

**OFFICIAL PROCEEDINGS
OF THE
BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT
BOARD OF DIRECTORS**

June 5, 2017

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:04 p.m. by President Elizabeth Huhn.

The meeting opened with Pledge of Allegiance.

Board Secretary called the roll:

<input checked="" type="checkbox"/> Mr. Bieber	<input type="checkbox"/> Mrs. Grossman	<input type="checkbox"/> Mr. Heydt
<input checked="" type="checkbox"/> Mrs. Huhn	<input checked="" type="checkbox"/> Mrs. MacMillan (6:36 p.m.)	<input checked="" type="checkbox"/> Mr. Rothermel
<input checked="" type="checkbox"/> Mr. Scheetz (6:40 p.m.)	<input checked="" type="checkbox"/> Mr. Sterner	<input type="checkbox"/> Mr. Tomasi

Administration Present:

- Mr. Andrew Potteiger, Superintendent
- Mrs. Stacey Carpenito, High School Assistant Principal
- Mrs. Mary Darrach, Director of Pupil Services
- Mr. Matthew Dziunycz, Intermediate/Middle School Assistant Principal
- Mr. Robert Farina, Intermediate/Middle School Principal
- Mrs. Carolyn Hanych, Director of Brandywine Virtual Academy
- Ms. Stephanie Kelly, Elementary School Principal
- Mr. Brian Pawling, Business Manager/Board Secretary
- Mr. Rick Romyn, Director of Athletics
- Mrs. Dulcie Rothermel, Director of Pupil Services
- Mr. Thomas Voelker, Assistant to the Superintendent
- Mr. Michael Wetzel, Director of Buildings and Grounds
- Mr. Josh Ziatyk, High School Principal

Solicitor: Mr. James Mancuso, Esquire

Visitors: Lyndsay Levengood (staff), Michele Beekman (staff), Mr. Beekman (Boyertown), Miss Beekman (**Boyertown**), Ronlyn Harner (staff), Ethan Rothermel (student), Ed Carter (Topton), Marcella Acosta (staff), Mandi Kercher (staff), Linda Lineman (staff), Jeff Lapp (staff), Barb Nissel, SOS Group (Malvern, PA).

On behalf of the School Board and District, with sincere regret, Mrs. Huhn requested a moment of silence to reflect on the life of 6th Grade Student, Tia Alyssia Melcher, who passed away on June 2, 2017.

Mr. Potteiger recognized the retirement of Mrs. Susan Trupp, Intermediate School Fifth Grade Teacher. Mrs. Trupp (absent) will be presented with a plaque to recognize 34 years of dedicated service.

Mr. Potteiger and Ms. Kelly recognized the retirement of Mrs. Ronlyn Harner, Elementary School Second Grade Teacher, and presented her with a plaque to recognize 19 years of dedicated service.

Mr. Potteiger and Ms. Kelly acknowledged Mrs. Michele Beekman, Elementary School First Grade Teacher, as a recipient of the National State Teacher of the Year (NSTOY) PA Apple Award and presented her with a certificate of recognition.

Mr. Potteiger, Mr. Romyn and Mr. Lapp recognized Ethan Rothermel, High School student, who made the All Berks Tennis Team and has been named **Berks County Tennis** Player of the Year by the Reading Eagle, and presented him with a certificate of congratulations.

Mr. Voelker, Assistant to the Superintendent, introduced Mrs. Mandi Kercher, Curriculum/Technology Specialist and Mrs. Marcella Acosta, Fourth Grade Teacher and **K-5** Mathematics Department Chair, who presented newly revised K-12 Mathematics Curriculum as well as the recommendation to purchase K-8 instructional materials.

Mrs. Barbara Nissel, School Operations Services (SOS) Group, Inc. presented a summary of the food service department. A goal is to generate more revenue next year to avoid a deficit in the food service budget with a target of increasing the number of lunches purchased by 20 each day. Plans are to solicit feedback and ideas from a student committee to possibly implement a café atmosphere setting, and continue the offering of special lunches such as a potato bar and a wing bar.

BOARD OF DIRECTORS REPORT

A motion was made by Mr. Scheetz and seconded by Mr. Bieber to approve the Board of Directors Report.

A. Approval of Minutes

To dispense with the reading and accept the minutes from the Regular Board Meeting held May 1, 2017 as attached and marked Board A.

B. Second Reading of Policies

Approve the second reading of the following policies as attached and marked Board B.1.-B.9.

1. 805. Emergency Preparedness
2. 805.1. Relations With Law Enforcement (new)
3. 225. Relations With Law Enforcement Agencies (eliminate/retire)
4. 806. Child/Student Abuse Complete
5. 807. Opening Exercises
6. 808. Food Services
7. 811. Bonding
8. 812. Property Insurance
9. 813. Other Insurance

C. First Reading of Policies

Approve the first reading of the following policies as attached and marked Board C.1.-C.12.

1. 123 Interscholastic Athletics (complete redraft)
2. 237 Student Use of Electronic Devices (complete redraft)
3. 490 Employee Use Of Electronic Devices (new)
4. 814 Copyright Material
5. 815 Acceptable Use of Technology (complete redraft)
6. 818 Contracted Services
7. 819 Suicide Awareness, Prevention & Response
8. 826 Record Retention
9. 827 Record Destruction
10. 829 Electronic Signatures (new)
11. 831 Use Of Livestream Video On School District Property (new)
12. 916 Volunteers (complete redraft)

Accept the committee reports and make them part of the minutes.

BCIU – Mrs. Huhn reported on the meeting held May 18, 2017 and she submitted meeting highlights, which are attached and included as part of the meeting minutes. The next BCIU meeting will be held on June 15, 2017.

BCTC – Mr. Scheetz reported on the meeting held on March 22, 2017. Highlights included the issuance of stipends for the Joint Operating Committee Secretary and Treasurer which were endorsed and turned over to a student scholarship fund. There were student acknowledgements and approval of the 2017-18 budget, 2017-18 school calendar, food service and paper service bids, and approval of the sale of the student built house scheduled for August 2017. The next meeting will be held on June 28, 2017.

Mr. Scheetz announced that due to work schedule conflicts he will be resigning his position as JOC delegate and encouraged other board members to consider volunteering their time as delegate. The resignation and appointment of a new delegate will take place on June 19, 2017.

Berks County EIT Collection Bureau – Mr. Bieber reported on the meeting held on March 30, 2017. Highlights were the approval of the December 2016 minutes and a presentation that included companies responding to the Request for Proposal for a new tax system. The next meeting is scheduled for the week of June 12.

Council on Legislative Action (COLA) – Mr. Heydt – Absent, no report. Mr. Potteiger noted that there is legislative movement with pension reform. Mr. Potteiger shared that the state Senate voted 40-9 Monday to reform Pennsylvania’s public pension systems by creating hybrid pension plans for new government workers. New school employees would be offered a choice of three pension plans.

Policy Committee – Mrs. Grossman – Absent, no report. Policies are on the agenda for first and second readings.

Strategic Planning/Goals – Mr. Scheetz – No report. End of year goals document will be presented on June 19, 2017.

Negotiations/Compensation Committee – Mrs. Huhn shared there was a meeting held June 1 to discuss Act 93 Administrator salary ranges. The next meeting is scheduled for June 7.

Mrs. Huhn asked for comments from Board members and the public. There were no comments.

Roll call was taken to accept the Board of Directors Report.

Y Mr. Bieber Mrs. Grossman Mr. Heydt Y Mrs. Huhn Y Mrs. MacMillan
Y Mr. Rothermel Y Mr. Scheetz Y Mr. Sterner Mr. Tomasi

Motion Carried – 6 Yeas/3 Absent

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

A motion was made by Mr. Scheetz and seconded by Mr. Bieber to approve the Budget/ Finance/ Property/ Transportation Report. Mrs. Huhn asked that Item G.1. 2017-2018 General Fund Final Budget, be voted on separately.

A. General Fund Bills

To approve general fund bills through June 5, 2017 totaling \$2,592,714.49 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills through June 5, 2017 totaling \$20,201.24 per attachment Budget B.

C. Financial Reports

To accept the following Financial Reports through April 30, 2017, unless otherwise noted:

1. General Fund - Revenue/Expenditures/Fund Balance – Budget C.1.
2. Food Service Fund - Revenue/Expenditure – Budget C.2.
3. Construction Fund - Revenue/Expenditure – Budget C.3.
4. Investment Schedule - Budget C.4.
5. Student Activity & Trust Funds - Budget C.5.

D. Special Education/Pupil Services

1. To ratify the agreement with KidsPeace National Centers, Schnecksville, PA, to provide private academic services for a district student effective April 24, 2017 through no later than June 6, 2017 at a rate of \$161.53 per day as per Budget D.1.
2. To approve the agreement with Hogan Learning Academy LLC., Fleetwood, PA, for a six-week extended school year program (June 21 – August 8, 2017) for three students at a cost of \$380.00/day/student (cost per student for 35 days is \$13,300.00), as per Budget D.2.
3. To approve the agreement with Virginia Grim, Kutztown, PA, to perform audiology and hearing aid services for the 2017-18 school year at a fee of \$100 per hour as per Budget D.3.
4. To approve the agreement with Rita Robertson, Kutztown, PA, to perform vision support services for the 2017-18 school year at a fee of \$100 per hour as per Budget D.4

E. Curriculum/Technology

1. To approve the proposal from the Berks County Intermediate Unit to provide Pennsylvania Information Management System (PIMS) submission support for school district processing for the 2017-18 school year at a cost not to exceed \$6,700 (billed for actual hours at \$100/hour) as per Budget E.1.

2. To approve the agreement with Berks County Intermediate Unit to perform professional services for District federal programs (Title I, Title II, and Title IV) for the 2017-18 school year at a cost not to exceed \$6,400 as detailed in Budget E.2.
3. To amend the business equipment lease agreement with Higher Information Group, Harrisburg, PA, to remove 4 Lexmark devices and add 4 Toshiba e287CSL devices with PaperCut software licenses for a term of 36 months at a cost of \$458.00 per month as per Budget E.3.
4. To approve the agreement with Higher Information Group, LLC, Harrisburg, PA to provide information technology support including 4 full time informational technology employees from August 1, 2017 through June 1, 2019 (with a 2019-20 third year option) at a cost of \$19,681.38/month for the first year and for \$20,416.71/month for year two (and three) as per Budget E.4.

F. Facilities/Maintenance

1. To approve the agreement with CM3 Building Solutions, Fort Washington, PA, for the high school building automation preventative maintenance and service for five years as per Budget F.1. at a cost of
 - 2017-18 school year - \$33,715
 - 2018-19 school year - \$34,525
 - 2019-20 school year - \$35,300
 - 2020-21 school year - \$36,200
 - 2021-22 school year - \$37,080
2. To approve the agreement with Honeywell Business Solutions, Fort Washington, PA, for the elementary and intermediate/middle school building automation preventative maintenance and service for three years as per Budget F.2. at a cost of
 - 2017-18 school year - \$60,161 (includes one-time programming cost of \$4,589)
 - 2018-19 school year - \$55,572
 - 2019-20 school year - \$57,240

G. 2017-18 General Fund Final Budget Adoption

To approve the following 2017-18 General Fund Final Budget adoption and tax items:

1. To approve the 2017-2018 general fund final budget (PDE-2028) totaling \$33,175,040 reflecting a 1.5% real estate tax increase of 0.4845 mills (32.7845 mills) per attachment Budget G.1.
2. To adopt the 2017-2018 Tax Resolutions as attached and marked Budget G.2.
3. To adopt the 2017-2018 Homestead and Farmstead Exclusion Resolution that provides for a maximum \$227.75 real estate tax reduction for approved homesteads and farmsteads funded by gambling tax funds, Philadelphia tax credit reimbursement funds, and prior year under-distribution of property tax reduction funds of \$788,903.93 per attachment marked Budget G.3.
4. No Action Required – Reminder that the board approved a resolution June 4, 2012 providing an option for installment payment of real estate taxes. A copy of the resolution is attachment Budget G.4.
5. To approve commitment of fund balance for future retirement rate increases as calculated by the business manager of \$1,624,000 for the 2017-18 budget.
6. To authorize the business manager to assign \$4,440,000 in fund balance for the 2017-18 budget for the following items:
 - Future technology upgrades for \$228,000
 - Deferred maintenance projects for \$500,000
 - Potential litigation/arbitration for \$60,000
 - Early education start-up for \$225,000
 - Innovative programs initiative for \$75,000
 - Reserve in the event of a state budget delay for \$1,500,000
 - To balance the 2017-18 budget for \$1,852,000 including \$1,485,600 for phase III ESCO/Air Conditioning Project and \$200,000 for contingency reserve

In addition, the board authorizes the business manager to assign fund balance as needed to balance the net of revenue and expenditures in the 2016-2017 fiscal year. The amount, if any, will be determined at the completion of the audit process.

H. 2017-2018 Earned Income Tax Collector Agreement

To appoint the Berks County Earned Income Tax Bureau as the District's 2017-2018 Earned Income Tax Collector per Berks TCC agreement.

I. 2017-2018 Delinquent Real Estate Tax Collector

To appoint the Berks County Tax Claim Bureau (BCTCB) as the District’s 2017-2018 Delinquent Real Estate Tax Collector for a commission of 5% of collections if tax is paid by taxpayer within 31 days of legal notice by the BCTCB. Taxpayer is responsible for the 5% commission if tax is paid after 31 days of legal notice.

J. Delinquent Per Capita Tax Collectors

To appoint Lorraine Meck (Longswamp Township), Nancy Heffner (Topton Borough), Mollie Prey (District Township) and Mollie Prey (Rockland Township) as the Delinquent Per Capita Tax Collectors for a fee of \$1.65 per bill collected plus a commission of 5% of collections.

K. Real Estate and Per Capita Tax Collectors Bond

To approve the Real Estate and Per Capita Tax Collectors Bond at approximately 33% of the estimated tax collections.

L. 2017-2018 Payment of Bills

To authorize the Business Manager to pay bills as necessary during the 2017-2018 fiscal year in accordance with School Board Policy 616 – Payment of Bills.

M. 2016-2017 Budget Transfers

To authorize the Business Manager to make 2016-2017 budget transfers after June 30, 2017 as required to prevent year-end over expenditure of sub function/object account codes.

N. Budget Transfer

To authorize \$1,485,600 transfer from the General Fund to the Capital Project fund for the district-wide ESCO Project for the 2017-18 school year.

O. Limited Procedures Engagement Audit Report July 1, 2012 through June 30, 2016

To accept the Limited Procedures Engagement Audit Report submitted by the Department of the Auditor General on May 9, 2017 covering the period of July 1, 2012 through June 30, 2016 finding that the District properly implemented policies and procedures in the audited areas and complied, in all significant respects, with relevant requirements as per Budget O.

P. 2017-2018 PSBA Membership

To approve 2017-2018 Pennsylvania School Board Association membership dues of \$9,084.03 (\$20.70 increase), plus \$1,250.00 (no increase) for Policy Maintenance Program (same services as 2016-2017) as per Budget P.

Q. Graduation Facility Rental

To ratify the agreement with Kutztown University for the use of the Kutztown University Keystone Hall Fieldhouse & Arena for HS graduation occurring on May 31, 2017 as per Budget Q.

R. School District Physician Appointment

To approve the agreement with St. Luke’s Physician Group, Inc., to provide a school physician (Dr. Mary Fabian) for the 2017-2018 through 2019-20 school years as per Budget R.

S. 2017-2018 School Breakfast and Lunch Prices

To approve the 2017-2018 School Breakfast and Lunch Prices as follows:

Full Price Meal	2016-2017	2017-2018
Student		
Elementary	\$1.75	\$1.75
Intermediate	\$1.75	\$1.75
Middle School	\$2.00	\$2.00
High School	\$2.00	\$2.00
Adult Breakfast	\$3.00	\$3.00
Student Lunch		
Elementary	\$2.65	\$2.70
Intermediate	\$2.65	\$2.70
Middle School	\$2.85	\$2.95
High School	\$2.85	\$2.95

Prices were determined to meet compliance with the Healthy, Hunger-Free Kids Act Paid Lunch Equity requirements.

T. 2017-2018 BHASD Food Service Budget

To approve the 2017-2018 BHASD Food Service Budget in the amount of \$ 656,950 as per Budget T.

U. Administrative software renewals for 2017-2018:

1. Frontline Technologies Group, LLC of Malvern, PA, for the annual subscription of the Aesop employee absences and substitute management software at a cost of \$5,324.16 as per Budget U.1.
2. Frontline Technologies Group, LLC of Malvern, PA, for the annual subscription of the My Learning Plan professional learning management software at a cost of \$2,590.56 as per Budget U.2.
3. Transfinder Corporation of Schenectady, NY, for the annual technical support and upgrade for Routefinder student transportation routing software at a cost of \$3,050.00, as per Budget U.3.
4. Dude Solutions (SchoolDude) of Pittsburgh, PA, for the annual subscription of the Maintenance Essentials Pro work order scheduling software at a cost of \$2,749.20 as per Budget U.4.
5. Netchemia of Austin, TX, for the annual subscription of the TalentEd Recrute & Hire software at a cost of \$1,653.75 as per Budget U.5.

V. Bid Awards

To accept the bid awards from the Berks County Intermediate Unit for the following categories:

1. Classroom and Office Supplies Bid- \$17,209.82
2. Copy Paper Bid - \$12,553.45
3. Medical and Nursing Supplies Quotation - \$629.01
4. Art Supplies Bid - \$2,028.59

W. Child Nutrition Program Agreement

To approve the agreement with the Berks Career & Technology Center, Leesport, PA, for Participation in Child Nutrition Programs Between School Districts, Area Vo-Techs, and Intermediate Units for the 2017-18 school year as per Budget W.

X. Substitute Support Staff Personnel Agreement

To approve the agreement with School Operation Services Group Inc., Pottstown, PA, to provide substitute support personnel at various District locations through June 30, 2019 as per Budget X.

Mrs. Huhn asked for comments from Board members and the public. There were no other comments.

Roll call was taken to approve Items A.-F.2.,G.2.-X. of the Budget/Finance/Property/Transportation Report.

Y Mr. Bieber ___ Mrs. Grossman ___ Mr. Heydt Y Mrs. Huhn Y Mrs. MacMillan
Y Mr. Rothermel Y Mr. Scheetz Y Mr. Sterner ___ Mr. Tomasi

Motion Carried – 6 Yeas/3 Absent

Roll call was taken to approve Item G.1. 2017-2018 General Fund Final Budget of the Budget/Finance/Property/Transportation Report.

Y Mr. Bieber ___ Mrs. Grossman ___ Mr. Heydt Y Mrs. Huhn Y Mrs. MacMillan
Y Mr. Rothermel Y Mr. Scheetz Y Mr. Sterner ___ Mr. Tomasi

Motion Carried – 6 Yeas/3 Absent

SUPERINTENDENT’S REPORT

A motion was made by Mr. Bieber and seconded by Mr. Sterner to accept the Superintendent’s Report.

A. 2017 High School Graduates

Acknowledge the list of 2017 Brandywine Heights High School Graduates as attached and marked Superintendent A.

B. 2017-2018 Dual Enrollment Agreement

Approve the 2017-2018 Dual Enrollment Agreement between Reading Area Community College (RACC) and Brandywine Heights Area School District as attached and marked Superintendent B.

C. 2018 Guest Teacher Program Participation

Authorize the administration to enter into an agreement with the BCIU to participate in their 2018 Guest Teacher Program for a fee of \$900.00 as attached and marked Superintendent C.

D. 2017 ESY (Extended School Year) Program

Approve the 2017 ESY (Extended School Year) Program as detailed in Superintendent D. The 2017 extended school year program is offered to students who meet eligibility requirements and will run July 5 through July 27, 2017. The program will offer three AM sessions (8:30-11:30) and three PM sessions (12:30-3:30). There is also a required in-service day for the teachers only on June 29, 2017.

E. 2017 SWEAP (Summer Work Experience Assessment Program) Program

Approve the 2017 Summer Work Experience Assessment Program (SWEAP) Program for nine (9) Special Education students as detailed in Superintendent E. The program will begin June 19th and will end July 26th, 2017. Days & times will be Monday, Tuesday & Wednesday, 8:00AM to 3:00PM at Brandywine, Rodale & BCTC.

F. K-8 Mathematics Curriculum Adoption

Adopt the newly revised K-8 Mathematics curricula along with the recommended instructional program materials, and approve the purchase of enVisionmath2.0 for grades K-8 as detailed in Superintendent F.

G. High School Field Trip Request

Approve the High School Field Trip Request for approximately 75 music students to travel with 2 teachers, 1 nurse and 10 parent chaperones to attend the Orlando Festival in Walt Disney World Resort, Orlando, FL from December 17-21, 2017 as attached and marked Superintendent G.

H. Caron Foundation Agreement

Approve an agreement with Richard J Caron Foundation, Wernersville, PA for Student Assistance Program services at the Elementary, Intermediate, Middle and High School for 2017-18 at a cost to the District of \$7,652 for extended services at the High School of one day per week (6-1/2 hours) as detailed in Superintendent H. The Elementary, Intermediate and Middle School programs are funded through the Council on Chemical Abuse at no cost to the district.

I. Conference Attendance

Approve the Superintendent to attend the Future Ready Schools Institute in Albany, New York from July 20-21, 2017 at a cost of mileage and hotel accommodations as attached and marked Superintendent I.

J. Berks Business Education Coalition (BBEC) Grant

Accept the anticipated receipt of \$5,000 from the Berks Business Education Coalition (BBEC) to be used to support further development in career education by funding the cost for additional time worked over the summer by Mr. Michael Kistler, Internship Coordinator, to enhance the 2017-18 High School Internship Program. The money represents a portion of a state grant awarded to BBEC through Berks County Workforce Development Board as detailed in Superintendent J.

Accept the informational reports and make them part of the minutes.

Academic/Instructional Technology Report – Mr. Voelker and Mrs. Hanych

Advanced Placement (AP) Report – Mrs. Carpenito reported that this past year no students took advantage of the reduced AP Exam fee. Information will be shared next year to be sure possible AP fee reductions or subsidies are communicated to qualifying families.

Athletic Report – In addition to the distributed report, **which included information on ticketed sports and ticket sales, Mr. Romyn shared information on coach salaries. He researched similar school district coach stipends for comparison in order to make adjustments to the co-curricular stipends currently in place.**

Recommendations will be presented at the June 19, 2017. There will be admission fees presented at the June 19, 2017 meeting, including the recommendation to allow BHASD students to attend athletic events at no charge.

Enrollment Report – Mr. Potteiger

Community Engagement/Task Force – Mr. Potteiger announced that on June 11 there will be an Ice Cream Social in conjunction with Topton Borough's Music in the Park.

Superintendent Update – The IS/MS Air Conditioning ESCO Project is underway, network upgrades are also underway, and the district will begin a summer 4-day work week schedule, Mondays-Thursdays from June 12-August 4.

Congratulations to High School Senior, Erin Rapp, who was highlighted in the BCTC Career Connections publication and selected by the Reading Eagle as Berks Best in the Vo-Tech category.

Mrs. Huhn asked for comments from Board members and the public. Dr. Carter questioned the student cost of the High School Music Field Trip to Orlando, FL. Mr. Potteiger noted that there was a cost increase because student transportation was changed from charter bus to airplane. Because of the price increase, those who had already submitted a "non-refundable" deposit for the trip will have the option to withdraw and received their deposit back.

Roll call was taken to accept the Superintendent's Report.

Y Mr. Bieber ___ Mrs. Grossman ___ Mr. Heydt Y Mrs. Huhn Y Mrs. MacMillan
Y Mr. Rothermel Y Mr. Scheetz Y Mr. Sterner ___ Mr. Tomasi

Motion Carried – 6 Yeas/3 Absent

PERSONNEL REPORT

A motion was made by Mr. Scheetz and seconded by Mr. Bieber to accept the Personnel Report.

A. Resignations/Retirements/Terminations/Furloughs

- 1. Accept the resignation of Mr. Bo Ortt, Second Shift Custodian, effective May 11, 2017 (last work day is scheduled for May 10) as attached and marked Personnel A.1.

B. Change of Status – None

C. Appointments

- 1. Professional Staff

	<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
a.	Mrs. Janelle Moser	ESY Teacher	\$25.00/hr	6/29, 7/5-27/2017
b.	Ms. Megan Ellerbusch	ESY Teacher	\$25.00/hr	6/29, 7/5-27/2017
c.	Mrs. Dawn Schwenk	ESY Nurse	\$25.00/hr	6/29, 7/5-27/2017

- 2. Support Staff – None
- 3. Long Term Substitutes – None
- 4. Co-Curricular – None
 - a. Approve the Instructional (Non-Athletic) Co-Curricular appointments – None
 - b. Approve the Unpaid Instructional Co-Curricular Student Activity Group Advisor recommendations – None

D. Support Staff Substitutes

- 1. Approve the following support staff members and support staff substitutes for summer custodial work:

Mrs. Dawn Derstine	Mrs. Tammy Dunning	Mrs. Tina Levan
Ms. Cheryl Melander	Mr. James Mickey	Mrs. Linda Reinert

E. Leaves

- 1. Approve the request to extend the unpaid maternity leave of absence for Mrs. Kristina Perry, High School Learning Support Teacher, through the end of the first semester of the 2017-18 school year as attached and marked Personnel E.1.
- 2. Approve the request for a maternity leave of absence for Mrs. Jennifer Snyder, K-5 Title I Reading Specialist, effective approximately October 27, 2017 through the end of the first semester, approximately January 10, 2018 as attached and marked Personnel E.2.
- 3. Approve the request from Mrs. Jennifer Snyder, K-5 Title I Reading Specialist, for a professional development sabbatical leave of absence during the second semester of the 2017-18 school year as attached and marked Personnel E.3. *Note: Sabbatical requests adhere to Board Policy 338 which specifies teachers earn half of their normal salary and full health benefits while on sabbatical leave.*

F. Other Personnel Items

- 1. Approve the request from Ms. Pam Karom, Elementary School Library Aide, to use 3 unpaid days on April 21, May 5 and May 8, 2017 as attached and marked Personnel E.1. *Note: The School Board previously approved requests from Ms. Karom to utilize 6.5 unpaid days in September 2016 and 1 unpaid day on February 20, 2017.*
- 2. Retroactively approve Mrs. Janelle Moser, Elementary Learning Support Teacher, to serve as a mentor to Ms. Nicole Kauker, Elementary Learning Support Long Term Substitute Teacher, for the 2016-17 school year for a stipend of \$650.
- 3. Approve Psychologists and Guidance Counselors to work up to the following number of days to fulfill summer related work from July 1, 2017 through June 30, 2018:

<u>Name</u>	<u>Position</u>	<u>Days</u>
Ms. Mila Hendrickson	Elementary Psychologist	10
Mr. David Favata	HS Guidance Counselor	9
Mrs. Kelly Pearsall	HS Guidance Counselor	9
Mr. Lawrence Schumacher	MS Guidance Counselor	3
Ms. Heather Kulp	IS Guidance Counselor	2
Mr. Doug Felegy	ES Guidance Counselor	2

Roll call was taken to approve the Personnel Report.

Y Mr. Bieber Mrs. Grossman Mr. Heydt Y Mrs. Huhn Y Mrs. MacMillan
Y Mr. Rothermel Y Mr. Scheetz Y Mr. Sterner Mr. Tomasi

Motion Carried – 6 Yeas/3 Absent

OTHER BUSINESS

Mrs. Huhn announced that would be an executive session after the board meeting to discuss Act 93 Evaluations.

Mrs. Huhn asked for comments from Board members and the public. There were no comments.

ADJOURNMENT

A motion was made by Mr. Scheetz, seconded by Mr. Bieber to adjourn the meeting at 8:45 p.m.

Motion Carried

Approval Date

Brian Pawling, Board Secretary
Katharine Ege, Recording Secretary