

DOWNINGTOWN AREA BOARD OF EDUCATION
Administrative Office James E. Watson Staff Development Room
Wednesday, March 2, 2022
To follow the Special Board Meeting

COMMITTEE OF THE WHOLE
NOTES

A. CALL TO ORDER

President Wisdom called the meeting to order at 6:32 p.m. in the James E. Watson Staff Development Room.

B. APPROVAL OF MINUTES – February 2, 2022

On a motion by Director Blust, seconded by Vice President Ghrayeb, the Board, on a roll call vote, unanimously approved the minutes of the February 2, 2022 Committee of the Whole.

C. PRESENTATION

1. Communication Audit Results – Ms. Curley, CCIU Director, Communications & Learning Solutions

Ms. Curley presented a PowerPoint review of the Communication Audit results. Included were Goals of the Communication Audit, DASD Ideals, Methodology, Key Findings and Opportunities, and Recommendations. Final full report should be completed by March 21. The board asked for Ms. Curley to return for future questions after the full report is received.

D. COMMITTEE REPORTS

Personnel Committee Report – *Chairperson: Director Blust; Vice-Chair: Director Houghton; Administrative Liaison: Dr. Duda*

Consent Agenda Items

1. **Request approval of the Personnel Items**

Moved forward to the Consent Agenda for full board approval.

2. **Request approval of settlement agreement and release with employee 23463**

Moved forward to the Consent Agenda for full board approval.

3. **Request approval of settlement agreement and release with employee 17294**

Moved forward to the Consent Agenda for full board approval.

4. **Request approval of Renewal Agreement with Lancaster-Lebanon IU13 for Act 168 compliance services**

Total Cost: \$5 per applicant

Contract Dates: 04/ 22 – 04/25

Funding Source: Human Resources
Budget Year: 2022 – 2023; 2023 – 2024; 2024 – 2025

Moved forward to the Consent Agenda for full board approval.

Action Agenda Items

1. **Request approval of an addendum to our service contract agreement with Kelly Education to contract Custodial Substitutes at the approved DASD substitute rate with a 34% markup effective March 10, 2022**

This will be an action item for full board approval on March 9, 2022.

2. **Request approval of a sabbatical leave for restoration of health for employee 17294 effective March 3, 2022 through August 24, 2023**

This will be an action item for full board approval on March 9, 2022.

3. **Request approval of renewal agreement with Delta Dental for dental insurance coverage for benefit eligible employees**

Total Cost: \$4.70/per employee per month plus Claims (This is a decrease from current administration fee of \$4.89)

Contract Dates: 7/1/22 – 6/30/24

Funding Source: Human Resources

Budget Year: 2022 – 2023; 2023 – 2024

This will be an action item for full board approval on March 9, 2022.

Curriculum Committee Report – Chairperson: Dr. MacNeal; Vice-Chair: Blust;
Administrative Liaison: Dr. Chance

Consent Agenda Items

1. **Request approval of a contract with the American School Counselor Association (ASCA) for training and implementation of the ASCA National Model Program for the K-12 school counseling department**

Total Cost: 2022 – 2023: \$13,838, 2023 – 2024: \$13,838

Contract Dates: 7/1/22 – 7/1/24

Funding Source: Pupil Services

Budget Year: 2022 – 2023; 2023 – 2024

Moved forward to the Consent Agenda for full board approval.

2. **Request approval of a new agreement with Smart Futures for College and Career Readiness Portfolio and Programming**

Total Cost: \$20,500

Contract Dates: 7/1/22 – 6/30/23

Funding Source: Pupil Services

Budget Year: 2022 – 2023

Moved forward to the Consent Agenda for full board approval.

3. Request approval of an agreement with West Penn Associates for Dust Collection Repair at East High School

Total Cost: \$15,940

Contract Dates: 7/1/22 – 6/30/23

Funding Source: Curriculum Capital

Budget Year: 2022 – 2023

Moved forward to the Consent Agenda for full board approval.

4. Request approval of a contract with the Pennsylvania School for the Deaf for psychological evaluation services for DASD student (#1029858845)

Total Cost: NTE \$2,500

Contract Dates/Length: 3/10/22 – 6/30/22

Funding Source: Special Education

Budget Year: 2021 – 2022

Moved forward to the Consent Agenda for full board approval.

5. Request approval for the purchase of 2 laser engravers for the tech ed program at Marsh Creek 6th Grade Center

Total Cost: \$13,978

Contract dates/length: 7/1/22 – 6/30/23

Funding Source: Curriculum Capital

Budget Year: 2022 – 2023

Moved forward to the Consent Agenda for full board approval.

6. Request approval of the following one-time field trips:

Non-Curricular:

- a. LMS, (DMS) – Grade 7, Team A – Delaware Blue Coats Game, Wilmington, DE – March 29, 2022 – 1 class day missed
- b. STEM, (DHSE, DHSW) – Grades 9-12, TSA – PA Technology Student Association (TSA) Conference, Seven Springs, PA – April 20-23, 2022 – 3 class days missed
- c. STEM, (DHSE, DHSW) – Grade 12 – Pocono Valley Senior Class Trip, Reeder, PA – May 25, 2022 – 1 class day missed
- d. LMS, (DMS) – Grade 8, Team B – Marsh Creek State Park Service Day, Downingtown, PA – April 22, 2022 - 1 class day missed

Curricular:

- a. STEM – Grade 11, IB Geography, Year 1 – IB Geography Mock Internal Assessment Data Collection, West Chester, PA – April 25, 2022 – 1 day missed

Foreign Exchange Program:

- b. DHSE – Grades 11-12, French III or higher – Institute Montalembert, France – March 25-April 8, 2023 – 7 class days missed

Moved forward to the Consent Agenda for full board approval.

Board asked to revisit Field Trip policy to determine clear guidelines for trips before state testing.

7. Request approval of the removal of the following items from school buildings for reallocation, donation, disposal, or sale:

Item	Building	Approximate Age	Reason for Disposal
Old Curriculum Boxes	BH	10	Older Curriculum
Workbooks and Cassette Tapes	BW	15	No longer used
Damaged Books - Elements of Literature	DHSE	28	Badly Damaged
MLA handbook, 4th Edition	DHSE	26	Obsolete and outdated version

Moved forward to the Consent Agenda for full board approval.

Policy Committee Report – Chairperson: Vice President Ghrayeb; Vice-Chair: Director Gurthy; Administrative Liaison: Dr. Reed

Policies Out for 30-Day Review:

1. 610 Purchases Subject to Bid Review
2. 611 Purchases Budgeted
3. AG Administrative Guideline: 626 Procurement
4. 827 Conflict of Interest

Moved forward to the Consent Agenda for full board approval.

Technology Committee Report – Chairperson: Director Bertone; Vice-Chair: Director Houghton; Administrative Liaison: Dr. Mattei

Action Agenda Items

1. **Request approval to purchase hardware with installation services from CM3 to upgrade the exterior surveillance cameras at all DASD schools**

Total Cost: NTE \$450,000
Funding Source: Capital Budget
Budget Year: 2022 – 2023

This will be an action item for full board approval on March 9, 2022.

Finance Committee Report – *Chairperson: Director Houghton; Vice-Chair: Director Ross;
Administrative Liaison: Mr. Matyas*

Consent Agenda Items

1. **Request approval of exoneration of \$7,042.87 in school taxes on property identified as Tax Parcel 50-05-0119.1700 subject to the following:**
 - a. Chester County converting the status of the parcel to “tax exempt” within 90 days of the transfer of the property from Birmingham Builders to West Bradford Township
 - b. West Bradford Township maintaining the property as open space in perpetuity
 - c. There being no improvements on the property

Moved forward to the Consent Agenda for full board approval.

2. **Request approval of the following stipulation agreement. This is a 2019 District initiated real estate assessment appeal. The settlement was the result of negotiations between the school district and the property owners and will result in increased tax revenue**

Parcel Number: 40-03-0003.0100
Owner Name: Four Pro Partners
Property Address: 299 Boot Road, East Caln Township
Total Current Assessment: \$1,293,820

Settlement based on the fair market value of \$4,940,000 for 2020, \$5,510,000 for 2021 and \$5,700,000 for 2022 with the annual STEB ratio applied:

Tax Year	2020/2021	2021/2022	2022/2023
STEB Ratio	49.3%	47%	45%
Fair Market Value	\$4,940,000	\$5,510,000	\$5,700,000

Tax Year	2020/2021	2021/2022	2022/2023
Assessment Per Agreement	\$2,435,420	\$2,589,700	\$2,565,000
Increase in Assessment	\$1,141,600	\$1,295,880	\$1,271,180
Increase in Annual Tax Revenue	\$31,031	\$35,930	\$35,245

Moved forward to the Consent Agenda for full board approval.

- 3. Request approval of the following stipulation agreement. This is a 2019 District initiated real estate assessment appeal. The settlement was the result of negotiations between the school district and the property owners and will result in increased tax revenue**

Parcel Number: 40-03-0011.0400
Owner Name: Posh Property No. 5
Property Address: 280-288 Boot Road, East Caln Township
Total Current Assessment: \$1,768,000

Settlement based on the fair market value of \$4,300,000 for 2020, 2021 and 2022 with the annual STEB ratio applied:

Tax Year	2020/2021	2021/2022	2022/2023
STEB Ratio	49.3%	47%	45%
Fair Market Value	\$4,300,000	\$4,300,000	\$4,300,000
Assessment Per Agreement	\$2,119,900	\$2,021,000	\$1,935,000

Tax Year	2020/2021	2021/2022	2022/2023
Increase in Assessment	\$351,900	\$253,000	\$167,000
Increase in Annual Tax Revenue	\$9,565	\$7,015	\$4,630

Moved forward to the Consent Agenda for full board approval.

4. **Request approval of the following stipulation agreement. This was a 2019 Owner initiated real estate assessment appeal. The settlement was the result of negotiations between the school district and the property owner and will result in decreased tax revenue.**

Parcel Number: 33-04H-0370.0200
Owner Name: C KOP HURP LLC (Comfort Suites/Hammock Inn & Suites)
Property Address: 700 West Uwchlan Ave, Uwchlan Township
Total Current Assessment: \$3,000,000

Settlement based on the fair market value of \$5,800,000 for 2020, \$5,000,000 for 2021 and \$5,250,000 for 2022 with the annual STEB ratio applied:

Tax Year	2020/2021	2021/2022	2022/2023
STEB Ratio	49.3%	47%	45%
Fair Market Value	\$5,800,000	\$5,000,000	\$5,250,000
Assessment Per Agreement	\$2,859,400	\$2,350,000	\$2,362,500
Decrease in Assessment	\$140,600	\$650,000	\$637,500

Decrease in Annual Tax Revenue	\$3,822	\$18,022	\$17,675
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Moved forward to the Consent Agenda for full board approval.

Action Agenda Items

1. **Request approval of the Capital Budget for the 2022-2023 school year in the amount of \$11,903,425**

This will be an action item for full board approval on March 9, 2022.

Facilities Committee Report – *Chairperson: Vice President Ghrayeb; Vice-Chair: Director Bertone; Administrative Liaison: Mr. Lauver*

Consent Agenda Items

1. **Request approval of a Home and School project to build and install a gazebo and to create outdoor learning spaces at Lionville Elementary School - no cost to DASD**

Moved forward to the Consent Agenda for full board approval.

2. **Request approval to renew the farm lease with Mr. Bill Plank to farm district-owned land in East Brandywine Township for the annual revenue of \$2,354**
Contract Length: 1/1/2022 – 12/31/2022

Moved forward to the Consent Agenda for full board approval.

3. **Request approval to provide a PO to Modernfold under PA CoStars #035-128 to furnish and install an operable side-stacking partition at West Bradford Elementary School**
Total Cost: \$22,686
Contract Dates: 3/10/22 – 6/30/23
Funding Source: Capital Funds
Budget Year: 2021 – 2022; 2022 – 2023

Moved forward to the Consent Agenda for full board approval.

4. **Request approval to provide a PO to Michael Johnson Architect to create the bid specifications and design documents for the Roof Coating and Restoration at East Ward Elementary School**
Total Cost: \$14,100
Contract Dates: 3/11/21 – 6/30/23
Funding Source: Capital Funds
Budget Year: 2021 – 2022; 2022 – 2023

Moved forward to the Consent Agenda for full board approval.

5. **Request approval to provide a PO to Michael Johnson Architect to create the bid specifications and design documents for the 3rd and final phase of window replacements at Downingtown High School East**
Total Cost: \$19,500
Contract Dates: 3/11/21 – 6/30/23
Funding Source: Capital Funds
Budget Year: 2021 – 2022; 2022 – 2023

Moved forward to the Consent Agenda for full board approval.

Action Agenda Items

1. **Request approval to provide a PO to 3B Services under PA CoStars #008-302 for the design and replacement of the boiler at East Ward Elementary School**
Total Cost: \$329,800
Contract Dates: 3/10/22 – 6/30/23
Funding Source: Capital Funds
Budget Year: 2021 – 2022; 2022 – 2023

This will be an action item for full board approval on March 9, 2022.

2. **Request approval to provide a PO to JCI/York under PA CoStars #008-145 for the design and replacement of the chiller at Shamona Creek Elementary School**
Total Cost: \$262,445
Contract Dates: 3/10/22 – 6/30/23
Funding Source: Capital Funds
Budget Year: 2021 – 2022; 2022 – 2023

This will be an action item for full board approval on March 9, 2022.

3. **Request approval of a contract with KCBA Architects for architectural services relating to the courtyard infills and expansion of Downingtown High School East and Downingtown High School West, and to define a building pad for a new gym and additional classrooms at Lionville Elementary School**
Total Cost: 6.25% of Construction Cost
Contract Dates: 3/10/22 through Closing of Project
Funding Source: Capital Funds
Budget Year: 2021 – 2022; 2022 – 2023

This will be an action item for full board approval on March 9, 2022.

E. ADDITIONAL ACTION OR DISCUSSION ITEMS

- F. PUBLIC COMMENT PERIOD** – The Downingtown Board of Directors encourages public comment from its citizens. Each community member may speak for a period of no longer than 2 minutes. Please understand that this is not a time for dialogue with the board; rather the board will listen to all comments and consider them in further

deliberations. Our individual e-mail addresses are on the website if you'd like to contact your individual board representative. We ask that you please direct complaints of a personnel nature regarding an individual employee directly to the superintendent.

Melanie Lewis (West Bradford) – Continued to read statements from parents regarding masking policy and harm from masking.

Rachel Kramer (West Pikeland) – Need to guard against bullying regarding masking. Curious about what the district does with the PAYS results.

Tina Ayala (West Bradford) – Hopes for decent treatment of all where masking is concerned. Surprised with budget numbers referenced this evening. Jobs should be awarded to lowest contractor.

G. INFORMATION

The School Board Meeting is scheduled for:

Wednesday, March 9, 2022 at 6:30 p.m. in the James E. Watson Staff Development Room of the Administrative Office.

The next Committee of the Whole Meeting is scheduled for:

Wednesday, March 30, 2022 at 6:30 p.m. in the James E. Watson Staff Development Room of the Administrative Office.

H. ADJOURNMENT

On a motion by Dr. MacNeal, seconded by Director Blust, the Board, agreed to adjourn at 8:34 p.m.

Respectfully submitted,

Virginia B. Warihay
School Board Secretary