

**Report of the Superintendent and  
Administrative Staff to the  
Tredyffrin/Easttown Board of School Directors**

**Richard Gusick, Superintendent of Schools  
Tredyffrin/Easttown School District  
Tredyffrin/Easttown Administrative Office  
940 West Valley Road, Suite 1700  
Wayne, PA 19087  
Meeting Room 200**

**District Web Site: [www.tesd.net](http://www.tesd.net)**

**June 1, 2016  
Special Board Meeting  
5:30 P.M.**

**AGENDA**

**PAGE NUMBER**

- I. Call to Order and Pledge to the Flag**
- II. Comments and/or Questions from Community Members**

Citizens are invited to address the Board at this time. The public comment period is reserved for residents and taxpayers. Additionally, the Board will accept comments from sitting public officials for non-campaigning purposes and, by agreement with the TEEA, the Board will accept comments from the union president. The Board requests that each public comment made during this first opportunity be limited to items on the agenda. A five minute time period is allowed for individual comments, including acknowledgement or answer from the Board or staff when applicable. If it is determined that there is a large number of individuals who wish to comment on a particular topic, at the discretion of the presiding officer, the individual comment time may be reduced from five minutes to three minutes. All comments will be directed to the Board as a whole or to the presiding officer. No comments or questions shall be directed to individual Board members. If there is a large number of comments on a priority discussion topic during the first comment period, comments on that topic may be suspended until the priority discussion public comment period. Additional time is provided following any Priority Discussion/Action presentation and again at the end of the meeting for public comment on other topics. All public comments and responses must be in the spirit of civil public discourse. The Board thanks the public in advance for its cooperation.

- The agenda and materials are posted online for public information. Posted agenda information is updated as needed. A date at the bottom of a page indicates revised information
- A review copy of complete Board meeting materials is available in printed form at the Board meeting sign-in table.
- Abbreviated print copies of agenda materials are available at Board public meetings.
- Criteria for omitting pages from printed agenda materials: attachments of 10 pages or more, monthly financial reports, confidential student information, salaries and items annotated in the agenda.
- Please visit the District website for a recap of this meeting. Official meeting minutes are available on the website following their approval by the Board at a subsequent meeting.
- To receive email notification of District information, send an email to **[notification1@tesd.net](mailto:notification1@tesd.net)**
- The Board, at its discretion, may video record all or any portion of public Board meetings subject to the limitations set forth in Policy 9313. Board meeting videos are aired on Verizon Cable Channel 20 and Comcast Cable Channel 14. See the website for a program schedule.

**III. Priority Discussion**

Each Priority Discussion topic will be followed by questions/comments from the Board, opportunity for public comment then Board discussion/action.

A. Approval of Conestoga High School Class of 2016 ..... 5

Dr. Amy Meisinger, Principal, will present the 2016 graduating class of Conestoga High School for School Board approval. Commencement exercises will take place on June 7, 2016, at 7:00 p.m. at Villanova University.

- 1. Priority Discussion Presentation
- 2. Questions from Board
- 3. Comments and/or Questions from Community Members
- 4. Board Discussion/Deliberation/Action

**IV. Committee and Ambassador Reports**

A. Facilities – Virginia Lastner

The next meeting will be held at 5:00 p.m. on June 9, 2016 in the TEAO.

B. Finance – Virginia Lastner

The next meeting will be held at 7:00 p.m. on June 8, 2016 in the TEAO.

C. Diversity – Michele Burger

D. Policy – Kevin Buraks

The next meeting will be held at 7:00 p.m. on June 9, 2016 in the TEAO.

E. Education – Rev. Scott Dorsey

F. Intermediate Unit/Technical School – Rev. Scott Dorsey

G. Ad Hoc Public Information Committee – Rev. Scott Dorsey

H. Ad Hoc School Board Region Reapportionment Committee Meeting- Doug Carlson

**V. Consent Agenda**

Although Board action is required, it is generally unnecessary to hold discussion on these items. With the consent of all members, they are therefore grouped and approval is given in one motion. In the event a Board member wants to discuss any item, the Board President will move it to an appropriate place on the agenda. A Board member may vote nay or abstain with respect to a consent agenda item without the need for removing the item from the consent agenda.

A. Minutes of the May 9, 2016 Regular Board Business Meeting .....6

B. Receive Financial Reports

None.

C. Personnel

1. Routine Personnel Actions .....14

The Board will take action on routine resignations, releases, retirements, leaves, and appointments. The Board will also take action to record the names of volunteers who have served in the schools in recent weeks.

2. Contracted Services .....17

D. Curriculum and Instruction

None.

E. Business Office

1. Acceptance of Gifts .....18

2. Appointment of District Tax Collector for the 2016-2017 School Year.....18

3. Appointment of Board Treasurer for the 2016-2017 School Year .....18

4. Emergency Phone Notification Renewal .....18

5. Proposal for CCTV Engineering Study and Assessment.....20

6. Daley + Jalboot Architects, Inc. Proposal .....27

F. Staff and Students  
None.

G. Transportation  
None.

H. School Board

1. Policies Recommended for Second Reading.....30

The Board will take action on adoption of the following draft/revised/repealed policies as recommended by the Policy Committee.

- Draft Policy 6194: District Issued Laptops
- Revised Policy 8060: Security of District Facilities
- Repealed Policy 6133: Writing Across the Curriculum

**VI. Other Actions Under Consideration**

A. Policies for First Reading .....35

The following policies will be considered on a first reading basis as ready for adoption at the next regular Board meeting.

1. Draft Policy 3231: Federal Fiscal Compliance, First Reading .....35

- 1. Questions from the Board
- 2. Comments and/or Questions from Community Members
- 3. Board Discussion/Deliberation/Action

2. Draft Policy 3390: Travel Reimbursement, Federal Grant Requests,  
First Reading .....40

- 1. Questions from the Board
- 2. Comments and/or Questions from Community Members
- 3. Board Discussion/Deliberation/Action

3. Revised Policy 4020: Conflict of Interest and Disclosure of Confidential Information-  
Prohibition (Tredyffrin/Easttown School District Employees),  
First Reading .....42

- 1. Questions from the Board
- 2. Comments and/or Questions from Community Members
- 3. Board Discussion/Deliberation/Action

4. Revised Policy 8120: Food and Nutrition Services, First Reading .....47

- 1. Questions from the Board
- 2. Comments and/or Questions from Community Members
- 3. Board Discussion/Deliberation/Action

5. Revised Policy 9140: Board Committees, First Reading.....51

- 1. Questions from the Board
- 2. Comments and/or Questions from Community Members
- 3. Board Discussion/Deliberation/Action

- 6. Revised Policy 9360: Conflict of Interest (Organizational and Board Members),  
First Reading .....53
  - 1. Questions from the Board
  - 2. Comments and/or Questions from Community Members
  - 3. Board Discussion/Deliberation/Action
- B. Resolution Regarding Every Student Succeeds Act Implementation .....59
  - 1. Questions from the Board
  - 2. Comments and/or Questions from Community Members
  - 3. Board Discussion/Deliberation/Action

**VII. Comments or Questions from Community Members**

The public comment period for non-agenda items is reserved for residents and taxpayers.

**VIII. Information**

A. School Board Meetings

In accordance with Act 93 of 1998 (Sunshine Law), the Board of School Directors met on the following dates/times in executive session to discuss items in one or more of the following areas: personnel, litigation, legal matters, confidential information, labor relations, real estate or land acquisition.

May 23, 2016 at 6:30 p.m.

Future School Board Business Meetings are scheduled for:

Monday, June 13, 2016, Regular Board Business Meeting – 7:30 p.m. at Conestoga High School, 200 Irish Road, Berwyn

**IV. General Announcements**

**X. Adjournment**

**Report of the Superintendent and Administrative Staff  
to the Tredyffrin/Easttown Board of School Directors**

**June 1, 2016  
Special Board Meeting  
5:30 P.M.**

**AGENDA MATERIALS**

**Agenda III, Priority Discussion/Action**

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**Agenda III, A, 1: Approval of Conestoga High School Class of 2016**

VIA: Dr. Amy Meisinger, Principal, Conestoga High School

<p><b>Action Under Consideration:</b> That the Board of School Directors approves all students who have met the requirements for graduation as the Class of 2016, Conestoga High School, as submitted by Dr. Amy Meisinger, Principal, and that the final list be included in the official records of this meeting.</p>
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1. Priority Discussion Presentation
2. Questions from Board
3. Comments and/or Questions from Community Members
4. Board Discussion/Deliberation/Action

**Report of the Superintendent and Administrative Staff  
to the Tredyffrin/Easttown Board of School Directors**

**June 1, 2016  
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5:30 P.M.**

**AGENDA MATERIALS**

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**V, Consent Agenda**

VIA: Richard Gusick, Superintendent of Schools

**Action Under Consideration:** That the Board of School Directors approves the following Recommended Actions under the Consent Agenda (V):

- A. Minutes of the May 9, 2016 Regular Board Business Meeting
- C1. Routine Personnel Actions
- C2. Contracted Services
- E1. Acceptance of Gifts
- E2. Appointment of District Tax Collector for the 2016-2017 School Year
- E3. Appointment of Board Treasurer for the 2016-2017 School Year
- E4. Emergency Phone Notification Renewal
- E5. Proposal for CCTV Engineering Study and Assessment
- E6. Daley + Jalboot Architects, Inc. Proposal
- H1. Policies Recommended for Second Reading

Although Board action is required, it is generally unnecessary to hold discussion on these items. With the consent of all members, they are therefore grouped and approval is given in one motion. In the event a Board member wants to discuss any item, the Board President will move it to an appropriate place on the agenda. A Board member may vote no or abstain with respect to Consent Agenda items without the need for removing the item from the Consent Agenda.

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**Consent V, A: Minutes of the May 9, 2016, Regular Board Business Meeting**

VIA: Arthur J. McDonnell, Business Manager/Board Secretary

**Action Under Consideration:** That the Board of School Directors approves the minutes of the May 9, 2016 Regular Board Business Meeting (see attachment)

The Tredyffrin/Easttown Board of School Directors met in regular session on the above date at Conestoga High School, 200 Irish Road, Berwyn.

Members present: Kevin Buraks, Michele Burger, Douglas Carlson, Scott Dorsey, Roberta Hotinski, Todd Kantorczyk, Virginia Lastner, Katharine Murphy and Edward Sweeney. Roberta Hotinski participated in the meeting by telephone.

Others in attendance:

Richard Gusick, Superintendent of Schools;  
Arthur J. McDonnell, Business Manager/Board Secretary;  
David Francella, Treasurer;  
Michael Kristofco, District Solicitor;  
Jeanne Pocalyko, Director of Personnel;  
Andrea Chipego, Director of Individualized Student Services;  
Wendy Towle, Director of Curriculum, Instruction, Staff Development and Planning  
Mark Cataldi, Director of Assessment and Accountability;  
Mike Szymendera, Director of Instructional Technology;  
Nancy Adams, Curriculum Supervisor;  
Patrick Gately, Curriculum Supervisor;  
Oscar Torres, Curriculum Supervisor;  
Todd Parker, Principal, Devon Elementary School;  
Andy Phillips, Principal, T/E Middle School;  
Anthony DiLella, Assistant Principal, Conestoga High School;  
Amy Meisinger, Principal, Conestoga High School;  
Bob DeSipio, TEEA President;  
and members of the press.

**Report from Student Representatives**

None.

**Report from Professional Staff**

Valley Forge Elementary School teacher Melissa Moreno presented on coding.

Mr. Carlson thanked Conestoga High School students for sharing artwork displayed in the meeting room.

**Comments/Questions from Community Members:**

- Ray Clarke commented on academic excellence and taxes;
- Rose Kantorczyk, Callie Maslowsky and Rohan Gandhi commented on the World Languages program; and
- Theodore Horvath commented on the VFMS fencing project.

**Priority Discussion/Action**

None.

**Committee and Ambassador Reports**

- A. Facilities – Virginia Lastner  
The next meeting date will be held at 5:00 p.m. on May 19, 2016 in the TEAO.
- B. Finance – Virginia Lastner  
The next meeting will be held at 7:00 p.m. on June 8, 2016 at the TEAO.
- C. Policy – Kevin Buraks  
The next meeting will be held at 7:00 p.m. on May 19, 2016 at the TEAO.
- D. Diversity – Michele Burger

- E. Education – Rev. Scott Dorsey
- F. Intermediate Unit/Technical School – Rev. Scott Dorsey
- G. Ad Hoc Public Information Committee – Rev. Scott Dorsey
- H. Ad Hoc School Board Region Reapportionment Committee Meeting – Doug Carlson

Doug Carlson noted that the District solicitor has filed a petition on behalf of the District to realign the regional election districts in the T/E School District to address changes in population that have resulted in population disparity between the current voting regions. The District is sharing information about the Petition and the proposed new voting regions on the District website; in the Daily Local News; through posted public notices; and in the District’s e-newsletter.

**Consent Agenda**

**Minutes of the April 25, 2016 Regular Board Business Meeting**

That the Board of School Directors approves the minutes of the April 25, 2016 Regular Board Business Meeting.

**Routine Personnel Actions**

**Resignations/Releases/Retirements**

That the Board of School Directors approves the following resignations/releases/retirements:

- Shirl Crenshaw, substitute custodian, resignation, effective 4/20/16
- Timothy Decker, teacher, Conestoga High School, resignation per separation agreement, effective 5/3/16
- Carla Vastine, substitute aide, resignation, effective 4/27/16

**Appointments**

That the Board of School Directors approves the following appointments; changes in position and/or location:

- John Coyle, (.5) FTE general kitchen worker, T/E Middle School, at an hourly rate of \$11.80, effective 4/20/16
- Nolan DiRienzi, Flex Boys Lacrosse Coach, T/E Middle School, Step 1, stipend of \$1,615.20, effective for 2015-16 school year
- Bridget Graham, Head JV Softball Coach, Conestoga High School, Step 1, stipend of \$3,298.00, effective 4/28/16 for remainder of 2015-16 school year
- Nicole Jameison, substitute teacher, District, effective 4/27/16\*
- Shefali Macedo, reinstate to (.5) aide, Conestoga High School, at an hourly rate of \$12.72, effective 3/29/16
- Maria Marano, guidance counselor, Long Term Substitute Contract, Conestoga High School, salary based and prorated on an annual salary of \$65,630, effective 7/1/16 to 1/30/17

\* Employment contingent upon appropriate Personnel processing and State and Federal requirements.

**Leaves of Absence for Professional Development in Accordance with Policy 4610**

That the Board of School Directors approves the following leave of absence for professional development in accordance with District policy:

- Barbara Bayer, aide, Conestoga High School, unpaid leave without benefits, effective 3/3/16, 3/4/16, 4/13/16, 4/27/16, 5/3/16 and 5/18/16
- Shefali Macedo, aide, Conestoga High School, unpaid leave without benefits, effective 11/12/15 through the remainder of the 2015-16 school year



Heather O'Connor, teacher, Valley Forge Middle School, unpaid leave without benefits, effective 6/1/16 through the end of the 2015-16 school year

**Volunteer Report**

**BEAUMONT ELEMENTARY SCHOOL**

**First Grade**

Ellen Brookstein	Shugui Chen	Molly Dagit	Saneika Forrester
Jennifer Jie Jin	Amy Orcutt	Tina Whitlow	Laura Yang

**Second Grade**

Branov Family	Valerie Cheng	Choe Family	Stacey Chong
Alan Guralnick	Julia Morrill		

**Third Grade**

Mrs. Bacani	Mrs. Dente	Mrs. Doble	Mrs. Foster
Mrs. Lawler	Mrs. Levitch	Mrs. Linquata	Mrs. MacMillan
Mrs. Moore	Mrs. Moua	Mr. Urbina	

**Library**

Maureen Aneser	Jen Bacani	Kim French	Amanda Kaune
Leigh Martin	Michelle Moua	Suzanne Pugh	Susan Stathakes
Margo Tyahla			

**NEW EAGLE ELEMENTARY SCHOOL**

**Library**

Molly Arbes	Lindsay Belzer	Megan Boselli	Sara Boye
Sharon Chung	Marie Gould	Carrie Grau	Brandi Hanson
Christi Kenney	Becky Mackey	Maria Martinelli	Larissa Mott
Dorothy Oken	Colby Paul	Kristen Richards	Alba Rovira
Sylvia Ryland	Kimberly Shaw	Sandra Simpson	Michelle Spina
Kim Szwech	Karen Vadner	Fern Van Hise	Carolyn Walker
Lois Worton	Gail Wright		

**Classroom Volunteers**

Alicia Bond	Amanda Bruno	Kim Farrand	Carol Filipone
Ari Frazer	Jennifer Frazer	Sharon Hardy	Marine Havel
Krissy Herrell	Kathleen Johnson	Maggie Johnson	Janeen Jonak
Amber Atwood Levy	Aimee Mitchell	Janelle Morrison	Missy Mundy
Amy Norcini	Sheryl Reidenbach	Nicole Sanfillippo	Andrea Sinnamon
Robert Sinnamon	Rachel Sofish	Laurie Turner	Kara Whittaker
Stacy Worton	Joshua Young	Misbah Yousaf	

**VALLEY FORGE ELEMENTARY SCHOOL**

**Cafeteria**

Andrea Brennan	Lauren Doran	Amanda Ivory	Tiffany Leong
Heather Mc Connell			

**Miscellaneous**

Tarin Cataldo	Amanda Ivory	Catherine Ku	Leslie Large
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Sabrina Payonk	Adam Schwartz		
<b>Library</b>			
Andrea Brennan	Heather Bittenbender	Bridget Burkert	Amy Burnfield
Victoria Calalang	Eva Case-Issakov	Tarin Cataldo	Nancy Coradi
Donna Costin	Sarah Culbert	Valerie Denault	Karen Doble
Mia Dotzel	Enoch Gao	Tracy Grigoriades	Heather Hill
Un Kyong Ho	Danielle Irvine	Amanda Ivory	Carrie Jacovini
Agnes Kent	Teresa Keohane	Kim Kerns	Shannon Korff
Chulani	Leslie Large	Younga Lee	Jamie Lynch
Kudalugodaarachchi			
Aida Malik	Rujuta Mandelia	Ann Marie Marburg	Angel McAveney
Peg Mc Garrity	Adrienne Miller	Christine Miller	Jen Mittleman
Jo Novelli	Sabrina Payonk	Wendy Pennie	Moji Pour
Karen Reaume	Phyllis Reid	Jon Rust	Franny Ryan
Linda Schubert	Sally Selim	Tracy Simpson	Tammy Small
Julie Soura	Beth Stanfield	Brooke Stein	Natalie Sudall
Heather Tornvall	Kim Valencia	Brooks White	Jeanene Willcox
Erica Williams	Doug Wilson	Kristen Wright	Ying Zhang
<b>Publishing Center</b>			
Cathy Barrios	Heather Bittenbender	Andrea Brennan	Emily Brunner
Amy Burnfield	Tarin Cataldo	Kai Gao	Amanda Ivory
Teresa Keohane	Kim Kerns	Shannon Korff	Kristen Krebs
Deepa Krishnan	Amanda Mlinar	Alison Murray	Angel McAveney
Allie Richardson	Elayne Schmidt	Sally Selim	Tracy Simpson
Beth Stanfield	Maggie Wang	Brooks White	Kristen Wright
<b>Music</b>			
Tiffany Leong	Tracy Simpson		
<b>School Store</b>			
Tarin Cataldo	Jen Crawford	Tara Karbiner	Karen Reaume
<b>Executive Board</b>			
Tarin Cataldo	Amanda Ivory	Nidhi Khanna	Deepa Krishnan
Rujuta Mandelia	Adrienne Miller	Angel McAveney	Elayne Schmidt
Beth Stanfield			
<b>Spring Fair</b>			
Stacey Barry	Jen Crawford	Kim Jamme	Kamila Jodzio
Agnes Kent	Tara Karbiner	Kaitlen Langerhans	Jamie Lynch
Adrienne Miller	Alison Murray	Angel McAveney	Peg Mc Garrity
Moji Pour	Elayne Schmidt	Linda Schubert	Sally Selim
Tammy Small	Beth Stanfield	Brooke Stein	
<b>T/E MIDDLE SCHOOL</b>			
<b>School Store</b>			
Kristan Burgess	Susan Carlson	Connie Crump	Ann Davidson
Angela Harris	Diane Hoey	Carol Lake	Kristen Loftus
Kerri Martin	Suzanne Norris	Cynthia Overton	Kathleen Kathe-Weiss

Katie Wylonis  
**Art Studio**  
 Anna Heilmayr

**Contracted Services**

That the Board of School Directors approves the following vendor to provide services during the 2015-2016 school year:

<u>Contractor</u>	<u>Description of Work</u>	<u>Rates</u>
Princeton Healthcare System	Home Tutoring	\$65/hour

**Year 2016 Extended School Year Program Staff**

That the Board of School Directors approves the staff members listed, at the following rates, to conduct the 2016 District Extended School Year Program:

Teacher: \$35/hour                      ESY Tutor: \$55/hour                      Nurse: \$26/hour

**Teachers**

Colleen Biehl  
 Kelly McKee  
 Elizabeth Rath  
 Meredith Rohner

**ESY Tutor**

Lisa Heim\*

**Nurse**

Earle Bostwick

\* Employment contingent upon appropriate Personnel processing and State and Federal requirements.

**Agreement with Meenoo Rami**

That the Board of School Directors approves the attached agreement between the Tredyffrin/Easttown School District and Meenoo Rami to lead two workshop sessions on November 8, 2016 at a cost of \$5,000 plus travel expenses.

**Acceptance of Gifts**

That the Board of School Directors accepts with pleasure and appreciation the following donations:

- A flowering cherry tree and planting donated by Mr. Steve Shreiner from Shreiner Tree Care to the Devon Elementary School for their Earth Day celebration valued at \$975;
- Multisport Indoor Scoreboard donated by Sharon Scott to the Valley Forge Middle School valued at \$300; and
- 3 sets of Osmo Genius, 3 Beebot Mats and a Lego Robot - WeDo 2.0 Ready Go Student 12 pack kits donated by the Valley Forge Elementary School PTO to the Valley Forge Elementary School valued at \$1,567.

Thank you notes will be sent to the above by the Secretary to the Board.

**Student Accident and All Sports/Activity Insurance**

That the Board of School Directors approves the Primary Plan of Student Accident Insurance for the 2016-2017 school year with the United States Fire Insurance Company at the following rates:

<u>Voluntary Plan Rates:</u>	<u>School Time Coverage:</u>	<u>24-Hour Coverage:</u>
\$250,000 Accident, Medical Expense K-12	\$28 per student per year	\$124 per student per year

And further, that all interscholastic sports/activity and catastrophic coverage be purchased for all schools at a cost of \$28,000.

**E-Rate**

That the Board of School Directors approves the contract with the Montgomery County Intermediate Unit for E-Rate services for the 2016-2017 school year not to exceed \$4,000.

**Educational Services Agreements**

That the Board of School Directors approves an Educational Services Agreement for a District student with special needs to attend a non-traditional placement. This agreement covers reimbursement for tuition for the 2016-2017 school year, including Extended School Year, at a total cost not to exceed \$38,015.

That the Board of School Directors approves an Educational Services Agreement for a District student with special needs to attend a non-traditional placement. This agreement covers reimbursement for tuition for the 2016-2017 school year, including Extended School Year, at a total cost not to exceed \$102,550.

That the Board of School Directors approves an Educational Services Agreement for a District student with special needs to attend a non-traditional placement. This agreement covers reimbursement for tuition for the 2015-2016 and the 2016-2017 school years, including Extended School Year, at a total cost not to exceed \$50,317.

That the Board of School Directors approves an Educational Services Agreement for a District student with special needs. This agreement covers reimbursement for educational services for the 2016 Extended School Year from June 19, 2016 through September 1, 2016 at a total cost not to exceed \$6,870.

That the Board of School Directors approves an Educational Services Agreement for a District student with special needs to attend a non-traditional placement. This agreement covers reimbursement for tuition and tutoring services for the 2016 Extended School Year at a total cost not to exceed \$2,300.

That the Board of School Directors approves an Educational Services Agreement for a District student with special needs to attend a non-traditional placement. This agreement covers reimbursement for tuition for the 2016-2017 and the 2017-2018 school years, at a total cost not to exceed \$72,325.

That the Board of School Directors approves an Educational Services Agreement for a District student with special needs for education services. This agreement covers reimbursement for educational services for the 2016 Extended School Year from June 19, 2016 through September 1, 2016 at a total cost not to exceed \$3,780.

**Contract with Approved Private Schools**

That the Board of School Directors approves a contract between the Tredyffrin/Easttown School District and an Approved Private School to provide mandated services for a District student. This contract covers Extended School Year from June 23, 2016 through July 20, 2016 at a total cost of \$8,479.04.

That the Board of School Directors approves a contract between the Tredyffrin/Easttown School District and an Approved Private School to provide mandated services for a District student. This contract covers Extended School Year from July 11, 2016 through August 26, 2016 at a total cost of \$7,350.

**Authorization to Conduct the Operation and Function of the School District**

That the Board of School Directors authorizes the Superintendent or his designee to take action on behalf of and in the name of the District to conduct the operation and function of the School District after the June 13, 2016 meeting. Any action taken by the Superintendent or his designee in accordance with this authorization shall be deemed to be the action of this Board and shall be confirmed by the Board at the August 2016 meeting as appropriate.

Kevin Buraks moved, then the motion was seconded, that the Board of School Directors approve the Consent Agenda. The motion passed 9-0.

**Other Actions Under Consideration**

None.

**Comments/Questions from Community Members:**

- Doug Anestad commented on taxes; the 2016-2017 School Board meeting dates; and technology instruction in the elementary and middle schools; and
- Theodore Horvath commented on parliamentary procedures.

**School Board Meetings**

Ken Roos, the District solicitor, stated that there were two executive sessions were held since the last Board. Board members discussed a personnel matter and a labor relations matter.

May 3, 2016 at 9:45 p.m.

May 9, 2016 at 6:00 p.m.

Future School Board Business Meetings are scheduled for:

Wednesday, June 1, 2016, Special Board Business Meeting - 5:30 p.m. at TEAO, 940 West Valley Road, Suite 1700, Wayne

Monday, June 13, 2016, Regular Board Business Meeting - 7:30 p.m. at Conestoga High School, 200 Irish Road, Berwyn

Scott Dorsey moved, then the motion was seconded, that the Board of School Directors adjourn the meeting. The motion passed 9-0.

The meeting was adjourned at 9:00 p.m.

Submitted by

Arthur J. McDonnell  
Board Secretary

(minutes prepared by C. Connolly)

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**Consent V, C, 1: Routine Personnel Actions**

VIA: Jeanne Pocalyko, Director of Personnel

## 1. Resignations/Releases/Retirements

**Action Under Consideration:** That the Board of School Directors approves the following resignations/releases/retirements:

Ian Bainbridge, custodian, Conestoga, resignation, effective 5/31/16

Susan Bennett, aide, New Eagle, resignation, effective last student day of 2015-16

Denise Carroll, paraeducator, Conestoga, resignation, effective 5/13/16

Melissa Clifford, substitute teacher, District, removal due to inactivity, effective 6/1/16

Melissa Flora, substitute teacher, District, resignation, effective 5/19/16

Edward McCann, substitute teacher, District, removal due to inactivity, effective 6/1/16

Lauren Millison, substitute teacher, District, removal due to inactivity, effective 6/1/16

Matthew Misciagna, kitchen manager, Valley Forge Elementary, resignation, effective 5/31/16

David Purdie, Jr., custodian, Devon Elementary, resignation for the purposes of retirement, effective 5/13/16

Jacqueline Rosso, substitute teacher, District, removal due to inactivity, effective 6/1/16

Christopher Silva, general kitchen worker, Conestoga, resignation, 5/13/16

Susan Spencer, Information Services Trainer – Supervisor “B”, TEAO, resignation, effective 5/27/16

Rosaline Thomas, paraprofessional, New Eagle Elementary, resignation for the purposes of retirement, effective 5/25/16

## 2. Appointments

**Action Under Consideration:** That the Board of School Directors approves the following appointments; changes in position and/or location:

Zineb Abouhouraira, change in FTE (.59) general kitchen worker, T/E Middle School, effective 4/1/16

Ian Bainbridge, substitute custodian, District, at an hourly rate of \$11.58, effective 6/1/16

Christina Baumann, guidance counselor, Long Term Substitute Contract, Conestoga High School, salary based and prorated on an annual salary of \$57,300, effective 7/1/16 to 1/30/17

Linda Bogan, change in FTE (.59) general kitchen worker, T/E Middle School, effective 4/1/16

Anne Bondi, teacher, Long Term Substitute Contract, New Eagle Elementary School, salary based and prorated on an annual salary of \$51,100, effective 7/1/16 to 6/30/17

Katie Buckley, detention monitor, Conestoga High School, at an hourly rate of \$22.29, effective 5/2/16

Lori Caywood, summer crew, IT, at an hourly rate of \$10.40, effective 6/17/16 to 8/23/16

Christine Dunleavy, ESY tutor, hourly rate of \$55.00, effective for 2016 ESY Program

Noah Falasco, summer crew, Maintenance, at an hourly rate of \$10.40, effective 5/26/16 to 8/23/16

Jordan Frazier, summer crew, Custodial, at an hourly rate of \$10.40, effective 5/26/16 to 8/23/16

Curtis Ginton, (.5) custodian, Hillside Elementary, at an hourly rate of \$13.80, effective 4/18/16\*

Linda Klemens, change in FTE (.69) aide, Valley Forge Elementary, at an hourly rate of \$12.78, effective 1/1/16

Tyler Lohr, summer crew, Maintenance, at an hourly rate of \$10.40, effective 5/25/16 to 8/23/16

Brian Matijasich, teacher, Long Term Substitute Contract, New Eagle Elementary School, salary based and prorated on an annual salary of \$58,495, effective 7/1/16 to 1/30/17

Debra McNulty, change in FTE (.69), paraeducator, Valley Forge Elementary, effective retroactively 8/26/15

Cameron Moore, summer crew, Maintenance, at an hourly rate of \$10.40, effective 5/26/16 to 8/23/16

Nicholas Moore, summer crew, Maintenance, at an hourly rate of \$10.40, effective 5/26/16 to 8/23/16

Michael O'Donnell, substitute custodian, District, at an hourly rate of \$11.58, effective 5/16/16

Linda Reck, event worker, District, effective 5/5/16\*

Vincent Russo, IEP Tutor, District, at an hourly rate of \$55.00, effective 5/9/16

Ayuko Siegel, summer crew, IT, at an hourly rate of \$10.40, effective 6/17/16 to 8/23/16

Marquis Weeks, Head Football Coach, Conestoga High School, Step 1, Stipend of \$6,154.00, effective for 2016-17 school year

\* Employment contingent upon appropriate Personnel processing and State and Federal requirements.

## 3. Volunteer Report

**Action Under Consideration:** That the Board of School Directors acknowledges with appreciation the contributions of the following school volunteers.

**DEVON ELEMENTARY  
SCHOOL**

**Dental Clinic**

Kathleen Malone Diane Pancoast

**Handel's Spirit Day**

Amy Holzapfel

**Classroom**

Christina Arnault	Gretchen Barnes	Beth Breault	Becky Breslin
Kim Brightman	Marisa Campbell	Kathy Carbo	Michelle Celluci
Durga Cheedepudi	Wendy Cook	Katrina Costas	Ann Davies
Erin Derham	Jeong Duffy	Gaby Evers	Toni Fatz
Mitcy Fernado	Kristen Fitzgerald	Beth Fogarty	Lauren Forman
Kari Francione	Jen Gallagher	Matt Goulet	Beth Hixson
Diane Hoey	Linda Huffman	Tricia Jennings	Christine Jones
Claire Kennedy	Elizabeth Koch	Samarth Kumar	Tara Leamon
Cheryl Lutz	Terri Mac Donald	Kathleen Malone	Richard Mattis
Brad McLaughlin	Kate Miller	Joanna Morrissey	Lekha Mulex
Raquel Murphy	Katja Myers	Mary Ellen O'Donnell	Rita Paudel
Alison Pikalyuk	Tracy Przybylowski	Dave Rantanen	Gretchen Regan
Sheeva Reilly	Valerie Reuben	Julie Reynolds	Lisa Schreiber
Shweta Sivaraman	Jeff Sloan	Tracy Sloan	Gaby Snyder
Maureen Sola	Chrissy Steele	Meg Taft	Annie Taurino
Megan Tidmore	Rebecca Robertson	Jean Trippe	Kelly Venneri
Mike Venneri	Tracy Viola	Linda Webster	Courtney Wurth

**Library**

Lauren Amjed	Roberta Blazejewski	Maura Daniels	Kim Niles
Laurie Nishimura	Mary Rainey	Lissa Simpson	Shweta Sivaraman
Kiki Sizelove	Ashley White		

**School Beautification**

Becky Caldwell	Kate Miller	Carrie Wernsing
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**School Signage**

Tracy Przybylowski

**Sweetheart Dance**

Marisa Campbell	Kate Miller	Carrie Wernsing
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**Publishing Center**

Debbie Bellew	Roberta Blazejewski	Geraldine Brady	Kimberly Carr
Vilma Drozdovas	Lindsay Hagerman	Laurie Nishimura	Susannah Rinker
Shweta Sivaraman			

**Immigration Day**

Jean Cheng	Katrina Costas	Bernadette D'Emilio	Kate Etherington
Denise Griffith	Diane Hoey	Chris Jones	Claire Kennedy
Cindy Krapels	Katja Myers	Lara Penny	Lisa Schreiber
Liz Sirgo	Shaun Snyders	Maria Tian	Tracy Viola



**Zoo Field Trip**

Emily Bernstein	Kim Bernstein	Heather Burton	Sean Cannon
Marla Carson	Jen Cavanaugh	Javier Coll	Carolina Coll
Cecilia Cooleen	Erin Derham	Lauren Donovan	Trish Elsasser
Julie Golderer	Dan Lake	Ryan Longstreth	Mike Lutz
Tara Olderman	Michelle Petroff	Julie Presgraves	Gretchen Regan
Nikole Salata	Barbara Schiff	Lisa Schreiber	Jeff Shanahan
Maureen Sola	Maria Tian	Joe Toscano	Anna Umsted
Linda Webster			

**Earth Fest**

Susan Canas	Susan Graham	Elaine Gunter	Kim Harris
Amber Levy	Karyn Norton	Karen Vadner	Kim Szwech

**T/E MIDDLE SCHOOL**

**School Store**

Tamra Adams	Archana Anne	Pam Bagby	Erica Barnes
Denise Cooper	Connie Crump	Jeanne Dechiario	Renee Del Viscio
Annie Detwiler	Janice Dutton	Coleen Hillman	Diane Hoey
Nicole Kent	Lianne Lofgren	Jen Marsala	Darcy Mc Groarty
Cynthia Overton	Michelle Parisi	Allison Payne	Angie Polizzi
Francie Rosato	Tracey Sloan	Kerry Sophocles	Ann-Charlotte Storer
James Tinneney	Kelly Walker	Debbie Weger	Katie Wylonis
Gita Young			

**Art Studio**

Christa Amos	Dr. Miland Dhamankar	Anna Heilmayr
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**PE Class Special Instructor**

Becky Di Mino

**Jr. Model UN Conference,  
Temple University**

Gary Bolis	Rose Hu	Mary Ruth Thompson
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**Consent V, C, 2: Contracted Services**

VIA: Jeanne Pocalyko, Director of Personnel

**Action Under Consideration:** That the Board of School Directors approves the following vendor to provide services during the 2015-2016 school year:

<u>Contractor</u>	<u>Description of Work</u>	<u>Rates</u>
Michele Seel	Homebound Tutor	\$55/hour

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**Consent V, E, 1: Acceptance of Gifts**

VIA: Arthur J. McDonnell, Business Manager/Board Secretary

**Action Under Consideration:** That the Board of School Directors accepts with pleasure and appreciation the following donations:

Buddy Bench donated by the 4<sup>th</sup> Grade Class of 2016 and the New Eagle PTO to the New Eagle Elementary School valued at \$500

Two copies of Robert's Rules of Order Newly Revised In Brief, 2<sup>nd</sup> Edition donated by Rev. Theodore Horvath to the Tredyffrin/Easttown School District valued at \$10.00

A thank you note will be sent to the above by the Secretary to the Board.

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**Consent V, E, 2: Appointment of District Tax Collector for the 2016-2017 School Year**

VIA: Arthur J. McDonnell, Business Manager/Board Secretary

**Action Under Consideration:** That the Board of School Directors appoints David Francella as tax collector for the Tredyffrin/Easttown School District for the year beginning July 1, 2016 through June 30, 2017.

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**Consent V, E, 3: Appointment of Board Treasurer for the 2016-2017 School Year**

VIA: Arthur J. McDonnell, Business Manager/Board Secretary

**Action Under Consideration:** That the Board of School Directors appoints David Francella as Board Treasurer for the Tredyffrin/Easttown School District for the year beginning July 1, 2016 through June 30, 2017.

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**Consent V, E, 4: Emergency Phone Notification Renewal**

VIA: Arthur J. McDonnell, Business Manager/Board Secretary

**Action Under Consideration:** That the Board of School Directors approves the attached renewal agreement between Reliance Communications, LLC and the Tredyffrin/Easttown School District to provide emergency phone notification services for the 2016-2017 school year at an amount not to exceed \$7,385.58.

# SchoolMessenger Renewal Authorization

## ACCOUNT INFORMATION

District Name: Tredyffrin-Easttown Sch Dist

Annual Rate: \$7,385.58

Reference Quote #: 83263

Authorization Date: 5/10/16

Renewal Date: 9/30/16

## ACKNOWLEDGEMENTS

Reliance Communications, LLC. ("Reliance") will continue to provide District with the online communications application SchoolMessenger as further described in the Reference Quote (the "Service") subject to the following terms and conditions and any terms and conditions which may have been agreed to as part of the original purchase of the Service:

### Order Authorization Terms.

The terms and conditions available at [www.schoolmessenger.com/webterms](http://www.schoolmessenger.com/webterms) will apply to this order authorization, unless the parties have entered into a separate mutually executed agreement, or Client is purchasing under a cooperative purchasing agreement. The terms of this order will govern any conflict with the above-mentioned terms, and Client's issuance of a purchase order for any or all of the items described in the Reference Quote will constitute acknowledgement and acceptance of such terms. No additional terms in Customer's purchase order will apply.

### Term and Termination.

This Agreement will commence on the Service Start Date and continue for 12 months (the "Initial Term"), and then will automatically renew for successive one year periods unless either party provides written notice of its desire not to renew at least 30 days prior to the end of the then-current term. If the Initial Term extends beyond one year, the Client may terminate this agreement for convenience on the one year anniversary of the Service Start Date, and each one year anniversary thereafter, by providing written notice to Provider at least 30 days prior to the end of the then-current term.

### Limited Warranty and Limitation of Liability.

EXCEPT AS EXPRESSLY PROVIDED HEREIN, PROVIDER MAKES NO EXPRESS OR IMPLIED REPRESENTATIONS OR WARRANTIES, AND PROVIDER EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT. PROVIDER EXPRESSLY DENIES ANY REPRESENTATION OR WARRANTY ABOUT THE ACCURACY OR CONDITION OF DATA OR THAT THE SERVICES OR RELATED SYSTEMS WILL OPERATE UNINTERRUPTED OR ERROR-FREE.

NO CAUSE OR ACTION WHICH ACCRUED MORE THAN TWO (2) YEARS PRIOR TO THE FILING OF A SUIT ALLEGING SUCH CAUSE OF ACTION MAY BE ASSERTED UNDER THIS AGREEMENT BY EITHER PARTY.

EXCEPT FOR THE PARTIES' PAYMENT OBLIGATIONS, NEITHER PARTY WILL BE LIABLE TO THE OTHER FOR ANY INDIRECT, EXEMPLARY, SPECIAL, PUNITIVE, CONSEQUENTIAL, OR INCIDENTAL DAMAGES OR LOSS OF GOODWILL, DATA OR PROFITS, OR COST OF COVER. THE TOTAL LIABILITY OF PROVIDER FOR ANY REASON, SHALL BE LIMITED TO THE AMOUNT ACTUALLY PAID TO PROVIDER BY CLIENT UNDER THE ORDER APPLICABLE TO THE EVENT GIVING RISE TO SUCH ACTION DURING THE SIX (6) MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO SUCH LIABILITY. THE LIMITS ON LIABILITY IN THIS SECTION SHALL APPLY IN ALL CASES INCLUDING IF THE APPLICABLE CLAIM ARISES OUT OF BREACH OF EXPRESS OR IMPLIED WARRANTY, CONTRACT, TORT (INCLUDING NEGLIGENCE), OR STRICT PRODUCT LIABILITY, AND EVEN IF THE PARTY HAS BEEN ADVISED THAT SUCH DAMAGES ARE POSSIBLE OR FORESEEABLE.

Agreed and Acknowledged by the following who is authorized to sign on behalf of the District:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(or initials if signing electronically) \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

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**Consent V, E, 5: Proposal for CCTV Engineering Study and Assessment**

VIA: Arthur J. McDonnell, Business Manager/Board Secretary

**Action Under Consideration:** That the Board of School Directors accepts the attached proposal from Peter Heverin of Teranet Consulting & Technical Services at an amount not to exceed \$4,800, to provide oversight and network integration for the engineering study and assessment by K-tecK, Inc. of the District's CCTV Systems in an amount not to exceed \$23,400.

The Facilities Committee met on May 19, 2016 and accepted the proposals and recommends the action to the full Board for approval.



**TERANET**

Consulting & Technical Services

# **Proposal for Consulting Services**

*Security Planning for the  
Tredyffrin-Easttown School District*

*Project Name:* Network Design Project

*Prepared for:* Tredyffrin/Easttown School District  
Mr Arthur J. McDonnell PRSBA, RSBA,  
940 West Valley Road, Wayne, PA 19087

*Prepared by:* Teranet Consulting Services  
Peter J. Heverin

*Date Submitted:* May 11, 2016

# PROJECT SUMMARY

## Overview of CCTV Security Engineering Study

The Tredyffrin/Easttown School District (TESD) has requested design and engineering services for enhancements to the district-wide CCTV (closed circuit television) security system. The services will include assessment of existing system, design, planning and recommendations for the next generation of CCTV security system as outlined in the attached proposal. Teranet will be working with Keith McCall, vice president of Engineering at Kteck. Teranet will oversee the process and provide network integration to ensure capability with existing network services. Teranet will also provide coordination with district personnel and other professional services.

## Summary of Design & Engineering Services

Work on this phase has been completed and was invoiced under a previous agreement.

Teranet Consulting Services: <i>Lump Sum, Not-to-Exceed</i>	\$4,800.00
Kteck Engineering and Consulting	23,400.00

## Project Acceptance



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Arthur J. McDonnell,  
Business Manager,  
Tredyffrin-Easttown School District

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Peter J. Heverin,  
Infrastructure Consultant  
Teranet Consulting Services

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Acceptance date

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Completion Date



President:  
Karen R. McCall

VP of Engineering:  
Keith F. McCall

K-tecK, Inc.  
565 Meadowbrook Ave.  
Ambler, PA 19002

Email: KeithMcCall@kteckinc.com  
Phone: 215.237.7390

Website: www.kteckinc.com

April 24, 2016

Mr. Peter J. Heverin  
Principal  
Teranet Consulting Services  
2 Colchester Place  
Newtown, PA 18940

## PROPOSAL

SUBJECT: Fee Proposal – CCTV Security Engineering Study, Assessment and Planning Report

Dear Mr. Heverin:

K-tecK is pleased to submit this Fee Proposal in response to the Tredyffrin / Easttown School District (TESD) requirements as outlined during my meeting with Mr. Colm Kelly and Mr. Marshall Barkman at a site on Thursday, March 31, 2016. TESD is interested in a CCTV Security Engineering Study, Assessment, Planning and Recommendations report with cost estimates for use by the TESD Board for budgeting purposes. This report will help guide the TESD Board for the next phase; which is Design-Bid-Build of their new CCTV security system.

### Introduction

This CCTV planning and consulting work for the TESD will be performed by Mr. Keith McCall, a security engineer with over 25 years of security, engineering and consulting experience. Mr. McCall has performed CCTV consulting and engineering services for the Abington School District, Colonial School District, Plainfield School District and he just finished a major CCTV assessment with recommendations for the City of Wilmington.

The final product will be a cohesive integrated plan that is relevant, realistic and beneficial for The Tredyffrin / Easttown School District's usage to guide the Board for future Security Upgrades Design and Construction phases.

### Scope of Work

This is Phase I of a multi-phased plan for CCTV security upgrades to the TESD:

1. Phase I – CCTV Systems Engineering Study and Improvement Plan;

2. Phase II – Bid Documentation (Specs & Drawings), Public Bid, Security Systems Integrator (SSI) Installation. Note, this may require multiple phases depending upon budgets for the findings and recommendations in Phase I.

The goal of the CCTV Security audits, interviews, surveys and investigation is to establish a baseline engineering document that is approved by all parties involved and drives all future Design-Bid-Build phases of work without the threat of delays, unforeseen problems or changes to purpose and/or goals.

The “Consultants” propose to perform the following tasks:

**Surveys, Engineering Studies & Planning General Tasks**

- a) Perform CCTV security assessments for eleven (11) TESD buildings: Administration Building, Maintenance Office / Network Operations, New Maintenance Garage, Conestoga High School, Tredyffrin / Easttown Middle School, Valley Forge Middle School, Valley Forge Elementary School, Hillside Elementary School, Beaumont Elementary School, New Eagle Elementary School and Devon Elementary School.
- b) Receive, Review and Use Daley + Jalboot Drawings CAD building background drawings.
- c) Conduct interviews, with appropriate personnel involved or connected to this project.
- d) Conduct security surveys of existing cameras, recorders, network, control centers, IT rooms, equipment and infrastructures.
- e) Investigate Future control location(s) if required or recommended.
- f) Security communications and data networks. Locate headend video servers, perform CCTV IP video bandwidth, network capabilities.
- g) Network Recommendations: VLAN, standards, color codes, existing dark fiber or new, evaluation of existing wiring, routing, capacity and reliability. Switches type and location for future plug-and-play camera additions (Provided by Teranet Consulting Services).
- h) Video Server and Video Management System (VMS) recommendations.
- i) New IP based camera technologies, the use of, integration and networking.
- j) Existing IP and Analog cameras, the use of, integration, encoding, replacing.
- k) Building entry / reception, video / intercom, emergency call, review and recommendations.
- l) Future potential integration with Access Control System.
- m) Power availability, reliability and back-up.

**Planning Report**

The delivered report will contain the following recommendations:

1. Video Management System (VMS) – Recommend three (3) VMS systems for TESD. Includes central or distributed servers and storage requirements.



2. Control Centers – Investigate the possibility of a manned control center for systems monitoring and control.
3. Remote Video Monitoring and Control – Recommend remote computer video monitoring, control, downloading, archiving. Review LAN, WAN, cell phone and tablet possibilities.
4. Police Sharing – Investigate is video should be shared with local police departments.
5. CCTV Cameras – Existing locations and equipment will be evaluated, new additional locations will be recommended, Camera types and requirements will be listed. This will drive bandwidth, thru-put and storage.
6. Networking and Bandwidth – Existing bandwidth and network availability. Adequate networking and bandwidth requirements will be engineered using copper, Cat 6, fiber and wireless technologies. Existing TESD dark fiber will be investigated for use.
7. Equipment power availability.
8. Phasing and associated Cost Estimates.

### **Deliverables**

The following deliverables will be provided by KtecK, Inc. in electronic format:

#### **100% Draft Review**

The deliverable will be a 100% Draft Review report will be provided for Owner review and sign-off. A review meeting can be held or the Owners representatives can redline the report.

#### **Final Report**

The K-tecK team will revise the 100% Draft Review report from the review meeting and comments to define the final programmatic and functional criteria for a Cohesive, Integrated Program Report. Cost estimates will be updated as required. Electronic copy of the Final Report will be provided.

#### **Oral Presentation**

One (1) presentation before the TESD Board will be provided within this scope of work.

### **Special Consideration**

This report is not a Risk, Threat, and Vulnerabilities Assessment.

**Fees & Reimbursable Expenses**

The project fees are listed below for services rendered. Reimbursement of all travel expenses, including ground transportation, meals, lodging, automobile mileage, document reproduction, and express mailing costs are included within this price.

**CCTV Systems Engineering Study, Assessment and Improvements Planning Report:**

Site Surveys: (5 Days x \$1,000) = \$5,000.00  
CCTV Investigation & Engineering: (8 Days x \$1,200) = \$9,600.00  
Network Investigation & Engineering: Not Included, provided by TCS  
CAD Background Drawings: Not Included, provided by Daley + Jalboot Architects  
CAD Work: (3 Days x \$600) = \$1,800.00  
Report Writing: (5 Days x \$1,000.00) = \$5,000.00  
Cost Estimates: (2 Days x \$1,000.00) = \$2,000.00

Total Fees: **\$23,400.00**

Payment: 90% Billed @ Delivery of 100% Draft Review Report;  
100% Billed @ Deliver of Final Report.

**Additional Work**

K-tecK, Inc. will be available to perform other work at \$150.00 per hour, plus reimbursable expenses including actual travel expenses, document reproduction and shipping costs that might be incurred.

**Scheduling**

We anticipate to deliver the 100% Review Report by 2 months ARO.

K-tecK, Inc. looks forward to working with you on this important project. If you have any questions, or require additional information, please contact Keith F. McCall, our Chief Engineer, by cell at (215) 237-7390, or by email at [KeithMcCall@KtecKinc.com](mailto:KeithMcCall@KtecKinc.com). Please visit our web site at [www.kteckinc.com](http://www.kteckinc.com).

Sincerely,

*Karen R. McCall*

Karen R. McCall  
President and CFO

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**Consent V, E, 6: Daley + Jalboot Architects, Inc. Proposal**

VIA: Arthur J. McDonnell, Business Manager/Board Secretary

<p><b>Action Under Consideration:</b> That the Board of School Directors accepts the attached proposal from Daley + Jalboot Architects, Inc. to update their 2008 School Parking Needs Study in an amount not to exceed \$4,800.</p>
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The Facilities Committee met on May 19, 2016 and recommends the action to the full Board for approval.



**DALEY+JALBOOT**  
*Architects Inc*

May 12, 2016

Mr. Arthur McDonnell  
Tredyffrin Easttown School District  
940 West Valley Rd., Suite 1700  
Wayne, PA 19087

Re: Update to the 2008 School Parking Needs Study  
T/E School District

Dear Art:

As was discussed at the last TE Facilities Meeting, Daley + Jalboot Architects will be pleased to work with the District to update the 2008 School Parking Needs Study. The study will review the parking at the five Elementary Schools, the two Middle Schools and the High School. The following is an outline of the Study:

1. Confirm the needs with the School Principals and District Administration, and determine the number of spaces that are required for each of the following:
  - Full Time Teachers & Aides
  - Itinerant Teachers and Staff
  - Administration
  - Support Staff
  - Visitors
  - Volunteers
  - Service Vendors
  - High School Students
2. Determine the time schedule for each user group:
  - Daytime demand
  - Evening demand
  - Special events
3. Review alternate methods to meet the parking needs:
  - Review public street parking
  - Review possible locations for new spaces
  - Review shared parking possibilities
  - Review possible reconfiguration to increase number of spaces
4. Prepare cost estimates for each alternate:
  - DJA to prepare order of magnitude construction estimates

5. Coordinate with Traffic Consultant:
- Coordinate findings of Traffic Consultant with Parking Needs
  - Integrate Traffic Consultant recommendations with proposed parking improvements
  - Integrate possible site circulation modifications with parking improvements.

We estimate that the time involved to complete the work at eight schools will be 48 hours, we propose that we complete this work for a not to exceed fee of \$4,800. If acceptable to District, we will complete the work on an hourly basis using the rates in our 2015-16 Services Agreement.

Let me know if you have any questions or concerns.

Sincerely:



Thomas W. Daley, AIA

DALEY + JALBOOT ARCHITECTS

**Consent V, H, 1; Policies Recommended for Second Reading**

VIA: Mark Cataldi, Director of Assessment and Accountability

**Action under Consideration:** That the Board of School Directors adopts the following draft/revised/repealed policies:

- Draft Policy 6194: District Issued Laptops
- Revised Policy 8060: Security of District Facilities
- Repealed Policy 6133: Writing Across the Curriculum

These policies were approved by the Board on a first reading basis at the April 25, 2016 meeting. They are now presented for adoption. New wording is underlined. Deleted wording is indicated by strikethrough.

*District Issued Laptops*

The Board adopts this Policy to implement its One-to-One Laptop Initiative.

The District-network refers to the District's system of computers, data, and telecommunication networks and resources made available through the District, regardless of location or ownership. This includes email, cloud-based storage, programs, and applications made available through the District.

Laptops

1. The Superintendent or designee shall provide formal written notification to District parents and guardians whose child is issued a Laptop relating to the One-to-One Laptop Initiative and how it works.
2. Each student and the student's parent or guardian must sign an Agreement for Laptop Use acknowledging receipt of the terms and conditions set forth in this and other applicable policies related to appropriate use of the Laptop. The Agreement shall be attached to the Administrative Regulation accompanying this Policy.
3. The Superintendent shall establish regulations to implement the One-to-One Laptop Initiative which provide for the following:
  - a) Internet filtering in accordance with Policy 6190;
  - b) Remote downloading of information and software updates. At no time will any District employee remotely activate any camera device or audio listening/recording capabilities installed in a District-issued Laptop;
  - c) Prohibitions against any District employee from looking at or reviewing a student's files stored on the Laptop, except as expressly authorized by the regulation;
  - d) Necessary accommodations for a student in the event the parent/guardian or student refuses to sign the required Agreement for Laptop Use to ensure that the student's education is not adversely affected; and
  - e) Training to students issued a Laptop regarding safe and appropriate use. Orientation for parents/guardians of students to whom Laptops are issued.

Sanctions

A student's failure to abide by the rules and regulations of this Policy will subject the student to the usual disciplinary procedures of the District as established in the applicable Student Code of Conduct or District Policies/Administrative Regulations and, depending on the nature and seriousness of the offense, could result in referral to law

enforcement. Students who fail to abide by such rules and regulations may also have access to their Laptop limited and/or otherwise restricted.

Parents, guardians and students may be held financially responsible for all uninsured damage, loss or theft of the Laptop while the Laptop is/was in the possession, custody or control of student.

Delegation of Responsibility

The Superintendent shall create Administrative Regulations detailing the implementation of this Policy.



Access to Facilities During Non-School HoursSecurity of District Facilities

The Board recognizes the need to maintain the security of District facilities and ~~for reasons of~~ to ensure the safety of students, staff, and visitors. Further, the Board recognizes the need, ~~and~~ to protect District property against acts of vandalism, ~~and~~ theft, and unauthorized access/entrance.

To this end, a program of building security shall be administered by the Superintendent or designee, with the cooperation of building principals and designated staff.

The Superintendent shall promulgate regulations implementing this policy that, at a minimum:

(1) Designate individuals entitled to ~~The need for access shall be the underlying principle in determining who will~~ have keys or proximity cards to ~~school &~~ District facilities and equipment properties;

(2) Identify those individuals who are authorized to enter upon District property; and

(3) Establish procedures ~~to be followed in the event of~~ relating to instances of unauthorized access/entrance onto District property.

~~The Superintendent or designee shall determine who is entitled to building(s) keys and who may have after hours access to District facilities.~~

Adopted: September 10, 1973

Revised: January 24, 1994

Revised: April 25, 2005

Revised: September 25, 2006

Reviewed: March 12, 2013

Revised: June 1, 2016

Tredyffrin/Easttown School District

*Writing Across the Curriculum*

~~—All teachers are responsible for providing opportunities for formal and informal writing appropriate to learning the subject matter in their disciplines, including essay answers to test questions, research papers, reports, reviews of articles and books, laboratory observations, and summaries, analyses and syntheses of information. Teachers should encourage precision in the use of grammar, punctuation, capitalization and other elements of manuscript form as part of the total effectiveness of writing.~~

REPEALED

Adopted: September 9, 1985  
Revised: December 5, 1994  
Repealed: June 1, 2016

## VI, Other Actions Under Consideration

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### Agenda VI, A, 1: Draft Policy 3231: Federal Fiscal Compliance

VIA: Mark Cataldi, Director of Assessment and Accountability

**Action Under Consideration:** That the Board of School Directors approves draft Policy 3231: Federal Fiscal Compliance on a first reading basis, as ready for adoption at the next regular meeting.

The Policy Committee has reviewed this draft policy and recommends first reading approval by the full Board. New wording is underlined. Deleted wording is indicated by strikethrough.

1. Questions from the Board
2. Comments and/or Questions from Community Members
3. Board Discussion/Deliberation/Action

*Federal Fiscal Compliance*

**Authority**

The Board shall ensure federal funds received by the District are administered in accordance with federal requirements, including but not limited to the federal Uniform Grant Guidance.

The Board shall review and approve all applications for federal funds submitted by the District.

**Delegation of Responsibility**

The Board designates the Business Manager or his/her designee as the District contact for all federal programs and funding.

The Superintendent, or his/her designee(s), shall establish and maintain a sound financial management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants, and to track costs and expenditures of funds associated with grant awards.

The Superintendent, to assist in the proper administration of federal funds and implementation of this policy, shall develop and adopt additional procedures implementing this policy.

**Guidelines**

The District's financial management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all financial management system requirements are met.

Financial management standards and procedures shall assure that the following responsibilities are fulfilled:

1. Identification – The District must identify, in its accounts, all federal awards received and expended, and the federal programs under which they were received.
2. Financial Reporting – Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of the Education Department General Administrative Regulations (EDGAR).
3. Accounting Records – The District must maintain records which adequately identify the source and application of funds provided for federally-assisted activities.

Adopted:

First Reading: June 1, 2016

Tredyffrin/Easttown School District

4. Internal Controls – Effective control and accountability must be maintained for all funds, real and personal property and other assets. The District must adequately safeguard all such property and must assure that it is used solely for authorized purposes.
5. Budget Control – Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.
6. Cash Management – The District shall maintain written procedures to implement the cash management requirements found in EDGAR.
7. Allowability of Costs – The District shall ensure that allowability of all costs charged to each federal award is accurately determined and documented.

#### Standards of Conduct

The District shall maintain standards of conduct covering conflicts of interest and the actions of employees and District officials engaged in the selection, award and administration of contracts.

All employees shall be informed of conduct that is required for federal fiscal compliance and the disciplinary actions that may be applied for violation of District policies, administrative regulations, rules and procedures.

#### Employees - Time and Effort Reporting

All District employees paid with federal funds shall document the time they expend in work performed in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals.

District employees shall be reimbursed for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

The District shall establish and maintain employee policies on hiring, benefits and leave and outside activities, as approved by the Board.

#### Record Keeping

The District shall develop and maintain a Records Management Plan and related Board Policy and Administrative Regulations for the retention, retrieval and disposition of manual and electronic records, including emails.

The District shall ensure the proper maintenance of federal fiscal records documenting:

1. Amount of federal funds;

Adopted:

First Reading: June 1, 2016

Tredyffrin/Easttown School District

2. How funds are used;
3. Total cost of each project;
4. Share of total cost of each project provided from other sources;
5. Other records to facilitate an effective audit;
6. Other records to show compliance with federal program requirements; and
7. Significant project experiences and results.

All records must be retrievable and available for programmatic or financial audit.

The District shall provide the federal awarding agency, Inspectors General, Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other District records which are pertinent to the federal award. The District shall also permit timely and reasonable access to the District's personnel for the purpose of interview and discussion related to such documents.

Records shall be retained for a minimum of seven (7) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit or cognizant agency for indirect costs.

If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved and final action taken.

As part of the Records Management Plan, the District shall develop and maintain a records retention schedule, which shall delineate the record retention format, retention period and method of disposal.

The Records Management Plan shall include identification of staff authorized to access records, appropriate training, and preservation measures to protect the integrity of records and data.

The District shall ensure that all personally identifiable data protected by law or regulations is handled in accordance with the requirements of applicable law, regulations, Board Policy and Administrative Regulations.

#### Subrecipient Monitoring

In the event the District awards subgrants, the District shall establish procedures to:

Adopted:

First Reading: June 1, 2016

Tredyffrin/Easttown School District

1. Assess the risk of noncompliance.
2. Monitor grant subrecipients to ensure compliance with federal, state, and local laws and Board Policy and Administrative Regulations.
3. Ensure the District's record retention schedule addresses document retention on assessment and monitoring.

#### Compliance Violations

Employees and contractors involved in federally funded programs and subrecipients shall be made aware that failure to comply with federal law, regulations or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.

#### **References**

Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Part 200

Department of Education Direct Grant and State-Administered Programs, Title 34, Code of Federal Regulations – 34 CFR Part 75, Part 76

**Agenda VI, A, 2: Draft Policy 3390: Travel Reimbursement – Federal Grant Requests**

VIA: Mark Cataldi, Director of Assessment and Accountability

<p><b>Action Under Consideration:</b> That the Board of School Directors approves draft Policy 3390: Travel Reimbursement – Federal Grant Requests on a first reading basis, as ready for adoption at the next regular meeting.</p>
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The Policy Committee has reviewed this draft policy and recommends first reading approval by the Full Board. New wording is underlined. Deleted wording is indicated by strikethrough.

1. Questions from the Board
2. Comments and/or Questions from Community Members
3. Board Discussion/Deliberation/Action



*Travel Reimbursement – Federal Grant Requests ~~Programs~~*

The Board shall reimburse administrative, professional and support employees, and District officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

**Definition**

For purposes of this policy, **travel costs** shall mean the expenses for transportation, lodging, meals, and related items incurred by employees and District officials who are in travel status on official business as a federal grant recipient.

**Delegation of Responsibility**

District officials and employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.

The validity of payments for travel costs for all District officials and employees shall be determined by the Business Manager or his/her designee.

**Guidelines**

Travel costs shall be reimbursed on a mileage basis for travel using an employee's personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the District's nonfederally funded activities, and in accordance with the District's travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the rate approved by the Internal Revenue Service. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by the Internal Revenue Service.

All travel costs must be presented with an itemized, verified statement prior to reimbursement.

In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that:

1. Participation of the individual is necessary to the federal award.
2. The costs are reasonable and consistent with the ~~school's~~ ~~(center's)~~ District's established policy.

Adopted:

First Reading: June 1, 2016

Tredyffrin/Easttown School District

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**Agenda VI, A, 3: Revised Policy 4020: Conflict of Interest and Disclosure of Confidential Information – Prohibition (Tredyffrin/Easttown School District Employees)**

VIA: Mark Cataldi, Director of Assessment and Accountability

<p><b>Action Under Consideration:</b> That the Board of School Directors approves revised Policy 4020: Conflict of Interest and Disclosure of Confidential Information – Prohibition (Tredyffrin/Easttown School District Employees) on a first reading basis, as ready for adoption at the next regular meeting.</p>
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The Policy Committee has reviewed this revised policy and recommends first reading approval by the full Board. New wording is underlined. Deleted wording is indicated by strikethrough.

1. Questions from the Board
2. Comments and/or Questions from Community Members
3. Board Discussion/Deliberation/Action

*Conflict of Interest and Disclosure of Confidential Information – Prohibition  
(Tredyffrin/Easttown School District Employees)*

**Definitions**

“**Immediate Family**” is defined herein as a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister. ~~parent, spouse, child, brother or sister or anyone else who resides in the employee’s household.~~

“**Associated**” as used below in connection with a business means a District employee or a member of the employee’s immediate family who is an officer, director, owner or employee of or has a material financial interest in the business.

“**Conflict**” or “**Conflict of Interest**” shall mean use by a District employee of the authority of his/her employment, or any confidential information received through his/her employment, for the private pecuniary benefit of himself/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the employee, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated.

“**Material Financial Interest**” shall mean any financial interest in a legal entity engaged in business for profit where said interest comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.

“**Confidential Information**” means information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.

**Guidelines**

All District employees shall be provided with a copy of this Board Policy and acknowledge receipt and understanding of the guidelines contained herein in writing in the manner set forth in the accompanying regulation.

Designated District employees shall file a statement of financial interests as required by law and regulations.

No District employee shall engage in conduct that constitutes a ~~real or apparent~~ conflict of interest.

Adopted: April 26, 2004  
Revised: October 25, 2004  
Reviewed: October 24, 2006  
Revised: September 22, 2014  
First Reading: June 1, 2016

### Standards of Conduct

The District maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and/or administration of contracts.

No employee may participate in the selection, award or administration of a contract supported by a federal award if s/he has a real or apparent conflict of interest as defined above, as well as any other circumstance in which the employee, any member of his/her immediate family, his/her business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The District may not enter into a contract valued at \$500 or more with the following below individuals, unless the contract has been awarded through an open and public process including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the District employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.

- (1) a District employee;
- (2) a member of the District employee's immediate family;
- (3) any business in which the District employee or a member of the District employee's immediate family is associated; or
- (4) any business in which a District employee, a member of his/her immediate family, or business in which any such individual is associated is a subcontractor.

When advertised formal bidding is not required or used, an open and public process shall include at a minimum:

1. Public notice of the intent to contract for goods or services;
2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
3. Post-award public disclosure of who made bids or quotes and who was chosen.

District employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an

Adopted: April 26, 2004  
Revised: October 25, 2004  
Reviewed: October 24, 2006  
Revised: September 22, 2014  
First Reading: June 1, 2016

unsolicited item of nominal value as defined in the accompanying regulation, and otherwise in accordance with Board policy.

### **Improper Influence**

No person shall offer or give to a District employee, or a member of his/her immediate family or a business with which s/he is associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that action or judgment of the District employee would be influenced thereby.

No District employee shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding that the action or judgment of the District employee would be influenced thereby.

### **Reporting**

~~Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Superintendent. If the Superintendent is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Board President.~~

~~Any perceived conflict of interest of a Board member that is detected or suspected by any employee or third party shall be reported to the Board President. If the Board President is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Superintendent, who shall report the incident to the solicitor. [A1]~~

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.

### **Investigation**

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the extent required by law.

### **Disciplinary/Corrective Actions**

Adopted: April 26, 2004  
Revised: October 25, 2004  
Reviewed: October 24, 2006  
Revised: September 22, 2014  
First Reading: June 1, 2016

If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the District shall take and document prompt, corrective action to ensure that such conduct ceases and will not recur.

Violations of this policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary and other corrective action shall be consistent with Board Policies, Administrative Regulations, applicable collective bargaining agreements and state and federal laws.

Prohibition of Conflict of Interest and Disclosure of Confidential Information for Private Benefit

~~No District employee may use any confidential information obtained by virtue of his/her office or employment, for the private pecuniary benefit of the District employee, a member of his/her immediate family, or any business in which the District employee or a member of his/her immediate family is a director, officer, owner, employee or other material financial interest.~~

Prohibition of Conflict of Interest in Contracting with the District

~~A District employee or a member of his/her immediate family or any business in which the District employee or a member of his/her immediate family is associated, may not enter into a contract valued at more than \$500 with the District, unless the contract has been awarded through an open and public process.~~

Extent of Prohibition

~~This policy is not intended to prohibit any action having a *de minimis* economic impact or which affects to the same degree a class consisting of an industry, occupation or other group which includes the District employee, a member of his/her immediate family or a business with which the District employee or a member of the District employee's immediate family is associated.~~

This Policy is intended to supplement, but not replace, any applicable state laws and regulations governing conflicts of interest, including, but not limited to, relevant provisions of the Pennsylvania Public School Code and the Pennsylvania Public Official and Employees Ethics Law, and the Uniform Administrative Requirements for Federal Awards.

Adopted: April 26, 2004  
Revised: October 25, 2004  
Reviewed: October 24, 2006  
Revised: September 22, 2014  
First Reading: June 1, 2016

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**Agenda VI, A, 4: Revised Policy 8120: Food and Nutrition Services**

VIA: Mark Cataldi, Director of Assessment and Accountability

**Action Under Consideration:** That the Board of School Directors approves revised Policy 8120: Food and Nutrition Services on a first reading basis, as ready for adoption at the next regular meeting.

The Policy Committee has reviewed this revised policy and recommends first reading approval by the full Board. New wording is underlined. Deleted wording is indicated by strikethrough.

1. Questions from the Board
2. Comments and/or Questions from Community Members
3. Board Discussion/Deliberation/Action

### *Food and Nutrition Services*

The food and nutrition services program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).

The District shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity, gender expression, ancestry, national origin, marital status, pregnancy or handicap/disability.

Operation and supervision of the food service program shall be the responsibility of the Supervisor of Food and Nutrition Services and the Business Manager.

### *National School Lunch/Breakfast Program*

The District ~~has agreed to~~ participates in the National School Lunch/Breakfast Program as the sponsoring agency for the Food and Nutrition Services program in its schools, implementing the National School Lunch Act. Free and reduced price meals shall be provided to students who cannot afford to pay the price of the "Type A" meals in accordance with federal eligibility guidelines. Students shall also be permitted to bring their lunches from home and may purchase food, beverages, and incidental items in all schools at appropriate times.

#### *Free/Reduced-Price Meals*

The District shall provide free and reduced-price meals to students in accordance with the terms and conditions of the National School Lunch Program and the School Breakfast Program

### *Non-School Food Sales*

Food sales by approved organizations in ~~elementary and~~ middle schools will not begin before 2:00 p.m. In the senior high school, approved organizations may not conduct food sales one hour before and during the school's officially designated lunch period.

#### *Price ~~for~~ and Selection of Meals*

The Board shall set the price for students and adults for the Type A meal consistent with federal and state guidelines. A la carte items shall be priced competitively by the Supervisor of Food and Nutrition Services and reviewed by the Business Manager.

To reinforce the District's commitment to nutrition and student wellness, foods served in school cafeterias shall (1) be carefully selected to contribute to students' nutritional well-being and health; (2) meet the nutrition standards specified in law and regulations and approved by the Board; (3) be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits; and (4) be served in age-appropriate quantities, at reasonable prices.



*Cafeteria Funds*

The Food and Nutrition Services Program shall be operated on a nonprofit basis. All monies derived from this program, or contributed to it, shall be deposited in a separate Cafeteria Fund. All income accruing from the operation of the program shall be used only to reduce the price of meals to paying students, to improve the quality of meals, and to purchase and maintain supplies, services, and equipment.

*Financing and Accounting*

The Food and Nutrition Services Program shall keep accounts and records and make reports as prescribed by the Pennsylvania Department of Education and the Board. Such accounts and records shall at all times be available for inspection and audit by authorized officials and shall be preserved for such time as the Department of Education may lawfully prescribe.

*Purchasing*

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and administrative regulations.

~~Cafeteria purchases (refer to policy 3300) shall be made by the office of the Supervisor of Food and Nutrition Services following prescribed procedures, except for perishable foods such as milk, bread, produce, meats, and ice cream, which shall be ordered by the cafeteria managers under the authorization and supervision of the Supervisor of Food and Nutrition Services.~~

*Sanitation / Food Safety Inspections*

The District shall comply with federal requirements in developing a food safety program that enables District schools to take systematic action to prevent or minimize the risk of foodborne illness among students.

The District shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.

The Food and Nutrition Services Program shall comply with the sanitation requirements of the Pennsylvania Department of Health and the Chester County Department of Health, including engaging food handlers with proper certification, frequent review of sanitation rules and regulations, fastidious care in the handling and storage of foods and maintenance of equipment, observation and on-the-job training of personnel, and regularly scheduled thorough cleaning of the entire kitchen area.

Adopted: October 8, 1979  
 Revised: June 15, 1987  
 Revised: January 24, 1994  
 Revised: November 28, 2005  
 Revised: April 24, 2006  
 First Reading: June 1, 2016

The District shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.

The District shall post the most recent inspection report and release a copy of the report to members of the public upon request to the extent required by law.

#### *Accommodating Students With Special Dietary Needs*

The District shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.

#### *Professional Standards For Food Service Personnel*

The District shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both District-operated food service programs and contracted food service programs.

#### *Delegation of Authority Regarding Unpaid Balances*

The Superintendent or designee is authorized to develop and promulgate regulations addressing the following:

- Procedures for collecting money for individual student accounts which ensure that the identity of each student is protected.
- Method in which students and parents/guardians are notified when the student's account reaches a specified level. At least one (1) advance warning shall be given to the student and parent/guardian.
- Procedures for providing students with meals when the student forgets or loses his/her money or when his/her account has insufficient funds.
- Procedures governing the collection of money for negative balance student accounts.

~~students with negative balances in food service accounts in accordance with federal and state law, including denial or limitation of food service.~~

Adopted: October 8, 1979  
 Revised: June 15, 1987  
 Revised: January 24, 1994  
 Revised: November 28, 2005  
 Revised: April 24, 2006  
 First Reading: June 1, 2016

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**Agenda VI, A, 5: Revised Policy 9140: Board Committees**

VIA: Mark Cataldi, Director of Assessment and Accountability

**Action Under Consideration:** That the Board of School Directors approves revised Policy 9140: Board Committees on a first reading basis, as ready for adoption at the next regular meeting.

The Policy Committee has reviewed this revised policy and recommends first reading approval by the full Board. New wording is underlined. Deleted wording is indicated by strikethrough.

1. Questions from the Board
2. Comments and/or Questions from Community Members
3. Board Discussion/Deliberation/Action

## *Board Committees*

### Function

Committees shall be established by the Board President to assist the Board in the conduct of its affairs. At the request of the Board, the President shall establish ad hoc committees for special purposes.

### Standing Committees

There shall be standing committees in the areas of education, facilities, finance, ~~legislative~~, personnel and ~~Policy~~policy. Standing committees may be established in other areas if approved by a majority of the Board.

### Appointment

The President of the Board shall have the authority to appoint ~~and/or~~ remove committee chairpersons and other committee members. In making all appointments, the President shall take into consideration the training and special talents of individual Board members. A review of committee appointments may be initiated by a majority of the Board.

### Membership

The President of the Board shall be, ex officio, a member of all committees.

Committee members shall inform the chairperson of their committee or the Administrative Office when they are unable to attend a committee meeting.

Where practical, committee chairpersons and memberships should rotate among the Board members so that each has the opportunity to serve on each committee.

### Committee of the Whole

The Board shall, when desirable, act as a Committee-of-the-Whole. No committee, including the Committee-of-the-Whole, shall have legislative or administrative power.

### Public Comment

Unless held as an executive session or information session, committee meetings shall be open to the public. A member of the public present at a committee meeting may address the committee in accordance with law and other Board ~~Policy~~policies and procedures. The committee may provide for additional opportunities for public comment at its discretion or as required by law.

{01249883 }Adopted: August 28, 1978

Revised: May 24, 1993

Revised: February 23, 2009

Revised: December 5, 2011

Revised: May 23, 2012

First Reading: June 1, 2016

Tredyffrin/Easttown School District

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**Agenda VI, A, 6: Revised Policy 9360: Conflict of Interest (Organizational and Board Members)**

VIA: Mark Cataldi, Director of Assessment and Accountability

<p><b>Action Under Consideration:</b> That the Board of School Directors approves revised Policy 9360: Conflict of Interest (Organizational and Board Members) on a first reading basis, as ready for adoption at the next regular meeting.</p>
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The Policy Committee has reviewed this revised policy and recommends first reading approval by the full Board. New wording is underlined. Deleted wording is indicated by strikethrough.

1. Questions from the Board
2. Comments and/or Questions from Community Members
3. Board Discussion/Deliberation/Action

*Conflict of Interest (Organizational and Board Members)*

**Definitions:**

**Confidential Information** – information not attainable from reviewing a public document or from making inquiry to a publicly available source of information.

**Immediate Family** – a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister.

**Conflict of Interest** – use by a Board member of the authority of his/her office, or any confidential information received through his/her holding public office, for the private pecuniary benefit of himself/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Board member, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated.

**Associated** – (as used in connection with a business) means one who is an officer, director, owner or employee of or has a material financial interest in the business.

**Material Financial Interest** – any financial interest in a legal entity engaged in business for profit ~~which~~ where said interest comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.

**Guidelines**

All Board Members shall be provided with a copy of this Board Policy and acknowledge receipt and understanding of the guidelines contained herein in writing at the time of their orientation.

No Board Member shall be allowed to take the oath of office or enter or continue upon his/her duties, nor shall s/he receive compensation from public funds, unless s/he has filed a statement of financial interests as required by law.

No Board Member shall engage in conduct that constitutes a ~~real or apparent~~ conflict of interest. ~~A conflict of interest or potential conflict of interest exists in the event of:~~

Adopted: April 26, 2004  
Revised: October 25, 2004  
Revised: August 23, 2010  
First Reading: June 1, 2016

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~~Any transaction or arrangement in which a Board Member uses any confidential information (information not attainable from reviewing a public document or from making inquiry to a publicly available source of information) obtained by virtue of his/her office, for the private pecuniary benefit of the Board Member; a member of his/her immediate family, defined herein as parent, spouse, child, brother or sister; or any business in which the Board Member or a member of his/her immediate family is a director, officer, owner, employee or other material financial interest; or~~

~~Any transaction or arrangement between the District and any entity or individual in which or with which a Board Member or a member of his/her immediate family is an officer or director or has a material financial interest; or~~

~~Any other transaction or arrangement in which a Board Member or a member of his/her immediate family has a material financial interest.~~

~~A conflict of interest does not include an action having a *de minimis* economic impact or which affects to the same degree a class consisting of an industry, occupation or other group which includes the Board Member, a member of his/her immediate family or a business with which the Board Member or a member of the Board Member's immediate family is associated.~~

### Standards of Conduct

The following standards shall govern the actions of Board Members engaged in the selection, award and/or administration of contracts.

No Board Member may participate in the selection, award or administration of a contract supported by a federal award if s/he has a real or apparent conflict of interest as defined above, as well as any other circumstance in which the Board Member, any member of his/her immediate family, his/her business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The District may not enter into a contract valued at \$500 or more with the following individuals, unless the contract has been awarded through an open and public process including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Board Member shall not have any supervisory or overall responsibility for the implementation or administration of the contract.

- (1) a Board Member; or
- (2) a member of his/her the Board Member's immediate family; or
- (3) any business in which the Board Member or a member of his/her the Board Member's immediate family is associated; or

Adopted: April 26, 2004  
Revised: October 25, 2004  
Revised: August 23, 2010  
First Reading: June 1, 2016

~~(4) any business in which the Board member, a member of his/her immediate family, or business in which any such individual is associated is a subcontractor. -may not enter into a contract valued at more than \$500 with the District, unless the contract has been awarded through an open and public process.~~

When advertised formal bidding is not required or used, an open and public process shall include at a minimum:

1. Public notice of the intent to contract for goods or services;
2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
3. Post-award public disclosure of who made bids or quotes and who was chosen.

Subject to the following exception, in the event any Board member would be required to vote on a matter that would result in a conflict of interest, the Board member shall be required to abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her interest as a public record in a written memorandum filed with the Board Secretary.

Although a Board member is generally required to abstain from voting on any matter that would result in a conflict of interest, a Board member may vote on such a transaction or arrangement if the vote is needed to break a tie or if his/her vote is needed to make the majority or other legally required vote attainable. In those situations, the Board member must publicly disclose his/her interest and may not have any supervisory or overall responsibility for the implementation or administration of the transaction or arrangement.

Board Members may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value as defined in Administrative Regulation No. 4160 and otherwise in accordance with Board policy.

### **Improper Influence**

No person shall offer or give to a Board Member, nominee or candidate for the Board, or a member of his/her immediate family or a business with which s/he is associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the Board Member would be influenced thereby.

Adopted: April 26, 2004  
Revised: October 25, 2004  
Revised: August 23, 2010  
First Reading: June 1, 2016

Tredyffrin/Easttown School District



No Board Member, nominee or candidate for the Board shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that Board Member, nominee or candidate that the vote, official action or judgment of the Board Member, nominee or candidate for the Board would be influenced thereby.

### **Organizational Conflicts**

Organizational conflicts of interest may exist when due to the District's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the District may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.

In the event of a potential organizational conflict, the potential conflict shall be reviewed by the Superintendent or designee, when brought to the Superintendent's attention, -to determine whether it is likely that the District would be unable or appear to be unable to be impartial in making the award. If such a likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

1. The organizational relationship shall be disclosed as part of any notices to potential contractors;
2. Any District employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;
3. A competitive bid, quote or other basis of valuation is considered; and
4. The Board has determined that contracting with the related organization is in the best interests of the program involved.

### **Reporting**

~~Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Superintendent. If the Superintendent is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Board President.~~

Any perceived conflict of interest of a Board member that is detected or suspected by any employee or third party shall be reported to the Board President. If the Board President is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Superintendent, who shall report the incident to the solicitor.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.

Adopted: April 26, 2004  
Revised: October 25, 2004  
Revised: August 23, 2010  
First Reading: June 1, 2016

**Investigation**

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the extent required by law.

**Corrective Action**

If an investigation results in a finding that a complaint is factual and constitutes a violation of this policy, the District shall take and document prompt, corrective action to ensure that such conduct ceases and will not recur.

Corrective action shall be consistent with applicable law.

This policy is intended to supplement, but not replace, any applicable state laws and regulations governing conflicts of interest, including but not limited to relevant provisions of the Pennsylvania Public School Code and the Pennsylvania Public Official and Employees Ethics Law, and the Uniform Administrative Requirements for Federal Awards.

Adopted: April 26, 2004  
Revised: October 25, 2004  
Revised: August 23, 2010  
First Reading: June 1, 2016

Tredyffrin/Easttown School District

**Agenda VI, B: Resolution Regarding Every Student Succeeds Act Implementation**

VIA: Wendy Towle, Director of Curriculum, Instruction, Staff Development and Planning

**Action Under Consideration:** That the Board of School Directors adopts the following resolution after which the resolution will be conveyed to the local State Representatives, Senators, the Office of the Governor and the Pennsylvania school districts.

1. Questions from the Board
2. Comments and/or Questions from Community Members
3. Board Discussion/Deliberation/Action

RESOLUTION REGARDING EVERY STUDENT SUCCEEDS ACT IMPLEMENTATION  
by the Tredyffrin/Easttown School District Board of Directors  
June 1, 2016

WHEREAS, the Every Student Succeeds Act (ESSA) provides each state an opportunity to diminish the overuse of high-stakes standardized testing to evaluate students, educators and schools; and

WHEREAS, our nation's school systems have been spending growing amounts of time, money and energy on high-stakes standardized testing, in which student performance on standardized tests is used to make major decisions affecting individual students, educators and schools; and

WHEREAS, it is widely recognized that standardized testing is an inadequate and often unreliable measure of both student learning and educator effectiveness; and

WHEREAS, the Tredyffrin/Easttown School District provides meaningful academic instruction and assessment that promotes critical thinking, creativity and innovation, resilience, personal integrity and the effective and responsible use of technology, all of which may be diminished by the narrowing of the curriculum that results from an overemphasis on standardized testing; and

WHEREAS, high-stakes standardized testing may have the greatest negative impact on students with special needs who often demonstrate proficiency through alternative forms of assessment; and

WHEREAS, a growing number of parents have chosen to opt their children out of required standardized tests; and

WHEREAS, the Tredyffrin/Easttown School District has a strong model of teacher observation and practice that guides instructional delivery and engages teachers and administrators in its own evaluation program through the use of critical and timely feedback; and

WHEREAS, the Tredyffrin/Easttown School District continues to oppose the State mandate that requires Keystone Exams in all Pennsylvania public schools as graduation requirements.

THEREFORE, BE IT RESOLVED, that the Board of School Directors of the Tredyffrin/Easttown School District calls upon its Department of Education and General Assembly to utilize the implementation of the Every Student Succeeds Act to minimize the amount of mandated testing and the use of standardized testing for teacher and school evaluation; and

BE IT FURTHER RESOLVED, that the Board of School Directors of the Tredyffrin/Easttown School District calls upon the Department of Education and General Assembly to develop an accountability system that is not "one size fits all," providing local control to the greatest extent possible under the law; and

BE IT FURTHER RESOLVED, that the Board of School Directors of the Tredyffrin Easttown School District calls upon the General Assembly and State Board of Education to permanently separate Keystone exams from high school graduation requirements; and

BE IT FURTHER RESOLVED, that the Board of School Directors of the Tredyffrin Easttown School District calls upon the General Assembly to revise Act 82 to eliminate assessment data from educator evaluation and to use observation and practice for 100% of the evaluation for all professional employees.

Adopted this 1<sup>st</sup> day of June, 2016.

Signed,

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School Board President

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Board Secretary (Seal)