**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**
**AGENDA**

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. SUPERINTENDENT UPDATE – Dr. Lonardi**

1. **Health and Safety Plan**

**D. PRESENTATION**

1. **Mental Health Audit Results – Ms. Dennis**

**E. APPROVAL OF MINUTES – January 5, 2022**

**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**

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

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 subbing for a teacher, in addition to the employee's daily rate**

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**

**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

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

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

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 |

| Item | Building | Approximate Age | Reason for Disposal |
|---|---|---|---|
| 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 |
| 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 |

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

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

**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

**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

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

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**

**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 Mr. Lauver 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**

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**

**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

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

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.*

## G. ADDITIONAL ACTION OR DISCUSSION ITEMS

1. Reschedule October 5, 2022 Committee of the Whole 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.

## 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