receiver, acting as the Board of School Directors, be hereby adopted and approved:

STUDENT I.D. #:	DATE OF HEARING:
#068655	01/30/13
#068554	01/30/13
#083213	01/30/13

#082474	01/30/13
#068332	01/30/13
#080729	01/30/13
#072141	02/20/13
#066899	02/20/13
#071868	02/20/13
#070339	02/20/13
#066812	02/20/13
#073951	02/20/13

Executive Sponsor: Dr. Tony L. Watson

A-2 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:

Student ID #:	School:	Effective Dates:
071228	Showalter	02/11/13 – 05/15/13
068148	CHS	02/13/13 – 05/17/13

Payable from: 2012-2013 General Fund Budget

Executive Sponsor: Dr. Tony L. Watson

A-3 2012-2013 General Fund Budget: \$5,500.00 - Approval to enter into a Special Education Agreement.

RESOLVED, that the Receiver, acting as the Board of School Directors, is authorized to enter into a Special Education Settlement Agreement with Student #078736 which includes attorneys' fees to Thalheimer & Palumbo, P.C., not to exceed Five Thousand Five Hundred (\$5,500.00) Dollars.

Payable from: 2012-2013 General Fund Budget

Executive Sponsor: Mary Payne

A-4 IDEA and ACCESS Funds: \$40,000.00 - Approval to enter into a contractual agreement with Dr. Joseph Coleman.

RESOLVED, that the Receiver, acting as the Board of School Directors, authorize a contractual agreement for special education services with Dr. Joseph Coleman to support district wide monitoring of timely and compliant evaluations, progress monitoring, and IEP development at a rate of \$500.00 per day for a maximum of 80 days, for a total amount not to exceed \$40,000.00, effective from March 4, 2013 to June 28, 2013.

Payable from: IDEA and ACCESS Funds
Executive Sponsor: Andria Saia

A-5 IDEA and ACCESS Funds - Approval for First Aid, CPS and AED Training.

RESOLVED, that the Receiver, acting as the Board of School Directors, authorize the Office of Special Education to provide a second onsite First Aid, CPR and AED training by certified American Red Cross personnel for approximately 55 participants consisting of newly hired Personal Care Assistants (PCAs) and PCA reserves on March 26, 2012. The cost per person is \$100.00 including a 10% discount and a waived \$250.00 service delivery fee.

Payable from: IDEA and ACCESS Funds
Executive Sponsor: Andria Saia

A-6 IDEA and ACCESS Funds - Approval to attend the Pennsylvania Training and Technical Assistance Network Autism Initiative.

RESOLVED, that the Receiver, acting as the Board of School Directors, grant permission for Susan Raiders, Special Education Supervisor, Richard Lucchine, Autistic Support Teacher and Stephanie Bryan, Autistic Support Teacher to attend the Pennsylvania Training and Technical Assistance Network Autism Initiative training at the Carbone Clinic in Valley Cottage, NY, April 4 – April 5, 2013. Professional leave will be granted with no loss of pay or benefits.

FURTHER RESOLVED, that the Receiver, acting as the Board of School Directors, grant approval for lodging (\$510.00/two rooms/two nights), meals, (\$60.00 per day) and travel (.555 per mile).

Payable from: IDEA and ACCESS Funds
Executive Sponsor: Andria Saia

A-7 2012-2013 General Fund Budget: \$4,800.00 – Approval to enter into a Special Education Agreement.

RESOLVED, that the Superintendent is authorized to enter into a Special Education Settlement Agreement with Student #080971 which includes attorneys' fees to Thalheimer and Palumbo P.C. not to exceed Four Thousand Eight Hundred (\$4,800.00) Dollars.

Payable from: 2012-2013 General Fund Budget
Executive Sponsor: Mary Payne

A-8 Title I Funds – Approval to attend the 2013 Annual Pennsylvania Association Federal Program Coordinators (PAFPC) Conference.

RESOLVED, that the Receiver, acting as the Board of School Directors, grant permission for Nikki Monroe-Hines, Director of Federal Programs, to attend the 2013 Annual Pennsylvania Association Federal Program Coordinators (PAFPC) conference at the Westin Hotel, Pittsburgh, PA, April 14 - April 17, 2013. Professional leave will be granted with no loss of pay or benefits.

FURTHER RESOLVED, that the Receiver, acting as the Board of School Directors, grant approval for registration fees (\$100.00 for PAFPC district level membership and \$360.00 for conference attendance), parking (\$22.00 per day), meals (\$60.00 per day), and travel (.505 per mile).

Payable from: Title I Funds
Executive Sponsor: Brian D. Feick

A-9 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 & Electives to be added:

- General Science
- Honors General Science
- AP Calculus
- Introduction to Engineering
- Honors Physics

Executive Sponsor: Dr. Tony L. Watson

A-10 Title II Funds: Approval of a contractual agreement with consultant Karen Hessel.

RESOLVED, that the Receiver, acting as the Board of School Directors, approve a contract with consultant, Karen Hessel, to facilitate and complete district and school improvement plans; consult on the development and implementation of the 9th Grade Academy; assist in assessing the pre-K-8th grade English Language Arts curriculum program; assist in transitioning to a Positive Behavior Support (PBS) model; and assist in the development of a 5-year Professional Development plan for principals and teachers to guide transition to PBS and the Common Core. Cost not to exceed \$26,250.00.

Payable from: Title II
Executive Sponsor: Rachel Foster

EDUCATION AGENDA ITEMS #A-1 THRU #A-10 WERE APPROVED BY JOSEPH P. WATKINS, RECEIVER.

PERSONNEL AGENDA

B-1 General/Categorical Funds. Approval of appointments, leave of absence, extension of leaves of absence, resignations, retirements, reassignments, terminations, completion of probation, recall from furlough, spring high school coaching appointments and rescind of 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>
Kane III, Joseph	Long-Term Substitute Teacher Chester High School	\$100/day	04/02/13	New Position 2012-2013 G.F.B.
Lee Buttram, Shena	Long-Term Substitute Teacher Chester Upland School of the Arts	\$100/day	03/12/13	New Position 2012-2013 G.F.B.
Rivingston, Kate	Long-Term Substitute Teacher Chester Upland School of the Arts	\$100/day	03/12/13	New Position 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>
Brown, Isiah	Personal Care Aide Stetser Elementary School	\$65/day 10 months	03/13/13	New Position 2012-2013 G.F.B.
Durham, Estrella	Personal Care Aide Floater	\$65/day 10 months	02/22/13	New Position 2012-2013 G.F.B.
Durst, Danielle	School Safety Officer School Safety Department	\$17,277 10 months	04/02/13	Replacement 2012-2013 G.F.B.
Harris, Dennis	Per Diem Custodian Maintenance Department	\$8.28/hour	04/02/13	Replacement 2012-2013 G.F.B.
Hastings, Romaine	Per Diem Custodian Maintenance Department	\$8.28/hour	04/02/13	Replacement 2012-2013 G.F.B.
Legette, Truluck	Per Diem Custodian Maintenance Department	\$8.28/hour	04/02/13	Replacement 2012-2013 G.F.B.
McDonald, Dino	Bus Driver Transportation Department	\$18.17/hour 10 months	04/02/13	Replacement 2012-2013 G.F.B.
Payne, Darrell	Personal Care Aide Chester Upland School of the Arts	\$65/day 10 months	03/11/13	New Position 2012-2013 G.F.B.
Wicks, Deborah	Per Diem Custodian Maintenance Department	\$8.28/hour	04/02/13	Replacement 2012/2013 G.F.B.
Wilson, Sean	Long-Term Substitute Climate Manager Main Street Elementary School	\$95/day	02/27/13	New Position 2012-2013 G.F.B.

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

(a) Professional

<u>Name</u>	<u>Position/Location</u>	<u>Effective Date</u>
Katz, Jennie	School Psychologist Toby Farms Intermediate School	04/25/13 – 10/07/13 (FMLA/Maternity)
Stolley, Barbara	Teacher, Kindergarten Chester Upland School of the Arts	03/11/13 – 05/28/13 (Medical)
Williams, Sally	School Nurse Stetser Elementary School & Showalter Intermediate School	03/29/13 – 05/28/13 (FMLA)

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

(a) Non Professional

<u>Name</u>	<u>Position/Location</u>	<u>Effective Date</u>
Bonner, Donna	Secretary Chester High School (Alternative Education Program)	03/04/13 – 04/08/13

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

(a) Non Professional

<u>Name</u>	<u>Position/Location</u>	<u>Effective Date</u>
Davis, Norman	Climate Manager Main Street Elementary School	03/04/13
Malloy, Shalayah	Personal Care Aide Toby Farms Intermediate School	02/25/13
Tillery, Darryl	Personal Care Aide Main Street Elementary School	03/08/13

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

(a) Non Professional

<u>Name</u>	<u>Position/Location</u>	<u>Effective Date</u>
DiNicola, Louis	Head Custodian Maintenance Department	06/30/13
Thuer, Wayne	HVAC Mechanic Maintenance Department	04/15/13

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

(a) Non Professional

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Blythe, Brandon	Bus Aide Transportation Department \$10.99/hour 10 months	Van Driver Transportation Department \$16.37/hour 10 months	03/05/12
Boneparte, Pauline	Special Education Assistant – ACCESS Administration Building \$44,990 12 months	Special Education Coordinator Administration Building \$50,000 12 months	03/18/13
Dale, Arretta	School Safety Officer School Safety Department Building \$17,277 10 months	Per Diem School Safety Officer School Safety Department \$11.27/hour	03/04/13

Kelly, Rashod	Van Driver Transportation Department \$16.37/hour 10 months	Bus Driver Transportation Department \$18.17/hour 10 months	03/05/12
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FURTHER RESOLVED, that the following **terminations** be approved on the effective date respectively noted:

(a) Non Professional

<u>Name</u>	<u>Position/Location</u>	<u>Effective Date</u>
Brown, Isiah	Substitute Personal Care Aide Stetser Elementary School	03/18/13
Hunter, Theresa	Bus Aide Transportation Department	02/04/13

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

(a) Non Professional

<u>Name</u>	<u>Position/Location</u>	<u>Effective Date</u>
Barksdale, Demetreus	Custodian Maintenance Department	02/01/13
Fowler, Delilah	Bus Driver Transportation Department	02/06/13
Holland, Oleaver	Custodian Maintenance Department	02/01/13
Laird, Amanda	Health Room Assistant (LPN) Chester Upland School of the Arts & Toby Farms Intermediate School	03/08/13
Lennon, Arlene	School Safety Officer School Safety Department	03/18/13

Martin, Robert	Bus Driver Transportation Department	02/21/13
Michael, T'Sa	Special Education Clerk Administration Building	02/26/13
Nixon, Safiya	Bus Aide Transportation Department	02/01/13
Redd, Hodges	Climate Manager Chester Upland School of the Arts	02/14/13
Williams, Zernest	School Safety Officer School Safety Department	03/19/13

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

(a) Professional

<u>Name</u>	<u>Position/Location</u>	<u>Effective Date</u>
Paquette, Richard	Teacher, Social Studies STEM Magnet High School	04/02/13

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

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Bradley, Hyreem	Assistant Coach, Girls' Track	\$3,000.00
Tiller, Robert	Assistant Coach, Baseball	\$2,625.00

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

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Nnamani, Salena	Assistant Coach, Girls' Track	\$3,000.00
Williams, Zernest	Assistant Coach, Baseball	\$2,625.00

Executive Sponsor: Michelle R. Chapman

PERSONNEL AGENDA ITEM #B-1 WAS APPROVED BY JOSEPH P. WATKINS, RECEIVER.

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 February 1, 2013 through February 28, 2013 in the amount of -0- be received, be noted upon the Minutes and filed.

(NONE FOR THIS MONTH)

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 February 28, 2013 be APPROVED by the Receiver, acting as the Board of School Directors.

C-3 General Fund Budget: \$6,037,278.01. Approval of list of payments.

RESOLVED, that the attached list of payments dated February 22, 2013, through March 27, 2013 checks numbering 00032174 through 00032293, of the various accounts totaling for all accounts the grand sum of \$6,037,278.01, 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 March 27, 2013 Minutes.

(LIST OF PAYMENTS ATTACHED)

General Fund Budget: \$2,010,263.04. Approval of payrolls.

RESOLVED, that the payrolls dated February 13, 2013 and February 27, 2013 of the various accounts totaling for all accounts the grand sum of \$2,010,263.04 be approved by the Receiver, acting as the Board of School Directors.

Payable from: General Fund Budget

Executive Sponsor: Brian D. Feick

C-4 Bid Awards for Phase I of the Emergency Hot Water System Replacement Project at CHS.

RESOLVED, that in response to solicitation of bids for Phase I of the Emergency Hot Water System Replacement Project at Chester High School for the 2012-2013 school year be awarded to the following vendors in the amounts indicated.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Powerhouse	Hot Water Heater Lease	\$10,000.00
AJB Mechanical	Contractor for Installation	\$56,374.00
L and R Associates	Hot Water System Purchase	\$17,500.00
Bonnett and Associates	Architectural Fees	As per Retainer
	TOTAL	\$83,874.00

Payable from: General Fund Budget
Executive Sponsor: Brian D. Feick

Approval of Delaware County Area Vocational-Technical Resolution (2013-2014).

DELAWARE COUNTY AREA
VOCATIONAL-TECHNICAL BOARD
RESOLUTION NO. 56

RESOLVED, that the budget of the Delaware County Technical High Schools for the school year 2013-2014 in the form and amounts presented at this meeting totaling \$11,574,273 be and is hereby adopted and the proper officers are directed to submit the same for approval to the Department of Education of the Commonwealth of Pennsylvania.
* * *

CERTIFICATION

I, the undersigned, Secretary of the _____ Chester Upland _____ School District, a member board of the Area Vocational-Technical Board, do hereby certify that the foregoing is a true and correct copy of a resolution duly acted upon by the members of the Board of such district at a meeting duly held the 27th day of March A.D., 2013, at which meeting the vote of each member was as follows:

	<u>Affirmative</u>	<u>Negative</u>	<u>Absent or Abstained</u>
<u>Joseph P. Watkins, Receiver</u>	<u>1</u>	<u>0</u>	<u>0</u>

Certified to this 16th day of April A.D., 2013

By _____
Brian D. Feick, Board Secretary

Chester Upland
School District

Affix
(Corporate Seal)

Executive Sponsor: Brian D. Feick

C-6 Approval of the Special Education Funding and Service Agreement (2013-2014).

**SPECIAL EDUCATION
FUNDING AND SERVICE AGREEMENT
2013-2014**

THIS AGREEMENT is made this 27th day of March, 2013, between **CHESTER UPLAND SCHOOL DISTRICT** of Chester, Pennsylvania ("District") and the DELAWARE COUNTY INTERMEDIATE UNIT NO. 25 of 200 Yale Avenue, Morton, Pennsylvania ("IU"). In consideration of the promises and covenants contained in this agreement, and intending to be legally bound, the parties agree as follows:

A. Responsibilities of the IU

1. During the 2013-2014 school year, the IU will maintain and operate a program of special education services in accordance with the provisions of the Special Education Plan of the Delaware County Intermediate Unit, as submitted to the Pennsylvania Department of Education on or about April 30, 2013.
2. The IU will conduct its program of special education services at a cost of \$23,400,465 as described in the 2013-2014 Special Education budget as adopted by the Board of Directors of the IU at its public meeting held on March 6, 2013.
3. The IU will extend its program of special education services to those students of the District who, during the 2013-2014 budget process, have been identified as being in need of the IU's special education services and for whom the District has issued, or intends to issue, an appropriate Notice of Recommended Educational Placement (NOREP).

B. Responsibilities of the District

1. The District will pay the sum of \$1,487,153 to the IU during the 2013-2014 school year in accordance with the following schedule, in order to fund the minimum cash flow requirements of the IU special education program of services:

- a. no later than **September 1, 2013**, twenty-five percent (25%) of the above sum;
- b. no later than **November 1, 2013**, twenty-five percent (25%) of the above sum;
- c. no later than **January 1, 2014**, twenty-five percent (25%) of the above sum;
- d. no later than **April 1, 2014**, twenty-five percent (25%) of the above sum.

Final reconciliation of payments to expenses will occur no later than **November, 2014**.

2. The amount of the financial responsibility of the District as stated in paragraph B.1. has been calculated by the IU, with the consent of the District, based upon the projected participation by students of the District in the special education services and programs of the IU; said amount is the District's proportionate share of the total costs of maintaining and conducting the IU's program of special education services.

C. General Provisions

1. The terms of this agreement are intended to affect only the relationship between the parties with respect to the funding of special education programs resulting from the provisions of Act 25 of 1991 of the General Assembly of Pennsylvania; all other rights, duties, liabilities, and immunities as heretofore established in law shall not be changed or altered by the terms of this agreement.

CHESTER UPLAND SCHOOL DISTRICT

DELAWARE COUNTY INTERMEDIATE UNIT

By: _____
Brian Feick, Board Secretary

By: _____

Attest: _____

Attest: _____

Executive Sponsor: Brian D. Feick

C-7 Approval of Delaware County Intermediate Unit Budget (2013-2014).

RESOLUTION

CONCERNING INTERMEDIATE UNIT BUDGET

Section 914-A (6) (i) Act 102 of 1970 requires that the intermediate unit budget shall be approved by “at least a majority of the school districts comprising the intermediate unit.”

At a meeting on March 27, 2013, by a unanimous vote of 1 to 0 with 0 abstaining and 0 absent, as recorded in the minutes, the members of the Board of Directors of the Chester Upland School District, a member of the **Delaware County** Intermediate Unit, Unit No. **25**, approved X or disapproved the budget of the intermediate unit for the fiscal year July 1, 2013 to June 30, 2014.

Joseph P. Watkins, Receiver

Attest:

Brian D. Feick, Board Secretary

SEAL

Instructions: Each school district will file one copy of this form with the intermediate unit office and it shall be made part of the intermediate unit budget file to confirm compliance with Section 914-A(6)(i) Act 102 of 1970.

DECO-779 (1/74)

Executive Sponsor: Brian D. Feick

2013-14
Delaware County Intermediate Unit Budget
Chester Upland School District Ballot

<i>Receiver</i>	<i>Vote</i>	<i>Budget</i>
Joseph P. Watkins	AYE	

C-8 Approval of revised Position Descriptions for Human Resources personnel.

RESOLVED, that approval is granted for revised Position Descriptions for Human Resources personnel.

Executive Sponsor: George R. Crawford

C-9 Approval to continue legal services with the firm Blank Rome LLP.

RESOLVED, that approval is granted for the firm Blank Rome LLP to continue providing legal services as labor counsel for the District for the period July 1, 2012 to June 30, 2014.

Executive Sponsor: George R. Crawford

C-10 Approval of Consultant Contract – Denis McCall

RESOLVED, that a Contact with the Consultant Denis McCall is approved for the period March 7, 2013 and concluding June 30, 2013 at a fee of Seventy Five (\$75.00) Dollars an hour not to exceed Five Thousand (\$5,000.00) Dollars per month. Contract includes budget preparation and forecasting services for the District in order to prepare a comprehensive budget with supporting documentation for 2013-2014.

Executive Sponsor: George R. Crawford

C-11 Approval of the District’s 2013-2014 Budget Development Timeline.

(SEE ATTACHMENT)

Executive Sponsor: George R. Crawford

**CHESTER UPLAND SCHOOL DISTRICT
BUDGET DEVELOPMENT TIMELINE
2013-2014**

January 31, 2013 – Approval of Act 1 “Not to Exceed Index” Resolution

March 4-21, 2013 – Complete Input of Current & Prior Year Data, Format Budget Book & Distribute Building Principal, Department Head & Central Administrator Zero-Based Budget Prep Worksheets

March 18-22, 2013 – Conduct Budget Prep Workshop for Building Principals, Department Heads & Central Office Administrators

March 21, 2013 – Receiver Approval of Budget Development Calendar

March 25-29, 2013 – Complete Current Year Budget Projections Including Separation of Categorical from Non-Categorical Funds

April 1-12, 2013 – Building Principal, Department Head & Central Office Administrator Budgets Returned to Business Office; Prepare First Draft Budget and Budget Book Supporting Documentation

April 15-19, 2013 – Complete Draft of Budget Book and Supporting Documentation

April 22-26, 2013 – Complete Draft of 3-Year Budget Forecast Including Capital Project Plan

April 29-May 3 – Review and Update Budget

May 6, 2013 – Present Preliminary Budget to Superintendent, Receiver and Central Office Administrators

May 16, 2013 – Approval of District’s Preliminary 2013-2014 General Fund Operating Budget; Public Presentation of Budget

May 20-31, 2013 – Review and Update Budget

June 10, 2013 – Present Budget Changes to Superintendent, Receiver and Central Office Administrators

June 11-21, 2013 – Finalize 2013-2014 Budget, Supporting Documentation & Multi-Year Forecast

June 27, 2013 – Approval of District’s Final 2013-2014 General Fund Operating Budget

C-12 Approval of PlanCon Applications, Part K.

RESOLVED, that approval is granted for PlanCon Applications, Part K: Project Refinancing for the Series 2008, \$24,995,000.00 General Obligation Refunding Bond.

Executive Sponsor: George R. Crawford

C-13 Acceptance of Grant – Chesapeake Bay Trust

RESOLVED, that acceptance is granted for the Chesapeake Bay Trust Echo-School Action Team school yard habitat project grant in the amount of \$2,800.00.

Executive Sponsor: George R. Crawford

C-14 Approval of Provider for Substitute Teachers – Kelly Services, Inc.

RESOLVED, that approval is granted for Kelly Services, Inc., to be the approved provider for substitute teachers effective February 14, 2013 through June 30, 2014, for a total contract amount not to exceed \$500,000.00.

Payable from: General Fund Budget
Executive Sponsor: Brian D. Feick

C-15 Approval to waive the interest on delinquent taxes.

RESOLVED, that the School District waive the interest on delinquent taxes for the years 1996 through 2002 on the property at 1401 Morton Avenue folio #49-02-1374-86 as previously approved by the City of Chester by reason of the fact that the property was assessed under two folio numbers by the County and the City and that a duplication folio number existed for this property and an adjacent property.

FURTHER RESOLVED, that this resolution is condition upon the taxpayer entering into an arrangement acceptable to the School District to pay any outstanding delinquent taxes, penalties and interest on the property other than the interest referred to herein.

Executive Sponsor: Brian D. Feick

BUSINESS AGENDA ITEMS #C-1 THRU #C-15 WERE APPROVED BY JOSEPH P. WATKINS, RECEIVER.

ADJOURNMENT

There being no further business *Receiver Joseph P. Watkins* adjourned the meeting at 7:30 pm.

CHESTER UPLAND SCHOOL DISTRICT
FINANCIAL RECOVERY RECEIVER

Joseph P. Watkins

Date