

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

May 7, 2018

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:00 p.m. by President Bryan Rothermel.

The meeting opened with Pledge of Allegiance.

Board Secretary called the roll:

- | | | |
|-----------------|---|-------------------------------|
| ✓ Mr. Bieber | <input type="checkbox"/> Mrs. Huhn | ✓ Mr. Scheetz |
| ✓ Dr. Carter | <input type="checkbox"/> Mrs. MacMillan | ✓ Mr. Sterner |
| ✓ Mrs. Grossman | ✓ Mr. Rothermel | ✓ Mr. Tomasi (6:05-7:30 p.m.) |

Administration Present:

- ✓ Mr. Andrew Potteiger, Superintendent
- ✓ Mrs. Stacey Carpenito, High School Assistant Principal
- ✓ Mr. Matthew Dziunycz, Intermediate/Middle School Assistant Principal
- ✓ Mr. Robert Farina, Intermediate/Middle School Principal
- ✓ Mr. Scott Geist, Director of Athletics
- ✓ Mrs. Carolyn Hanych, Director of Brandywine Virtual Academy
- Ms. Stephanie Kelly, Elementary School Principal
- ✓ Mr. Brian Pawling, Business Manager/Board Secretary
- ✓ 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

Student Board Representatives: Emma Trumbauer, Tayler Roberts and McGuire Galing

Visitors: Cathy Ohl (staff), Nancy Graber (staff), Denise Mellon (staff), Michael Meridith (IT staff), Michelle Thompson (staff), Leija and Ken Klepping (no location noted), Cheryl Bleiler (staff), Cassandra Conrad (Fleetwood), Antonio Riggins (staff), Dawn Schwenk (staff), Robert Hogan (staff), Garret Lau (New Tripoli), Rob Defibaugh (Wyomissing), Steph Knarr, (Wyomissing).

Mr. Potteiger, Mr. Rothermel and Mr. Farina congratulated Mrs. Dawn Schwenk, Intermediate/Middle School Nurse, who received the 2018 School Nurse Excellence Award for the Southeastern Region of Pennsylvania from the Pennsylvania Association of School Nurses and Practitioners.

Mr. Rothermel and Mr. Potteiger presented the #newHEIGHTS Awards to outstanding employees nominated by their peers. May recipients were Ms. Denis Mellon, Speech Therapist, and Mrs. Michelle Thompson, Middle School Seventh Grade English Teacher. Mr. Rothermel read the nomination comments for each recipient and Administrators shared personal accolades about each employee.

Mr. Potteiger, Mr. Rothermel and Mr. Pawling expressed sincere gratitude and accepted a monetary donation from Mr. Garret Lau, and on behalf of his family Mr. Nelson Lau and Mr. David Pun, for a minimum amount of \$10,000 in honor of Mrs. Margaret Lau to be used for educational related expenses at the Elementary School as well as establish the Margaret Lau Memorial Scholarship Fund. Elementary Third Grade Teachers Mrs. Cathy Ohl and Mrs. Nancy Graber shared their appreciation and kind words for Mrs. Lau.

Ms. Bleiler presented details for a proposed High School Field Trip for students to travel overseas to Europe (Germany, Czech Republic and Poland) in Spring of 2020. Details included curricular connection, planned destinations, cost breakdown as well as the selection of students and chaperones.

BOARD OF DIRECTORS REPORT

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

Student Board Representatives Emma Trumbauer, Tayler Roberts and McGuire Galing reported on recent and upcoming events at each school building. Mr. Farina shared accolades for Emma Trumbauer and thanked her for her dedicated service as a school board representative. McGuire Galing and Tayler Roberts shared personal reflections of their senior and junior years. Mr. Ziatyk shared accolades for both students and thanked them for their service as school board student representatives.

A. Approval of Minutes

Dispense with the reading and accept the minutes from the Regular Board Meeting held April 9, 2018 per Board A.

B. First Reading of Policies

Approve the first reading of the following Policies per Board B.1.-B.11.:

1. 001. Local Board Procedures – Name And Classification
2. 002. Local Board Procedures – Authority and Powers
3. 003. Local Board Procedures – Functions
4. 004. Local Board Procedures – Membership
5. 005. Local Board Procedures – Organization
6. 006. Local Board Procedures – Meetings
7. 006.1 Local Board Procedures – Public Participation in Board Meetings
8. 006.2 Local Board Procedures – Attendance at Meetings Via Electronic Communications
9. 007. Local Board Procedures – Policy Manual Access
10. 011. Local Board Procedures – Principles for Governance and Leadership
11. 138. Programs – Language Instruction Educational Program for English Learners

B. Second Reading of Policies

Approve the second reading of the following Policies per Board C.1-C.2.:

1. 808. Operations – Food Service
2. 907. Community – School Visitors (Community Members and Student Visitors)

C. Appointment of Board Treasurer

Appoint Mr. John Scheetz as Board Treasurer for a one-year term beginning July 1, 2018 ending June 30, 2019.

Policy 004. Membership includes new language on advance payments for expenses; Policy 006. Meetings, page 4 indicates after the minutes are approved they shall be posted in a timely fashion. After a brief discussion on Policy 006.2 about School Board Director attendance at meetings, the Board was comfortable with the current guideline of two times per fiscal year for electronic participation, and no more

than two calling in at one time. Mr. Pawling made a minor change to procedures for accepting donations under C.1. 808 Food Service.

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

Berks County Intermediate Unit (BCIU) – Mrs. Huhn submitted the following report for the meeting held on April 19, 2018:

General:

- PSBA’s “State of Public Education” brochure was distributed. It contains excellent overview information and statistics. Copies have been provided to BHASD school board members in their Board packets.
- The 2018 Annie Sullivan Award was presented to Custodian Dale Bond from Kutztown Area School District at the annual awards ceremony on April 4th. Mr. Bond was nominated by the Life Skills students and teachers at Kutztown Elementary. BHASD’s Lyndsay Levengood, Learning Support teacher at the IS, was one of the 9 nominees this year.
- April 16th was “PAIU/PSBA Spring Day On The Hill” during which a group of Berks County educators met at the Capitol in Harrisburg with legislators to advocate for Early Childhood education.
- The annual convention of school board directors was held on Tuesday, 4/24 at the Reading Muhlenburg Career & Technology Center. More than 220 people attended. Mr. Pottieger and Mrs. Huhn attended as representatives of BHASD. PA Secretary of Education Pedro Rivera was the keynote speaker. His speech focused on the impressive work that the Berks County education and business leaders are doing with Career Pathways.

Personnel:

- Approved promotion of Dr. Christina Foehl to Assistant Director and the hiring of Stacy Dunleavy (from Twin Valley SD) as Program Administrator in the Office of Professional Development and Curriculum.
- Appointed Carl Blessing, Assistant Executive Director, as Open Records Officer.
- Continuing search and interviews for CIO position. Assistant Director Cherie Zimmerman is serving as the interim department head.

Financial Budget:

- Renewed, for the 5th year, the “technology pool” contract with Sweet, Stevens, Katz, and Williams LLP for legal consultation, training services, and phone/email advice related to technology issues. Costs are shared between the 14 Districts that participate, including Brandywine Heights.
- Approved continuation of legal services by BCIU Solicitor, John Stott of Brumbach, Mancuso & Fegely PC with no increase in fees. Attorney Jim Mancuso assists.

Program Updates:

- BCIU’s “BOL” (Berks Online Learning) program was featured. The program serves 8 districts and has 1,000+ K-12 students enrolled, 800 of which are from the Reading School District. Suppliers include K-12 and Edgenuity. The robust offering includes SAT prep classes and Keystone Remediation classes, as well as Summer Academy options.

Important Dates/Events:

- Tuesday, May 8 – seminar on “Legal Aspects of Social Media” presented by attorney Mark Walz from Sweet, Stevens, Katz & Williams LLP from 10:00 – 12:00.
- June 14 & 15 – Core Connections to Instruction & Technology Conference to be held at Governor Mifflin High School

The next meeting of BCIU Board of Directors will be held on Thursday, May 17, 2018.

Berks Career and Technology Center (BCTC) – Mr. Rothermel reported on the meeting of the Joint Operating Committee (JOC) held at the West Campus of the Berks Career and Technology Center in Leesport, PA on Wednesday, April 25, 2018

Old Business, the Joint Operating Committee:

- Approved the second reading of the following Berks Career and Technology Center Policies:
Nondiscrimination in School and Classroom Practices #103
- Nondiscrimination – Qualified Students with Disabilities #103.1
- Nondiscrimination in Employment Practices #104
- Diabetes Management #209.2
- Suicide Prevention #820

Under Building/Insurance Committee, the Joint Operating Committee:

- Andrew Raugh shared about the April 19, 2018 Building/Insurance Committee meeting.
- Approved an equipment purchase of \$19,999.55 and a 3-year monthly contract of approximately \$2,368.47 with 8x8 for telecommunications service.
- Approved to authorize the Administration to solicit sealed bids for Computerized Measuring System for West Auto Collision at an approximate cost of \$29,000.
- Approved Systems Design Engineering, Leesport, PA to analyze two options for Welding expansion at a cost not to exceed \$5,000. • Approved specific budgeted equipment for BCTC programs at a cost of \$199,668.91, using approximately \$80,000 of grant funding for an approximate net cost to the General Fund of \$119,668.91.

Under Program/Personnel Committee, the Joint Operating Committee:

- Approved the following revised position description effective July 1, 2018:
Director of Human Resources
- Approved the following revised BCTC Organizational Chart effective July 1, 2018.

Under Program/Personnel Committee, the Joint Operating Committee:

- RESOLVED that the appropriate officers are hereby authorized to execute a three (3) year (7/1/18 to 6/30/21) Compensation Agreement with Executive Director, Dr. James A. Kraft. A copy of the compensation agreement is incorporated into and made a part of this resolution.

Under Personnel Matters,

- The Joint Operating Committee took action to approve all personnel matters as presented.

Under Other Matters for Consideration, the Joint Operating Committee:

- Be it resolved, the BCTC administration is authorized to create the BCTC Education Foundation for the purpose of furthering Career and Technical education in Berks County. Be it further resolved, the solicitor/appropriate officers are authorized to draft, execute, and file all legal documentation in order to effectuate the creation of said entity.
- Approved Todd Heckman, Barbara Jean Heckman, Tom Carl, Mark Ettaro and Lori Mahon and 69 students to attend the 911 Memorial and Museum in New York City, NY on May 18, 2018 at a cost not to exceed \$100.
- Approved to ratify the contracts to vendors for the heating oil, diesel and gasoline bids for 2018 – 2019 fiscal year per the Berks County Joint Purchasing Bid Awarded dated April 12, 2018 as presented.
- Approved the revised 2017 – 2018 BCTC School Calendar.

The next regular meeting of the Joint Operating Committee will be held on Wednesday, May 23, 2018, at the East Campus of the Berks Career and Technology Center in Oley, PA.

Berks Earned Income Tax Collection Bureau (BEITC) – Mr. Sterner – No Report.

Policy Committee – Mrs. Grossman noted the First Reading of Policies 1-7, 11 regarding local board procedures. No new policies; all are revisions/renewals. Also Policy #138 revision regarding language instruction for English learners.

Council on Legislative Action (COLA) – Mr. Scheetz – No report.

Strategic Planning/Goals – Mr. Scheetz introduced a review of the 2017-18 End of Year Goals. Mr. Potteiger briefly commented on highlights under each identified goal.

Negotiations/Compensation Committee – Mrs. Huhn – No report.

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

Y Mr. Bieber Y Dr. Carter Y Mrs. Grossman ___ Mrs. Huhn ___ Mrs. MacMillan

Y Mr. Rothermel Y Mr. Scheetz Y Mr. Sterner Y Mr. Tomasi

Motion Carried – 7 Yeas/2 Absent

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

A motion was made by Mr. Scheetz and seconded by Mr. Sterner to approve the Budget/ Finance/ Property/ Transportation Report.

A. General Fund Bills

To approve general fund bills through May 7, 2018 totaling \$2,826,623.72 per Budget A.

B. Food Service Bills

To approve food service fund bills through May 7, 2018 totaling \$27,545.17 per attachment Budget B.

C. Financial Reports

To accept the following Financial Reports through March 31, 2018, 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.
6. Budget Transfers – Budget C.6.

D. Special Education/Pupil Services

1. To approve the proposal with Houghton Mifflin Harcourt, St. Charles, IL, for pupil service software hosting services at a total cost of \$7,410 (\$350 reduction from 17-18 due to needed subscriptions) for the 2018-19 school year as per Budget D.1.

E. Curriculum/Technology

1. To approve the proposal from the Berks County Intermediate Unit to participate in the Educational Technology Legal Consortium provided by the law firm of Sweet, Stevens, Katz, & Williams regarding technology-related legal issues in education for the 2018-19 school year at an annual cost of \$750 (\$50 increase from 17-18) as per Budget E.1.
2. To approve the price quotation from Edgenuity, Scottsdale, AZ, for 50 virtual academy course licenses for Health & PE and Digital Citizenship courses taught by District staff members for the 2018-19 school year at a cost for the licenses of \$4,500 as per Budget E.2.
3. To approve the price quotation from Edgenuity, Scottsdale, AZ, for virtual instructional teaching services for the 2018-19, 2019-20, and 2020-21 school years at a student (unit) cost of \$275/course as per Budget E.3.

4. To approve the proposal from Lincoln Learning Solutions, Rochester, PA, for virtual solution, course solution, and digital library services for the 2018-19 school year as per Budget E.4.
5. To approve the proposal from Pearson Online & Blended Learning K-12 USA, Columbia, MD, for virtual educational products and services for the 2018-19 school year (with three optional renewal years included) as per Budget E.5.

F. Facilities/Maintenance

1. To approve the proposals with Modernfold, Topton, PA to perform annual preventative maintenance to the Intermediate/Middle School and High School Bleachers for the 2017-18 school year at a cost of \$4,000 for the IS/MS and \$5,000 for the HS (no increase) per Budget F.1.
2. To approve the proposal with Miller Flooring Company, Inc., West Chester, PA, to sand and refinish the Intermediate/Middle School gymnasium floor for the 2018-19 school year at a cost of \$3,683.21 through the KPN purchasing cooperative as per Budget F.2.
3. To approve the proposal with Communication Systems, Inc., Allentown PA, for preventative maintenance on intercom, CCTV, auxiliary sound, and TV distribution systems at various buildings for the 2018-19 school year at a cost of \$4,380 (\$468 increase) per Budget F.3.
4. To approve the proposal with Communication Systems, Inc., Allentown PA, for preventative maintenance on access control systems at various buildings for the 2018-19 school year at a cost of \$3,564 (no increase) per Budget F.4.
5. To approve the proposal with Atlantic Roofing Corp, Green Lane, PA, for masonry repairs at the Intermediate/Middle School for the 2017-18 school year through the National IPA purchasing consortium at a cost of \$8,360 per Budget F.5.
6. To approve the 2018-19 Fuel Bid with the Berks County Intermediate Unit through Talley Petroleum Enterprises, Inc., for NRLM fuel at \$2.4547/gallon and tank wagon #2 heating oil for \$2.4520/gallon as per Budget F.6.
7. To approve the agreement with SimplexGrinnell, Allentown, PA, for fire alarm & sprinkler maintenance services at an annual cost of \$10,981.00 (Elementary School \$2,045, Intermediate/Middle School \$1,993, High School \$6,943 (no increase) for the 2018-19, 2019-20, and 2020-21 school years as per Budget F.7.
8. To approve the quote of Evans Mechanical, Inc., Leesport, PA for annual boiler and hot water heater maintenance for the 2018-19 school year at a cost of \$2,250 as per Budget F.8.
9. To approve the service agreement with Reading Electric, Reading, PA, for annual generator preventative maintenance for the 2018-19 school year at a cost of \$1,735 as per Budget F.9.
10. To approve the contract with Bertolet Construction Corp., Wernersville, PA, for district-wide concrete sidewalk repairs for the 2017-18 school year at a cost of \$16,227 as per Budget F.10.
11. To approve the proposal with Berkshire Systems Group, Inc., Reading, PA, to provide and install a new Telecor XL intercommunications system and new programmable master clock at the Intermediate/Middle School for the 2017-18 school year at a cost of \$14,923 as per Budget F.11.
12. To award a three-year contract to H.T. Lyons, Inc., Allentown, PA to provide district-wide HVAC maintenance material and service per specifications for the low bid of \$82,190.00 for 2018-2019, \$83,870.00 for 2019-2020, and \$85,580.00 for 2020-2021 school years (total cost of \$251,640, and increase of \$23,640) per attached bid tabulation Budget F.12.

G. 2018-2019 General Fund Proposed Final Budget Approval

To approve the 2018-2019 General Fund Proposed Final Budget (PDE-2028) totaling \$32,481,400 reflecting a 1.41% real estate tax increase of 0.459 mills (33.2435 mills) per attachment Budget G.

Note: The 2018-2019 budget is scheduled for final adoption on June 11, 2018 at 6:00 pm. The 2018-2019 General Fund Proposed Final Budget will be available for inspection on Tuesday, May 8, 2018 in the business office and on the District's website at www.bhasd.org. Call (610) 682-5141 or email brpaw@bhasd.org with questions.

H. Insurance Broker of Record

To designate CBIZ Benefits & Insurance Services of PA as the 2018-2019 insurance broker of record.

I. Transportation Routing Software

To approve the renewal with Transfinder Corporation of Schenectady, NY, for the annual technical support and upgrade for Routefinder student transportation routing software for the 2018-19 school year at a cost of \$3,050.00 (no increase) as per Budget I.

J. 2018-2019 PSBA Membership

To approve the 2018-2019 Pennsylvania School Board Association Standard Package membership dues of \$9,127.54 and Policy Maintenance package of \$1,250 (total \$10,377.54 and increase of \$43.51 from 2017-18) as per Budget J.

K. Donation Acceptance from the Lau Family

To accept the donation from Mr. Nelson Lau, Mr. Garret Lau, and Mr. David Pun for a minimum amount of \$10,000 in honor of Mrs. Margaret Lau to be used for education related expenses at the Elementary School at the discretion of Ms. Kelly, Mrs. Graber, and Mrs. Ohl as per Budget K.

L. Establishment of the Margaret Lau Memorial Scholarship Fund

To establish the Margaret Lau Memorial Scholarship Fund to provide a scholarship to an eligible BHASD High School Senior as per Budget L.

M. Vision Insurance

To renew the contract with the PSEA Health and Welfare Funds for Vision Insurance for administrative and professional personnel for 24 months effective July 1, 2018 through June 30, 2020 at monthly contribution rates of \$3.04 for single coverage and \$7.10 for family coverage (No increase from current rates) as per Budget M.

N. New Student Activism Activity Club

To approve the creation of the Student Activism activity club at the high school as per Budget N.

O. Information Technology Services Agreement

To accept the agreement with Nymbol IT Solutions, Inc., Wyomissing, PA, to provide information technology services through June 30, 2019, at a rate of \$95.00/hour (not to exceed 50 hours) as per Budget O.

P. BCIU Business Services Agreement

To accept the agreement with the Berks County Intermediate Unit to provide business office services as needed from May 12, 2018 through August 31, 2018 at an hourly rate of \$44.25 as per Budget P.

Mr. Pawling noted an RFP (request for proposals) has been issued for the facilities master plan and 11 vendors have responded so far. There is a walk-through meeting this upcoming week. The proposal includes performing the study and evaluating the elementary entryway. Recommendations for the RFP will be presented in June with the result of the study presented in the fall.

Mr. Wetzel commented on the IS/MS intercom system and noted an upgrade is required to ensure continued functionality.

Mr. Wetzel also noted that the High School roof leak issue is being addressed. Step one is a scan of the roof and a CAD map for basis of future maintenance. Options are being explored including a rubberized coating, and replacement of flashing. Recommendations for a solution will be forthcoming.

Mr. Pawling explained Item P. BCIU Business Services to account for the long term absence of our Payroll Manager. Duties will be divided among existing staff, but arrangements with the BCIU are recommended in the event we need support.

Mr. Pawling noted recent changes to school district calculation of the tuition rate for charter schools as a result of recent legal challenges to the interpretation of the charter school funding formula.

Mr. Rothermel asked for comments from Board members and the public. There were no other comments.

Roll call was taken to approve the Budget/Finance/Property/Transportation Report.

Y Mr. Bieber Y Dr. Carter Y Mrs. Grossman ___ Mrs. Huhn ___ 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. Scheetz and seconded by Mr. Bieber to accept the Superintendent’s Report.

A. Grades 6-12 English Language Arts Curricula Approval

Approve the second reading and adopt the revised Grades 6-12 English Language Arts Curricula per Superintendent A.

B. Grades 6-12 English Language Arts Textbooks and Novel Adoption

Adopt the recommended textbooks and novels for Grades 6-12 English Language Arts courses per Superintendent B.

C. BCIU 2018-19 Driver Education Testing Course Agreement

Approve the 2018-19 Driver Education Testing Course Agreement with the Berks County Intermediate Unit which allows Brandywine Heights Area School District students the option to participate in Behind-the-Wheel instruction and/or the opportunity to take the End of Course Skills test as part of the Driver Education Program at no cost to the District, per Superintendent C.

D. High School 2020 Europe Field Trip

Approve the High School Field Trip Request for students to travel overseas to Europe (Germany, Czech Republic and Poland) in Spring of 2020 as described in Superintendent D.

E. Changes to Class Rank Guidelines

Approve the recommendation of the Class Rank Committee to implement a Latin honors system (Summa Cum Laude, Magna Cum Laude, & Cum Laude) effective class of 2018, and eliminate class rank including the recognition of the Valedictorian & Salutatorian titles effective class of 2019 per Superintendent E.

Mr. Potteiger took a few minutes to describe the details that lead to the recommendation of the Class Rank Committee. Student groups were surveyed and the majority agreed with the implementation of the Latin honor system with tiered cut-off benchmarks at 5%, 6-10%, and 11-20%, which gives more opportunity for recognition. This eliminates the Valedictorian and Salutatorian titles and opens the graduation speaker opportunities to other students that express interest from the top tier of academically recognized students, along with a representative of BCTC and class officer group. Mr. Rothermel noted that his experience as a member of the committee was quite positive.

Mr. Geist added that Spring Athletics have been challenging with wet weather. The student athletes remain positive and participated without complaints. The girls Softball team is doing well and Ethan Rothermel has made county finals and qualified for districts in Boys Tennis.

Mr. Voelker provided an update on the professional development committee proposal for 2018-19. The goal is a more personalized individual professional development plan. The district is in the process of finalizing leasing terms and a repair company for devices in grades 3-12. Grades K-2 recommend the implementation of iPads.

Mr. Voelker shared that later in May Mr. Potteiger will receive the Sister M. Pacelli Staskiel Educational Excellence Award from the Caron Foundation. This is given to an educator who demonstrates exceptional wisdom and leadership, and who supports and embraces programs that educate students, families and communities to understand the negative consequences of alcohol and/or drug use through awareness.

Mr. Voelker also updated the board on the status of projectors and televisions in the classrooms have exceeded or are at their maximum life expectancy. The Board of Directors supported the presented implementation plan developed and recommended by the administration.

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

Superintendent's Report – Mr. Potteiger

Enrollment Report – Mr. Potteiger

Mr. Rothermel asked for comments from Board members and the public. There were no comments.

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

Y Mr. Bieber Y Dr. Carter Y Mrs. Grossman ___ Mrs. Huhn ___ 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. Sterner and seconded by Mr. Bieber to accept the Personnel Report.

A. Resignations/Retirements/Terminations/Furloughs

1. Accept the resignation of Mrs. Kristina Perry, High School Special Education Teacher, effective at the end of the 2017-18 school year per Personnel A.1.
2. Accept the resignation of Ms. Amanda Estrada, Substitute Nurse, effective April 24, 2018.

B. Change of Status – None

C. Appointments – None

1. Professional Staff – None
2. Support Staff – None
3. Long Term Substitutes – None
4. Co-Curricular – None
 - a. Paid Instructional (Non-Athletic) Co-Curricular Appointment – None
 - b. Unpaid Instructional Co-Curricular Student Activity Group Advisors – None
 - c. Spring Athletic Co-Curricular Appointments and Athletic Volunteers – None
 - d. Athletic Event Staff – None

D. Support Staff Substitutes

1. Approve the appointment of Ms. Elizabeth Padden as a Substitute School Nurse (rate of \$22.00/hr) and/or Substitute Nurse's Aide (rate of \$15.25/hr) effective May 8, 2018 per Personnel D.1.

E. Leaves

1. Approve the request from Mrs. Marcella Acosta, Intermediate School Fourth Grade Teacher, for a professional development sabbatical leave of absence during the 2018-19 school year as attached and marked Personnel E.1. *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.*
2. Approve a medical leave of absence for Mrs. Jennifer Fodor, Elementary and High School Nurse, effective February 20 through a date yet to be determined, using paid and unpaid days.

3. Approve the use of one unpaid day for Joanna Reitmeyer, Nurse Aide on April 23, 2018 per Personnel E.3.
4. Approve a medical leave of absence for Mrs. Sarah Giannotti, Payroll Manager, effective May 14 through approximately August 6, 2018 using paid and unpaid days per Personnel E.4.

F. Other Personnel Items – None

Mr. Rothermel asked for comments from Board members and the public. There were no other comments.

Roll call was taken to approve the Personnel Report.

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

Motion Carried – 6 Yeas/3 Absent

OTHER BUSINESS

Mr. Potteiger recognized the need to save time and discussed the value of the acknowledgements. The Board was very supportive of the personnel acknowledgements, and suggested making the presentations shorter in length.

Mr. Rothermel announced an executive session would be held immediately following the meeting to discuss personnel.

Mr. Rothermel asked for comments from Board members and the public. There were no other comments.

ADJOURNMENT

A motion was made by Mrs. Grossman and seconded by Mr. Scheetz to adjourn the meeting at 8:25 p.m.
 Motion Carried

 Approval Date

 Brian Pawling, Board Secretary
 Katharine Ege, Recording Secretary