

## **Chester Upland School District**

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

**March 27, 2013**

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- 1. Call to Order**
- 2. Pledge of Allegiance to the Flag**
- 3. Student Recognition**
- 4. Student Representatives to the Receiver**
- 5. Report from the Superintendent**
- 6. Presentations**
- 7. Approval of Minutes of previous meeting of February 21, 2013.**
- 8. Public Comment on Agenda Items**
- 9. Education Agenda**
  - A-1 Approval to adopt and approve Student Hearings.
  - A-2 Homebound Instruction for student(s).
  - A-3 2012-2013 General Fund Budget: \$5,500.00 - Approval to enter into a Special Education Agreement.
  - A-4 IDEA and ACCESS Funds: \$40,000.00 - Approval to enter into a contractual agreement with Dr. Joseph Coleman.
  - A-5 IDEA and ACCESS Funds - Approval for First Aid, CPS and AED Training.
  - A-6 IDEA and ACCESS Funds - Approval to attend the Pennsylvania Training and Technical Assistance Network Autism Initiative.
  - A-7 2012-2013 General Fund Budget: \$4,800.00 – Approval to enter into a Special Education Agreement.

- A-8 Title I Funds – Approval to attend the 2013 Annual Pennsylvania Association Federal Program Coordinators (PAFPC) Conference.
- A-9 Approval of addition of courses for the 2013-2014 school year.
- A-10 Title II Funds: Approval of a contractual agreement with consultant Karen Hessel.

**10. Personnel Agenda**

- B-1 General/Categorical Funds. Approval of appointments, leave of absence, extension of leaves of absence, resignations, retirements, reassignments, terminations, completion of probation, recall from furlough, spring (high school) coaching appointments and rescind of spring (high school) coaching appointment.

**11. Business Agenda**

- C-1 Reports of the tax collectors.
- C-2 Approval of the Treasurer’s Report/Budget Report.
- C-3 General Fund: \$6,037,278.01. Approval of list of payments and Approval of payrolls.
- C-4 Bid Awards for Phase I of the Emergency Hot Water System Replacement Project at CHS.
- C-5 Approval of Delaware County Area Vocational-Technical Resolution (2013-2014).
- C-6 Approval of the Special Education Funding and Service Agreement (2013-2014).
- C-7 Approval of Delaware County Intermediate Unit Budget (2013-2014).
- C-8 Approval of revised Position Descriptions for Human Resources personnel.
- C-9 Approval to continue legal services with the firm Blank Rome LLP.
- C-10 Approval of Consultant Contract – Denis McCall
- C-11 Approval of the District’s 2013-2014 Budget Development Timeline.
- C-12 Approval of PlanCon Applications, Part K.
- C-13 Acceptance of Grant – Chesapeake Bay Trust

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

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

**12. Adjournment**

**Chester Upland School District**

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

**March 27, 2013**

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**EDUCATION AGENDA**

**A-1 Approval to adopt and approve Student Hearings.**

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

| <b>STUDENT I.D. #:</b> | <b>DATE OF HEARING:</b> |
|------------------------|-------------------------|
| #068655                | 01/30/13                |
| #068554                | 01/30/13                |
| #083213                | 01/30/13                |
| #082474                | 01/30/13                |
| #068332                | 01/30/13                |
| #080729                | 01/30/13                |
| #072141                | 02/20/13                |
| #066899                | 02/20/13                |
| #071868                | 02/20/13                |
| #070339                | 02/20/13                |
| #066812                | 02/20/13                |
| #073951                | 02/20/13                |

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

**A-2 Homebound Instruction for student(s).**

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

| <b>Student ID #:</b> | <b>School:</b> | <b>Effective Dates:</b> |
|----------------------|----------------|-------------------------|
| 071228               | Showalter      | 02/11/13 – 05/15/13     |
| 068148               | CHS            | 02/13/13 – 05/17/13     |

**Payable from:** 2012-2013 General Fund Budget  
**Executive Sponsor:** Dr. Tony L. Watson

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

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

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

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

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

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

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

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

**Payable from:** IDEA and ACCESS Funds

**Executive Sponsor:** Andria Saia

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

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

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

**Payable from:** IDEA and ACCESS Funds

**Executive Sponsor:** Andria Saia

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

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

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

**Executive Sponsor:** Mary Payne

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

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

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

**Payable from:** Title I Funds

**Executive Sponsor:** Brian D. Feick

**A-9 Approval of addition of courses for the 2013-2014 school year.**

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

2013/14 School Year  
Proposed Courses & Electives to be added:

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

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

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

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

**Payable from:** Title II

**Executive Sponsor:** Rachel Foster

**PERSONNEL AGENDA**

**B-1 General/Categorical Funds. Approval of appointments, leave of absence, extension of leaves of absence, resignations, retirements, reassignments, terminations, completion of probation, recall from furlough, spring high school coaching appointments and rescind of spring high school coaching appointments.**

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

(a) Professional

| <b><u>Name</u></b> | <b><u>Position/Location</u></b>                                   | <b><u>Salary</u></b> | <b><u>Effective Date</u></b> | <b><u>New Position or Replacement</u></b> |
|--------------------|---|----------------------|------------------------------|---|
| Kane III, Joseph   | Long-Term Substitute Teacher<br>Chester High School               | \$100/day            | 04/02/13                     | New Position<br>2012-2013 G.F.B.          |
| Lee Buttram, Shena | Long-Term Substitute Teacher<br>Chester Upland School of the Arts | \$100/day            | 03/12/13                     | New Position<br>2012-2013 G.F.B.          |
| Rivingston, Kate   | Long-Term Substitute Teacher<br>Chester Upland School of the Arts | \$100/day            | 03/12/13                     | New Position<br>2012-2013 G.F.B.          |

(b) Non Professional

| <b><u>Name</u></b> | <b><u>Position/Location</u></b>                   | <b><u>Salary</u></b>  | <b><u>Effective Date</u></b> | <b><u>New Position or Replacement</u></b> |
|--------------------|---|-----------------------|------------------------------|---|
| Brown, Isiah       | Personal Care Aide<br>Stetser Elementary School   | \$65/day<br>10 months | 03/13/13                     | New Position<br>2012-2013 G.F.B.          |
| Durham, Estrella   | Personal Care Aide<br>Floater                     | \$65/day<br>10 months | 02/22/13                     | New Position<br>2012-2013 G.F.B.          |
| Durst, Danielle    | School Safety Officer<br>School Safety Department | \$17,277<br>10 months | 04/02/13                     | Replacement<br>2012-2013 G.F.B.           |



|                   |   |                           |          |                                  |
|-------------------|---|---------------------------|----------|----------------------------------|
| Harris, Dennis    | Per Diem Custodian<br>Maintenance Department                                | \$8.28/hour               | 04/02/13 | Replacement<br>2012-2013 G.F.B.  |
| Hastings, Romaine | Per Diem Custodian<br>Maintenance Department                                | \$8.28/hour               | 04/02/13 | Replacement<br>2012-2013 G.F.B.  |
| Legette, Truluck  | Per Diem Custodian<br>Maintenance Department                                | \$8.28/hour               | 04/02/13 | Replacement<br>2012-2013 G.F.B.  |
| McDonald, Dino    | Bus Driver<br>Transportation Department                                     | \$18.17/hour<br>10 months | 04/02/13 | Replacement<br>2012-2013 G.F.B.  |
| Payne, Darrell    | Personal Care Aide<br>Chester Upland School<br>of the Arts                  | \$65/day<br>10 months     | 03/11/13 | New Position<br>2012-2013 G.F.B. |
| Wicks, Deborah    | Per Diem Custodian<br>Maintenance Department                                | \$8.28/hour               | 04/02/13 | Replacement<br>2012/2013 G.F.B.  |
| Wilson, Sean      | Long-Term Substitute<br>Climate Manager<br>Main Street Elementary<br>School | \$95/day                  | 02/27/13 | New Position<br>2012-2013 G.F.B. |

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

(a) Professional

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

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

(a) Non Professional

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

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

(a) Non Professional

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

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

(a) Non Professional

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

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

(a) Non Professional

| <b><u>Name</u></b> | <b><u>From</u></b>   | <b><u>To</u></b>  | <b><u>Effective Date</u></b> |
|--------------------|--|---|------------------------------|
| Blythe, Brandon    | Bus Aide<br>Transportation<br>Department<br>\$10.99/hour<br>10 months                          | Van Driver<br>Transportation<br>Department<br>\$16.37/hour<br>10 months                 | 03/05/12                     |
| Boneparte, Pauline | Special Education<br>Assistant – ACCESS<br>Administration<br>Building<br>\$44,990<br>12 months | Special Education<br>Coordinator<br>Administration<br>Building<br>\$50,000<br>12 months | 03/18/13                     |
| Dale, Arretta      | School Safety Officer<br>School Safety Department<br>Building<br>\$17,277<br>10 months         | Per Diem School<br>Safety Officer<br>School Safety<br>Department<br>\$11.27/hour        | 03/04/13                     |
| Kelly, Rashod      | Van Driver<br>Transportation<br>Department<br>\$16.37/hour<br>10 months                        | Bus Driver<br>Transportation<br>Department<br>\$18.17/hour<br>10 months                 | 03/05/12                     |

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

(a) Non Professional

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

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

(a) Non Professional

| <b><u>Name</u></b>   | <b><u>Position/Location</u></b>   | <b><u>Effective Date</u></b> |
|----------------------|---|------------------------------|
| Barksdale, Demetreus | Custodian<br>Maintenance Department   | 02/01/13                     |
| Fowler, Delilah      | Bus Driver<br>Transportation Department   | 02/06/13                     |
| Holland, Oleaver     | Custodian<br>Maintenance Department   | 02/01/13                     |
| Laird, Amanda        | Health Room Assistant (LPN)<br>Chester Upland School of the<br>Arts & Toby Farms Intermediate<br>School | 03/08/13                     |
| Lennon, Arlene       | School Safety Officer<br>School Safety Department   | 03/18/13                     |
| Martin, Robert       | Bus Driver<br>Transportation Department   | 02/21/13                     |
| Michael, T'Sa        | Special Education Clerk<br>Administration Building  | 02/26/13                     |
| Nixon, Safiya        | Bus Aide<br>Transportation Department   | 02/01/13                     |
| Redd, Hodges         | Climate Manager<br>Chester Upland School of the Arts  | 02/14/13                     |
| Williams, Zernest    | School Safety Officer<br>School Safety Department   | 03/19/13                     |

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

(a) Professional

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

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

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

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

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

**Executive Sponsor:** Michelle R. Chapman

**BUSINESS AGENDA**

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

RESOLVED, that the reports of the City of Chester, Borough of Upland, and Chester Township for the period February 1, 2013 through February 28, 2013 in the amount of -0- be received, be noted upon the Minutes and filed.

(NONE FOR THIS MONTH)

**Executive Sponsor:** Brian D. Feick

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

RESOLVED, that the attached Treasurer's Report/Budget Report for the fiscal month ended February 28, 2013 be APPROVED by the Receiver, acting as the Board of School Directors.

**Executive Sponsor:** Brian D. Feick

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

RESOLVED, that the attached list of payments dated February 22, 2013, through March 27, 2013 checks numbering 00032174 through 00032293, of the various accounts totaling for all accounts the grand sum of \$6,037,278.01, a copy of which has been given to the Receiver, acting as the Board of School Directors, and a copy of which is now before the Receiver, be APPROVED, and that said list of payments be incorporated into the March 27, 2013 Minutes.

(LIST OF PAYMENTS ATTACHED)

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

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

**Payable from:** General Fund Budget

**Executive Sponsor:** Brian D. Feick

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

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

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

**Payable from:** General Fund Budget

**Executive Sponsor:** Brian D. Feick

C-5 Approval of Delaware County Area Vocational-Technical Resolution (2013-2014).

DELAWARE COUNTY AREA  
VOCATIONAL-TECHNICAL BOARD  
RESOLUTION NO. 56

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

CERTIFICATION

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

|       | <u>Affirmative</u> | <u>Negative</u> | <u>Absent or Abstained</u> |
|-------|--------------------|-----------------|----------------------------|
| _____ | _____              | _____           | _____                      |
| _____ | _____              | _____           | _____                      |
| _____ | _____              | _____           | _____                      |
| _____ | _____              | _____           | _____                      |
| _____ | _____              | _____           | _____                      |
| _____ | _____              | _____           | _____                      |
| _____ | _____              | _____           | _____                      |
| _____ | _____              | _____           | _____                      |
| _____ | _____              | _____           | _____                      |
| _____ | _____              | _____           | _____                      |

Certified to this \_\_\_\_ day of \_\_\_\_\_ A.D., 2013

By \_\_\_\_\_  
Secretary

\_\_\_\_\_  
School District

Affix  
(Corporate Seal)

**Executive Sponsor:** Brian D. Feick



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

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

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

**A. Responsibilities of the IU**

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

**B. Responsibilities of the District**

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

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

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

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

**C. General Provisions**

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

**CHESTER UPLAND SCHOOL DISTRICT**

**DELAWARE COUNTY INTERMEDIATE UNIT**

By: \_\_\_\_\_

By: \_\_\_\_\_

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

**Executive Sponsor: Brian D. Feick**

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

**RESOLUTION**

**CONCERNING INTERMEDIATE UNIT BUDGET**

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

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

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

SEAL

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

DECO-779 (1/74)

**Executive Sponsor:** Brian D. Feick

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

| <i>Receiver</i>   |  | <i>Vote</i> | <i>Budget</i> |  |
|-------------------|--|-------------|---------------|--|
| Joseph P. Watkins |  |             |               |  |
|                   |  |             |               |  |

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

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

**Executive Sponsor:** George R. Crawford

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

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

**Executive Sponsor:** George R. Crawford

**C-10 Approval of Consultant Contract – Denis McCall**

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

**Executive Sponsor:** George R. Crawford

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

(SEE ATTACHMENT)

**Executive Sponsor:** George R. Crawford

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

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

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

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

*March 21, 2013 – Receiver Approval of Budget Development Calendar*

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

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

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

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

*April 29-May 3 – Review and Update Budget*

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

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

*May 20-31, 2013 – Review and Update Budget*

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

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

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

**C-12 Approval of PlanCon Applications, Part K.**

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

**Executive Sponsor:** George R. Crawford

**C-13 Acceptance of Grant – Chesapeake Bay Trust**

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

**Executive Sponsor:** George R. Crawford

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

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

**Payable from:** General Fund Budget

**Executive Sponsor:** Brian D. Feick

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

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

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

**Executive Sponsor:** Brian D. Feick