

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

**March 20, 2014
6:43 P.M.**

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

Executive Staff Present:

- Mr. Joseph Watkins, Receiver
- Mr. Gregory Shannon, Superintendent
- Ms. Tamara Thomas Smith, Deputy Superintendent
- Ms. Andria Saia, Assistant Superintendent
- Ms. Claudia Averette, Chief of Staff
- Mr. George Crawford, Chief Financial Officer

Solicitor: Leo A. Hackett, Esquire

The Receiver's meeting opened with a call to order by Receiver, Joseph Watkins and the Pledge of Allegiance led by George Crawford, Chief Financial Officer.

NOTICE OF ADVERTISED MEETING

(COPY OF ADVERTISED NOTICE ATTACHED)

Receiver Watkins spoke about the furloughs that took place during the previous week. Spoke about the financial distress the district is in and how the Financial Recovery Plan calls for reducing costs. Also spoke about the hope that once the district is out of distress, we will be able to call back the employees that were furloughed. He asked that the attendees have patience with the district while in this financial difficulty.

STUDENT RECOGNITION

Superintendent Shannon congratulated the Chester High Clipper basketball team on an outstanding year. Also, he congratulated the 2014 Bidy Basketball League who is the U12 National Champions.

Honored at this meeting were students from Toby Farms who have been working with our Community Liaisons, Raheed King and Nicole Cogsdell. Mr. Shannon introduced Mayor Linder, and public city officials, who were there to recognize the students. Ms. Cogsdell read a poem. Mr. King spoke on the mentoring and partnership with these students to let them know that there are men in the community that want to help them and love them and mentor them so they can become better students and grow to be the kind of men that make a difference in their community. Ms. Cogsdell spoke on the mentoring of the ladies in the group, overcoming hardships and obstacles and staying the course in school and beyond. The students received medals to signify their graduation onto the next level. Mr. Martinelli and Ms. Highsmith were honored for their work with the students.

REPORT FROM THE SUPERINTENDENT

Superintendent Gregory Shannon said that we continue to make progress as we continue to matriculate across the 2013-14 school year. Enrollment continues to climb, average daily attendance is up, violent incidence are down and we are poised to make a significant academic showing with the PSSAs coming up. In a 3 year trend, it shows that enrollment climbs through December then starts to decline after that and in March it drops off significantly with a mass exodus to the charter schools. This year shows no drop of enrollment and to date we have only lost 9 students to the charters.

Also, we need to attack at the base, pre-school. The trend has been for a significant percentage of these pre-school enrollments decide to go elsewhere for kindergarten through 12th grade. We need to stay and reverse that trend and keep these students here through 12th grade.

Also reminded everyone that the First Annual Men's Summit will be held on Friday, May 2, 2014 at the Showalter/STEM school and asked that all men come out and bring with them a young man.

COMMENDATIONS

Customer Service Award – Brenda Womak, CUSA
Team Player Award – Christopher Orr, Main Street
Quite Superstar Award – Mica Payne, Toby Farms

Mr. Shannon also commended the teachers of the Chester Upland School District for doing an outstanding job.

APPROVAL OF MINUTES OF PREVIOUS MEETING OF FEBRUARY 20, 2014

Receiver Watkins approved.

PUBLIC COMMENTS

Will Richan – asked that the position of CTE and Alternative Education Coordinator be reconsidered for elimination. It will adversely affect the CTE programs the School District now supports.

Jean Arnold – asked about the Life Skills apartment and the students being taught sufficient job skills and life skills. Where are we with this?

Also asked about the gifted student program. Thinks that it is a travesty that Ms. Sheets is “in the hall”. Thinks we need more support for these students.

Asked about safety drills for other than fire, such as terroristic attack.

Andria Saia – on Life Skills apartment – the apartment is gone but we have one set up at the High School. Looking to get it move closer to the kitchen that the students use. They do go out every other week to do things like shopping and then they prepare the food. Ideally we would like to get another apartment set up. Thinking about how to do so.

She also answered on the gifted student program. Currently catching up on evaluations and getting a dedicated classroom for Ms. Sheets. Also working with teachers in regular education to help these students.

Chief Patterson answered for the safety drills portion. He said that we are working with the Delaware County Emergency Response Team to set up drills at the schools with training for STEM students to be part of the response team. Training is scheduled for spring and additionally for the summer, 2014.

Delores Shelton - Asked about A-7 on Agenda – Tuition to Harcum College. Is that for a student?

Andria Saia – Yes, for a student in a settlement agreement from 2007.

Asked about Furloughed personnel in B-1 – Where any of them teachers?

Superintendent Shannon – No.

Asked about B-2 – Tuition Reimbursement – Are we paying for Doctorial degrees now too?

Alvina Jenkins – Yes, in the agreement with the district we pay tuition reimbursement toward all degrees if it is in their field.

Asked about car allowance for Special Education Director.

Receiver Watkins – will look into this.

Ms. Shelton asked how the accelerated credits program was going.

Superintendent Shannon – answered that it was going well. There are several students that were able to graduate in January, but wanted to march with the class in June.

Ms. Shelton wanted to know how the middle school sports programs is going.

Superintendent Shannon – answered that it is going very well. We have an outstanding middle school basketball team and we are building our football program. We also have an outstanding girls' basketball program and cheerleading squad.

Ms. Shelton asked that she be allowed to go to the high schools to register students who have turned 18 to vote.

Superintendent Shannon – gave permission.

John Shelton, Jr. - Teachers working full tilt toward getting ready for the PSSAs. (Thanked Mom for bringing up 1967). Commended the small sports programs (Bidly) for supporting middle school sports and in turn high school sports.

Brought up the reimbursement for tuition issue. Said he thought there was a pool of money for reimbursements where everyone applied and it was paid out at one time and that when the pool was exhausted, only a certain percentage was paid. Asked that this be looked into.

Also spoke about the state of the buildings as to repairs. Asked that administration look seriously into the repairs, especially heating for the coming year.

John Shelton, Sr. – Asked about the CTE programs and if we have anything in place so students can go to work immediately after graduations from these programs.

Superintendent Shannon – answered that yes we do. We are partnering with Mr. Reese of the City of Chester's Work Force Development Counsel. He is working with a collaboration team in a joint effort with local businesses to facilitate the CTE programs. We had a large meeting at PPL Park with local business attending in September to start the process.

Anthony Johnson – Said we need the community and the Administration need to go to our reps and tell them to fight for the Act 88, special education money which was cut. We need the Governor's office to look at the special education money that is going to the charter schools. We are not in financial distress because of spending but because the Act 88 money was cut.

Receiver Watkins made an announcement as to the Parent Night Out, March 21, 2014 from 6pm-8pm at City Hall Community Room.

EDUCATION AGENDA

A-1 Approval to adopt and approve Student Hearings.

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

STUDENT I.D. #:	DATE OF HEARING:
072174	3/4/14
090520	3/4/14
211425	3/4/14
069125	3/4/14

Executive Sponsor: Tamara Thomas Smith

A-2 Homebound Instruction for student(s).

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

Student ID #:	School:	Effective Dates:
068148	CHS	3/10/14
070414	STEM	070414

Payable from: 2013-2014 General Fund Budget
Executive Sponsor: Tamara Thomas Smith

A-3 Education Workshops/Parent University

FURTHER RESOLVED, that the Receiver grant approval for an agreement between Darlington Arts Center and the Chester Upland School District, to provide a series of seven one hour Saturday workshops to be offered for Parent University. The classes will begin on Saturday, April 5, 2014 through Saturday, June 7, 2014 at Toby Farms Elementary School. Darlington Arts Center will provide and interactive exploration of literacy and theater as well as hands-on learning for parents and students focusing on the book, *Mufaro's Beautiful Daughters*. They will also provide instruction, all class materials including a book for each student and parent to take home. Total cost of the classes will be \$1,750.00. Payment is due in two installments: \$875.00 prior to the first class date and \$875.00 thirty days after the final class.

Payable from: 2013-2014 Title I Budget
Executive Sponsor: Claudia S. Averette

A-4 Education – Agreement for Dual Enrollment Widener University and the Chester Upland School District

FURTHER RESOLVED, that the Receiver approves a Consulting Services Agreement to be entered into between the Chester Upland School District and Widener University. This agreement will permit the school district to offer a college level course, through the consultation and resources of Widener University from August, 2014- May, 2015. A qualified Chester Upland School District employee will facilitate the college level course to a minimum of 10 and maximum of 12 students of the Chester Upland School District. The district shall pay Widener University \$200 per participating student.

Cost: Not to Exceed \$2,400
Payable from: General Fund
Executive Sponsor: Claudia S. Averette

A-5 Pre-K Counts Grantee Conference

FURTHER RESOLVED, that the Receiver, acting as the Board of School Directors, grant permission for Dr. Malika Savoy-Brooks to attend the Spring 2014 Grantee Meeting for PA Pre-K Counts and Head Start State Supplemental to be held at the Blair County Convention Center in Altoona, PA on May 20, & May 21, 2014. This is without loss of pay and expenses including travel, meals and hotel accommodations not to exceed \$1,500.00

Payable from: Curriculum & Instruction Budget
Executive Sponsor: Malika Savoy-Brooks

A-6 Approval for 30 students from the Clipper Academy to attend a class trip to the New Jersey Aquarium.

RESOLVED, that the Receiver, acting as the Board of School Directors, grant approval for 30 Chester High School Special Education students enrolled in the Clipper Academy and 4 adult staff chaperones to visit the Adventure Aquarium in Camden New Jersey on April 29, 2014. Permission slips will be obtained for all students attending the trip.

Cost: \$585.14

Payable from: General Fund

Executive Sponsor: Andria Saia

A-7 Approval to pay Fall, 2013 and Spring, 2014 tuition to Harcum College per settlement agreement for student.

RESOLVED, that the Receiver, acting as the Board of School Directors, grant approval to pay the Fall 2013 and Spring 2014 tuition, less Federal Pell Grant student aid, as per settlement agreement for student 029518 to Harcum College, 750 Montgomery Avenue, Bryn Mawr, PA 19010.

Cost: \$14,854.00

Payable from: General Funds

Executive Sponsor: Andria Saia

EDUCATION AGENDA ITEMS #A-1 THRU #A-7 WERE APPROVED BY JOSEPH P. WATKINS, RECEIVER

PERSONNEL AGENDA

B-1 General/Categorical Funds. Approval of appointments, leaves of absence, returns from leaves of absence, resignations, reassignments and completions of probation.

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

(a) Professional

<u>Name</u>	<u>Position/Location</u>	<u>Salary</u>	<u>Effective Date</u>	<u>New Position or Replacement</u>
Crews Hart, Carmen	Substitute Teacher Floater	\$100/Day 10 months	02/27/14	New Position 2013-2014 G .F.B.
Kagen, Trisha	Substitute Teacher Floater	\$100/Day 10 months	02/27/14	New Position 2013-2014 G.F.B.

(a) Non Professional

<u>Name</u>	<u>Position/Location</u>	<u>Salary</u>	<u>Effective Date</u>	<u>New Position or Replacement</u>
Baldwin Frame, Peggy	Personal Care Aide Stetser Elementary	\$65/day 10 months	2/24/14	New Position 2013-2014 G.F.B.
Bates, Natalie	Personal Care Aide Stetser Elementary	\$65/day 10 months	3/24/14	New Position 2013-2014 G.F.B.
Brown, A'saad	Teacher Assistant Chester High School/Clipper	22,356 10 months	2/14/14	New Position 2013-2014 G.F.B.
Davis, Stanley	Personal Care Aide Chester Upland School of the Arts	\$65/day 10 months	2/24/14	New Position 2013-2014 G.F.B.
Mosley, Melinda	Personal Care Aide Toby Farms	\$65/day 10 months	3/24/14	New Position 2013-2014 G.F.B.

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Nichols, Breon	Personal Care Aide Main Street School	\$65/hour 10 months	2/24/14	Replacement 2013-2014
G.F.B.				
Smith, James	Personal Care Aide Toby Farms School	\$65/day 10 months	2/24/14	New Position 2013-2014
G.F.B.				
Whitehead, Tyrell	Personal Care Aide Chester Upland School of the Arts	\$65/day 10 months	3/24/14	New Position 2013-2014
G.F.B.				

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

(a) Professional

<u>Name</u>	<u>Position/Location</u>	<u>Effective Date</u>
Burton, Dietra	Teacher, Elementary Stetser	3/10/14-4/11/14 (FMLA)
Carabetta, Nicholas	Director of Transportation Transportation Department	1/14/14-4/15/14 (FMLA)
Falconieri, Donna	Teacher, Special Education Chester High School	4/11/14-6/28/14 (FMLA)
McLaughlin, J'me Toby Farms	Teacher, Elementary	1/10/14-3/12/14 (FMLA)
Perez, Nancy	Principal Main Street	2/11/14-5/6/14 (FMLA)
Thompson, Rachael	Teacher, Pre Calculus Chester Upland School of the Arts	3/16/14-5/16/14 (FMLA)

(b) Non Professional

<u>Name</u>	<u>Position/Location</u>	<u>Effective Date</u>
Miller, Deidre	Teacher Aide Toby Farms	2/27/14-4/15/14 (FMLA)

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

(a) Professional

<u>Name</u>	<u>Position/Location</u>	<u>Effective Date</u>
Pope, Myra	Teacher, Special Education Chester High	3/4/14

(b) Non Professional

<u>Name</u>	<u>Position/Location</u>	<u>Effective Date</u>
Covington, Gloria	Teacher Assistant Toby Farms	3/4/2014
Laird, Amanda	L.P.N. Nurse's Assistant Toby Farms	3/10/14

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

(a) Professional

<u>Name</u>	<u>Position/Location</u>	<u>Effective Date</u>
Crews-Hart, Carmen	Collegial Training Partner District Wide	2/27/14
Jordan, Nicole	Special Education Teacher S.T.E.M.	2/23/14

(b) Non Professional

<u>Name</u>	<u>Position/Location</u>	<u>Effective Date</u>
Grasty, Tishira	Bus Aide Transportation	3/5/14
Hunter, Robert	Bus Driver Transportation	4/10/14

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

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Santana, Carmen	Secretary, Technology Chester High School \$22,356 10 months	Secretary Information Support Administration Bldg. \$22,356 10 months	03/13/14
Payne-Grasty, Tishira	Substitute Bus Aide Transportation	Bus Aide Transportation	11/12/13
Moore, Marian	Bus Aide Transportation \$10.99/hr 10 months	Personal Care Aide Toby Farms School \$65/day 10 months	3/24/14

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

(b)Non Professional

<u>Name</u>	<u>Position/Location</u>	<u>Effective Date</u>
Innis, Tina	Special Education Clerk Special Education Department	02/18/14

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

<u>Name</u>	<u>Position/Location</u>	<u>Salary</u>	<u>Effective Date</u>
DiStasio, Nicholas	Bus Aide Transportation	\$10.99/hour	03/04/14
Boneparte, Lamar	Bus Aide Transportation	10.99/hour	03/04/14

RESOLVED, that the personnel actions list below including, but not limited to, furloughs are hereby ratified and approved:

(a) Professional

Name

Bauer, Jay
Evans, Tamara
Lee, Marlita
Vaughn, Stevenson

(b) Non Professional

Name

Collins, Roxanne
Espanol, Mirtha
Innes, Tina
Whitehead, Terry

B-2 2013-2014 General Budget: \$4548.00 – Approval of tuition reimbursement for the 2013-2014 school year.

RESOLVED, that the Receiver, acting as the Board of Directors, grant approval for employee listed below to receive tuition reimbursement for the 2013-2014 school year, in the amount of \$4548.00.

Name	Numbers of Credits Submitted	Requested Amount	Approved Amount
Calvecchio, Thomas	12	\$4548.00	\$4548.00

Payable from: 2013-2014 General Fund Budget
Executive Sponsor: Alvina Jenkins

B-3 2013-2014 General Fund Budget: Correction of salary adjustment for the 2013-2014 school year.

RESOLVED, that the Receiver, acting as the Board of School Directors, grant approval for the correction of the salary adjustment for the 2013-2014 school year as listed below:

<u>Name</u>	<u>From</u>	<u>To</u>
Burke, LaWanda	\$73,691.00 (M+30)	\$74,314.00 (M45/9)
Derry, Vincent	\$59,009.00 (M30/2)	\$59,633. (M45/2)
Fears, Dionne	\$64,168.00 (M/5) add 10% +\$800	\$65,301.00 (M+30) add 10% +\$800

Payable from: 2013-2014 General Fund Budget
Executive Sponsor: Alvina Jenkins

B-4 Saturday School Addition to Staff.

RESOLVED, that the Receiver, acting as the Board of School Directors, grant approval for the Saturday School Program to commence February 1, 2014 through March 15, 2014.

FURTHER RESOLVED, that the Receiver, acting as the Board of School Directors, grant approval for the following additional individual to participate in the Saturday School Program effective February 1, 2014 through March 15, 2014:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Foley, Emory	Teacher Assistant (Sub)	\$12.00/hr.

PERSONNEL AGENDA ITEMS #B-1 THRU #B-4 WERE APPROVED BY JOSEPH P. WATKINS, RECEIVER

BUSINESS AGENDA

C-1 Reports of the tax collectors.

RESOLVED, that the reports of the City of Chester, Borough of Upland, and Chester Township for the period January 1, 2014 through January 31, 2014 in the amount of \$162,878.33 be received, be noted upon the Minutes and filed.

Executive Sponsor: George R. Crawford

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, 2014 be APPROVED by the Receiver, acting as the Board of School Directors.

Executive Sponsor: George R. Crawford

C-3 General Fund Budget: \$9,183,580.42. Approval of list of payments.

RESOLVED, that the attached list of payments of the various accounts totaling for all accounts and funds at the grand sum of \$9,183,580.42, of which General Fund payments total \$8,886,458.66, and Food Services Fund payments total \$297,121.76, 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 20, 2014 Minutes.

(LIST OF PAYMENTS ATTACHED)

C-4 General Fund Budget: \$2,125,193.49. Approval of payrolls.

RESOLVED, that the payrolls dated February 12, 2014, February 26, 2014, and February 27, 2014 of the various accounts totaling for all accounts the grand sum of \$2,125,193.49 be approved by the Receiver, acting as the Board of School Directors.

Payable from: General Fund
Executive Sponsor: George R. Crawford

C-5 Approval of Agreement with the Delaware County Intermediate Unit to provide hosting services for Microsoft Exchange E-mail Applications.

RESOLVED, that the Receiver, acting as the Board of School Directors, enter into an agreement with the Delaware County Intermediate Unit for the purposes of providing Microsoft Exchange e-mail Application Hosting Services to the Chester Upland School District, commencing on February 3, 2014, for a term concluding on June 30, 2015.

Cost: \$32,000
Payable from: General Fund
Executive Sponsor: Joshua Culbertson

C-6 Approval of Agreement with the Delaware County Intermediate Unit to provide Internet access.

RESOLVED, that the Receiver, acting as the Board of School Directors, enter into an agreement with the Delaware County Intermediate Unit for the purposes of providing high speed Internet access service to the Chester Upland School District, retroactively commencing on July 1, 2013, and continuing through July 1, 2013.

Cost: \$9,336 billed semi-annually (available for E-rate support)
Payable from: General Fund
Executive Sponsor: Joshua Culbertson

C-7 Resolution for district landscaping equipment.

RESOLVED, that in response to solicitation of quotes district landscaping equipment for the 2013-2014 school year be awarded to the following vendor in the amount indicated.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Robert E. Little	Landscaping Equipment	\$23,083.96

Payable from: Maintenance Funds
Executive Sponsor: George R. Crawford

C-8 Resolution for PNC Bank Loan

RESOLVED, that the Receiver of the Chester Upland School District (hereinafter “School District”) adopts the Resolution regarding the District’s bank loan with PNC Bank for the refunding of the District’s Bond Series 2003A.

Cost: Any associated costs are paid directly from the bank loan proceeds.
Executive Sponsor: George R. Crawford

C-9 Resolution for Assessment Agreement with Chester Downs and Marina

RESOLVED, that the Receiver of the Chester Upland School District (hereinafter “School District”) hereby approves the Assessment Agreement with Chester Downs and Marina.

Cost: None
Executive Sponsor: George R. Crawford

C-10 Resolution for the installation and repair of the condensing unit and refrigerant line at STEM Academy at Showalter.

RESOLVED, that in response to solicitation of quotes for the installation and repair of the condensing unit and refrigerant line at STEM Academy at Showalter during the 2013-2014 school year be awarded to the following vendor in the amount indicated.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Snyder	Installation and Repairs of Units	\$8,365.00

Payable from: Maintenance Funds
Executive Sponsor: George R. Crawford

C-11 Approval of Agreement with NEC Corporation of America to provide phone maintenance support services.

RESOLVED, that the Receiver, acting as the Board of School Directors, enter into an agreement with NEC Corporation of America for the purposes of providing phone maintenance support services to the Chester Upland School District, for the period from February 28, 2014 and ending on February 27, 2015.

Cost: \$25,363.28
Payable from: General Fund – Technology
Executive Sponsor: Joshua Culbertson

BUSINESS AGENDA ITEMS #C-1 THRU #C-11 WERE APPROVED BY JOSEPH P. WATKINS, RECEIVER

There being no further business *Receiver, Joseph P. Watkins* adjourned the meeting at 8:05 pm.

CHESTER UPLAND SCHOOL DISTRICT
FINANCIAL RECOVERY RECEIVER

Joseph P. Watkins

Date