

DOWNINGTOWN AREA BOARD OF EDUCATION
Administrative Office James E. Watson Staff Development Room
Wednesday, February 2, 2022
6:30 p.m.

COMMITTEE OF THE WHOLE
NOTES

A. CALL TO ORDER

President Wisdom called the meeting to order at 6:31p.m. in the James E. Watson Staff Development Room.

Director Bertone
Director Blust
Vice President Ghrayeb
Director Gurthy
Director Houghton
Dr. MacNeal
Director Ross
President Wisdom

B. PLEDGE OF ALLEGIANCE

C. SUPERINTENDENT UPDATE – Dr. Lonardi

1. Health and Safety Plan

Dr. Lonardi presented a short PowerPoint update. Included were the most recent Covid metrics for Chester County. The numbers are dropping in the county. Dr. Lonardi stated if the numbers would reach the moderate or low levels she would follow the board approved Health and Safety Plan and designate masks as optional. The Health and Safety Plan will be discussed again at the March 2 Committee of the Whole for review of numbers and discussion of revisions moving forward.

D. PRESENTATION

1. Mental Health Audit Results – Ms. Dennis

Ms. Dennis presented a PowerPoint of the results of the Mental Health Audit conducted by the Chester County Intermediate Unit. Audit process, results, focus group analysis, survey data, analysis and recommendations were reviewed.

E. APPROVAL OF MINUTES – January 5, 2022

On a motion by Dr. MacNeal, seconded by Director Blust, the Board, on a voice vote, unanimously approved the minutes of the January 5, 2022 Committee of the Whole.

F. 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.

Action Agenda Items

1. Request approval to contract with the Chester County Intermediate Unit for human resource generalist staffing services

Total Cost: \$2,548.35 per week

Contract Dates/Length: 2/10/22 – 7/31/22

Funding Source: Human Resources

Budget Year: 2021 – 2022; 2022 – 2023

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

2. Request approval of a \$50.00 flat rate for a 7.5 hour day (with a .5 hour duty free lunch) or a flat rate of \$25.00 for a half day (3 hours or less) to be paid to a qualified support staff substituting for a teacher, in addition to the employee's daily rate

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

3. Request approval for hourly rates for seasonal extra help positions to be equal to the equivalent substitute rate. The clerical and technology positions will be equal to the central office clerical substitute rate. The custodial/maintenance positions will be equal to the custodial substitute rate, with an additional \$2 per hour for the maintenance positions

This will be an action item for full board approval on February 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 ASFVISION, LLC for motivational speaking services for disability awareness

Total Cost: \$500

Contract Dates/Length: 2/10/22 – 4/19/22

Funding Source: Pupil Services

Budget Year: 2021 – 2022

Moved forward to the Consent Agenda for full board approval.

2. Request approval of the purchase of 60 Wacom drawing tablets for use in Art courses at East, West, and STEM

Total Cost: \$17,820

Funding Source: Curriculum Capital

Budget Year: 2021 – 2022

Moved forward to the Consent Agenda for full board approval.

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

Curricular:

- a. DHSE, DHSW, STEM – Grades 9-12, Social Studies – EF Tour: Eastern Europe, Berlin, Dresden, Prague, Krakow, Slovakia, and Budapest – June 19-28, 2023 (Tentative dates) – no days missed
- b. DHSE, DHSW, STEM – Grades 9-12, Social Studies – EF Tour: WWII & The Western Front, UK, France, Belgium, Germany, and Austria – June 13-27, 2022 (Tentative dates) – no days missed
- c. (DHSE, DHSW), STEM - Grades 9-12, FBLA – FBLA State Leadership Conference 2022, Hershey, PA – April 10-13, 2022 – no days missed

Moved forward to the Consent Agenda for full board approval.

4. Request approval for reallocation, donation, disposal, or sale of the following items:

Item	Building	Approximate Age	Reason for Disposal
Wooden table, wheeled cubbie cart, world globe, old pull down maps, pull down screens	EW	9	Old and no longer being used
Cello/Bass	EW	10	No longer being used
Boxes of Vocabulary Cards	EW	3	No longer needed
Auction Milk Cooler	SM		Non-Functioning
Old Desk	LMS	20	Not Needed, Old
MLA Handbooks - 3rd Edition	DHSE	33	Outdated and inaccurate

Item	Building	Approximate Age	Reason for Disposal
MLA Handbooks - 5th Edition	DHSE	22	Outdated and inaccurate
MLA Handbooks - 6th Edition	DHSE	18	Outdated and inaccurate
American Short Stories Books	DHSE	39	Badly Damaged
Types of Drama, Plays and Essays Books	DHSE	29	Badly Damaged
Contemporary Drama Books	DHSE	32	Bindings Breaking and Pages Missing

Moved forward to the Consent Agenda for full board approval.

Action Agenda Items

1. **Request approval of a settlement agreement and release with the parents of a DASD student (#2683314825)**
Total Cost: NTE \$41,315
Contract Dates/Length: 2/10/22 – 6/30/22
Funding Source: Special Education
Budget Year: 2021 – 2022

Moved forward to the Consent Agenda for full board approval.

2. **Request approval of a settlement agreement and release with the parents of a DASD student (#2829157974)**
Total Cost: 2021 - 2022: \$235,000, 2022 - 2023: \$25,000
Contract Dates/Length: 2/10/22 – 6/30/23
Funding Source: Special Education
Budget Year: 2021 – 2022; 2022 – 2023

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*

New Business

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

The above policies will be out for 30 Days.

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

Consent Agenda Items

1. **Request approval of the following Student Activity Clubs:**
 - a. **DHSW Delta Phi Alpha** (National German Honorary Society) – The Delta Phi Alpha seeks to recognize excellence in the study of German and to provide an incentive for higher scholarship. The Society aims to promote the study of the German language, literature and civilization and endeavors to emphasize those aspects of German life and culture which are of universal value and which contribute to humanity’s eternal search for peace and truth. They would like to raise funds selling German-themed seasonal items, having a possible restaurant night and selling t-shirts. The funds will be used to cover the cost of induction, graduation cords, and for occasional German language and culture related field trips

Moved forward to the Consent Agenda for full board approval.

Action Agenda Items

1. **Request approval of a renewal contract with ServiceMaster for administrative facility and construction services. Yearly percent increases to the four-year contract can be up to 4% and will be based upon performance review. The agreement may be terminated by either party with 30 days of notice**

Total Cost: \$208,835.60 for the 2021-2022 Base Year

Contract Length: 2021 – 2025

Funding Source: General Fund, Facilities Department

Budget Years: 2021 – 2022; 2022 – 2023; 2023 – 2024; 2024 – 2025

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

2. **Request adoption of a resolution approving an agreement of sale with Carvana, LLC or its affiliate for the sale of property currently owned by the District in Uwchlan Township consisting of approximately 240 acres known as the “Siemens Property” and being Tax Parcels 33-1-25, 33-1-26, 33-1-27, 33- 1-28 and 33-1-28.1, said agreement of sale to be attached to such resolution and included in the minutes of this meeting**

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

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

Consent Agenda Items

1. **Request permission for the architect and the Director of Facilities to meet with the new West Bradford Township Engineer and Supervisors to review the proposed plan for the possible construction of a 5/6 Center on a parcel of land at Bradford Heights Elementary School, and to contact the third-party Waste Water Treatment Plant Operator to request an extension on the reservation of sewer effluent capacity for the possible new building**

Moved forward to the Consent Agenda for full board approval.

2. **Request approval of the submission to the Pennsylvania Department of Education of Plancon J for the final accounting of the construction of the new Uwchlan Hills Elementary School**

Moved forward to the Consent Agenda for full board approval.

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

Consent Agenda Items

1. **Request approval to purchase a total of 15 HP printers for the middle schools**
Total Cost: NTE \$15,000
Funding Source: Capital Budget
Budget Year: 2022 – 2023

Moved forward to the Consent Agenda for full board approval.

Action Agenda Items

1. **Request approval to purchase hardware with installation services from CM3 to complete the upgrades of the school wide paging systems at all DASD schools**
Total Cost: NTE \$125,000
Funding Source: Capital Budget
Budget Year: 2022 – 2023

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

Discussion Items

1. **Technology Insurance Options: 2022 – 2023**

Option #1 (Current)

- \$75 per device K-8
- \$100 per device 9-12

- No family cap
 - \$1,061,700 Annual tech insurance fee revenue (assumes everyone pays)
 - \$1,680,307 Annual direct repair costs

Option #2

- \$75 per device K-8
- \$100 per device 9-12
 - Add family cap
 - A: \$250 family cap to match existing athletics/activities amount
 - \$11,000 estimated loss of revenue
 - B: \$125 family cap
 - \$284,000 estimated loss of revenue

Option #3

- \$50 per device K-12
 - No family cap - \$404,000 estimated loss of revenue (assumes everyone pays)
 - Add family cap
 - A: \$250 family cap to match athletics/activities
 - Minimal additional loss of revenue
 - B: \$125 family cap
 - \$29,000 estimated additional loss of revenue; total loss - \$433,000

Option #4 (current budget proposal)

- Insurance strongly recommended, but not required*
 - \$50 per device K-12; No family cap
 - First break free - Accident forgiveness
 - Subsequent breaks have a progressive deductible ([current repair schedule](#))
 - *Senior class of 2023 maintains existing fee structure
- No insurance: Family responsible for full repair/replacement costs
 - Repair/Replacement charges stay with child until graduation
- Tax Impact
 - All families pay optional insurance
 - Projected \$404,000 revenue loss
 - Requires **millage increase of 0.26%** to the 2022-23 fiscal year
 - No families pay optional insurance
 - Projected \$1,061,700 revenue loss
 - Requires **millage increase of 0.68%** to the 2022-23 fiscal year

*Note: Students eligible for free and reduced-price lunches **do not pay** the annual tech fee.*

Dr. Mattei discussed the above options for technology fees moving forward. These options are for future consideration when the budget is presented. Discussion included having a lower fee for the elementary level compared to the high school level and a family cap. Request for information regarding income district receives when devices are sold at end of life? What do we sell the device for at end of life?

G. ADDITIONAL ACTION OR DISCUSSION ITEMS

1. Reschedule October 5, 2022 Committee of the Whole to Monday, October 3, 2022

Due to Yom Kippur holiday the October 5, 2022 meeting will be moved to Monday, October 3, 2022.

- H. 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.

Tara Haarlander (Upper Uwchlan) – Masking optional should be considered when metric numbers are lower. Encouraged board members to solicit feedback from their constituents. Appreciated the Mental Health Audit report this evening.

Rachel Kramer (West Pikeland) – Community is not aware of discussion regarding revisions to health and safety plan. Let them know. Suggested a survey of the community.

Debra Swavely (Upper Uwchlan) – Discussed her child's issues with the mask wearing.

Suzanne DiJiacamo – Requested recognition of Christian holidays on the district calendar given the recognition of Jewish holidays and recent addition of the Muslim holiday. Board members informed her that the 2022-2023 calendar has Christian holiday noted also.

Lisa Strobridge (East Brandywine) – Supported continued mask wearing while the numbers are high. Board needs to enforce proper mask wearing at meetings and in schools.

I. INFORMATION

The School Board Meeting is scheduled for:

Wednesday, February 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 2, 2022 at 6:30 p.m. in the James E. Watson Staff Development Room of the Administrative Office.

J. ADJOURNMENT

On a motion by Director Blust, the Board agreed to adjourn at 7:59 p.m.

Respectfully submitted,

Virginia B. Warihay
School Board Secretary