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

Richard Gusick, Superintendent of Schools
Tredyffrin/Easttown School District
Conestoga High School
200 Irish Road
Berwyn, PA 19312

District Web Site: www.tesd.net

November 13, 2017
Regular Board Meeting
7:30 P.M.

AGENDA

I. Call to Order and Pledge to the Flag

II. Report from Student Representatives

III. Report from Professional Staff

IV. Students, Staff and Program Highlights

   New Eagle Elementary School Fourth Graders Serve as Student Ambassadors
   New Eagle Elementary School Second Grade Students Are Kids of Character
   New Eagle Elementary School Students are Eager Readers
   Conestoga High School Student Group Registers 118 Voters

V. 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 and TENIG, the Board will accept comments from the union presidents. The Board requests that each public comment

- 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
- 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.
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.

VI. Priority Discussion

None.

VII. Committee and Ambassador Reports

A. Education – Katharine Murphy
   The next meeting will be held at 5:00 p.m. on November 15, 2017, in the TEAO.

B. Facilities – Michele Burger
   The next meeting will be held at 7:00 p.m. on December 5, 2017, in the TEAO.

C. Finance – Todd Kantorczyk
   The next meeting will be held at 7:00 p.m. on November 14, 2017, in the TEAO.

D. Diversity – Michele Burger
   The next meeting will be held at 7:00 p.m. on January 17, 2018, in the TEAO.

E. Ad Hoc Legislative – Edward Sweeney

F. Ad Hoc Public Information – Roberta Hotinski

G. Intermediate Unit/Technical School – Scott Dorsey

H. Policy – Kevin Buraks

VIII. 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 October 23, 2017 Regular Board Business Meeting and the November 8, 2017 Special Board Meeting

B. Receive Financial Reports
   None.

C. Personnel
   1. Routine Personnel Actions

      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.

D. Curriculum and Instruction
   None.

E. Business Office
   1. Acceptance of Gifts
2. Heckendorn Shiles Architects, Ltd. Fee Proposal – Infrastructure Implementation
3. Agreement with Heckendorn Shiles Architects, Ltd.
5. ARMM Associates, Inc. Fee Proposal – District-Wide Roof Survey

F. Staff and Students
1. Educational Services Agreement
2. Contract with Approved Private School

G. Transportation
None.

H. School Board
1. Policy Recommended for Second Reading
   The Board will take action on adoption of the following policy as recommended by the Policy Committee.
   • Revised Policy 6146: Student Athletics

IX. Other Actions Under Consideration
A. Policies for First Reading
   The following policies will be considered on a first reading basis as ready for adoption at the next regular Board meeting.
1. Repeal of Policy 6300: Adult Education, First Reading
   1. Questions from the Board
   2. Comments and/or Questions from Community Members
   3. Board Discussion/Deliberation/Action
2. Revised Policy 8020: Supplies, First Reading
   1. Questions from the Board
   2. Comments and/or Questions from Community Members
   3. Board Discussion/Deliberation/Action
3. Revised Policy 8021: Telephones, First Reading
   1. Questions from the Board
   2. Comments and/or Questions from Community Members
   3. Board Discussion/Deliberation/Action
4. Repeal of Policy 5114: Attendance Records, First Reading
   1. Questions from the Board
   2. Comments and/or Questions from Community Members
   3. Board Discussion/Deliberation/Action
5. Draft Policy 5121: Recruitment of Students by Military Recruiters, Postsecondary Education Representatives and Prospective Employers, First Reading
   1. Questions from the Board
   2. Comments and/or Questions from Community Members
   3. Board Discussion/Deliberation/Action
6. Revised Policy 5225: Student Records, First Reading
   1. Questions from the Board
   2. Comments and/or Questions from Community Members
   3. Board Discussion/Deliberation/Action
X. Comments or Questions from Community Members
The public comment period for non-agenda items is reserved for residents and taxpayers.

XI. 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.

   November 13, 2017 at 6:00 p.m.

   Future School Board Business Meetings are scheduled for:

   Monday, December 4, 2017, Reorganization/Regular Board Business Meeting – 7:30
   p.m. at Conestoga High School, 200 Irish Road, Berwyn
   Tuesday, January 2, 2018, Special Board Business Meeting – 7:30 p.m. at Conestoga
   High School, 200 Irish Road, Berwyn
   Monday, January 22, 2018, Regular Board Business Meeting – 7:30 p.m. at
   Conestoga High School, 200 Irish Road, Berwyn
   Monday, February 26, 2018, Regular Board Business Meeting – 7:30 p.m. at
   Conestoga High School, 200 Irish Road, Berwyn

XII. General Announcements

XIII. Adjournment
Report of the Superintendent and Administrative Staff to the Tredyffrin/Easttown Board of School Directors

November 13, 2017
Regular Board Meeting
7:30 P.M.

AGENDA MATERIALS

VIII, 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 (VIII):

A. Minutes of the October 23, 2017 Regular Board Business Meeting and the November 8, 2017 Special Board Meeting
C1. Routine Personnel Actions
E1. Acceptance of Gifts
E2. Heckendorn Shiles Architects, Ltd. Fee Proposal – Infrastructure Implementation
E3. Agreement with Heckendorn Shiles Architects, Ltd.
E5. ARMM Associates, Inc. Fee Proposal – District-Wide Roof Survey
F1. Educational Services Agreement
F2. Contract with Approved Private School
H1. Policy 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.

Consent VIII, A: Minutes of the October 23, 2017 Regular Board Business Meeting and the November 8, 2017 Special Board Meeting

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

**Action Under Consideration:** That the Board of School Directors approves the minutes of the October 23, 2017 Regular Board Business Meeting and the November 8, 2017 Special Board Meeting (see attachment):
The Tredyffrin/Easttown School 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.

Student Representatives: Caroline Pawlow

Others in attendance:

Richard Gusick, Superintendent of Schools;
Arthur J. McDonnell, Business Manager/Board Secretary;
David Francella, Treasurer;
Ken Roos, District Solicitor;
Jeanne Pocalyko, Director of Human Resources;
Chris Groppe, 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;
Oscar Torres, Director of State and Federal Programs/Curriculum Supervisor;
Nancy Adams, Curriculum Supervisor;
Pat Gately, Curriculum Supervisor;
Amy Meisinger, Principal, Conestoga High School;
Patrick Boyle, Assistant Principal, Conestoga High School;
Matt Gibson, Principal, Valley Forge Middle School;
Stephanie Demming, Principal, Beaumont Elementary School;
Karen Whyte, Principal, New Eagle Elementary School;
Jeanne Braun, Coordinator of Volunteer Services;
Bob DeSipio, TEEA President
and members of the press.

Call to Order and Pledge to the Flag

Report from Student Representative
  • Caroline Pawlow discussed past and upcoming events at Conestoga High School

Report from Staff
  • Susan McCann reported on STEAM articles.

Solicitor, Ken Roos, reviewed the procedures for public comment.

Comments/Questions from Community Members:
  • Jerry Henige commented on teacher resignations.

Priority Discussion/Action
None

Committee and Ambassador Reports
  A. Diversity - Michele Burger
  B. Facilities - Michele Burger
  C. Finance – Todd Kantorczyk
  D. Education – Katharine Murphy
  E. Ad Hoc Public Information Committee – Roberta Hotinski
  F. Ad Hoc Legislative – Edward Sweeney
Consent Agenda
Minutes of the September 25, 2017 Regular Board Business Meeting
The Board of School Directors approved the minutes of the September 25, 2017 Regular Board Business Meeting.

Receive Financial Reports
The Board of School Directors approved payment of current invoices and payroll as stated below:

FURTHER, that the Treasurer is authorized to pay current invoices and payroll from the General Fund not to exceed the amount of $12,500,000.00 for the month of November.

FURTHER, that the Treasurer was authorized and therefore did pay invoices and payroll from the General Fund in the actual amount of $16,629,074.90 for the month of September.

Routine Personnel Actions
Resignations/Releases/Retirements
The Board of School Directors approved the following resignations/releases/retirements:

Nancy Brooke, secretary "A", Valley Forge Elementary, retirement, effective 1/2/18
Marianne Cleary, supervisor of transportation, TEAO, retirement, effective 2/23/18
Sydney Monte, general kitchen worker, TEMS, resignation, effective 10/5/17
Noreen Richardson, substitute nurse, District, resignation, effective 10/17/17
Mary Joel Waterman, substitute teacher, District, resignation, effective 10/10/17
Dawn Zrebiec, substitute nurse, District, resignation, effective 10/12/17
Issuance of statement of charges against Employee # 8588, Conestoga High School, in the form presented to the Board

Appointments
The Board of School Directors approved the following appointments; changes in position and/or location:

James Alfano, substitute teacher, District, effective 9/25/17
Lauren Baxendell-Delucce, change in FTE to (.38) general kitchen worker, Valley Forge Middle, effective 8/23/17
Nancy Caldwell, change in FTE to (.69) paraeducator, Valley Forge Elementary, effective 9/18/17
Shannon Curran, teacher, Long Term Substitute Teacher Contracts, Valley Forge Middle, salary based and prorated on an annual salary of $61,950, effective 9/14/17 to 12/20/17 and 1/3/18 to 1/29/18*
Seth Dixon, substitute teacher, District, effective 10/3/17*
Rushon Drayton, substitute custodian, District, at an hourly rate of $11.78, effective 9/25/17*
Kirsten Firestine, after school program teacher, Valley Forge Elementary, at an hourly rate of $28.00, effective 10/19/17
Aubrey Griffith, substitute teacher, District, effective 10/20/17*
Elizabeth Grove, crossing guard, Conestoga High School, at an hourly rate of $17.77, effective 10/17/17*
Christie Hatch, substitute teacher, District, effective 9/27/17*
Delilah Hightower, (.5) general kitchen worker, Valley Forge Elementary, at an hourly rate of $12.13, effective 10/17/17*
Robin Holloway, substitute teacher, District, effective 10/5/17*
Caitlin Kershinski, (.5) custodian, Devon Elementary, at an hourly rate of $14.19, effective 10/2/17*
Daniel Masse, substitute teacher, District, effective 10/4/17*
Ashlyn McElroy, teacher, change of location to Devon Elementary, effective 10/5/17
Terry Messantonio, change in FTE to (.94) cafeteria manager, effective 8/28/17
Sydney Monte, substitute general kitchen worker, District, at an hourly rate of $11.69, effective 10/5/17
Kathleen Murphy, substitute teacher, District, effective 10/18/17*
John Numerick, (.56) general kitchen worker, change in location to T/E Middle, effective 10/16/17
Heidi Powel, teacher, Long Term Substitute Teacher Contract, Hillside Elementary, salary based and prorated on an annual salary of $50,250, effective 12/14/17 to 4/12/18**
Victoria Riego De Dios, (.53) general kitchen worker, Beaumont Elementary, at an hourly rate of $12.13, effective 10/10/17*
Michael Stokes, substitute custodian, District, at an hourly $11.78, effective 10/18/17*

* Employment contingent upon appropriate Personnel processing and State and Federal requirements.
** Salary subject to negotiated contract with the Tredyffrin/Easttown Educational Association for 2017-18 school year.

Probationary Period Wage Adjustment
The Board of School Directors approved the following wage adjustments consistent with the Collective Bargaining Agreement for the following employees who have completed their 90-day probationary period:
Rita Khalaila, secretary/clerk, TEAO, effective 9/26/17
Patricia Lanahan, secretary, Conestoga High School, effective 10/10/17

Volunteer Report
BEAUMONT ELEMENTARY SCHOOL

HSA Gathering
Kimberly Anthony  Kelly Bickel  Paula Cardenas  Michelle Cherny
Becky Cogswell  Katie Donnelly  Auste Joost  Lindsey Keys
Min Lubiniecki  Erin Monast  Purusha Mostoller  Peggy Myers
Courtney O’Brien  Michael Scheffer  Megan Schwartz  Kristine Toscano
Jessica Weinberg  Elena Williamson

Kindergarten
Audrey Allen  Jennifer Anderson  Melissa Aufiero  Shima Briggs
Michelle Cherny  Sacha Connor  Kerry Jarema  Lindsey Keys
Trish Markell  Alicia Mendicino  Erin Monast  Cathy Rains
Sara Valenti  Lindsey Weber  Jaclyn Wertheimer

First Grade
Annette Hadley  Claire Hadley  Rupa Joshi  Stacey LeSage
Lauren McLaughlin  Megan Riley

Second Grade
Michele Brown  Ana Da Costa  Leila Da Costa  Anjuli Gairola
Giulia Ghibellini  M. Catherine Lambert  Harris Vuadens  Cara Wiechecki

Third Grade
Paula Cardenas  Kim French  Min Lubiniecki  Amy Orcutt
Erin Traineau

Fourth Grade
Jen Bracco  Michele Brown  Shannon Choe  Julie Crowe
Kerry Dolan  Stephanie Frederick  William Krapf  Andrea Krick
Stacey LeSage  Colleen Mahoney  Ashley Meyers  Julia Morrill
Amy Orcutt  Lian Qian  Christine Singley  Victoria Stagnaro

Library
Michelle Moua  Pikk Nga

Walking Club
<table>
<thead>
<tr>
<th>Role</th>
<th>Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathleen Bendernagel</td>
<td>Michele Brown, Paula Cardenas, Stacy Chong</td>
</tr>
<tr>
<td>Sacha Connor</td>
<td>Megan Doble, Katie Donnelly, Stephanie Frederick, Stacey LeSage</td>
</tr>
<tr>
<td>Jassamine Harris</td>
<td>Tricia Jackson, Amanda Kaune, Peggy Myers</td>
</tr>
<tr>
<td>Claudette McCarron</td>
<td>Ann McCarthy, Lauren McLaughlin, Erin Trainneau</td>
</tr>
<tr>
<td>Health Screening</td>
<td>Jen Bracco, Valerie Cheng, Megan Doble, Nadia Gerard</td>
</tr>
<tr>
<td>Chess Club</td>
<td>Jen Bracco, Paula Cardenas, Stacy Chong, Katharine Mayer, Erin Trainneau</td>
</tr>
<tr>
<td>MASH</td>
<td>Julia Muhly, Sara Valenti, Cara Wiechecki</td>
</tr>
<tr>
<td>DEVON ELEMENTARY SCHOOL</td>
<td></td>
</tr>
<tr>
<td>Beautification</td>
<td>Shweta Sivaraman</td>
</tr>
<tr>
<td>Box Tops</td>
<td>Linda Huffman</td>
</tr>
<tr>
<td>Charleston Gift Wrap</td>
<td>Kate Farabaugh</td>
</tr>
<tr>
<td>Communications</td>
<td>Wendy Cook, Michele Seeger</td>
</tr>
<tr>
<td>Cultural Arts</td>
<td>Christina Arnault, Mary Ellen O’Donnell</td>
</tr>
<tr>
<td>Directory</td>
<td>Marisa Campbell, Megan Hillier, Kim Sylvester</td>
</tr>
<tr>
<td>Health Screenings</td>
<td>Lindsey Wisch</td>
</tr>
<tr>
<td>Library</td>
<td>Lauren Amjed, Beth Fogarty, Priscilla Futema, Jennifer Lara</td>
</tr>
<tr>
<td>Little Cypress Elementary School</td>
<td>Robert Lawson, Cathy Rains, Nikole Salata</td>
</tr>
<tr>
<td>School</td>
<td>Christina Arnault, Christa Bialka, Jen Gallagher, Lindsay Hagerman</td>
</tr>
<tr>
<td>Mother/Son Movie Night</td>
<td>Christine Jones, Raquel Murphy, Kelly Myers, Mary Ellen O’Donnell</td>
</tr>
<tr>
<td>Amy Fatz</td>
<td>Kara McMahon, Becky Ormsbee</td>
</tr>
<tr>
<td>School Store</td>
<td>Linda Huffman</td>
</tr>
<tr>
<td>Spirit Wear</td>
<td>Gaby Evers, Kate Miller</td>
</tr>
<tr>
<td>HILLSIDE ELEMENTARY SCHOOL</td>
<td></td>
</tr>
<tr>
<td>Kindergarten VIP Visitor</td>
<td>Tiffany Kahan</td>
</tr>
<tr>
<td>First Grade Mystery Reader</td>
<td>Peggy Dudrick, Mark Friel, Caitlyn King, Laura Mills</td>
</tr>
<tr>
<td>Library</td>
<td>Ozge Yeniay, Library</td>
</tr>
</tbody>
</table>
Tredyffrin/Easttown School District

October 23, 2017

Cosette Elliott
Laura Mills
Faiza Tariq
Redecorating after Painting
Christin King

Kathy Gribb
Catherine Munch
Pia Twomey
Kelcey King

Collene Kennedy
Amy Rosenstein
Stacy Warkentine
Rashika Senapathy

Nicole Scherer

VALLEY FORGE ELEMENTARY SCHOOL

Cafeteria
Lauren Doran
Amanda Ivory
Tracy Scully

Lobby
Heather Mc Connell

Miscellaneous
Stacy Albert
Peiti Choi
Sarah Humbarger
Simmer Marcelli
Christine Miller
Moji Pour
Sarah Suriano
Geisa Arnold
Carli DiFabio
Amanda Ivory
Ann Marie Marburg
Tu Phuong Ng
Allison Richardson
Caren Trudel
Heather Bittenbender
Melissa Fanelli
Melissa Keene
Heather Mc Connell
Yunjin No
Andrea Sau
Emily Carteen
Anne Luba
Susan Mc Gowan
Shalin Patel
Julia Soura

Library
Stacy Albert
Tarin Cataldo
Katherine Forester
Kamila Jodzio
Ann Marie Marburg
Jo-Anna Novelli
Jon Rust
Beth Stanfield
Patricia Willcox
Laura De Jong
Jenny Ham-Roberts
Melissa Keene
Heather Mc Connell
Tina Parson
Andrea Sau
Brooke Stein
Doug Wilson
Heather Bittenbender
Alexis DiLullo
Heather Hill
Agnes Kent
Susan Mc Gowan
Phyllis Reid
Linda Schubert
Jaclyn Wahlers
Kristen Wright

Eva Case-Issakov
Lauren Doran
Amanda Ivory
Chulani
Christine Miller
Allison Richardson
Julia Soura
Brooks White
Fanny Yuliana

Publishing Center
Tarin Cataldo
Brooks White
Elayne Schmidt

Music
Tiffany Leong

School Store
Tara Karbiner
Amanda Ivory
Amanda Meyer
Beth Stanfield
Brooke Stein

Executive Board
Stacy Albert
Alexis DiLullo
Kim Kerns
Susan Mc Gowan
Alison Murray
Doug Wilson
Erika Dawson
Amanda Ivory
Heather Mc Connell
Amanda Minar
Brooks White

T/E MIDDLE SCHOOL

School Store
Christina Arnault
Heather Burton
Karen Close
Christine Beckwith
Rebecca Caldwell
Wendy Cook
Amy Biborosch
Maria Carson
Annie Detwiler

Kelly Bickel
Laura Chambers
Mimi Gorman

DRAFT PENDING BOARD APPROVAL
The Board of School Directors confirmed the administrative recommendations for the athletic and non-athletic positions for the fall season of the 2017-2018 school year at the stipends set forth in the attached list:

<table>
<thead>
<tr>
<th>School</th>
<th>Sport</th>
<th>Employee</th>
<th>Step</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>VFMS</td>
<td>Football-weight</td>
<td>Andrew Guy</td>
<td>1</td>
<td>$3,138.00</td>
</tr>
<tr>
<td>CHS</td>
<td>TV Studio Position 2</td>
<td>Alison Ferriola</td>
<td>1</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>CHS</td>
<td>Website Manager #1</td>
<td>Brooke Eidell</td>
<td>1</td>
<td>$1,405.00</td>
</tr>
</tbody>
</table>

Athletic and Non-Athletic Position Recommendations for the 2017-2018 School Year
The Board of School Directors confirmed the administrative recommendations for the athletic and non-athletic positions for the fall season of the 2017-2018 school year at the stipends set forth in the attached list:
Contracted Services for the 2017-2018 School Year

The Board of School Directors approved the following vendors to provide services to students during the 2017-2018 school year.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Description of Work</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPS Professional Services, LLC</td>
<td>Investigative Services</td>
<td>Updated Rate of $125 per hour</td>
</tr>
<tr>
<td>Heckendorn Shiles Architects</td>
<td>Architectural Project Management Services and Interior Design</td>
<td>Administration Rate of $83.20 per hour</td>
</tr>
<tr>
<td>Rebecca Kennedy Lorenzini</td>
<td>Professional Development for Faculty In-Service</td>
<td>Travel expenses</td>
</tr>
<tr>
<td>Mirmont Outpatient Center (previously Mainline American Day Educational Services)</td>
<td>Educational Services</td>
<td>$35.00 per hour</td>
</tr>
<tr>
<td>Wendy Pfeffer</td>
<td>Professional Development Faculty In-Service</td>
<td>$1,400 per day</td>
</tr>
<tr>
<td>Child Guidance Resource Center</td>
<td>Social Skills</td>
<td>$65 per hour</td>
</tr>
</tbody>
</table>

Acceptance of Gifts

The Board of School Directors accepted with pleasure and appreciation the following donations:

- 2 clothing racks donated by Shannon & Forrest Hansen to the Conestoga High School Drama Department.
- 85 novels donated by the Easttown Library to the T/E and Valley Forge Middle Schools classroom libraries valued at $85.00.
- A diamond head DU-107 ukulele donated by Mrs. Stephanie Thibault to the Devon Elementary School Music Department valued at $26.00.
- Football practice jerseys donated by an anonymous donor to the Valley Forge Middle School valued at $555.00.

Change Orders

The Board of School Directors approved the following change orders:

- **Synthetic Turf Replacement at Teamer Field:**
  GC-1 Athletic Fields of America, Inc. Credit ($16,500.00)

- **VCT Floor Reconditioning & Replacement at CHS:**
  GC-1 Continental Flooring Company Credit ($11,332.80)

The Facilities Committee met on Monday, October 10, 2017 and reviewed the above change orders and recommends same to the full Board for approval.
Approval of Transfer to Capital Reserve Fund
The Board of School Directors approved the transfer of $650,000 from the General Fund to the Capital Reserve Fund for the 2016-2017 year.

Crossing Guard Agreement
The Board of School Directors approved an agreement with Easttown Township to resolve any and all alleged outstanding obligations of both parties under the July 11, 2007 letter of understanding with respect to crossing guards through the date of execution of this Agreement, and simultaneously rescind the provisions of such letter of understanding relating to crossing guards as of the date of this Agreement.

The Board further requested Easttown Township to pass an ordinance authorizing the District to assume the hiring and oversight of school crossing guards pursuant to 53 P.S. 66915.

Upper Main Line YMCA Rental Contract
The Board of School Directors approved a rental contract between Conestoga High School and Upper Main Line YMCA for the use of its pool for the high school swim team for a total of $13,165.

Educational Services Agreement
The Board of School Directors approved an Educational Services Agreement for a District student with special needs. This agreement covers reimbursement for educational services for the 2017 Extended School Year from June 15, 2017 through August 27, 2017 at a total cost not to exceed $6,165.

Agreement with CCRN
The Board of School Directors approved an agreement between the Tredyffrin/Easttown School District and CCRN to provide educational and support services to students.

Agreement with Monroe Operations d/b/a Center for Families
The Board of School Directors approved an agreement between the Tredyffrin/Easttown School District and Monroe Operations d/b/a Center for Families to provide educational and related services to students for the 2017-2018 school year.

Policies Recommended for Second Reading
The Board of School Directors adopted the following draft/revised policies:
- Draft Policy 1126: Website Accessibility
- Revised Policy 4030: Appointment of Employees and Required Certifications
- Revised Policy 4035: Dress and Appearance
- Revised Policy 5436: Reporting Suspected Child Abuse

Scott Dorsey 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
2018-2019 Instructional Calendar Memorandum of Understanding and Resolution
The Board of School Directors approved the Memorandum of Understanding (MOU) between the Tredyffrin/Easttown School District and the Tredyffrin/Easttown Education Association. This MOU designates August 22, 2018 as the earliest first day for returning teachers for the 2018-2019 school year.

The Board of School Directors adopted the resolution which sets the instructional calendar for the 2018-2019 school year and designates Section 1502 and Act 80 days as part of the approved calendar.

Comments/Questions from the Board:
- Michele Burger commented on student days.

Comments/Questions from Community Members:
• Doug Anestad commented on student days.

Virginia Lastner moved, then the motion was seconded, that the Board of School Directors approve 2018-2019 Instructional Calendar Memorandum of Understanding and Resolution. The motion passed 9-0.

**Revised Policy 6146, Student Athletics, First Reading**
The Board of School Directors approved the Revised Policy 6146: Student Athletics, on a first reading basis, as ready for adoption at the next regular meeting.

**Comments/Questions from the Board:**
• None.

**Comments/Questions from Community Members:**
• None.

Michele Burger moved, then the motion was seconded, that the Board of School Directors approve Revised Policy 6146: Student Athletics. The motion passed 9-0.

**November Election Ballot Question**
The Board discussed the Proposed Constitutional Amendment on the November elections ballot and agreed that approval of the amendment would not benefit the District.

**Comments/Questions from Community Members:**
• Jerry Henige commented on the November election ballot question and Senate Bill 2.
• Cindy Verguldi commented on the Facilities Committee Meeting.
• Doug Anestad commented on the November election ballot question.

**Information**

**School Board Meetings**
Ken Roos, the District solicitor, stated that there were two executive session since the last Board meeting. Board members discussed collective bargaining, confidential personnel matters and pending labor grievances.

  - October 10, 2017 at 9:30 pm
  - October 23, 2017 at 6:00 pm

**Future School Board Business Meetings:**
  - Wednesday, November 8, 2017, Special Board Business Meeting – 7:30 p.m. at Valley Forge Middle School, 105 W. Walker Road, Wayne
  - Monday, November 13, 2017, Regular Board Business Meeting - 7:30 pm at Conestoga High School, 200 Irish Road, Berwyn
  - Monday, December 4, 2017, Regular Board Business Meeting - 7:30 pm at Conestoga High School, 200 Irish Road, Berwyn
  - Tuesday, January 2, 2018, Special Board Business Meeting – 7:30 p.m. at Conestoga High School, 200 Irish Road, Berwyn

**English as a Second Language**

**Students Participation in Fall Activities**
The meeting was adjourned 9:27 pm.
Submitted by

Arthur J. McDonnell
Board Secretary

(minutes prepared by M. Durante)
The Tredyffrin/Easttown Board of School Directors met in special session on the above date at Valley Forge Middle School, 105 West Walker Road, Wayne, PA.

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

Others in attendance:

Richard Gusick, Superintendent of Schools;  
Arthur J. McDonnell, Business Manager/Board Secretary;  
David Francellia, Treasurer;  
Jeffrey Sultanik, District Solicitor;  
Jeanne Pocalyko, Director of Human Resources;  
Chris Gropp, 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;  
Oscar Torres, Director of State and Federal Programs/Curriculum Supervisor;  
Nancy Adams, Curriculum Supervisor;  
Pat Gately, Curriculum Supervisor;  
Michele Staves, Curriculum Supervisor  
Amy Meisinger, Principal, Conestoga High School;  
Matt Gibson, Principal, Valley Forge Middle School;  
Jeanne Braun, Coordinator of Volunteer Services;  
Bob DeSipio, TEEA President  
and members of the press.

Call to Order and Pledge to the Flag

Public Comment
None.

Priority Discussion/Action: Fact Finder’s Report
Doug Carlson acknowledged that we are only able to reach this point after extraordinary commitment on the part of the full Board, District personnel, and the leadership team of the TEEA. Thank you for all your dedication.

Jeffrey Sultanik, Labor Counsel for the District, provided an overview of the negotiations process between the Tredyffrin/Easttown Education Association and the Tredyffrin/Easttown School District.

Call for the Motion, Deliberation and Board Action
Scott Dorsey moved, then the motion was seconded, that the Board of School Directors for the Tredyffrin/Easttown School District rejects the Act 88 Fact-finder's report dated October 30, 2017, in the Matter of Fact-finding between the Tredyffrin/Easttown Education Association and the Tredyffrin/Easttown School District, Case No. ACT 88-17-29-E and approves the tentative agreement between the Tredyffrin/Easttown Education Association and the Tredyffrin/Easttown School District dated November 6, 2017, and authorizes the District to notify the Pennsylvania Labor Relations Board and the Tredyffrin/Easttown Education Association of this action.

Rich Gusick, Superintendent of Schools, Art McDonnell, Business Manager/Board Secretary and Jeanne Pocalyko, Director of Human Resources presented an analysis of the tentative agreement between the Tredyffrin/Easttown School District and the Tredyffrin/Easttown Education Association.

Board Comment
Virginia Lastner commented in support of the tentative agreement.  
Scott Dorsey commented in support of the tentative agreement.  
Roberta Hotinski commented in support of the tentative agreement.  
Ed Sweeney commented in support of the tentative agreement.

DRAFT PENDING BOARD APPROVAL

16
Public Comment
Ray Clarke commented on the tentative agreement.
Thomas Hughes commented on the tentative agreement.

Board Comment
Kevin Buraks commented in support of the tentative agreement.
Todd Kantorczyk commented in support of the tentative agreement.

President Carlson asked Art McDonnell to perform a roll call vote:

Ed Sweeney: Yes
Roberta Hotinski: Yes
Kevin Buraks: Yes
Michele Burger: Yes
Todd Kantorczyk: Yes
Kate Murphy: Yes
Virginia Lastner: Yes
Scott Dorsey: Yes
Doug Carlson: Yes

The motion passed 9-0.

Public Comment
None.

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.

November 2, 2017, 6:30 pm

Future School Board Meetings are scheduled for:
Monday, November 13, 2017, Regular Board Business Meeting – 7:30 p.m. at Conestoga High School, 200 Irish Road, Berwyn

Monday, December 4, 2017, Reorganization/Regular Board Business Meeting – 7:30 p.m. at Conestoga High School, 200 Irish Road, Berwyn

Tuesday, January 2, 2018, Special Board Business Meeting – 7:30 p.m. at Conestoga High School, 200 Irish Road, Berwyn

Adjournment
The meeting was adjourned at 8:30 pm.

Submitted by

Arthur J. McDonnell
Board Secretary

(minutes prepared by M. Durante)

DRAFT PENDING BOARD APPROVAL
Consent VIII, C, 1: Routine Personnel Actions

VIA: Jeanne Pocalyko, Director of Human Resources

1. Resignations/Releases/Retirements

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

- Kyle Boyer, teacher, Valley Forge Middle, resignation, effective 12/1/17
- Diane Jordan, general kitchen worker, T/E Middle, resignation, effective 11/6/17
- Peggy Jackson, general kitchen worker, Valley Forge Elementary, resignation, effective 9/20/17
- Honey Torretti, paraeducator, Valley Forge Middle, resignation, effective 11/21/17
- Haleigh Williams, long term substitute teacher, Valley Forge Middle, resignation, effective 12/5/17

2. Leave of Absence in Accordance with Policies 4200; 4220; 4600

**Action Under Consideration:** That the Board of School Directors approves the following leave of absence in accordance with policies 4200; 4220; 4600 (Absences and Leaves Due to Illness, Injury and Disability; Family Medical Leave of Absence; Sabbatical Leave for Restoration of Health):

- Heather O’Connor, teacher, Valley Forge Middle, unpaid leave, effective 12/22/17 to 1/29/18

3. Appointments

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

- John Benci, substitute teacher, District, effective 10/26/17*
- Shannon Curran, teacher, Long Term Substitute Contract Extension, Valley Forge Middle, salary based and prorated on an annual salary of $62,260, effective 1/3/18 to 6/30/18
- Rebecca Daly, substitute teacher, District, effective 11/1/17*
- Beth Davison, media specialist, Temporary Professional Employee Contract, Valley Forge Middle, salary based and prorated on an annual salary of $83,093, effective 12/4/17
- Mary Devereaux, substitute teacher, District, effective 11/8/17*
- Seth Dixon, teacher, Long Term Substitute Teacher Contract, Conestoga High, salary based and prorated on an annual salary of $50,250, effective 10/24/17 to 6/30/18 **
Lucia Fleitas, substitute custodian, District, at an hourly rate of $11.78, effective 11/1/17

Richard Graham, (.5) FTE crossing guard, Conestoga High, at an hourly rate of $17.77, effective 10/20/17*

Allison Inch, teacher, Long Term Substitute Teacher Contract Extension, T/E Middle, salary based and prorated on an annual salary of $50,501, effective 11/9/17 to 6/30/18

Daniel Kincade, teacher, Long Term Substitute Teacher Contract Extension, Valley Forge Middle, salary based and prorated on an annual salary of $50,501, effective 12/5/17 to 1/29/18

Devon Lanin, substitute teacher, District, effective 11/3/17*

Charles Mittnach, temporary reading paraprofessional, Conestoga High, at an hourly rate of $19.19, effective 11/1/17 to 12/7/17

Philip Munger, teacher, Long Term Substitute Teacher Contract Extension, Beaumont Elementary, salary based and prorated on an annual salary of $51,356, effective 11/13/17 to 6/30/18

Meghan Myers, secretary “A”, Valley Forge Middle, at an hourly rate of $20.35, effective 11/6/17*

Danielle Wenzel, teacher, Long Term Substitute Teacher Contract Extension, T/E Middle, salary based and prorated on an annual salary of $54,699, effective 11/13/17 to 6/30/18**

* Employment contingent upon appropriate Personnel processing and State and Federal requirements.
** Salary subject to negotiated contract with the Tredyffrin/Easttown Educational Association for 2017-18 school year.

4. Probationary Period Wage Adjustment

<table>
<thead>
<tr>
<th>Action Under Consideration:</th>
<th>That the Board of School Directors approves the following wage adjustments consistent with the Collective Bargaining Agreement for the following employees who have completed their 90-day probationary period:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisamarie Nash, secretary,</td>
<td>Maintenance, effective 10/21/17</td>
</tr>
<tr>
<td>Marie Sarvas, secretary,</td>
<td>T/E Middle, effective 11/1/17</td>
</tr>
</tbody>
</table>

5. Volunteer Report

<table>
<thead>
<tr>
<th>Action Under Consideration:</th>
<th>That the Board of School Directors acknowledges with appreciation the contributions of the following school volunteers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEAUMONT ELEMENTARY SCHOOL</td>
<td>Book Fair</td>
</tr>
<tr>
<td>Kelly Bickel</td>
<td>Michele Bolton</td>
</tr>
<tr>
<td>Michelle Cherny</td>
<td>Julie Crowe</td>
</tr>
<tr>
<td>Amanda Kaune</td>
<td>Sarah Kenneck</td>
</tr>
<tr>
<td>Alicia Mendicino</td>
<td>Erin Monast</td>
</tr>
</tbody>
</table>

19
### Kindergarten Pumpkin Extravaganza

<table>
<thead>
<tr>
<th>Kindergarten Pumpkin Extravaganza</th>
<th>Amy Akins</th>
<th>Melissa Aufiero</th>
<th>Ryan Bass</th>
<th>Katie Baumer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dimitra Bottos</td>
<td>Shima Briggs</td>
<td>Deidre Cervini</td>
<td>Julie Cervini</td>
</tr>
<tr>
<td></td>
<td>Marnia Cortes</td>
<td>Ali Dogan</td>
<td>Stacy Euler</td>
<td>Audrey Fugaro</td>
</tr>
<tr>
<td></td>
<td>Carey Gillis</td>
<td>Vaihbav Katkade</td>
<td>Lindsey Keys</td>
<td>Alicia Mendicino</td>
</tr>
<tr>
<td></td>
<td>Erin Monast</td>
<td>Ashley Suchecki</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### First Grade

<table>
<thead>
<tr>
<th>First Grade</th>
<th>Ben Hardy</th>
<th>Jassamine Harris</th>
<th>Andrea Krick</th>
<th>Chris Pilato</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cheryl Quintanilla</td>
<td>Georgia Rios</td>
<td>Jill Rios</td>
<td></td>
</tr>
</tbody>
</table>

### Second Grade

<table>
<thead>
<tr>
<th>Second Grade</th>
<th>Jen Bracco</th>
<th>Oswaldo Bracco</th>
<th>Michelle Cherny</th>
<th>Katie Donnelly</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Michael Donnelly</td>
<td>Leslie Elliott</td>
<td>Liz Hardy</td>
<td>Scott McCarthy</td>
</tr>
<tr>
<td></td>
<td>Katharine Murphy</td>
<td>Tosin Omolewu</td>
<td>Mark Toscano</td>
<td></td>
</tr>
</tbody>
</table>

### Third Grade

<table>
<thead>
<tr>
<th>Third Grade</th>
<th>Claudette McCarron</th>
<th>Autumn O’Reilly</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

### Library

<table>
<thead>
<tr>
<th>Library</th>
<th>Julie Cervini</th>
<th>Kim French</th>
<th>Pikk Haas</th>
<th>Leigh Martin</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Michelle Moua</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Walking Club

<table>
<thead>
<tr>
<th>Walking Club</th>
<th>Kathleen Bendermagel</th>
<th>Katie Donnelly</th>
<th>Jassamine Harris</th>
<th>Tricia Jackson</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amanda Kaune</td>
<td>Michelle Moua</td>
<td>Ashley Myers</td>
<td>Patricia Neeb</td>
</tr>
</tbody>
</table>

### Chess Club

<table>
<thead>
<tr>
<th>Chess Club</th>
<th>Jen Bracco</th>
<th>Paula Cardenas</th>
<th>Min Lubiniecki</th>
<th>Kate Mayer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Michael Donnelly</td>
<td>Leslie Elliott</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Katharine Murphy</td>
<td>Tosin Omolewu</td>
<td>Mark Toscano</td>
<td></td>
</tr>
</tbody>
</table>

### MASH

<table>
<thead>
<tr>
<th>MASH</th>
<th>Julia Morrill</th>
<th>Sara Valenti</th>
<th>Cara Wiechecki</th>
</tr>
</thead>
</table>

### Halloween Kindergarten

<table>
<thead>
<tr>
<th>Halloween Kindergarten</th>
<th>Kelly Bickel</th>
<th>Julie Cervini</th>
<th>Courtney Cavanagh</th>
<th>Rocio Encarnacion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Stacy Euler</td>
<td>Audrey Fugaro</td>
<td>Katharine Murphy</td>
<td>Agita Olah</td>
</tr>
<tr>
<td></td>
<td>Cathy Rains</td>
<td>Sara Valenti</td>
<td>Lindsey Weber</td>
<td></td>
</tr>
</tbody>
</table>

### Halloween First Grade

<table>
<thead>
<tr>
<th>Halloween First Grade</th>
<th>Maria Amaro</th>
<th>Miguel Amaro</th>
<th>Richard Biborosch</th>
<th>Colleen Brawn</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Albert Brawn</td>
<td>Elisa Campos</td>
<td>James D’Andrea</td>
<td>Christopher Dente</td>
</tr>
<tr>
<td></td>
<td>Ghada Ghabra</td>
<td>Sue Gillen</td>
<td>Mark Gillen</td>
<td>Carey Gillis</td>
</tr>
<tr>
<td></td>
<td>Auste Joost</td>
<td>Rupa Joshi</td>
<td>Weiwei Lei</td>
<td>Lauren Lewis</td>
</tr>
<tr>
<td></td>
<td>Joshua Mayer</td>
<td>Kate Mayer</td>
<td>Lauren McLaughlin</td>
<td>Julia Morrill</td>
</tr>
<tr>
<td></td>
<td>Michael Neeb</td>
<td>Patricia Neeb</td>
<td>Vanessa Norris</td>
<td>Magan Pilato</td>
</tr>
<tr>
<td></td>
<td>Chris Pilato</td>
<td>Laura Reilly</td>
<td>Jill Rios</td>
<td>Valerie Riuli</td>
</tr>
<tr>
<td></td>
<td>Peggy Roach</td>
<td>Lisa Schwarcz</td>
<td>Caroline Small</td>
<td>Hui Wang</td>
</tr>
<tr>
<td></td>
<td>Sin Kei Yeung</td>
<td>Qun Zhang</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Halloween Second Grade

<table>
<thead>
<tr>
<th>Halloween Second Grade</th>
<th>Maria Amaro</th>
<th>Miguel Amaro</th>
<th>Richard Biborosch</th>
<th>Colleen Brawn</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Albert Brawn</td>
<td>Elisa Campos</td>
<td>James D’Andrea</td>
<td>Christopher Dente</td>
</tr>
<tr>
<td></td>
<td>Ghada Ghabra</td>
<td>Sue Gillen</td>
<td>Mark Gillen</td>
<td>Carey Gillis</td>
</tr>
<tr>
<td></td>
<td>Auste Joost</td>
<td>Rupa Joshi</td>
<td>Weiwei Lei</td>
<td>Lauren Lewis</td>
</tr>
<tr>
<td></td>
<td>Joshua Mayer</td>
<td>Kate Mayer</td>
<td>Lauren McLaughlin</td>
<td>Julia Morrill</td>
</tr>
<tr>
<td></td>
<td>Michael Neeb</td>
<td>Patricia Neeb</td>
<td>Vanessa Norris</td>
<td>Magan Pilato</td>
</tr>
<tr>
<td></td>
<td>Chris Pilato</td>
<td>Laura Reilly</td>
<td>Jill Rios</td>
<td>Valerie Riuli</td>
</tr>
<tr>
<td></td>
<td>Peggy Roach</td>
<td>Lisa Schwarcz</td>
<td>Caroline Small</td>
<td>Hui Wang</td>
</tr>
<tr>
<td></td>
<td>Sin Kei Yeung</td>
<td>Qun Zhang</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Superintendent’s Report

November 13, 2017

Lauren Amjed, Jaclyn Durkin, Beth Fogarty, Priscilla Futema
Irene Kim, Jennifer Lara, Bob Lawler, Lara Penny
Cathy Rains, Nikole Salata, Kiki Sizelove, Wendy Smith

**Mileage Club**

Nabila Babouche, Christa Bialka, Kim Brightman, Wendy Cook
Meredith Cumby, Vilma Drozdovas, Jeong Duffy, Gaby Evers
Beth Fogarty, Kari Forcine, Lauren Forman, Brooke Goldstein
Edward Goldstein, Lindsay Hagerman, Matt Hagerman, Kristin Hansen
Amy Hewitt, Beth Hixon, Tricia Jennings, Bethany Leggette
Teresa Leggette, Michael Liu, Margot McGinley, Lori Messina
Joanna Morrissey, Katja Myers, Kelly Myers, Jeff Olderman
Halie O’Shea, Kathleen Petrulich, Brendan Reilly, Julie Reynolds
Nikole Salata, Eleonora San Juan, Carrie Sarmento, Shweta Sivaraman
Jeremy Sowers, Doug Sweet, Kim Sylvester, Barbara Todd
Anna Umsted, Natasha Udzella, Mike Venneri, Mike Viola
Tracy Viola, Maggie Yates

**Third Grade Class Trip**

Heather Burton, Amy Cava, Soo Lee, Terri Mac Donald
Cathy Rains, Nikole Salata, Lisa Schreiber, Shweta Sivaraman
Kim Sylvester, Meg Taft, Joe Toscano, Linda Webster

**HILLSIDE ELEMENTARY SCHOOL**

**Kindergarten Mystery Reader**

Walter Bowen, Anna DiDara, Andrew Elkin, Courtney Mollica
Jackie Moroz, Daniel Robl, Sarah Young

**Kindergarten Field Trip**

Brooke Choate, Kim Conrad, Claire Gallagher, Katie Lusch
Kristen Mc Kenzie, Matthew Mc Shane, Courtney Mollica, Jenna O’Nell
Emily Phelan, Kristin Regan, Christen Rems, Kristen Weetenkamp

**Halloween Party**

Jessica Brecker, Laura Bruce, Lise Butler, Brooke Choate
Theresa Estrada, Brian Kennedy, Katie Lusch, Amalia Mc Shane
Arthi Mothe, Emily Phelan, Kristin Regan, Maria Secchi
Sarah Staats, Nigel Stern, Kristen Weetenkamp, Sarah Young

**First Grade Mystery Reader**

Alicia Camara, Lourdes Campos Cruz, Christine Kim, Christin King
Alison Kistler, Lily Siravo, Joshua Sontag, Jonathan Withers
TJ Yao

**Field Trip Chaperones**

Molly Bogan, Liz Brown, Suchismita Chatterjee, Jamie Barnett Gallagher
Karole Hamill, Kolja Hanke, Karen Jackson, Kelcey King
Morgan Long, Courtney Mollica, Shannon Murtaugh

**Halloween Party**

Lily Adler, Lauren Allred, Sanjoy Biswas, Elisabeth Boeynaems
<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Liz Brown</td>
<td>Kelly Daly</td>
<td>Preeti Gupta</td>
<td>Natalie Hoffman</td>
</tr>
<tr>
<td>Tracy Johnson</td>
<td>Connie Lai</td>
<td>Kristen Pastor</td>
<td>Kelly Ploszay</td>
</tr>
<tr>
<td>Alison Smith</td>
<td>Kristen Wik</td>
<td>Xheng Xu</td>
<td>Yun Kee Yu</td>
</tr>
</tbody>
</table>

**Second Grade Scarecrow Day**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nelvia Baker</td>
<td>Erin Baracco</td>
<td>Jeanette Brown</td>
<td>Christina Carberry</td>
</tr>
<tr>
<td>John Carberry</td>
<td>Sangeeta Chaudhuri</td>
<td>Qian Chen</td>
<td>Andrew Conrad</td>
</tr>
<tr>
<td>Kim Conrad</td>
<td>Dana Cook</td>
<td>Cherie Cremer</td>
<td>Monica Dimitri</td>
</tr>
<tr>
<td>Claire Gallagher</td>
<td>Jami Barnett Gallagher</td>
<td>Amy Haenn</td>
<td>Devon Harris</td>
</tr>
<tr>
<td>Mary Harrity</td>
<td>Marcea Hummel</td>
<td>Nathan Ingram</td>
<td>Kirsten Larson</td>
</tr>
<tr>
<td>Jae Lee</td>
<td>Diana McCulley</td>
<td>Kirsten Mac Farland</td>
<td>Maura Marley</td>
</tr>
<tr>
<td>Sara Marvin</td>
<td>Jennifer Mc Kenzie</td>
<td>Jenna O’Neill</td>
<td>Leah Raup</td>
</tr>
<tr>
<td>Kristin Regan</td>
<td>Amy Rosenstein</td>
<td>Catherine Roundy</td>
<td>Xiaomei Shao</td>
</tr>
<tr>
<td>Vidya Shettar</td>
<td>Kerry Sophoeles</td>
<td>Maureen Sweet</td>
<td>Beverly Todor</td>
</tr>
<tr>
<td>Holly Tomlinson</td>
<td>Savitri Vaidhyanathan</td>
<td>Evelyn Valdivieso</td>
<td>Rachel Walker</td>
</tr>
<tr>
<td>Sarah Windlow</td>
<td>Eric Zhang</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Second Grade Halloween Party**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Erin Baracco</td>
<td>Cherie Cremer</td>
<td>Steph DeLuca</td>
<td>Monica Dimitri</td>
</tr>
<tr>
<td>Maureen Engle</td>
<td>Gina Fredericks</td>
<td>Amy Haenn</td>
<td>Craig Kampes</td>
</tr>
<tr>
<td>Luann Ljubic</td>
<td>Sarah Malstrom</td>
<td>Mary Mc Gonigle</td>
<td>Leah Raup</td>
</tr>
<tr>
<td>Melissa Romano</td>
<td>Tricia Scudder</td>
<td>Hongmei Olivia Yang</td>
<td></td>
</tr>
</tbody>
</table>

**Third Grade Halloween Party**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Balsan</td>
<td>Laura Bruce</td>
<td>Brooke Choate</td>
<td>Collene Kennedy</td>
</tr>
<tr>
<td>Karen McKelvey</td>
<td>Florence Mehlmann</td>
<td>Christen Re</td>
<td>Spencer Rhodes</td>
</tr>
<tr>
<td>Amy Roseland</td>
<td>Maryann Staszak</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fourth Grade Halloween Party**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Colleen Bauer</td>
<td>Tricia Brader</td>
<td>Colleen Flesher</td>
<td>Karen Jackson</td>
</tr>
<tr>
<td>Patricia Livingston</td>
<td>Kristen Mc Kenzie</td>
<td>Julianne Peck</td>
<td>Donna Sauder</td>
</tr>
<tr>
<td>Ji Yun Seo</td>
<td>Gayle Snyder</td>
<td>Marie Sung</td>
<td>Kate Walker</td>
</tr>
<tr>
<td>Dana Zdancewicz</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Library**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alicia Camara</td>
<td>Sangeeta Chaudhuri</td>
<td>Joyce Decker</td>
<td>Colseet Elliott</td>
</tr>
<tr>
<td>Maureen Engle</td>
<td>Kathy Gribb</td>
<td>Hena Karmakar</td>
<td>Colleen Kennedy</td>
</tr>
<tr>
<td>Kate Kilgariff</td>
<td>Christin King</td>
<td>Laura Mills</td>
<td>Cathy Munch</td>
</tr>
<tr>
<td>Amanda Quinn</td>
<td>Amy Rosenstein</td>
<td>Nicole Scherer</td>
<td>Faiza Tariq</td>
</tr>
<tr>
<td>Pia Twomey</td>
<td>Stacy Warkentine</td>
<td>Jon Withers</td>
<td>Katie Yu</td>
</tr>
</tbody>
</table>

**PTO Book Fair Readers**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Maureen Boyd</td>
<td>Shannon David</td>
<td>Maura Harley</td>
<td>Devon Harris</td>
</tr>
<tr>
<td>Karen Jackson</td>
<td>Jodi Kerr</td>
<td>Lianne Lofgren</td>
<td>Katie Lusch</td>
</tr>
<tr>
<td>Emily Martin</td>
<td>Kirsten MacFarland</td>
<td>Laura Mills</td>
<td>Arthi Mothe</td>
</tr>
<tr>
<td>Jackie Moroz</td>
<td>Kusuma Muglurmath</td>
<td>Kristin Regan</td>
<td>Donna Sauder</td>
</tr>
<tr>
<td>Maryann Staszak</td>
<td>Maureen Sweet</td>
<td>Katie Yu</td>
<td></td>
</tr>
</tbody>
</table>
NEW EAGLE ELEMENTARY SCHOOL

Library
Lindsay Belzer  Lucy Bennett  Alicia Bond  Sara Boye
Ana Heras-Castillo  Monica Church  Stephanie Crill  Carol DiBari
Alison Dyer  Julie Gaul  Sarah Gawthrop  Susan Huey
Andria Kaskey  Christi Kenney  Stephanie Kline  Kim Kontes
Amanda Laskowsk  Sharon Levitch  Mary Sue Mansfield  Suzanne McAllister
Larissa Mott  Brooke Nepereny  Cheryl Paes  Amiee Quinn
Amy Roberts  Sylvia Ryland  Deepali Schwarz  Kim Szwech
Jane Tsai  Alison Vachris  Fern Van Hise  Lois Worton
Jennifer Zebro  Ann Zhang

Classroom Volunteers
Carolyn Armstrong  Julie Barnes  Ashley Bonelli  Phil Bonelli
Michael Boschi  Lisa Marie Boschi  Christy Bosler  Sara Boye
Amanda Bruno  Ana Heras-Castillo  Kara Charbonneau  Lei Chen
Kristin Ciccarelli  Jenny Choi  Monica Church  Suzanne Cronley
Kym Denk  Alison Dyer  Genevieve Edwards  Janine Evers
Julie Faith  Michelle Fleitas  Jennifer Frazer  Ketan Gangal
Wendy Gao  Susie Geib  Meredith Gibson  Beth Goldwater
Anjali Gupta  Shannon Hansen  Kathleen Johnson  Karen Jordan
Stephanie Kline  Ali Kresse  Nick Maio  Pam Maio
Anthony Marozsan  Tara Martin  Maria Martinelli  Melissa McLaughlin
Kate Messinger  Jingjie Mo  Amy Norcini  Kristie Nunez
May O’Keeffe  Aly Oswald  Joanna Patterson  James Pettia
Amiee Quinn  Tiff Roibu  Andrea Rothbart  Nicole Sanfillippo
Shauna Scharf  Natalie Seminole  Saloni Sharma  Shellie Smiley
Kristi Solarz  Pyroja Sulaiman  Emily Summers  Lynne Sundblad
Kim Szwech  Amy Terlecki  Daniel Troppello  Julie Troppello
Alison Vachris  Kate Vasudevan  Heather Waslin  Amy Wildey
Julie Williams  Maureen Williams  Bindu Wong  Pete Wong
Zhenbin Zhang  Steve Zackrison

VALLEY FORGE ELEMENTARY SCHOOL

Cafeteria
Lauren Doran  Amanda Ivory  Tracy Scully

Lobby
Heather McConnell

Miscellaneous
Stacy Albert  Kim Aquilante  Geisa Arnold  Lily Arruda
Heather Bittenbender  Tara Boland  Lisa Boyer  Andrea Brennan
Emily Brunner  Bridget Burkert  Kevin Burkert  Emily Carteen
Eva Case-Issakov  Tarin Cataldo  Peiti Choi  Sara Cole
Claire DeCurtis  Laura DeJong  Kristin DePolio  Carli DiFabio
Alexis DiLullo  Lauren Doran  Deborah Frutos-Smith  Ellen Galka
<table>
<thead>
<tr>
<th>Library</th>
<th>Publishing Center</th>
<th>School Store</th>
<th>Executive Board</th>
<th>Recess Laps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stacy Albert</td>
<td>Tarin Cataldo</td>
<td>Stacy Albert</td>
<td>Stacy Albert</td>
<td>Emily Carteen</td>
</tr>
<tr>
<td>Heather Bittenbender</td>
<td>Elayne Schmidt</td>
<td>Tara Karbiner</td>
<td>Emily Carteen</td>
<td>Tarin Cataldo</td>
</tr>
<tr>
<td>Emily Brunner</td>
<td>Brooks White</td>
<td>Amanda Ivory</td>
<td>Tarin Cataldo</td>
<td>Claire DeCurtis</td>
</tr>
<tr>
<td>Eva Case-Issakov</td>
<td></td>
<td>Amanda Meyer</td>
<td>Erika Dawson</td>
<td>Laura DeJong</td>
</tr>
<tr>
<td>Lauren Doran</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jeni Ham-Roberts</td>
<td></td>
<td>Andrea Sau</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alexis DiLullo</td>
<td></td>
<td>Linda Schubert</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Katherine Forester</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heather Hill</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amanda Ivory</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kamila Jodzio</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agnes Kent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shannon Korf</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chulani</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kudalugodaarachchi</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Susan Mc Gowan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AnnMarie Marburg</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Christine Miller</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marisa Narog</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jo-Anna Novelli</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tina Parson</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phyllis Reid</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alison Richardson</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jon Rust</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andrea Sau</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linda Schubert</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Julia Soura</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beth Stanfield</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brooke Stein</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jaclyn Wahlers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brooks White</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patricia Willcox</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doug Wilson</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kristin Wright</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fanny Yuliana</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carolina Yan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lei Zhang</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weronika</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zwierzchowski</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tarin Cataldo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tiffany Leong</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Board</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stacy Albert</td>
<td></td>
<td></td>
<td></td>
<td>Emily Carteen</td>
</tr>
<tr>
<td>Emily Carteen</td>
<td></td>
<td></td>
<td></td>
<td>Tarin Cataldo</td>
</tr>
<tr>
<td>Executive Board</td>
<td></td>
<td></td>
<td></td>
<td>Claire DeCurtis</td>
</tr>
<tr>
<td>School Store</td>
<td></td>
<td></td>
<td></td>
<td>Laura DeJong</td>
</tr>
<tr>
<td>School Store</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doug Wilson</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recess Laps</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emily Carteen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Board</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Store</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doug Wilson</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recess Laps</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emily Carteen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Board</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Store</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doug Wilson</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recess Laps</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emily Carteen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Board</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Store</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doug Wilson</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recess Laps</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emily Carteen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Board</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Store</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doug Wilson</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recess Laps</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emily Carteen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Superintendent’s Report

November 13, 2017

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lauren Doran</td>
<td>Hafsa Fahim</td>
<td>Melissa Fanelli</td>
<td>Debbie Geiger</td>
</tr>
<tr>
<td>Amanda Ivory</td>
<td>Arun Jacob</td>
<td>Catherine Ku</td>
<td>Anne Luba</td>
</tr>
<tr>
<td>Chiwei Ma</td>
<td>Aida Malik</td>
<td>Ann Marie Marburg</td>
<td>Patty McCall</td>
</tr>
<tr>
<td>Michele McDonald</td>
<td>Adam Miller</td>
<td>Amanda Miller</td>
<td>Christine Miller</td>
</tr>
<tr>
<td>Suncire Moniz</td>
<td>Jenette Oddo</td>
<td>Ami Patel</td>
<td>Karen Sabrina Payonk</td>
</tr>
<tr>
<td>Moji Pour</td>
<td>Swetha Putumbaka</td>
<td>Ingrid Sandorff</td>
<td>Andrea Sau</td>
</tr>
<tr>
<td>Elayne Schmidt</td>
<td>Linda Schubert</td>
<td>Julie Soura</td>
<td>Brooks White</td>
</tr>
</tbody>
</table>

### T/E MIDDLE SCHOOL

#### School Store
- Samantha Ballard
- Maria Carson
- Jacquelyn Henry
- Kate Miller
- Rebecca Robertson
- Katharine Vanderau

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristin Becket</td>
<td>Christine Beckwith</td>
<td>Rebecc Caldwell</td>
<td></td>
</tr>
<tr>
<td>Jennifer Cavanaugh</td>
<td>Laura Chambers</td>
<td>Coleen Fullam-Hillman</td>
<td></td>
</tr>
<tr>
<td>Tracey Hughes</td>
<td>Kate Kilgarriff</td>
<td>Michele Lynch</td>
<td></td>
</tr>
<tr>
<td>Joanna Morrissey</td>
<td>Michelle Moua</td>
<td>Erin Preston</td>
<td>Anna Umstead</td>
</tr>
<tr>
<td>Tracey Sloan</td>
<td>Erin Preston</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lindsey Wisch</td>
<td>Maggie Yates</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 5/6 Grade Mixer
- Alyssa Metz-Topodas
- Erin Preston
- Cindy Yu
- Helen Zhou

#### Paradise Farms Field Trip
- Christy Arnault
- Karen Bruno
- Beth Giuliani
- Liam Kemmerley
- Lauren Mc Laughlin
- Joanna Morrissey
- Mary Beth Sandin
- Blaire Soffie
- Carli Younce

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alicia Asselta</td>
<td>Michael Bove</td>
<td>Brent Brown</td>
<td></td>
</tr>
<tr>
<td>Megan Doble</td>
<td>Leslie Elliott</td>
<td>Erick Estrada</td>
<td></td>
</tr>
<tr>
<td>Michael Haenn</td>
<td>Paul Hashemi</td>
<td>Courtney Homan</td>
<td></td>
</tr>
<tr>
<td>Sloane Le Page</td>
<td>Min Lubiniecki</td>
<td>Eric McKeever</td>
<td></td>
</tr>
<tr>
<td>Alyssa Metz-Topodas</td>
<td>Kim Niles</td>
<td>Laurie Nishimura</td>
<td></td>
</tr>
<tr>
<td>Nicole Parker</td>
<td>Erin Preston</td>
<td>Maura Redmond</td>
<td></td>
</tr>
<tr>
<td>Himani Shah-Lipman</td>
<td>Peter Simon</td>
<td>Rebecca Skrdla</td>
<td></td>
</tr>
<tr>
<td>Gordan Taylor</td>
<td>Susan Thomas</td>
<td>Stacy Warkentine</td>
<td></td>
</tr>
</tbody>
</table>

### Art Studio
- Rita Thompson

### CONESTOGA HIGH SCHOOL

#### Main Office
- Amy Buck
- Judith Dunn
- Cindy Sillhart

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracy Castelli</td>
<td>Trish Connell</td>
<td>June Di Dario</td>
<td></td>
</tr>
<tr>
<td>Karen Freidman</td>
<td>Susan Huck</td>
<td>Heidi Lou Mallott</td>
<td></td>
</tr>
<tr>
<td>Erin Shine</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Student Services
- Barbara Bashe
- Kristy Moesler
- Jeanne Swope

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Hirshman</td>
<td>Margaret Mac Kenzie</td>
<td>Jane Martin</td>
<td></td>
</tr>
<tr>
<td>Carol Overend</td>
<td>Sarah Regan</td>
<td>Jennifer Roessler</td>
<td></td>
</tr>
<tr>
<td>Karen Williams</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Attendance Office
- Melanie Bradish
- Jill Semmer
- Karen Vadner

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzanne Emerson</td>
<td>Bethann Jakoboski</td>
<td>Marina Lazaratou-</td>
<td>Polychronopoulos</td>
</tr>
<tr>
<td>Shihong Sheng</td>
<td>Cindy Sillhart</td>
<td>Michelle Stevenson</td>
<td></td>
</tr>
<tr>
<td>Karen Williams</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Achievement Center
- Carol Abele
- Kristine Adams
- Margaret Auslander
- Mindy Bernstein

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Consent VIII, 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:

- Violin donated by Debra Deasy to the Hillside Elementary School Music Department valued at $200.

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

Consent VIII, E, 2: Heckendorn Shiles Architects, Ltd. Fee Proposal – Infrastructure Implementation

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

**Action Under Consideration:** That the Board of School Directors approves the attached proposal from Heckendorn Shiles Architects, Ltd. to design, prepare construction documents, coordinate the bidding process, and provide construction administration services for the 2018-2019 infrastructure projects in an amount not to exceed $344,340.

The Facilities Committee met on November 6, 2017, and recommends to the full Board for approval.
November 1, 2017

Mr. Arthur McDonnell
Tredyffrin/Easttown School District
West Valley Business Center
940 West Valley Road, Suite 1700
Wayne, PA 19087

Re: TESD 2018 Projects - Fee Proposal
Infrastructure Implementation - Year Twelve

Dear Art:

The following is a fee proposal for the projects outlined in the attached Bid Package Review. We will design, prepare construction documents, coordinate the bidding process, and provide construction administration services for the following bid packages, based on the following fees. The fees below include the engineering services of Schiller & Hersh Associates for mechanical, plumbing and electrical systems, A.W. Lookup Corporation for structural design, Pennoni Associates for Site Civil Engineering.

<table>
<thead>
<tr>
<th>Bid Pkg</th>
<th>Work Description</th>
<th>Estimated Construction Cost</th>
<th>Fee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>SITE PLAN EXPANSION</td>
<td>$761,772</td>
<td>$100,700</td>
</tr>
<tr>
<td></td>
<td>Hillside Elementary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#2</td>
<td>RENOVATIONS, REPLACEMENTS &amp; UPGRADES</td>
<td>$1,281,397</td>
<td>$165,010</td>
</tr>
<tr>
<td></td>
<td>Valley Forge Elementary</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conestoga High</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#3</td>
<td>ROOF TOP EQUIPMENT &amp; REPLACEMENT</td>
<td>$612,678</td>
<td>$78,630</td>
</tr>
<tr>
<td></td>
<td>Valley Forge Elementary</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TE Middle</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Valley Forge Middle</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conestoga High</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTALS OF PROPOSED FEES</strong></td>
<td><strong>$2,655,847</strong></td>
<td><strong>$344,340</strong></td>
</tr>
</tbody>
</table>

The above fees will be not to exceed amounts, and will be invoiced hourly using the rates from our yearly services agreement with the School District. If there is time and monies saved on any of the projects above, this will be returned to the District.

The conditions and services will be as per the standard form of agreement between Heckendorn Shiles Architects and the Tredyffrin Easttown School District.

Attached you will find a detailed description of the projects listed in this proposal letter. Please let me know if you have any questions or concerns.
Sincerely,
HECKENDORN SHILES ARCHITECTS

Matthew A. Heckendorn, AIA, LEED AP
Principal

Authorized:

Arthur McDonnell
Tredyffrin Easttown School District
Consent VIII, E, 3: Agreement with Heckendorn Shiles Architects, Ltd.

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

**Action Under Consideration:** That the Board of School Directors approves the attached master agreement with Heckendorn Shiles Architects, Ltd. and the Tredyffrin/Easttown School District to provide professional services, including design, drafting, and administrative services for District projects.
AIA ® Document B121 ™ – 2014

Standard Form of Master Agreement Between Owner and Architect for
services provided under multiple Service Orders

AGREEMENT made as of the First day of November in the year Twenty Seventeen
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

Tredyffrin-Easttown School District (TESD)
West Valley Business Center
940 West Valley Road, Suite 1700
Wayne, PA 19087
(610) 240-1900

and the Architect:
(Name, legal status, address, and other information)

HECKENDORN SHILES ARCHITECTS LTD.
347 East Conestoga Road Wayne, PA 19087-2547
610-994-3500

for the following:
(Insert information related to types of services, location, facilities, or other descriptive information as appropriate.)

MASTER AGREEMENT FOR ARCHITECTURAL SERVICES
This Agreement establishes the terms and conditions on which TESD may, from time to
time, engage HSA to provide professional services, including design, drafting, and
administrative services (collectively, the “Services”) for any of TESD’s projects and
facilities.

All Services performed by HECKENDORN SHILES ARCHITECTS for TESD shall be
subject to and governed by the terms and conditions set forth in this Master Agreement;

AIA® Document B101™ – 2017 Standard Form of Agreement Between Owner and
Architect attached hereto as Exhibit “A” describing Architect’s and Owner’s
responsibilities

AIA® Document B221™ – 2014 Service Order attached hereto as Exhibit “B” for use
with Master Agreement.
Between Owner and Architect
describing Architect’s Services for a particular Project (as defined in the General Terms
and Conditions of this Master Agreement for Professional Services).

For each Amendment to this Professional Services Agreement that is executed by
Architect and TESD, shall issue to Architect a Purchase Order which shall confirm the

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also
have revised the text of the original AIA standard form. An Additions and
Deletions Report that notes added information as well as revisions to
the standard form text is available from the author and should be
reviewed. A vertical line in the left margin of this document indicates
where the author has added
necessary information and where
the author has added to or deleted
from the original AIA text.

This document has important legal
consequences. Consultation with an
attorney is encouraged with respect
to its completion or modification.

This document does not contain a
description of the Architect’s scope
of Services and related terms. This
document is intended to be used in
 conjunction with AIA Document
B221 ™ – 2014, Service Order for use
with Master Agreement Between
Owner and Architect.
scope of the Services to be provided by Architect under such Amendment, and which shall contain a purchase order number for such Amendment.

The terms and conditions of all Exhibits hereto are incorporated herein by reference as if set forth at length herein.

This Master Agreement and the Service order of Work may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. This Master Agreement shall become binding when two or more counterparts thereof, individually or taken together, bear the signatures of both parties hereto. For purposes hereof, an electronic or facsimile copy of this Master Agreement, including the signature pages hereto, and the Service order of Work shall be deemed an original.

The Owner and Architect agree as follows.
TABLE OF ARTICLES

1 MASTER AGREEMENT TERM AND PARTY REPRESENTATIVES
2 ARCHITECT’S RESPONSIBILITIES
3 SERVICE ORDERS
4 ADDITIONAL SERVICES
5 OWNER’S RESPONSIBILITIES
6 COPYRIGHTS AND LICENSES
7 CLAIMS AND DISPUTES
8 TERMINATION OR SUSPENSION OF SERVICE AGREEMENTS
9 COMPENSATION
10 MISCELLANEOUS PROVISIONS
11 SPECIAL TERMS AND CONDITIONS
12 SCOPE OF THIS MASTER AGREEMENT

ARTICLE 1 MASTER AGREEMENT TERM AND PARTY REPRESENTATIVES
§ 1.1 This Master Agreement shall be effective for one year after the date first written above ("Date of this Master Agreement").

§ 1.2 This Master Agreement shall apply to all Service Orders agreed to by the Parties within the term of this Master Agreement until completion of the Service Order. An agreed upon Service Order together with this Master Agreement forms a Service Agreement. A Service Agreement represents the entire and integrated agreement between the parties, and supersedes prior negotiations, representations, or agreements, either written or oral. A Service Agreement may be amended or modified only by a Modification.

§ 1.3 This Master Agreement will renew on an annual basis, on the day and month of the Date of this Master Agreement, unless either party provides notice of their intent not to renew this Master Agreement. Notice must be provided at least 60 days prior to the renewal date. In the event either party elects not to renew this Master Agreement, the terms of this Master Agreement shall remain applicable until all Service Agreements under this Master Agreement are completed or terminated.

§ 1.4 The Owner identifies the following representative authorized to act on the Owner’s behalf with respect to this Master Agreement:

Arthur J. McDonnell
Business Manager/School Board Secretary
Tredyffrin/Easttown School District (TESD)
West Valley Business Center
940 West Valley Road, Suite 1700
Wayne, PA 19087
(610) 240-240-1801
mcdonnella@tesd.net
§ 1.4.1 In each Service Order, the Owner will identify a representative authorized to act on the Owner's behalf with respect to the Service Order.

§ 1.5 The Architect identifies the following representative authorized to act on the Architect's behalf with respect to this Master Agreement:

Matthew A. Heckendorf, AIA
HECKENDORN SHILES ARCHITECTS LTD.
347 East Conestoga Road Wayne, PA 19087-2547
610-994-3500
610-994-3503

(Paragraph Deleted)
matt@hsarch.com

§ 1.5.1 In each Service Order, the Architect will identify a representative authorized to act on behalf of the Architect with respect to the Service Order.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES
§ 2.1 The Architect may refuse to agree to any Service Order issued by the Owner.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the services provided pursuant to a Service Agreement. The Architect's services shall comply with applicable federal, state, and local laws, regulations governing the applicable project.

§ 2.3 Except with the Owner's knowledge and prior written consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Master Agreement or any Service Agreement.

§ 2.4 The Architect shall maintain the following insurance for the duration of this Master Agreement. If any of the requirements set forth below exceed the types and limits the Architect normally maintains, the Owner shall reimburse the Architect for any additional cost.

§ 2.4.1 Commercial General Liability with policy limits of not less than One Million Dollars ($1,000,000) for each occurrence and One Million Dollars ($1,000,000) in the aggregate for bodily injury and property damage.

§ 2.4.2 Automobile Liability covering vehicles owned by the Architect and non-owned vehicles used by the Architect with policy limits of not less than One Million Dollars ($1,000,000) per claim and One Million Dollars ($1,000,000) in the aggregate for bodily injury and property damage along with any other statutorily required automobile coverage.

§ 2.4.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess liability insurance, provided such primary and excess insurance policies result in the same or greater coverage as those required under Sections 2.4.1 and 2.4.2.

§ 2.4.4 Workers' Compensation at statutory limits and Employers Liability with policy limits of not less than One Million Dollars ($1,000,000).
§ 2.4.5 Professional Liability covering negligent acts, errors and omissions in the performance of professional services, with policy limits of not less than One Million Dollars ($1,000,000) per claim and One Million Dollars ($1,000,000) in the aggregate.

§ 2.4.6 Insurance exceeding the requirements set forth in this section 2.4, and required in connection with any individual Service Agreement, shall be set forth in the applicable Service Order.

§ 2.4.7 The Owner shall be an additional insured on the Architect’s primary and excess insurance policies for Commercial General Liability, and Automobile Liability. The additional insured coverage shall be primary and non-contributory to any of the Owner’s insurance policies. The additional insured coverage shall apply to both ongoing operations and completed operations.

§ 2.4.8 The Architect shall provide to the Owner certificates of insurance evidencing compliance with the requirements in this Section 2.4. The certificates will show the Owner as an additional insured on the Commercial General Liability, Automobile Liability, and any excess policies.

§ 2.5 The Architect shall coordinate its services with those services provided by the Owner and the Owner’s consultants. The Architect shall be entitled to rely on the accuracy and completeness of the services and information furnished by the Owner and the Owner’s consultants, subject to any limitations disclosed by the Owner or the Owner’s consultants regarding the accuracy and completeness of such information. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information.

§ 2.6 The Architect shall not be responsible for an Owner’s directive or substitution made without the Architect’s approval.

ARTICLE 3 SERVICE ORDERS
The Architect’s services shall be set forth in Service Orders, consisting of AIA Document B221™–2014, Service Order, or such other document as the Owner and Architect may mutually agree upon.

ARTICLE 4 ADDITIONAL SERVICES
§ 4.1 Additional Services may be provided after execution of a Service Agreement without invalidating the Service Agreement. Additional Services shall be provided in accordance with written agreement between the Owner and Architect.

§ 4.2 Unless otherwise provided in a Service Order, upon recognizing the need to perform the following Additional Services, as they relate to the services provided pursuant to the Service Order, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following services until the Architect receives the Owner’s written authorization:

1. Services necessitated by a change in the Initial Information, a change in previous instructions or approvals given by the Owner, or a material change in the Project including, but not limited to, size, quality, complexity, the Owner’s schedule or budget for Cost of the Work, or procurement or delivery method;

2. Changing or editing previously prepared Instruments of Service necessitated by the enactment or revision of codes, laws or regulations or official interpretations;

3. Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner’s consultants or contractors;

4. Preparing digital data for transmission to the Owner’s consultants and contractors, or to other Owner authorized recipients;

5. Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;

6. Preparation for, and attendance at, a public presentation, meeting or hearing;

7. Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;

8. Evaluation of the qualifications of bidders or persons providing proposals; or

9. Consultation concerning replacement of Work resulting from fire or other cause during construction.
ARTICLE 5  OWNER'S RESPONSIBILITIES
§ 5.1 The Owner is not required to issue any Service Orders under this Master Agreement.

§ 5.2 The Owner shall provide information in a timely manner regarding requirements for, and limitations of, each Service Order.

§ 5.3 The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect’s services.

§ 5.4 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect’s request, the Owner shall furnish copies of the scope of consulting services in the contracts between the Owner and the Owner’s consultants. The Owner shall furnish the services of consultants as designated in an individual Service Order, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Service Order. The Owner shall require that its consultants maintain professional liability insurance as appropriate to the services provided.

§ 5.5 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time to meet the Owner’s needs and interests under a Service Agreement.

§ 5.6 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the services or work related to a Service Agreement, including errors, omissions or inconsistencies in the Architect’s Instruments of Service.

ARTICLE 6  COPYRIGHTS AND LICENSES
§ 6.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use in relation to a Service Agreement. If the Owner and Architect intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

§ 6.2 The Architect and the Architect’s consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with a Service Agreement is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect’s consultants.

§ 6.3 Upon execution of each Service Order, the Architect grants to the Owner a nonexclusive license to use the Architect’s Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project. The Architect shall obtain similar nonexclusive licenses from the Architect’s consultants consistent with this Master Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers, as well as the Owner’s consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project.

§ 6.3.1 In the event the Owner uses the Instruments of Service without retaining the author of the Instruments of Service, the Owner releases the Architect and the Architect’s consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner’s use of the Instruments of Service under this Section 6.3.1.

§ 6.4 Except for the licenses granted in this Article 6, no other license or right shall be deemed granted or implied under this Master Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner’s sole risk and without liability to the Architect and the Architect’s consultants.

Init. AIA Document B121™ – 2014. Copyright © 2014 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 15:33:19 on 11/13/2017 under Order No. 2920280574 which expires on 08/08/2018, and is not for resale.  (3B9ADA1D)
ARTICLE 7  CLAIMS AND DISPUTES
§ 7.1 General
§ 7.1.1 Architect shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the Owner arising out of or related to any Service Agreement, in accordance with the requirements of the method of binding dispute resolution selected in this Master Agreement, within Two years from the date upon which the cause of action accrued. The Owner shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the Architect arising out of or related to any Service Agreement, in accordance with the requirements of the method of binding dispute resolution selected in this Master Agreement, within Twelve years from the date of Substantial Completion. Completion of the services pursuant to a specific Service Agreement shall be the date of Substantial Completion of construction related to the services performed pursuant to the Service Agreement or, where there is no construction work related to a Service Agreement, the date the Architect completes its services under the Service Agreement. The Architect waives all claims and causes of action not commenced in accordance with this Section 7.1.1.

§ 7.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201™-2007, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

§ 7.1.3 The Architect and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to a Service Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party’s termination of a Service Agreement.

§ 7.2 Mediation
§ 7.2.1 Any claim, dispute or other matter in question arising out of or related to a Service Agreement shall be subject to mediation if the Parties mutually agree in writing to submit the claim to mediation.

§ 7.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Master Agreement. A request for mediation shall be made in writing, delivered to the other party to this Master Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 7.2.3 If the parties agree to mediation, then the parties shall share the mediator’s fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 7.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 7.2, the method of binding dispute resolution shall be the following:

(Choose the appropriate box. If the Owner and Architect do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)

[ X ] Arbitration pursuant to Section 7.3 of this Master Agreement

[ ] Litigation in a court of competent jurisdiction

[ ] Other: (Specify)

Init.  

AIA Document B121™ – 2014. Copyright © 2014 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 15:33:19 on 11/13/2017 under Order No. 2920280974 which expires on 08/08/2018, and is not for resale.

User Notes:
§ 7.3 Arbitration

§ 7.3.1 If the parties have elected arbitration as the method for binding dispute resolution in this Master Agreement, any claim, dispute or other matter in question arising out of or related to a Service Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Master Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Master Agreement, and filed with the person or entity administering the arbitration.

§ 7.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 7.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Master Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 7.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 7.3.4 Consolidation or Joinder

§ 7.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Master Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 7.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 7.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 7.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Master Agreement.

ARTICLE 8 TERMINATION OR SUSPENSION OF SERVICE AGREEMENTS

§ 8.1 If the Owner fails to make payments to the Architect in accordance with a Service Agreement, such failure shall be considered substantial nonperformance and cause for termination of the Service Agreement or, at the Architect’s option, cause for suspension of performance of services under the Service Agreement for which the Owner failed to make payment. If the Architect elects to suspend services, the Architect shall give thirty days’ written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect’s services. The Architect’s fees for the remaining services and the time schedules shall be equitably adjusted.

§ 8.2 If the services under a Service Agreement have been suspended by the Owner, the Architect shall be compensated for services performed prior to notice of such suspension. When the services under the Service Agreement are resumed, the Architect shall be compensated for expenses incurred in the interruption and
resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 8.3 If the Owner suspends the services under a Service Agreement for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate the Service Agreement by giving not less than thirty days' written notice.

§ 8.4 Either party may terminate a Service Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of the Service Agreement, through no fault of the party initiating the termination. Termination of a Service Agreement under this Section 8.4 shall not be deemed a termination of other Service Agreements under this Master Agreement.

§ 8.5 The Owner may terminate a Service Agreement, upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 8.6 In the event of termination of a Service Agreement not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due.

§ 8.7 No Termination Expenses are available under this Agreement.

§ 8.8 The Owner's rights to use the Architect's Instruments of Service in the event of termination of a Service Agreement are set forth in Article 6 and Section 9.5 of this Master Agreement.

ARTICLE 9 COMPENSATION

§ 9.1 The Owner shall compensate the Architect for the services described in a Service Order pursuant to the Service Order and as set forth in this Article 9.

§ 9.2 Except as otherwise set forth in a Service Order, the hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.

(If applicable, attach an exhibit of hourly billing rates or insert them below.)

1. Rates – notate valid for 2017, shall be amended by future B221 as required

<table>
<thead>
<tr>
<th>Employee or Category</th>
<th>Rate ($0.00)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>$156.00</td>
</tr>
<tr>
<td>Project Architect/Interior Designer 2</td>
<td>$132.00</td>
</tr>
<tr>
<td>Project Architect/Interior Designer 1</td>
<td>$124.80</td>
</tr>
<tr>
<td>Architectural/Interior Designer 3</td>
<td>$119.60</td>
</tr>
<tr>
<td>Architectural/Interior Designer 2</td>
<td>$93.00</td>
</tr>
<tr>
<td>Architectural/Interior Designer 1</td>
<td>$78.00</td>
</tr>
<tr>
<td>Administration</td>
<td>$83.20</td>
</tr>
</tbody>
</table>

§ 9.3 Except as otherwise set forth in a Service Order, the Owner shall compensate the Architect for Additional Services designated in Article 4 as follows:

(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

In accordance with a written agreement between the parties authorizing the additional services.

§ 9.4 Compensation for Reimbursable Expenses

§ 9.4.1 Reimbursable Expenses are in addition to compensation for the Architect's professional services and include expenses incurred by the Architect and the Architect's consultants directly related to a Service Agreement, as follows:

.1 Transportation ;
.2 Project Web sites, and extranets;
.3 Fees paid for securing approval of authorities having jurisdiction over the Project;
§ 9.4.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect’s consultants plus an administrative fee of 1.1 percent (10%) of the expenses incurred.

§ 9.4.3 Reimbursable Expenses will be allocated to each Service Agreement.

§ 9.5 Compensation for Use of Architect’s Instruments of Service

If the Owner terminates a Service Agreement for its convenience under Section 8.5, or the Architect terminates a Service Agreement under Section 8.3, the Owner shall pay a licensing fee as compensation for the Owner’s continued use of the Architect’s Instruments of Service solely for purposes related to the Service Agreement as follows:

$100.

§ 9.6 Payments to the Architect

§ 9.6.1 Unless otherwise agreed, payments for services provided pursuant to a Service Agreement shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect’s invoice. Amounts unpaid Thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of monthly or annual interest agreed upon.)

3% Three (APR) Annual percentage rate

§ 9.6.2 The Owner shall not withhold amounts from the Architect’s compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding. In any event, the Owner shall not withhold payments to the Architect pertaining to a Service Agreement to offset amounts in dispute under a separate Service Agreement.

§ 9.6.3 Records of Reimbursable Expenses and services performed on the basis of hourly rates shall be provided to the Owner along with the invoice seeking payment for the Reimbursable Expenses.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 Each Service Agreement, shall be governed by the law of the place where the Project described in the Service Order is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 7.3.

§ 10.2 For each Service Agreement, terms not defined in this Master Agreement or in the Service Order shall have the same meaning as those in AIA Document A201-2007, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to each Service Agreement. Neither the Owner nor the Architect shall assign a Service Agreement.
without the written consent of the other, except that the Owner may assign a Service Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner’s rights and obligations under the Service Agreement.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with the Service Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of the Service Agreement.

§ 10.5 Nothing contained in this Master Agreement or in a Service Order shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in a Service Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Projects for which services are performed among the Architect’s promotional and professional materials. The Architect shall be given reasonable access to the completed Projects to make such representations. However, the Architect’s materials shall not include the Owner’s confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner’s promotional materials for the Projects.

§ 10.8 If the Architect or Owner receives information specifically designated as “confidential” or “business proprietary,” the receiving party may disclose such information as required by law or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity. The Party receiving such information may also disclose it to its employees, consultants or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The terms and conditions included in this Master Agreement shall be applicable to each Service Agreement created pursuant to this Master Agreement.

§10.10. The Architect will supply the Owner with state and federal criminal history reports and child abuse clearances, as required by Pennsylvania law, for all employees, agents and subcontractors who will be on the Owner’s property. The original clearances must be presented to the Owner prior to each employee, agent or subcontractor coming on the Owner’s property. All such clearances shall be dated no earlier than sixty months old at any time during the time the individual provides services to the Owner. The Architect shall also provide a current, executed PDE-6004 disclosure form for each employee, agent and subcontractor who will be on the Owner’s property. The Owner reserves the right to reject any employee, agent or subcontractor that the School District determines in its sole discretion has an unsatisfactory criminal history, child abuse clearance, or PDE-6004 disclosure form. The Owner shall retain a copy of all such clearances in its file. Notwithstanding any other provision of the Contract, violation of this provision shall constitute grounds for immediate termination of the contract by the Owner. The Architect shall notify the Owner in writing within 72 hours of any person performing services on the Owner’s property on behalf of the Architect (employee, agent, subcontractor, subcontractor’s employee, etc.) is arrested or convicted of an offense identified in 24 P.S. §1-111.

§10.11 As an additional fee, based on hourly rates noted in Article 9.2, the Architect agrees that it will, when requested by the Owner, cooperate with the Owner in complying with the Pennsylvania Right-to-Know Law, 65 P.S. §67.101 et seq., and any other similar laws, in complying with requests for public records made under such laws. The Architect’s cooperation shall include, but not necessarily be limited to, prompt communication with the Owner regarding the existence of a record, the length of the record and other information requested by the Owner, adherence to the fee schedule issued by the Owner for any costs associated with producing or providing access to the record and promptly providing access to or copies of the record. If the Architect fails to cooperate with the Owner in response to a request for a public record, then the Architect shall indemnify the Owner for any and all costs.
incurred, including attorneys' fees of the Owner, as well as any costs, including any attorneys' fees of the requester, fines or other penalties imposed upon the by a court of competent jurisdiction relating to the Architect's failure to cooperate with the Owner.

ARTICLE 11  SPECIAL TERMS AND CONDITIONS
Special terms and conditions that modify this Master Agreement are as follows:

ARTICLE 12  SCOPE OF THIS MASTER AGREEMENT
§ 12.1 This Master Agreement represents the entire and integrated Master Agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Master Agreement may be amended only by written instrument signed by both Owner and Architect.

§ 12.2 This Master Agreement is comprised of the following documents listed below:
  .1 AIA® Document B121™–2014, Standard Form of Master Agreement Between Owner and Architect

  .2 AIA® Document B101™–2017 Standard Form of Agreement Between Owner and Architect attached hereto as Exhibit “A” describing Architect’s and Owner’s responsibilities (Paragraph Deleted)

  .3 AIA® Document B221™–2014 Service Order for use with Master Agreement Between Owner and Architect describing Architect’s Services for a particular Project (as defined in the General Terms and Conditions of this Agreement for Architectural Services).

  .4 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, if completed, or the following:

  .5 Other documents:
  
  (List other documents, if any, including additional scopes of service forming part of the Master Agreement.)

This Master Agreement entered into as of the day and year first written above.

OWNER (Signature)  
(Printed name and title)  

ARCHITECT (Signature)  
(Printed name and title)

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

**Action Under Consideration:** That the Board of School Directors approves the attached proposal from ARMM Associates, Inc. to develop bid plan specifications for roof projects for a fee of $18,000.

The Facilities Committee met on November 6, 2017, and recommends to the full Board for approval.
Re:  Roof Design Proposal - Revised  
Beaumont Elementary – Roof Areas C, D, K, K1, K2, K3, and L  
T/E Middle School – Roof Areas O and P

Dear Gentlemen:

Thank you very much for allowing ARMM to provide a Phase II Re-Roof Design proposal for the above referenced schools.

On November 21, 2000, ARMM Associates provided a Phase I Roof Audit of all the school district buildings. The excerpts from that report show the total size of Roof Areas O and P on the T/E Middle School is 3,725 square feet and the total size of the designated areas on the Beaumont School is 15,108 square feet, along with the decking at the Beaumont Elementary School canopy.

Our survey in 2000 revealed the shingle roofs on the Beaumont School areas listed above were installed before 1995. ARMM’s specifications for the Beaumont School roof replacement will focus on the desired roof material (metal or a return to shingle).

The 2-ply granular-surface SBS modified bitumen roofing systems on the areas on the T/E Middle School were installed in 1999.

Cost estimates for roof replacement at this time are $189,533 for Beaumont and $95,000 for T/E Middle School. Total estimated construction cost for both projects is between $285,000 to $300,000.

It should be noted in a review of the entirety of all facilities, ARMM Associates dealt with the original design litigation almost 30 years ago. The majority of the buildings were re-roofed from the time period between 1992 and 2009.

ARMM’s Phase II Re-Roof Design would include the following:

1. Review of client’s original plans and specifications:
   For analysis of how the original roof was constructed, and how new material and processes can be employed on the structure.

2. Field Investigation:
   Competent field examiner acquires field measurements and investigates present conditions.
3. **Design Formulation:**

Design selection of materials that would be proper for each application. This would include discussion of metal roofing system versus shingle application for the Beaumont School.

4. **Drafting:**

Production of all drafting work for detailing of roof conditions and overall roof plans.

5. **Specifications:**

Production of the work specifications that the contractor will follow to perform the work. General conditions and bidding documents are included.

6. **Final Review of Design:**

Final review of design is done internally to eliminate possible errors and to do internal estimating.

7. **Typing and Reproduction:**

A series of specifications are made for bidding contractors.

8. **Expenses:**

Expenses include travel and field examinations.

**Professional Fee**

ARMM’s fee to prepare plans and specifications for both projects is **$18,000.00**.

**Auxiliary Services**

The following Construction Administration services are outside of the professional design services and are billed separately. These services would be billed for each service on a singular project basis.

1. **Bidders’ Tour:** A representative of ARMM Associates would conduct a Bidders’ Tour where a selection of contractors would review the project site in preparation for their bids. Owner’s representatives will be able to interface with the contractors and answer questions in reference to the application.
   
   Bidders’ Tour .............................................................................................................. $1,200.00

2. **Bid Evaluation and Contracts:** ARMM Associates would review the submitted bids and make a recommendation in reference to the lowest responsible bidder.
   
   Bid Evaluation .............................................................................................................. $1,000.00

3. **Pre-Construction Conference:** A representative of ARMM Associates will conduct a pre-construction conference with the Owner’s representatives and the contractor to discuss application procedures, clean up and sanitary requirements, as well as provide a final review of technical specifications.
   
   Preconstruction Conference ............................................................................................ $1,400.00
4. Pre-Final Inspection: A representative of ARMM Associates will provide a detailed list of items remaining on the project. Pre-Final Inspection ................................................................. no charge with full-time monitoring

5. Final Inspection: A representative of ARMM Associates will review the items from the Pre-Final Inspection punch-list. ARMM will coordinate with the general contractor to secure all final closeout documents. These documents will include (but are not limited to) roof warranties, general conditions, and changes within the work, rectified on construction documents, and any documentation required by the Owner. Final Inspection ................................................................. $1,600.00

Full-Time Construction Monitoring

ARMM strongly recommends the use of a construction monitor during the construction process. This service documents the progress of the construction process with written reports and photographs taken during the course of the project. The cost for this service is broken down on a weekly basis and is $4,200.00 per week (40-hours per week, 8 hours per day, Monday through Friday). Alternatively, ARMM can provide periodic inspections during the course of construction at a frequency determined by the District. Periodic inspections would be billed on an hourly basis at the rate of $175.00 per hour.

Conclusion

If you wish to proceed with the design process for these two schools, a standard Purchase Order will allow us to begin, or sign the Authorization Line below and return to me attention.

If you have any questions or require additional information, please do not hesitate to call.

Sincerely,

Frank J. Moore, R.A., AIA
President/CEO

FJM/ec

Authorization to Proceed:

for Tredyffrin/Easttown School District  ____________________________  ___________________  Date

46
Consent VIII, E, 5: ARMM Associates, Inc. Fee Proposal – District-Wide Roof Survey

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

Action Under Consideration: That the Board of School Directors approves the attached proposal from ARMM Associates, Inc. to develop a District-wide roof survey that will include infrared scan, sampling, visual assessments, cost estimates for roof replacement and maintenance program recommendations for a fee of $43,000.

The Facilities Committee met on November 6, 2017, and recommends to the full Board for approval.
Colm Kelly, Maintenance Supervisor – kellyc@tesd.net
Tredyffrin Easttown School District
920 Old Lancaster Road
Berwyn, PA 19312

Re: Roof Survey Proposal - Revised

Dear Gentlemen:

Thank you very much for allowing ARMM to provide a Roof Survey for the buildings in the Tredyffrin/Easttown School District.

According to ARMM’s 2010 roof survey summary (copy enclosed), the roofs total 652,844 square feet. It is our understanding the district personnel has done an excellent job in maintaining the existing roofing systems.

The proposed survey would provide the District with an updated document of the roof inventory and will also provide estimated costs for any required re-roofing moving forward. More specifically, the updated Roof Survey would provide the following:

1. Infrared Scan
   A majority of the buildings still have roofing systems that are still covered under existing warranties. Approximately 50% of the roofs are within 5 to 6 years of reaching the end of the warranty periods. An infrared survey will identify any anomalies which would become the basis for the manufacturer to implement repairs. I would urge the District to have the infrared survey performed and have it be the basis of a repair program for the roofing systems, prior to the expiration of the warranties.

2. Field Measurements
   While the majority of the roofs have been already measured by ARMM, any additions to buildings that were added after our 2010 survey will be added to the inventory listing.

3. Roof Sampling
   ARMM has composite listings for the majority of the roofs on the buildings. Roof composite information for roof areas that were not identified in our 2010 survey can be added for the updated roof survey.

4. Visual Assessment
   A visual assessment of all roof areas to document current field conditions of the existing roofing systems.
5. Cost Estimates

For each roof unit area, estimated costs will be calculated for roof replacement. For areas needing replacement within the next five years, ARMM will prepare a prioritized list of necessary replacements with estimated construction costs.

6. Maintenance Program

During our roof survey, ARMM will compile a list of recommended maintenance and/or repair items for submission to the roof manufacturer holding the warranty, or to roofing contractors for areas no longer under warranty. The maintenance and repair listing can be developed into a Roof Maintenance Remedial Specification for bidding. A separate fee can be quoted for the Remedial Specification, if the Board desires.

7. Presentation

Following completion of the roof survey, a presentation will be held for the Board/District as an informative meeting to discuss long-term programs and budget.

Professional Fees

ARMM’s fee to perform a roof survey and Infrared survey for the District as described above is $43,000.00, or $0.065 per square foot.

Procedural Advancement

If you wish to proceed with the roof survey, a standard Purchase Order will allow us to begin, or sign the Authorization Line below and return to me attention.

If you have any questions or require additional information, please do not hesitate to call.

Sincerely,

Frank J. Moore, R.A., AIA
President/CEO

Authorization to Proceed:

for Tredyffrin/Easttown School District

Date
Consent VIII, F, 1: Educational Services Agreement

VIA: Chris Groppe, Director of Individualized Student Services

**Action Under Consideration:** 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 2017-2018 school year including Extended School Year at a total cost not to exceed $14,000.

The District has offered an appropriate placement for this student. The District and family have agreed to the terms in this Educational Services Agreement. The agreement reimburses the family for student placement in lieu of an offer of a Free Appropriate Public Education (FAPE) and includes a release of prior special education claims up to the end date of the agreement. The agreement has been reviewed and recommended by the District’s Solicitor.

Consent VIII, F, 2: Contract with Approved Private School

VIA: Chris Groppe, Director of Individualized Student Services

**Action Under Consideration:** That the Board of School Directors approves a contract between Tredyffrin/Easttown School District and an Approved Private School to provide mandated services for a District student with intense special support needs. This contract covers the 2017-2018 school year for a total cost of $27,750.

This student with severe special needs require an intensive program of special education services and supports that exceed the capability of his/her neighborhood school. The Approved Private School ordinarily would receive 60% of the annual tuition rate through state funding, with districts funding the remaining 40%. For the 2017-2018 school year, state funding is not available for this student, therefore, the Tredyffrin/Easttown School District will fund 100% of the tuition for this student. State funding will be applied as it becomes available, but this is not anticipated within the next three years. It may be necessary to request ACCESS or District contingency funds to fully support extraordinary special education cost.

Consent VIII, H, 1: Policy Recommended for Second Reading

VIA: Mark Cataldi, Director of Assessment and Accountability

**Action under Consideration:** That the Board of School Directors adopts the following revised policy:

- Revised Policy 6146: Student Athletics

This policy was approved by the Board on a first reading basis at the October 23, 2017, Board meeting. It is now presented for adoption. Any revisions with new wording are underlined. Any revisions with deleted wording are indicated by strikethrough.
**Student Athletics**

**Definitions**

“Interscholastic sports” are those that are funded and fully staffed by the District and compete under Rules and Regulations provided by the Pennsylvania Interscholastic Athletic Association (“PIAA”), or other applicable governing body.

“Intramural sports” are staffed and financially supported by the District, but are not governed by the PIAA.

“Club sports” may receive some support from the District whether financial and/or through use of facilities or equipment.

**Guidelines/Guiding Principles**

The Board establishes the following guidelines/principles to guide the establishment and implementation of its athletic program:

1. **Establishment of Program** - Athletics are offered by the District as an integral part of the District’s educational program.

2. **Course Credit** - High School students, with the exception of ninth grade students, may earn physical education credit by participating in an approved athletic activity.

3. **Staffing** - Special effort shall be made to attract and hold a highly qualified, experienced staff which is oriented to the teaching aspects of both the curricular athletic program and the extracurricular program.

4. **Equal Opportunity** - The District will operate athletic programs in compliance with all applicable Federal and State laws, including Title IX of the Educational Amendments of 1972.

5. **Gender Eligibility** - Any issues with respect to eligibility for a specific District team will be determined by the District in a manner that does not limit the ability of that District team to participate in competitions, including playoffs, with other teams of the District’s team’s gender designation.

6. **Management** - Since athletics are a part of the educational program designed to meet the needs of the participants, all activities shall be organized and scheduled strictly for the benefit of the participating students. Every effort shall be made to schedule athletic contests after regular class hours so that students will not have to be excused from class.

7. **Extracurricular Program Offerings** - The specific sports for men and women, and the levels offered in each sport, shall be reviewed by the principal of each building on an annual basis to ensure the overall program meets the requirements of this Policy and assures maximum educational value for the resources expended. The following factors shall be considered in recommending, and by the Board in assessing, the possibility of adding a new sport or adding a new level in an existing sport:
- Contribution to the goals of the District and the athletic program
- Effect on the balance between athletic opportunities for men and women
- Sustained interest by enough students to qualify as a team
- Financial feasibility, including insurance costs
- Availability of qualified coaching staff
- Cost and availability of facilities appropriate to the demands of the sport
- Availability of competition at other schools
- Safety issues and the ability of the school administration to provide adequate supervision of the program

A new sport shall normally be offered either as an intramural or club sport while student interest grows and participation develops. The same factors shall be considered when the elimination of a sport or level is contemplated.

Student Conduct & Eligibility

While participating in student athletics, in all these activities, students shall be subject to all school rules, Board Policies and Administrative Regulations and the provisions contained in any applicable Student Handbook or Code of Conduct. Additionally, any applicable school and District policies, including regulations of the Central League and PIAA, including those related to academic eligibility, shall also apply if applicable.

All extracurricular interscholastic sports are offered subject to PIAA rules and regulations whether competition is specifically regulated by the PIAA or not.

Cross Reference:

Policy and Administrative Regulation 5311 (Eligibility for Participation in School-Related Activities)

Adopted: November 24, 1969
Revised: September 10, 1973
Revised: January 24, 1983
Revised: January 27, 1986
Revised: December 5, 1994
Revised: April 28, 1997
Revised: June 16, 1997
Revised: January 26, 1998
Revised: June 1, 1998
Revised: February 23, 2004
Revised: October 27, 2014
Revised: January 3, 2017
Revised: November 13, 2017
IX, Other Actions Under Consideration

Agenda IX, A, 1: Repeal of Policy 6300: Adult Education, First Reading

VIA: Mark Cataldi, Director of Assessment and Accountability

Action Under Consideration: That the Board of School Directors approves the Repeal of Policy 6300: Adult Education, on a first reading basis, as ready for repeal at the next regular meeting.

The Policy Committee has reviewed this policy and recommends first reading repeal by the full Board. Any revisions with new wording are underlined. Any revisions with deleted wording are indicated by strikethrough.

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

The District authorizes adult education groups to utilize the plant and facilities of the District for programs at the discretion of the administration. These groups shall be responsible for any fees and charges imposed by other Board policies. REPEALED
Agenda IX, A, 2: Revised Policy 8020: Supplies, First Reading

VIA: Mark Cataldi, Director of Assessment and Accountability

**Action Under Consideration:** That the Board of School Directors approves the Revised Policy 8020: Supplies, 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. Any revisions with new wording are underlined. Any revisions with deleted wording are indicated by strikethrough.

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

The building principal or designee is responsible for all school supplies and the Chief Operations Officer/Business Manager or designee is responsible for all non-school supplies.

The Business Manager, building principal, or their designee(s) shall ensure adequate amounts of supplies are available at all times through the initiation and distribution of supply orders and the maintenance of supply inventories.

Supply inventories shall be maintained to ensure the adequacy of supplies and to detect excess accumulation of supplies, and shall be used as guidance in placing supply orders.

When practical, supplies shall be purchased centrally and delivered to the individual buildings. Staff members requesting the purchase or replenishment of specific supplies shall direct such requests to the Business Manager, building principal, or designee, as appropriate.
Agenda IX, A, 3: Revised Policy 8021: Telephones, First Reading

VIA: Mark Cataldi, Director of Assessment and Accountability

**Action Under Consideration:** That the Board of School Directors approves the Revised Policy 8021: Telephones, 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. Any revisions with new wording are underlined. Any revisions with deleted wording are indicated by strikethrough.

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

The District shall provide adequate telephone service for school business purposes in each of its buildings in the most cost-effective manner possible in terms of cost, personnel, and time.

District-provided Cellular-mobile telephones shall be provided for school business purposes to District employees when necessary to perform their work-related duties in an efficient and effective manner. The Superintendent or designee shall determine which job classifications or individuals are assigned cellular-mobile phones. Cellular phones and service shall be provided in the most cost-effective manner possible.

The District shall request a local telephone company to install pay stations at suitable locations for the convenience of pupils, employees, and public, provided such service is cost free to the school system or as deemed necessary for safety purposes by the Superintendent or designee.
Agenda IX, A, 4: Repeal of Policy 5114: Attendance Records, First Reading

VIA: Mark Cataldi, Director of Assessment and Accountability

**Action Under Consideration:** That the Board of School Directors approves the Repeal of Policy 5114: Attendance Records, on a first reading basis, as ready for repeal at the next regular meeting.

The Policy Committee has reviewed this policy and recommends first reading repeal by the full Board. Any revisions with new wording are underlined. Any revisions with deleted wording are indicated by strikethrough.

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

Accurate records of daily and class attendance of all students shall be kept as directed by the Superintendent of Schools and in compliance with applicable state law.

REPEALED
Agenda IX, A, 5: Draft Policy 5121: Recruitment of Students by Military Recruiters, Postsecondary Education Representatives and Prospective Employers, First Reading

VIA: Mark Cataldi, Director of Assessment and Accountability

**Action Under Consideration:** That the Board of School Directors approves the Draft Policy 5121: Recruitment of Students by Military Recruiters, Postsecondary Education Representatives and Prospective Employers, 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. Any revisions with new wording are underlined. Any revisions with deleted wording are indicated by strikethrough.

1. Questions from the Board
2. Comments and/or Questions from Community Members
3. Board Discussion/Deliberation/Action
Recruitment of Students by Military Recruiters, Postsecondary Education Representatives and Prospective Employers

The Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions, prospective employers and representatives of the Armed Forces of the United States, as required by law.

The same access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers, as required by law.

The Superintendent or designee shall develop Administrative Regulations implementing this Policy, which shall establish procedures for annually notifying parents/guardian/students, as appropriate, of this Policy. The notice shall:

1. Advise that the District routinely discloses names, addresses and telephone numbers of students to military recruiters to the extent required by law, subject to a parent/guardian/student’s request not to disclose such information without written consent;

2. Explain the parent/guardian/student’s rights to request that the student information detailed above not be disclosed without prior written consent; and

3. Establish a procedures for how the parents/guardians/students can opt out of the disclosure of such student information, and the method and timeline for doing so.


Cross Reference: Board Policy and Administrative Regulation 5225 (Student Records)
Agenda IX, A, 6: Revised Policy 5225: Student Records, First Reading

VIA: Mark Cataldi, Director of Assessment and Accountability

**Action Under Consideration:** That the Board of School Directors approves the Revised Policy 5225: Student Records, 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. Any revisions with new wording are underlined. Any revisions with deleted wording are indicated by strikethrough.

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

The Board recognizes its responsibility for the collection, retention, disposition and security of student records. The Board further recognizes its duty to maintain the confidentiality of such records as required by law.

Parents/Guardians and eligible students, as defined in the accompanying Administrative Regulation, shall be notified upon initial enrollment and annually thereafter of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose primary language is other than English.

In accordance with law, each District teacher shall prepare and maintain a record of the work and progress of each student.

The Superintendent or designee shall develop Administrative Regulations consistent with this Policy, which shall be approved by the Board prior to going into effect. Any changes to the Administrative Regulations, except for minor editorial revisions, shall be approved by the Board. Minor editorial revisions shall be submitted to the Board but do not require Board approval. The Administrative Regulations shall meet the requirements of all state and federal statutes and regulations and provide for the following:

1. Informing parents/guardians and eligible students of their rights and the procedures to implement those rights concerning student records.
2. Permitting legally required access by authorized persons and officials, describing procedures for access, and listing copying fees.
3. Enumerating and defining the types, locations and persons responsible for student records maintained by the District.
4. Establishing guidelines for disclosure of information and data in student records.
5. Maintaining a record of access and release of information for each student's records.
6. Assuring appropriate retention and security of student records.
7. Transferring education records and legally required disciplinary records to other K-12 educational entities and post-secondary educational entities, with the understanding that the District will not disclose disciplinary records to post-secondary schools.

Cross References: Board Policy and Administrative Regulation 8210 (Records Management); Board Policy and Administrative Regulation 5121 (Recruitment of Students by Military Recruiters, Postsecondary Education Representatives and Prospective Employers)
To assure the validity and usefulness of student information and to safeguard the student's right to confidentiality, the District has developed this Policy to provide guidelines for the orderly-handling of student information that is of relevance to the development of educational programs and to assure parental access to those records which affect the educational placement of their children and a means by which parents might challenge, if they feel it advisable, the content of those records.

The classification, collection, maintenance, and dissemination of student records shall be governed by a clear respect for the rights of the individual student and a regard for the privacy of the family.

The term "Student Records" refers to any information directly related to a student which is maintained in writing, on film, on tape or other electronic media for the use of the District in meeting its obligation to maintain proper data regarding its students. Such records do not include the notes of professionals which are for their personal use only, and not revealed to any other person except a temporary substitute for the maker of the record.

Parents/Guardians and eligible students eighteen (18) years and older shall be notified annually and upon initial enrollment of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.

The release or dissemination of such records shall be made only in compliance with the Pennsylvania Public School Code of 1949 (the “School Code”), as amended, directives mandated by the Pennsylvania Department of Education, under the amended federal Family Educational Rights and Privacy Act of 1974 (“FERPA”) and, with regard to students with disabilities, in compliance with the Individuals with Disabilities Education Improvement Act (“IDEA”)

All student information shall be maintained in the District in accordance with procedures identified with the classification of the materials and with adequate security to safeguard the privacy of the student.

In situations in which the District is asked by other agencies, institutions, or individuals to transmit student information to those parties, stringent precautions shall be prescribed to insure compliance with FERPA and to protect the rights of the student against infringement of privacy.

In accordance with FERPA, and the School Code, the State requires that the District transfer a certified copy of disciplinary records, with respect to suspension or expulsion, to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis.
The rights provided by this Policy also apply to parents/guardians of students who receive special education programming and services from the District or an outside program provided through the District.