

Radnor Township School  
District  
Business Meeting Agenda  
August 23, 2016

**ATTACHMENT # 1**

**RADNOR TOWNSHIP SCHOOL DISTRICT**  
**2017-2018 Tentative Budget Calendar**

<u>Date</u>	<u>Description</u>
Tuesday, August 16, 2016	Finance Committee Meeting.
Tuesday, August 23, 2016	2017-2018 Budget Calendar adopted by Board of School Directors.
Thursday, September 1, 2016	2017-2018 Act 1 Base Index percentage released by Pennsylvania Department of Education (PDE).  Budget Packets distributed to all Administrators, including bid request sheets.
Tuesday, September 20, 2016	Finance Committee Meeting.
Friday, September 30, 2016	Deadline for PDE to notify districts of the applicable base or adjusted index for 2017-2018.
Monday, October 3, 2016	Budget packets and bid request sheets due back to Elementary/Secondary Directors from buildings/departments reporting to those offices.
Tuesday, October 4, 2016	Finance Committee Meeting.
Friday, October 21, 2016	Staffing requests due to Elementary/Secondary Directors and Human Resources.
Monday, October 31, 2016	Budget packets due in Business Office from Department Heads, Departments and Elementary/Secondary Directors.
Tuesday, November 15, 2016	Finance Committee Meeting.
Tues-Thurs, November 8-10, 2016	Individual Budget justification sessions held with Administrators to review budget and staffing requests.
Wednesday, November 23, 2016	Draft Budget submitted to Superintendent from Business Office for Review.
Month of December 2016	Budget review by various administrative groups.
Tuesday, December 13, 2016	Finance Committee Meeting.
Week of December 19, 2016	Draft Budget distributed to Board of School Directors for review.
Wednesday, January 4, 2017	RTSD deadline to make 2017-2018 Proposed Preliminary Budget available for public inspection if the Board plans

	to take action on Tuesday, January 24, 2017. (Must be available 20 days prior to adoption.)
Week of January 9, 2017	Bid request sheets returned to buildings and departments for review and changes prior to soliciting bids.
Saturday, January 14, 2017	RTSD deadline to publish notice of intent to adopt 2017-2018 Preliminary Budget if the Board plans to take action on Tuesday, January 24, 2017. (Notice required 10 days prior to adoption.)
Tuesday, January 2017 - TBD	Finance Committee Meeting.
Friday, January 20, 2017	Bid request sheets returned from the buildings and departments to the business office with changes/reductions noted.
Tuesday, January 24, 2017	Regular Board Meeting
Thursday, January 26, 2017	District deadline to either make 2017-2018 Proposed Preliminary Budget available for public display (necessary only if the Proposed Preliminary Budget is above Act 1 Index level). Or 20 days prior to adoption.
	Deadline to adopt a resolution indicating taxes will not be raised above the Act 1 index (Accelerated Budget Opt Out Resolution).
	The Board will take action on one of these options at the Board Meeting scheduled for Tuesday, January 24, 2017.
Sunday, February 5, 2017	Deadline to publish notice of intent to adopt the 2017-2018 Preliminary Budget (only necessary if opt out resolution, or approval of the Proposed Preliminary Budget was not approved on January 24, 2017).
Wednesday, February 15, 2017	Deadline to adopt Preliminary 2017-2018 Budget and authorize advertisement (necessary only if draft budget exceeds Act I index level and district intends to seek Act 1 Exceptions). Only necessary if the board does not take action on Tuesday, January 24, 2017.
Sunday, February 19, 2017	Deadline to submit 2017-2018 Preliminary Budget containing proposed tax increases to the Department of Education.
Thursday, February 23, 2017	Deadline to publish and post on the district website notice of intent to apply for referendum exceptions.
Tuesday, February 2017 - TBD	Finance Committee Meeting.
Thursday, March 2, 2017	Deadline to file for Act I exceptions with PDE.
Early March 2017	Solicit for bids.
Tuesday, March 2017 - TBD	Finance Committee Meeting.

Wednesday, March 22, 2017	Deadline for PDE to rule and inform district if exceptions have been granted or denied.
Tuesday, April 2017 - TBD	Finance Committee Meeting.
Thursday, April 2017 - TBD	Budget Work Session – Full Board.
Mid-April 2017	Bid Opening.
Tuesday, April 25, 2017	Regular Board Meeting - Board adopts Proposed Final 2017-2018 Budget and authorizes advertisement and public review. (Actual deadline May, 31, 2017).
Tuesday, May 16, 2017	Primary Election Date.
Tuesday, May 2017- TBD	Finance Committee Meeting.
Tuesday, May 23, 2017	Regular Board Meeting - Final 2017-2018 Budget Adopted. Award of bids. (Actual deadline June 30, 2017).
Sunday, May 28, 2017	Deadline to advertise and make 2016-2017 Proposed Final Budget available for public inspection (30 days before adoption).
Tuesday, June 2017 - TBD	Finance Committee Meeting.
Tuesday, June 27, 2017	Regular Board Meeting - Award of bids.

Calendar subject to change.

Radnor Township School  
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August 23, 2016

**ATTACHMENT # 2**

**RADNOR TOWNSHIP SCHOOL DISTRICT  
PROPERTY/CASUALTY INSURANCE PROGRAM  
COMPARATIVE PREMIUM SUMMARY  
2015/2016 vs. 2016/2017 COVERAGE PERIOD**

	EXPIRING PROGRAM - 2015/2016 at INCEPTION PSBA / HSB / AMERHEALTH	RENEWAL PROGRAM - 2016/2017 - OPTION 1 at INCEPTION PSBA / HSB / AMERHEALTH-WC	RENEWAL PROGRAM - 2016/2017 - OPTION 2 at INCEPTION PSBA, INCLUDING WC / HSB
PROPERTY & INLAND MARINE	\$77,701 \$236,356,729 Total Insurable Value / 100% Agreed Value \$2,500 Property Deductible Property Rate: .03287 Granite State Insurance Company	\$77,926 \$237,158,411 Total Insurable Value / 100% Agreed Value \$2,500 Property Deductible Property Rate: .03286 Granite State Insurance Company	\$77,926 \$237,158,411 Total Insurable Value / 100% Agreed Value \$2,500 Property Deductible Property Rate: .03286 Granite State Insurance Company
EQUIPMENT BREAKDOWN	\$9,885 Hartford Steam Boiler	\$10,014 Hartford Steam Boiler	\$10,014 Hartford Steam Boiler
BUILDERS RISK/ENDORSEMENT TO PROPERTY ITHAN & WAYNE ELEMENTARY SCHOOLS	\$7,774 Builders Risk (7/1/2015-7/15/2016) New Hampshire Insurance Company	\$2,162 Est. A/P Endorsement(s) (07/15/2016 - 07/1/2017) N.H./Granite State Insurance Company	\$2,162 Est. A/P Endorsement(s) (07/15/2016 - 07/1/2017) N.H./Granite State Insurance Company
GENERAL LIABILITY, LAW & COMMERCIAL CRIME	\$24,454 \$1M Per Occurrence/\$3M General Aggregate American Alternative Insurance Corp	\$23,501 \$1M Per Occurrence/\$3M General Aggregate American Alternative Insurance Corp	\$23,501 \$1M Per Occurrence/\$3M General Aggregate American Alternative Insurance Corp
AUTOMOBILE LIABILITY and PHYSICAL DAMAGE # of Units Physical Damage Deductibles	\$46,382 83 Units \$1,000 Comp/\$1,000 Coll American Alternative Insurance Corp	\$50,726 84 Units \$1,000 Comp/\$1,000 Coll American Alternative Insurance Corp	\$50,726 84 Units \$1,000 Comp/\$1,000 Coll American Alternative Insurance Corp
<b>PACKAGE POLICY SUB-TOTAL</b>	<b>\$168,176</b>	<b>\$164,329</b>	<b>\$164,329</b>
SCHOOL BOARD LEGAL LIABILITY (SBLI)	\$72,098 \$50,000 Self Insured Retention (Monetary) \$25,000 Self Insured Retention (Non-Monetary) \$125,000/\$250,000 Limit - 80/20 Quota Share	\$74,102 \$1M Each Claim/\$1M Annual Aggregate Old Republic Insurance Company	\$74,102 \$1M Each Claim/\$1M Annual Aggregate Old Republic Insurance Company
UMBRELLA LIABILITY (\$20M x6 Primary) (Underlying includes General Liability, Automobile, Employers' Liability and School Board Legal Liability)	\$38,558 (includes coverage for security operations) American Alternative Insurance Corp	\$37,885 (includes coverage for security operations) American Alternative Insurance Corp	\$37,885 (includes coverage for security operations) American Alternative Insurance Corp
EXCESS LIABILITY (\$5M vs \$2M)	\$23,865 Alberca American Insurance Company	\$23,865 Market American Insurance Company	\$23,865 Market American Insurance Company
INTERNATIONAL TRAVEL	\$2,500 (United Kingdom) ACE American Insurance Company	\$2,500 (England, Spain, France) ACE American Insurance Company	\$2,500 (England, Spain, France) ACE American Insurance Company
SECURITY & PRIVACY INSURANCE License Inside Limit of Liability Retrospective Date: Full Prior Acts	\$8,900 \$1,000,000 Each Claim/Annual Aggregate \$10,000 Self Insured Retention Each Claim Westchester Fire Insurance Company	\$8,900 \$1,000,000 Each Claim/Annual Aggregate \$10,000 Self Insured Retention Each Claim Westchester Fire Insurance Company	\$8,900 \$1,000,000 Each Claim/Annual Aggregate \$10,000 Self Insured Retention Each Claim Westchester Fire Insurance Company
PUBLIC OFFICIAL PONDS (Michelle Dickrow, Jane Admin/Tax Collector - \$2M Limit) (Adeleide Tansley, Treasurer/Asst Bus Mgr - \$1M Limit)	\$4,238 Fidelity & Deposit Co. of MD	\$4,238 Fidelity & Deposit Co. of MD	\$4,238 Fidelity & Deposit Co. of MD
VOLUNTEER INSURANCE PROTECTION (All Non-Compensated/Non-Student Volunteers) (# of participants - 157)	\$1,700 09/1/2015 - 09/01/2016 Federal Insurance Company	\$1,700 09/1/2016 - 09/01/2017 Federal Insurance Company	\$1,700 09/1/2015 - 09/01/2016 Federal Insurance Company
SPORTS/STUDENT ACCIDENT MEDICAL (Sports/Chaotropic/Voluntary)	\$10,632 (excludes recess) United States Fire Insurance Company	\$10,632 (excludes recess) United States Fire Insurance Company	\$10,632 (excludes recess) United States Fire Insurance Company
VO-TECH/SHOP ACCIDENT MEDICAL (off site at Delaware County Technical School)	\$350 United States Fire Insurance Company	\$350 United States Fire Insurance Company	\$350 United States Fire Insurance Company
<b>ANNUAL PREMIUM, excluding WORKERS' COMPENSATION</b>	<b>\$330,957</b>	<b>\$327,701</b>	<b>\$327,701</b>
WORKERS' COMPENSATION & EMPLOYERS' LIABILITY	\$347,273 \$42,446,079 Estimated Payroll 2015 Actual EMP - 1,269 United Wisconsin Insurance Company	\$162,156 \$2,409,119 Estimated Payroll 2016 Actual EMP - 1,358 United Wisconsin Insurance Company	\$505,706 \$42,409,119 Estimated Payroll 2016 Actual EMP - 1,358 Old Republic Insurance Company
<b>TOTAL ANNUAL PREMIUM</b>	<b>\$679,230</b>	<b>\$689,857</b>	<b>\$833,407</b>

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**ATTACHMENT # 3**

# RADNOR TOWNSHIP SCHOOL DISTRICT

No. 628

SECTION: FINANCES

TITLE: FEDERAL FISCAL  
COMPLIANCE

ADOPTED:

REVISED:

<b>628. FEDERAL FISCAL COMPLIANCE</b>	
1. Authority	<p>The Board shall ensure federal funds received by the District are administered in accordance with federal requirements, including but not limited to the federal Uniform Grant Guidance.</p> <p>The Board shall be periodically notified of all applications for federal funds submitted by the District.</p>
2. Delegation of Responsibility	<p>The Board designates the Business Administrator or his/her designee as the District contact for all federal programs and funding.</p> <p>The Superintendent, or his/her designee(s), shall establish and maintain a sound financial management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants, and to track costs and expenditures of funds associated with grant awards.</p> <p>The Superintendent, to assist in the proper administration of federal funds and implementation of this Policy, shall develop and adopt additional procedures implementing this Policy.</p>
3. Guidelines	<p>The District's financial management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all financial management system requirements are met.</p> <p>Financial management standards and procedures shall assure that the following responsibilities are fulfilled:</p> <ol style="list-style-type: none"> <li>1. Identification – The District must identify, in its accounts, all federal awards received and expended, and the federal programs under which they were received.</li> </ol>



2. Financial Reporting – Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of the Education Department General Administrative Regulations (EDGAR).
3. Accounting Records – The District must maintain records which adequately identify the source and application of funds provided for federally-assisted activities.
4. Internal Controls – Effective control and accountability must be maintained for all funds, real and personal property and other assets. The District must adequately safeguard all such property and must assure that it is used solely for authorized purposes.
5. Budget Control – Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.
6. Cash Management – The District shall maintain written procedures to implement the cash management requirements found in EDGAR.
7. Allowability of Costs – The District shall ensure that allowability of all costs charged to each federal award is accurately determined and documented.

#### Standards of Conduct

The District shall maintain standards of conduct covering conflicts of interest and the actions of employees and District officials engaged in the selection, award and administration of contracts.

All employees shall be informed of conduct that is required for federal fiscal compliance and the disciplinary actions that may be applied for violation of District policies, administrative regulations, rules and procedures.

#### Employees - Time and Effort Reporting

All District employees paid with federal funds shall document the time they expend in work performed in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals.

District employees shall be reimbursed for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

The District shall establish and maintain employee policies on hiring, benefits and leave and outside activities, as approved by the Board.

### Record Keeping

The District shall develop and maintain a Records Management Plan and related Board Policy and Administrative Regulations for the retention, retrieval and disposition of manual and electronic records, including emails.

The District shall ensure the proper maintenance of federal fiscal records documenting:

1. Amount of federal funds;
2. How funds are used;
3. Total cost of each project;
4. Share of total cost of each project provided from other sources;
5. Other records to facilitate an effective audit;
6. Other records to show compliance with federal program requirements; and
7. Significant project experiences and results.

All records must be retrievable and available for programmatic or financial audit.

The District shall provide the federal awarding agency, Inspectors General, Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other District records which are pertinent to the federal award. The District shall also permit timely and reasonable access to the District's personnel for the purpose of interview and discussion related to such documents.

Records shall be retained for a minimum of seven (7) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit or cognizant agency for indirect costs.

If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved and final action taken.

As part of the Records Management Plan, the District shall develop and maintain a records retention schedule, which shall delineate the record retention format, retention period and method of disposal.

The Records Management Plan shall include identification of staff authorized to access records, appropriate training, and preservation measures to protect the integrity of records and data.

The District shall ensure that all personally identifiable data protected by law or regulations is handled in accordance with the requirements of applicable law, regulations, Board Policy and Administrative Regulations.

#### Subrecipient Monitoring

In the event the District awards subgrants, the District shall establish procedures to:

1. Assess the risk of noncompliance.
2. Monitor grant subrecipients to ensure compliance with federal, state, and local laws and Board Policy and Administrative Regulations.
3. Ensure the District's record retention schedule addresses document retention on assessment and monitoring.

#### Compliance Violations

Employees, contractors and subrecipients involved in federally funded programs shall be made aware that failure to comply with federal law, regulations or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.

#### References

Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Part 200

Department of Education Direct Grant and State-Administered Programs, Title 34, Code of Federal Regulations – 34 CFR Part 75, Part 76

Board Policy No. 610, Purchases Subject to Bid/Quotation

Board Policy No. 627, Travel Reimbursement – Federal Programs

Board Policy No. 826, Conflict of Interest

**RADNOR  
TOWNSHIP  
SCHOOL DISTRICT**

SECTION: OPERATIONS

TITLE: CONFLICT OF INTEREST AND GIFTS

ADOPTED:

<p><b>Purpose</b></p>          <p><b>Definitions</b></p>	<p style="text-align: center;">826. CONFLICT OF INTEREST AND GIFTS</p> <p>This Policy shall affirm standards of conduct established to ensure that Board members and District employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.</p> <p>This Policy is intended to supplement, but not replace, any applicable state laws and regulations governing conflicts of interest and acceptance of gifts, including but not limited to relevant provisions of the Pennsylvania Public School Code and the Pennsylvania Public Official and Employees Ethics Law, and the Uniform Administrative Requirements for Federal Awards. In the event that this Policy or accompanying Administrative Regulation conflicts with applicable law, the applicable law shall control.</p> <p><b>Business Partner</b> shall mean a person who owns or manages a company in association with at least one other person in which both individuals have a Financial Interest (as defined below) in the company.</p> <p><b>Confidential Information</b> shall mean information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.</p> <p><b>Conflict or Conflict of Interest</b> shall mean use by a Board member or District employee of the authority of his/her office or employment, or any Confidential Information received through his/her holding public office or employment, for the private pecuniary benefit of him/herself, a member of his/her Immediate family or a business with which s/he or a member of his/her Immediate family is associated. The term does not include an action having a De minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Board member or employee, a member of his/her Immediate family or a business with which s/he or a member of his/her Immediate family is</p>
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**Delegation of  
Responsibility**

associated.

**De minimis economic impact** shall mean an economic consequence which has an insignificant effect as defined in the accompanying Administrative Regulation.

**Financial Interest** shall mean any ownership stake in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.

**Gift** shall mean anything received without consideration of equal or greater value and includes any favor, service, honorarium, employment or offer of employment or any other thing of other than nominal value from vendors or prospective vendors, parents, students or other sources

**Honorarium** shall mean payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of De minimis economic impact.

**Immediate family** shall mean a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister.

Each District employee and Board member shall be responsible to maintain standards of conduct that avoid Conflicts of Interest. The Board prohibits members of the Board and employees from engaging in conduct that constitutes an actual Conflict of Interest as defined in this Policy. The Board actively discourages members of the Board and prohibits employees from engaging in conduct that may not constitute an actual Conflict of Interest but that is reasonably perceived as conduct apparently motivated by personal gain which affects that individual's professional judgment in exercising any District-related duty or responsibility.

All Board members and District employees shall be provided with a copy of this Policy and acknowledge in writing that they have been made aware of it. Additional training shall be provided to designated individuals.

Disclosure of Financial Interests

**Guidelines**

No Board member shall be allowed to take the oath of office or enter or continue upon his/her duties, nor shall s/he receive compensation from public funds, unless s/he has filed a statement of Financial Interests as required by law.

The District solicitor and District employees designated in the accompanying Administrative Regulation shall file a statement of Financial Interests as required by law and regulations.

Standards of Conduct

The District maintains the following standards of conduct covering Conflicts of Interest and governing the actions of its employees and Board members.

1. No District employee or Board member may participate in the selection, award or administration of a contract supported by a federal award if s/he has a real or apparent Conflict of Interest as defined above, as well as any other circumstance in which the employee, Board member, any member of his/her Immediate family, his/her Business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
2. The District shall not enter into any contract with a Board member or District employee, or his/her spouse or child, or any business in which the person or his/her spouse or child is associated valued at \$500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor unless the Board has determined it is in the best interests of the District to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Board member or District employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.
3. When advertised formal bidding is not required or used, an open and public process shall include at a minimum:
  - a. Public notice of the intent to contract for goods or services;
  - b. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
  - c. Post-award public disclosure of who made bids or quotes and who was chosen.

3.

4. Any Board member or District employee who in the discharge of his/her official duties would be required to vote on a matter that would result in a Conflict of Interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her interest as a public record.
5. No public official or public employee shall accept an Honorarium.
6. Board members and District employees may not offer, solicit or accept gifts from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Gifts of a nominal value may be accepted in accordance with the accompanying Administrative Regulation which values shall be updated and approved periodically by the Board.
7. This policy shall not apply to gifts from groups of individuals to staff in the nature of class gifts.

#### Improper Influence

No Board member or District employee for the Board shall solicit, offer or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding, promise or commitment of that Board member, District employee or nominee or candidate that the vote, official action or judgment of the Board member, District employee or nominee or candidate for the Board would be influenced thereby.

#### Organizational Conflicts

Organizational Conflicts of Interest may exist when, due to the District's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the District may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.

In the event of a potential organizational Conflict, the potential Conflict shall be reviewed by the Superintendent or designee to determine whether it is likely that the District would be unable or appear to be unable to be impartial in making the award. If such a likelihood exists, this shall not disqualify the related organization; however, the following measures shall

be applied:

1. The organizational relationship shall be disclosed as part of any notices to potential contractors;
2. Any District employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;
3. A competitive bid, quote or other basis of valuation is considered; and
4. The Board has determined that contracting with the related organization is in the best interests of the program involved.

#### Reporting

Any perceived Conflict of Interest that is detected or suspected by any employee or third party shall be reported in accordance with the accompanying Administrative Regulation.

Any perceived Conflict of Interest of a Board member shall be reported to the Board President who shall consult with the Solicitor or other appropriate legal counsel as to corrective action. If the Board President is the subject of the perceived Conflict of Interest, the incident shall be reported to via the Board President, who shall consult with the Solicitor or other appropriate legal counsel as to corrective action.

No reprisals or retaliation shall occur as a result of good faith reports of Conflicts of Interest.

#### Investigation

Investigations based on reports of perceived violations of this Policy shall comply with state and federal laws and regulations. No person sharing in the potential Conflict of Interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of federal law has occurred, the violation shall be reported to the federal awarding agency in accordance with that agency's policies.

#### Disciplinary Actions

If an investigation results in a finding that the complaint is factual and constitutes a violation of this Policy, the District shall take prompt,



corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

Violations of this Policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary actions shall be consistent with Board Policies, Administrative Regulations, applicable collective bargaining agreements and state and federal laws.

**References:**

State Ethics Commission Regulations – 51 PA Code Sec. 15.2

Public Official and Employee Ethics Act – 65 Pa. C.S.A. Sec. 1101 et seq.

Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Sec. 200.318

# RADNOR TOWNSHIP SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ANTI-HAZING

ADOPTED: MARCH 25, 2008

REVISED: JUNE 25, 2013

247. ANTI-HAZING	
1. Purpose	<p>The purpose of this Policy is to maintain a safe, positive and respectful school environment that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.</p>
2. Definitions	<p>For purposes of this Policy, <b>Hazing</b> is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a person or causes willful destruction or removal of public or private property for the purpose of initiation, admission into, continued membership in or affiliation with any organization recognized by the Board, pursuant to Board Policy as set forth in the accompanying Administrative Regulation.</p> <p><b>Endangers the physical health</b> shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.</p> <p><b>Endangers the mental health</b> shall include but not be limited to any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation; forced exclusion from social contact; or forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or dignity of the individual.</p> <p>Any Hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.</p>
3. Authority SC 510, 511 Pol. 122, 123	<p>Any form of Hazing that is part of a school-sponsored activity is expressly prohibited. No student, coach, sponsor, volunteer or District employee, administrator, representative, agent, or contractor shall plan, direct, encourage, assist, engage in, tolerate, condone, ignore, or fail to properly report or investigate any known or reported incidents of Hazing activity.</p> <p>The District will promptly investigate all complaints or other reports of Hazing in the same manner as other student disciplinary investigations. The District will administer appropriate discipline to any individual who violates this Policy, in accordance with applicable Board policies, administrative regulations, and any</p>

4. Delegation of Responsibility	<p>applicable code of conduct or collective bargaining agreement. Complaints or other reports of Hazing may also be referred to the appropriate law enforcement agency for investigation, as determined by the Superintendent or designee.</p> <p>The Board encourages students who have been subjected to Hazing to promptly report such incidents in accordance with the accompanying Administrative Regulation.</p> <p>Students, administrators, coaches, sponsors, volunteers, District employees, representatives, agents, and contractors shall be alert to incidents of Hazing and shall promptly report such conduct in accordance with the accompanying Administrative Regulation.</p> <p>References: School Code – 24 P.S. Sec. 510, 511 Board Policy – 122, 123, 248, 249</p>
5. Guidelines	

# RADNOR TOWNSHIP SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ELIGIBILITY FOR  
PARTICIPATION IN SCHOOL-RELATED  
ACTIVITIES

ADOPTED:

<p>1. Statement of Policy</p> <p>2. Delegation of Responsibility</p>	<p style="text-align: center;"><b>253. ELIGIBILITY FOR PARTICIPATION IN SCHOOL-RELATED ACTIVITIES</b></p> <p>Participation in the District educational program, including but not limited to curricular activities, athletics (including interscholastic, intramural and club sport), school organizations, student publications, and extracurricular activities (collectively, "School-Related Activities"), is limited to students who are enrolled in the District on a full-time basis unless participation is mandated by law.</p> <p>The Superintendent or designee shall be responsible for developing eligibility criteria for participation in School-Related Activities for all students, including but not limited to, District students and where mandated by law, charter school students, private school students and home-schooled students.</p> <p>References: School Code – 24 P.S. Sec. 502, 1327.1,1719-A</p>
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# RADNOR TOWNSHIP SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: NONDISCRIMINATION IN  
SCHOOL AND CLASSROOM  
PRACTICES

ADOPTED: MARCH 25, 2008

REVISED: DECEMBER 17, 2013

## 103. NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

1. Authority

SC 1310

Title VI  
42 U.S.C. Sec.  
2000d, et seq.

Title IX  
20 U.S.C. Sec. 1681,  
et seq.

42 U.S.C. Sec.  
12101, et seq.

20 U.S.C. Sec. 701, et  
seq.

Title 22  
Sec. 4.4, 14.101, et  
seq., 15.1 et seq.

The Board declares it to be the policy of this District to provide equal opportunities in employment and educational programs for all employees and students of the District regardless of race, color, age, creed, religion, gender, gender identity, gender expression, sexual orientation, ancestry, national origin and handicap/disability (collectively these categories shall be referred to as “covered classifications”).

No person shall, on the basis of covered classifications, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or recruitment, consideration, or selection therefore, whether full-time or part-time, under any education program or activity operated by the District.

Except as otherwise provided by law, no person shall, on the basis of covered classification, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, or other education program or activity operated by the District. No person shall, on the basis of covered classification, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic club or intramural athletics offered by the District. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

2. Delegation of  
Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Human Resources as the District’s Compliance Officer. The Compliance Officer shall also function as the Title IX Coordinator.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to employees, students, parents/guardians, and the public. Nondiscrimination statements shall be included in each announcement, bulletin, catalog, or application form it makes available to any members of the aforesaid

103. NONDISCRIMINATION IN SCHOOL AND  
CLASSROOM PRACTICES - Pg. 2

<p>3. Procedures</p>	<p>protected classes, and shall include the position, office address and telephone number of the Compliance Officer.</p> <p>The Board encourages employees and students who believe they have been subject to discriminatory practices to promptly report such incidents to the Compliance Officer. The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.</p> <p>No reprisals nor retaliation shall occur as a result of charges of discrimination made in good faith.</p> <p><u>Grievance Procedure</u></p> <p>A. Complaints Internal to the District</p> <p>The following procedures shall be followed whenever an employee or student believes he/she has been treated inequitably or unfairly under any policy, regulation or past procedure of the District.</p> <p>Step 1: In hopes of resolving the problem, the employee or student shall discuss the incident that led to the belief of unfair or inequitable treatment with the Building Administrator. A meeting between the parties should be arranged if the grievant is amenable. A minor student may be accompanied at that meeting by a parent or guardian.</p> <p>Step 2: If Step #1 does not resolve the problem, the employee or student may appeal in writing to the Title IX Coordinator / Compliance Officer within five (5) business days after the conclusion of the discussions with the Building Administrator and no later than fifteen (15) business days from the day of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such an occurrence. The written appeal shall state the nature of the grievance and the remedy requested. The Title IX Coordinator / Compliance Officer shall investigate the complaint and attempt to solve it.</p> <p>Step 3: Within five (5) business days of receipt of the written appeal and at the discretion of the Compliance Officer, the Compliance Officer will meet with all parties concerned and may include others to assist in resolving the issue. A full record of such hearing shall be kept by the Compliance Officer. His/her response will be in writing within five (5) business days after the hearing and no later than ten (10) days after receipt of the appeal.</p> <p>Step 4: If Step #3 does not resolve the situation, the employee or student may submit a written appeal to the Superintendent setting forth the details of the situation</p>
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103. NONDISCRIMINATION IN SCHOOL AND  
CLASSROOM PRACTICES - Pg. 3

within ten (10) days of receipt of the Compliance Officer's decision. If he/she needs more information to fairly resolve the situation, the Superintendent or his/her designee may call a meeting to which the employee or student may be accompanied by anyone he/she chooses. A decision will be rendered by the Superintendent or his/her designee within ten (10) business days after receiving the written appeal.

Step 5: If the solution offered by the Superintendent fails to satisfy the employee or student, the employee or student may request a hearing, in writing, before the Board of Directors, through the Superintendent, at the next regularly scheduled Board meeting. The employee or student must submit a written appeal to the Board within ten (10) business days after receiving the report from the Superintendent. The Board has the option of a hearing with the grievant, or not. When such a hearing is held, the ruling of the Board shall be issued within ten (10) business days after the Board hearing, and will be final and not subject to further appeal. If the Board does not grant the employee or student a hearing, a reason for that decision will be provided. The procedure in no way denies the right of the grievant to file a formal complaint with the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination.

A. Complaints External to the District

It is the policy of the Board that whenever a documented complaint is received about an employee, the complaint will be processed in the following manner:

Step 1: Within ten (10) days of the complaint, the Supervisor receiving the complaint will discuss the nature of the complaint and ascertain the details of the situation leading to the complaint. The Supervisor will respond to the complaint in an appropriate manner no later than fifteen (15) days after receipt of the complaint.

Step 2: If the incident is not resolved, the complainant may file a written concern with the Compliance Officer. The Compliance Officer will discuss the nature of the complaint, evaluate the details of the situation, and interview all parties necessary. The Compliance Officer will respond to the written complaint no later than fifteen (15) days after receipt of the complaint.

Step 3: If the complaint is of such a nature as to affect continued employment or rating of an employee who is the subject of the complaint, the employee will be afforded an opportunity for a hearing before the Superintendent or designated representative, along with any representative of the employee's choosing.

Disposition of complaints shall continue to be a matter of administrative discretion.

103. NONDISCRIMINATION IN SCHOOL AND  
CLASSROOM PRACTICES - Pg. 4

References:

School Code 1310

Title VI

42 U.S.C. Sec. 2000d, et seq.

Title IX

20 U.S.C. Sec. 1681, et seq.

42 U.S.C. Sec. 12101, et seq.

20 U.S.C. Sec. 701, et seq.

Title 22

Sec. 4.4, 14.101, et seq., 15.1 et seq.



# RADNOR TOWNSHIP SCHOOL DISTRICT

SECTION: FINANCES

TITLE: TRAVEL REIMBURSEMENT  
FEDERAL PROGRAMS

ADOPTED:

REVISED:

627 TRAVEL REIMBURSEMENT FEDERAL PROGRAMS	
<p>1. Purpose</p>	<p>To standardize procedures for reimbursement of travel costs incurred in the course of performing services related to official business as a federal grant recipient.</p>
<p>2. Definition/Authority 2 C.F.R §200.474(a)</p>	<p><i>Travel:</i> Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of a grant recipient. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the recipient's non-federally funded activities and in accordance with the recipient's written travel reimbursement policies. .</p>
<p>3. Guidelines 2 C.F.R §200.474(b).</p>	<p>Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the District in its regular operations as the result of its written travel policy. In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that (1) participation of the individual is necessary to the federal award; and (2) the costs are reasonable and consistent with the District's established policy.</p>
<p>4. Delegation of Responsibility</p>	<p>Individuals seeking reimbursement should refer to the Radnor Township School District Conference request/travel reimbursement and/or the District mileage reimbursement form established pursuant to the accompanying regulation.</p>

Radnor Township School  
District  
Business Meeting Agenda  
August 23, 2016

**ATTACHMENT # 4**

# RADNOR TOWNSHIP SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF  
SUBSTITUTE PROFESSIONAL  
EMPLOYEES

ADOPTED: MARCH 25, 2008

REVISED:

REVIEWED: NOVEMBER 12, 2013

<p>1. Purpose</p> <p>2. Authority SC 1101, 1106, 1148</p> <p>3. Guidelines</p> <p>SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq</p> <p>42 U.S.C. Sec. 653a</p> <p>SC 1148</p>	<p>405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES</p> <p>Qualified and competent substitute teachers and other professional staff shall be employed in order to provide continuity in the educational program of the schools.</p> <p>The Board shall approve annually the names of potential substitute professional employees and the positions in which they may substitute.</p> <p>Additional names may be added to the list of substitutes by the Board during the school year.</p> <p>Utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program. Retroactive approval shall be recommended to the Board at the next regular meeting.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p> <p>The district shall submit a New Hire Report for each employee required to be reported by law.</p> <p><u>Compensation</u></p> <p>Per diem teachers who substitute for regular teachers shall be paid at a rate set at a Board Meeting.</p> <p>Exception to this daily rate shall be when a substitute is employed continuously for the same regular teacher. On the fifteenth (15<sup>th</sup>) and each subsequent day of such service, the daily rate shall be determined by pro-rating the salary of the substitute as if s/he were a professional employee. Additionally, beginning with day fifteen (15), sick days will accrue at the rate of one (1) day per month and personal days will accrue at the rate of one half (1/2) day for each forty-five (45) days of service.</p>
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405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES - Pg. 2

<p>4. Delegation of Responsibility</p> <p>School Code 111, 1101, 1106, 1148</p> <p>PA Statute 23 Pa. C.S.A. 6301 et seq</p> <p>PA Code Title 22 Sec. 8.1 et seq</p> <p>Federal Statute 42 U.S.C. Sec. 653a</p> <p>Pol. 103</p>	<p>The Superintendent or designee shall develop and implement procedures to recruit, screen, assign and evaluate candidates for substitute employment.</p> <p>The Superintendent or designee shall recommend retention on the Board's approved substitute list only for those substitutes who have satisfactorily performed their duties.</p>
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Radnor Township School  
District  
Business Meeting Agenda  
August 23, 2016

**ATTACHMENT # 5**

# RADNOR TOWNSHIP SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: GIFTS

ADOPTED: MARCH 25, 2008

REVISED:

422. GIFTS	
1. Purpose	The Board considers the acceptance of gifts by professional staff members an undesirable practice.
2. Authority	It is the policy of the Board that staff members not accept gifts of significant value.  The Board shall consider as appropriate and welcome letters to staff members expressing gratitude or appreciation by students and parents/guardians.
3. Delegation of Responsibility	The Superintendent may approve acts of generosity to individual staff members in unusual situations, but shall report such instances to the Board on a timely basis.

Radnor Township School  
District  
Business Meeting Agenda  
August 23, 2016

**ATTACHMENT # 6**

**Supplementals**  
**August 23, 2016**

<b>HIGH SCHOOL</b>	
<b>Athletics - High School - Fall</b>	
Cheerleading Varsity Head Coach	\$ 3,800.00
Cheerleading JV	\$ 2,850.00
Cross Country Boys/Girls Head Coach	\$ 3,800.00
Cross Country Boys/Girls Asst. Coach	\$ 3,040.00
Field Hockey Varsity Head Coach	\$ 4,560.00
Field Hockey Varsity Asst. Coach	\$ 3,648.00
Field Hockey JV	\$ 3,420.00
Field Hockey JV (B Team)	\$ 2,565.00
Football Varsity Head Coach	\$ 7,885.00
Football Varsity Asst. Coach	\$ 6,308.00
Football Varsity Asst. Coach	\$ 6,308.00
Football Varsity Asst. Coach	\$ 6,308.00
Football Varsity Asst. Coach	\$ 6,308.00
Football Freshmen	\$ 4,731.00
Football - Freshmen-Asst. Coach.	\$ 3,548.25
Golf Varsity	\$ 4,085.00
Golf Asst. Coach	\$ 3,268.00
Soccer Varsity Boys Head Coach	\$ 5,130.00
Soccer Varsity Boys Asst. Coach	\$ 4,104.00
Soccer JV Boys	\$ 3,847.50
Soccer Freshmen Boys	\$ 2,885.63
Soccer Varsity Girls Head Coach	\$ 5,130.00
Soccer Varsity Girls Asst. Coach	\$ 4,104.00
Soccer JV Girls	\$ 3,847.50
Soccer JV Girls (B Team)	\$ 2,885.63
Tennis Varsity Girls Head Coach	\$ 3,515.00
Tennis Varsity Girls Asst. Coach	\$ 2,812.00
Volleyball Varsity Girls Head Coach	\$ 3,515.00
Volleyball JV Girls	\$ 2,636.25
Volleyball Freshmen Girls	\$ 1,977.19
<b>Athletics - High School - Winter</b>	
Basketball Varsity Boys Head Coach	\$ 5,605.00
Basketball Junior Varsity Boys	\$ 4,203.75
Basketball Freshmen Boys	\$ 3,152.81
Basketball Varsity Girls Head Coach	\$ 5,605.00
Basketball Junior Varsity Girls	\$ 4,203.75
Basketball Freshmen Girls	\$ 3,152.81
Ice Hockey Boys Head Coach	\$ 1,500.00
Ice Hockey Boys Asst. Coach	\$ 1,125.00
Ice Hockey Girls Head Coach	\$ 1,500.00
Ice Hockey Girls Asst. Coach	\$ 1,125.00



**Supplementals**  
**August 23, 2016**

Swimming Boys Head Coach	\$ 5,035.00
Swimming Girls Head Coach	\$ 5,320.00
Swimming Diving Coach	\$ 3,040.00
Winter Track Varsity Girls	\$ 3,800.00
Winter Track Varsity Boys	\$ 3,800.00
Wrestling Varsity Head Coach	\$ 5,605.00
Wrestling Varsity Asst. Coach	\$ 4,484.00
<b>Athletics - High School - Spring</b>	
Baseball Varsity Head Coach	\$ 4,845.00
Baseball Varsity Asst. Coach	\$ 3,876.00
Baseball JV	\$ 3,633.75
Baseball 9th Grade Coach	\$ 2,725.31
Lacrosse Varsity Boys Head Coach	\$ 5,415.00
Lacrosse Varsity Boys Asst. Coach	\$ 4,332.00
Lacrosse JV Boys	\$ 4,061.25
Lacrosse JV Boys (B Team)	\$ 3,045.94
Lacrosse Varsity Girls Head Coach	\$ 5,130.00
Lacrosse Varsity Girls Asst. Coach	\$ 4,104.00
Lacrosse JV Girls	\$ 3,847.50
Lacrosse JV Girls (B Team)	\$ 2,885.63
Softball Varsity Girls Head Coach	\$ 4,845.00
Softball Varsity Girls Asst. Coach	\$ 3,876.00
Softball JV Girls	\$ 3,633.75
Softball JV Girls (B Team)	\$ 2,725.31
Spring Track Varsity Girls	\$ 4,085.00
Spring Track Varsity Girls Asst. Coach	\$ 3,268.00
Spring Track Varsity Boys	\$ 3,800.00
Spring Track Varsity Boys Asst. Coach	\$ 3,040.00
Spring Track Boys/Girls Field Coach	\$ 3,268.00
Spring Track Boys/Girls Field Coach	\$ 3,040.00
Tennis Varsity Boys Head Coach	\$ 3,562.50
Tennis Boys Assistant Coach	\$ 2,850.00
<b>Activities - High School</b>	
Art Club Sponsor	\$ 2,309.00
Auditorium Manager	\$ 1,154.50
Dept. Chair - English	\$ 4,618.00
Dept. Chair - Fine/Practical Arts	\$ 4,618.00
Dept. Chair - Foreign Language	\$ 4,618.00
Dept. Chair - Guidance	\$ 4,618.00
Dept. Chair - Health & PE	\$ 3,464.00
Dept. Chair - Mathematics	\$ 4,618.00
Dept. Chair - Science	\$ 4,618.00
Dept. Chair - Social Studies	\$ 4,618.00
Dept. Chair - Special Education	\$ 4,618.00
9th grade sponsor	\$ 2,886.25

**Supplementals**  
**August 23, 2016**

10th grade class sponsor	\$ 3,463.50
11th grade class sponsor	\$ 4,040.75
12th grade class sponsor	\$ 4,618.00
FBLA Sponsor	\$ 1,154.50
Graduation Directors	\$ 3,463.50
Hi Q Team Sponsor/Academic Challenge	\$ 2,309.00
Indoor Spring Color Guard	\$ 5,195.25
Marching Band - Director of Bands	\$ 10,390.50
Assistant to the Director of Bands	\$ 5,195.25
Marching Band Director	\$ 5,195.25
Marching Band Color Guard	\$ 5,195.25
Math Club Sponsor	\$ 2,309.00
Model Congress Sponsor	\$ 2,309.00
Model Congress Supervisor	\$ 2,770.80
Model UN Sponsor	\$ 2,309.00
Best Buddies	\$ 1,154.50
Annenberg Science Symposium	\$ 1,154.50
Ethics Bowl	\$ 1,154.50
Model UN Conferences Supervisor	\$ 2,770.80
MRR Sponsor (Computer Refurbishers)	\$ 1,154.50
National Honor Society Sponsors	\$ 2,309.00
Newspaper Sponsor	\$ 4,618.00
Orchestra Director/Advisor	\$ 1,154.50
Physics Olympics Sponsor	\$ 2,309.00
Robotics Club Sponsor	\$ 4,618.00
Service Board Sponsor	\$ 1,154.50
Spirit Coordinator/Varsity Club	\$ 2,886.25
Student Activities/School Life Coord.	\$ 2,886.25
Student Affairs/ Council Sponsor	\$ 2,309.00
Theater Arts Dept. Director	\$ 6,927.00
Vocal/Chamber Singers Director	\$ 6,927.00
Yearbook Advisor	\$ 8,081.50
Yearbook Assistant Advisor	\$ 2,309.00
<b>MIDDLE SCHOOL</b>	
Athletic Director	\$ 10,967.75
<b>Athletics - Middle School - Fall</b>	
Field Hockey 7th Grade Head Coach	\$ 1,575.00
Field Hockey 7th Grade Asst. Coach	\$ 1,181.25
Field Hockey 8th grade Head Coach	\$ 2,100.00
Field Hockey 8th grade Asst. Coach	\$ 1,680.00
Football 7th grade Coach	\$ 2,047.50
Football 7th grade Asst.Coach	\$ 1,535.63
Football 8th grade Coach	\$ 2,730.00
Football 8th grade Asst. Coach	\$ 2,184.00

**Supplementals**  
**August 23, 2016**

Soccer Girls 7th	\$ 1,680.00
Soccer Girls 8th Head Coach	\$ 2,100.00
Soccer Boys 7th Head Coach	\$ 1,890.00
Soccer Boys 8th Head Coach	\$ 2,362.50
Volleyball 7th	\$ 1,680.00
Volleyball 8th	\$ 2,100.00
<b>Athletics - Middle School - Winter</b>	
Basketball Girls 7th	\$ 1,785.00
Basketball Girls 8th	\$ 2,231.25
Basketball Boys 7th	\$ 1,785.00
Basketball Boys 8th	\$ 2,231.25
Wrestling Coach	\$ 5,775.00
<b>Athletics - Middle School - Spring</b>	
Baseball 7th	\$ 2,100.00
Baseball 8th	\$ 2,625.00
Lacrosse Girls 7th	\$ 1,771.88
Lacrosse Girls 7th Asst. Coach	\$ 1,328.91
Lacrosse Girls 8th	\$ 2,362.50
Lacrosse Girls 8th Asst. Coach	\$ 1,890.00
Softball 7th	\$ 1,680.00
Softball 8th	\$ 2,100.00
Tennis Girls Head Coach	\$ 2,362.50
Tennis Boys Head Coach	\$ 2,362.50
Track Girls Coach	\$ 2,625.00
Track Girls Asst. Coaches	\$ 2,100.00
Track Boys Coach	\$ 2,625.00
Track Boys Asst. Coach	\$ 2,100.00
<b>ACTIVITIES - MIDDLE SCHOOL</b>	
Bus Safety Coordinator	\$ 1,731.75
Dept. Chair- English Dept.	\$ 2,309.00
Dept. Chair - Math Dept.	\$ 2,309.00
Dept. Chair - Science Dept.	\$ 2,309.00
Dept. Chair - Social Studies Dept.	\$ 2,309.00
Dept. Chair - Special Education Dept.	\$ 2,309.00
Dept. Rep. Foreign Language Dept.	\$ 1,731.75
Dept. Rep. Health & PE Dept.	\$ 1,731.75
Dept. Rep. Integrated Programs	\$ 1,731.75
Dept. Rep. - Music Dept.	\$ 1,731.75
Dept. Rep. - Fine/Practical Arts	\$ 2,078.10
Guidance Rep	\$ 1,731.75
Geography Bee	\$ 346.35
Math Counts Sponsor	\$ 1,154.50
Music Concert Advisors	\$ 1,385.40
Sandy Hill Coordinator	\$ 1,731.75
Sandy Hill Health Coordinator	\$ 577.25

**Supplementals**  
**August 23, 2016**

Student Council Sponsor	\$ 2,309.00
Technical Coordinator/School Show	\$ 1,731.75
Theater-School Musical-Drama Dir.	\$ 4,618.00
Theater -School Show Choral Director	\$ 3,463.50
Theater - School Show-Stage Crew Dir.	\$ 1,731.75
Yearbook	\$ 2,886.25
<b>ELEMENTARY SCHOOL</b>	
<b>Activities - Elementary School</b>	
Before/After School Sports	\$ 1,731.75
Chair-Learning Support/Special Educ.	\$ 1,731.75
Chair- Specialists	\$ 1,731.75
Chair-Specials (H&PE, Music,Library,Art)	\$ 1,731.75
Chairman - Grade 1	\$ 1,731.75
Chairman - Grade 2	\$ 1,731.75
Chairman - Grade 3	\$ 1,731.75
Chairman - Grade 4	\$ 1,731.75
Chairman - Grade 5	\$ 1,731.75
Chairman - Kindergarten	\$ 1,731.75
Safety Patrol/Dismissal Coordinator	\$ 1,731.75
Camp Canadensis Coordinator	\$ 1,154.50
Camp Canadensis Health Coordinator	\$ 346.35
<b>DISTRICT WIDE POSITIONS</b>	
Curator Rosemont Art Collection	\$ 2,309.00
Health Services Coordinator	\$ 2,309.00
Library Services Coordinator	\$ 2,309.00
Music Coordinator	\$ 2,309.00