

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

August 13, 2018

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:07 p.m. by President Bryan Rothermel following an executive session to discuss personnel.

The meeting opened with Pledge of Allegiance.

**Board Secretary called the roll:**

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Mr. Bieber    | <input type="checkbox"/> Mrs. Huhn                | <input type="checkbox"/> Mr. Sterner           |
| <input checked="" type="checkbox"/> Dr. Carter    | <input checked="" type="checkbox"/> Mr. Rothermel | <input checked="" type="checkbox"/> Mr. Tomasi |
| <input checked="" type="checkbox"/> Mrs. Grossman | <input type="checkbox"/> Mr. Scheetz              | <input type="checkbox"/> – Vacancy             |

**Administration Present:**

- Mr. Andrew Potteiger, Superintendent
- Mrs. Stacey Carpenito, High School Assistant Principal
- Mr. Matthew Dziunycz, High School 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
- Dr. René Reese, Director of Pupil Services
- Mr. Thomas Voelker, Assistant to the Superintendent
- Mr. Michael Wetzel, Director of Buildings and Grounds
- Ms. Carly Worman, Intermediate/Middle School Assistant Principal

**Solicitor:** Mr. James Mancuso, Esquire

**Visitors:** Justin Gruver (Emmaus), Kirsten Paxson (staff), Bradlee Benjamin (former student), Nancy Benjamin, Brian Benjamin, Rose Quillman (staff), Barry Quillman (staff), Danielle Worfrom (staff), Dawn Strunk (Mertztown), Derek Strunk (Mertztown), Skylar Strunk (student).

**ACKNOWLEDGEMENTS**

Mr. Potteiger and Mr. Rothermel acknowledged the anticipated retirement of Mr. Barry Quillman, High School Custodian, and presented him with a plaque for 10 years of dedicated service.

Mr. Potteiger and Mr. Rothermel acknowledged the anticipated retirement of Mrs. Rose Quillman, High School Custodian, and presented her with a plaque for 18 years of dedicated service.

Mr. Potteiger and Mr. Rothermel recognized 2018 graduate Bradlee Benjamin for his success in the Berks Career and Technology Center Cabinetry & Wood Technology Program. Mr. Benjamin won a Gold Medal in Cabinetmaking in the 2018 SkillsUSA National Leadership and Skills Conference held this past June in Louisville, Kentucky. Mr. Benjamin shared details about the skills tests for the national competition and that he has the opportunity to compete at the world level next year.

In response to recent community interest and inquiry about Swimming as a Club or District Sponsored (PIAA) Sport, Mr. Geist presented information on our district's current swimming participation and funding as well as specific PIAA (Pennsylvania Interscholastic Athletic Association, Inc.) requirements that must be met in order for schools to sponsor swimming as a PIAA sport for team competitions. Such requirements include having a home pool or dedicated venue for swimming, a coach, and the ability to participate in team competitions. Considering the criteria, BHASD does not have the athlete participation numbers or venue access to meet the requirements. Therefore, swimming will remain a club sport. The district will continue to recognize the swimmers as individuals as they advance in competitions. Mr. Geist recommended an increase to the budget for swimming from \$500 to \$750 to cover pool fees and swim meet entry fees. Should any Brandywine swimmers qualify for state competitions, the district would fund the travel and lodging expenses. The Board members were supportive of the \$250 budget increase.

There was a brief discussion about swimming. Mr. Rothermel questioned whether a co-op would be possible with a neighboring district. Mr. Geist explained that it is not likely because increased participation typically changes the host school's classification, thus increasing the skill level of competition. Mr. Tomasi questioned the future growth of the sport and anticipated athlete participation. Mr. Strunk added that he is aware of a number of Brandywine young students who swim at the local YMCAs. Mr. Geist noted that it is difficult to make projections on future swimming participation because younger swimmers may choose to participate in different sports as they grow up.

## **BOARD OF DIRECTORS REPORT**

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

### **A. Approval of Minutes**

Dispense with the reading and accept the minutes from the Regular Board Meeting held June 11, 2018 per Board A.

### **B. Second Reading of Policies**

Approve the second reading of Policy 237 Student Use of Electronic Devices per Board B.1.

### **C. School Board Director Resignation**

Accept the resignation of Mrs. Christine MacMillan, School Board Director, effective August 13, 2018 per Board C.

Mr. Potteiger reminded the board of the schedule to select candidates to fill the open School Board Director position. The position will be advertised in the paper, on the website and through a communication sent to parents. Letters of interest and resumes will be collected, and public interviews will take place at the next meeting, September 10, 2018.

Mr. Pawling noted that candidate information will be included with the September agenda for the election of 2019 PSBA officers.

### **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 June 21, 2018:

Summary: At the June 21st meeting of the BCIU Board of Directors, the BCIU Board reelected the current Board Officers to continue in their roles effective July 1, 2018 - June 30, 2019. Brandywine Heights continues to be represented at the Officer level by Mrs. Huhn who will continue to serve as BCIU Board Secretary.

The BCIU Board also:

- Authorized a collective bargaining agreement with the Berks County Intermediate Unit Education Association (BCIUUEA), for the period of July 1, 2018, to June 30, 2021, subject to final review by the solicitor and the administration.

- Approved wage rates and employed staff in various part-time, substitute, and summer program positions; and acknowledged receipt of salary lists containing 2018-2019 salaries for all employee groups.
- Approved an agreement with the Reading Musical Foundation, for the BCIU to coordinate the Foundation's elementary school Music-in-the-School programs.

Additional info:

- On 6/14 & 6/15, the BCIU hosted 450 educators from Berks County at Governor Mifflin High School for the "Core Connections to Instruction and Technology" conference. The focus was on 21st century instructional practices.
- The BCIU Leadership Team held a Strategic Planning event on 6/19 to review organizational goals. The organization's focus remains centered on the following 6 priority areas:
  - 1) Innovation & expansion of services;
  - 2) Employee investment / engagement
  - 3) Fiscal responsibility
  - 4) Operational effectiveness
  - 5) Client relationships
  - 6) Strategic partnerships
- On Thursday, 8/2 the BCIU hosted its annual conference for nearly 300 Berks County school district administrators.
- The BCIU's "Start of the Year State of the Unit" event will occur on Tuesday, 8/21 for all 1,200 staff members.
- There was no BCIU Board meeting in July.

The next meeting of the BCIU Board of Directors will be held on Thursday, August 16, 2018.

**Berks Career and Technology Center (BCTC)** – Mr. Tomasi submitted the following report for the meeting of the Joint Operating Committee (JOC) that was held at the West Campus of the Berks Career and Technology Center in Leesport, PA on Wednesday, June 27, 2018:

Old Business, the Joint Operating Committee:

- Approved for a second reading the following policies of the Berks Career & Technology Center Policy Manual:
  - o Purchases Subject to Bid/Quotation #610
  - o Purchases Budgeted#611

Under Finance Committee, the Joint Operating Committee:

- Approved the proposed 2018-2019 Continuing Education Budget for the Berks Career and Technology Center with planned expenditures of \$1,218,313.
- Approved the following depositors for the Berks Career and Technology Center for the 2018-2019 fiscal year:
  - o Tompkins VIST Bank
  - o PA Local Government Investment Trust (PLGIT)
  - o PA School District Liquid Asset Fund (PSDLAF)
  - o PA Treasurer's INVEST Program
- Approved to transfer \$1,795.78 from the Bank Loan/Bond Reserve Accounts to the General Fund.

Under Building/Insurance Committee, the Joint Operating Committee:

- Approved Tompkins Insurance as the Broker of Record for the 2018-2019 fiscal year.
- Approved the 2018-2019 Insurance Policy Schedule as of July 1, 2018. Increases or decreases in premium may be experienced throughout the year due to change in levels of exposure.

Under Negotiations Committee, the Joint Operating Committee:

- RESOLVED that the appropriate officers are hereby authorized to approve an addendum of the three (3) year (7/1/18 to 6/30/21) Compensation Agreement with Executive Director, Dr. James A. Kraft approved on April 25, 2018. A copy of the addendum to the compensation agreement is incorporated into and made a part of this resolution.
- RESOLVED that the following non-Act 93 positions shall be entitled to the same benefits provided for Act 93

administrative positions with tuition reimbursement set at Ten Thousand Dollars (\$10,000.00) maximum for each position:

- o Director of Human Resources
- o Assistant Director
- o Director of Business Affairs and Continuing Education

Under Program/Personnel Committee, the Joint Operating Committee:

- Report on the May 23, 2018 Program/Personnel Committee meeting.
- Approved the 2018-2019 Administrative Staff salary list consistent with the Act 93
- Agreement and Non-Act 93 Administrators effective July 1, 2018.
- Approved the hourly rates for the BCTESPA personnel for the 2018-2019 fiscal year in accordance with the terms of the approved contract.
- Approved the 2018-2019 Confidential and Technical Support Staff listing and hourly rates effective July 1, 2018.
- Approved the non-bargaining Continuing Education Personnel hourly increases effective July 1, 2018

Under Other Committees (For Information Only): No report.

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:

- BCTESPA Secretarial & Clerical Support Staff Calendar and the BCTESPA Custodial & Mechanics Staff Calendar.
- Approved contracts to vendors for food service paper products bids per the Berks County Joint Purchasing Bid Award dated May 15, 2018 for July 1, 2018 to June 30, 2019.
- Approved contracts to vendors for grocery bids per the Berks County Joint Purchasing Bid Award dated May 15, 2018 for July 1, 2018 to June 30, 2019.
- Approved contracts to vendors for milk and dairy per the Berks County Joint Purchasing Bid Award dated May 15, 2018 for July 1, 2018 to June 30, 2019.
- Approved contracts to vendors for fresh bread per the Berks County Joint Purchasing Bid Award dated May 15, 2018 for July 1, 2018 to June 30, 2019.
- Ratified contracts to vendors for copy paper bids per the Berks County Joint Purchasing Bid Award dated May 29, 2017 for July 1, 2018 to December 31, 2018.
- Awarded the bid for the Installation of the Air Conditioning Unit in the new Mechatronics lab to Leibold Inc. at a cost of \$79,000.
- Approved the 2018-2019 monthly medical premium share deduction for the Administration and the BCTCEA as follows: 1. Single \$ 90.55      2. Two-Party \$190.85    3. Family \$259.30
- Approved the following signatures as authorized signers of the General, Activity, Payroll, Cafeteria and Title IV accounts for Tompkins VIST Bank. In addition, the General and Capital Reserve accounts for the Pennsylvania School District Liquid Assets accounts at PNC Bank, and General, Activity, Cafeteria, Memorial accounts with Pennsylvania Local Government Investment Trust (PLGIT) at Wells Fargo Bank:
  1. Oscar J. Manbeck, Chairperson
  2. Robert A. Heckman, Vice-Chairperson
  3. Christine Osborn, Secretary
  4. Gary A. Reinert, Treasurer
  5. John L. Reedy, Director of Business Affairs and Continuing Education
- Approved to authorize administration and officers to pay bills, salaries, and conduct year-end transactions during the month of July 2018 to be ratified at the August 22, 2018 meeting.
- Ratified Todd Heckman to chaperone at the HOSA Nationals Conference on June 26 - July 1, 2018 in Dallas, TX with a stipend of \$75 per night.
- Ratified a contract for student transportation services to Keystone School Bus Services, Inc. at a cost not to exceed \$350.00 a day from April 26, 2018 through June 30, 2018.

The next regular meeting of the Joint Operating Committee will be held on Wednesday, August 22, 2018, at the East Campus of the Berks Career and Technology Center in Oley, PA.

**Berks Earned Income Tax Collection Bureau (BEITC) – Mr. Sterner** – Absent, no report.

**Council on Legislative Action (COLA) – Mr. Scheetz** – Absent, no report.

**Policy Committee** – Mrs. Grossman noted Policy 237 Student Use of Electronic Devices is on the agenda for a second reading. 2018-19 will focus on reviewing policies under “100-Programs” beginning in September.

**Strategic Planning/Goals** – Mr. Scheetz anticipates the 2018-19 District Goals will be distributed in September.

**Negotiations/Compensation Committee** – In a report submitted prior to the meeting, Mrs. Huhn noted there have been no meetings of the Negotiations/Compensation Committee of the school board since the last report. However, Mr. Potteiger and Mr. Pawling met with leaders of the BHEA Union at their request on July 25, 2018 to discuss the feasibility of extending the current Union contract which is set to expire on June 30, 2020. The School Board has expressed willingness to open the dialogue in this regard, and the Board Negotiations/ Compensation Committee is hoping to hold a kick-off meeting to discuss the concept in mid-late August.

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

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

Y Mr. Bieber      Y Dr. Carter      Y Mrs. Grossman      \_\_\_ Mrs. Huhn      – Vacancy  
Y Mr. Rothermel      \_\_\_ Mr. Scheetz      \_\_\_ Mr. Sterner      Y Mr. Tomasi

Motion Carried – 5 Yeas/3 Absent/1 Vacancy

## **BUSINESS AND OPERATIONS REPORT**

A motion was made by Dr. Carter and seconded by Mr. Bieber to approve the Business and Operations Report.

### **A. General Fund Bills**

To approve general fund bills through August 13, 2018 totaling \$4,076,288.26 per attachment Budget A.

### **B. Food Service Bills**

To approve food service fund bills through August 13, 2018 totaling \$24,133.05 per attachment Budget B.

### **C. Financial reports**

To accept the following Financial Reports through May 31, 2018, and June 30, 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 agreements with Hogan Learning Academy, Fleetwood, PA to provide special education services for two District students at a rate of \$400 per day from 8/27/18 through 6/6/2019 as per Budget D.1.
2. To approve the agreement with the Berks County Intermediate Unit to provide special education services for the 2018-19 school year at an estimated cost of \$5,535 as per Budget D.2.
3. To approve the agreement with River Rock Academy of Hellam, PA, for one student slot for the 2018-19 school year at a per diem rate of \$169.21 for an annual cost of \$31,303.85 per Budget D.3.

4. To approve the agreement with Opportunities School, Reading, PA to provide special educational services for a district student at an annual rate of \$31,850 from 8/27/18 until the last student day of the year as per Budget D.4.
5. To approve the agreement with The Hillside School, Macungie, PA to provide special educational services for a district student at an annual rate of \$25,250 from 8/5/18 until the last student day of the year as per Budget D.5.
6. To approve the agreement with The Lincoln Center for Family & Youth, Audubon, PA, for up to six slots at the academy for regular/special education students (\$189.44 per diem) and/or advanced support/mental health students (\$219.44 per diem) for the 2018-19 school year as per Budget D.6.
7. To approve the agreement with John Paul II Center, Shillington, PA, to provide special education services for a district student at an annual rate of \$27,100 from 8/27/18 to 6/7/19 as per Budget D.7.

**E. CURRICULUM/TECHNOLOGY**

1. To authorize the purchase and reimbursement from Trinity3, St. Paul, MN, for 100 HP student devices for \$39,100 in the 2018-19 school year as amended from Budget item E.7. approved on the June 11, 2018 school board meeting as was presented below:

*To authorize the administration to enter into a four year agreement ending June 30, 2022 with Trinity3, St. Paul, MN, to provide repair and maintenance services on district computer devices at an annual cost of \$31,460 including the District purchase and Trinity3 reimbursement cost of \$39,100 for 100 HP student devices in the 2017-18 school year pending approval of terms and conditions by district solicitor per Budget E.7.*

**F. FACILITIES/MAINTENANCE**

1. To approve the bid with Hursh's Landscaping, Inc., Emmaus, PA, to provide weed control services for the 2018-19 school year at a cost of \$17,431.78 (increase of \$8,435.78 from 2017-18) as per Budget F.1.

**G. 2019 Dental Plan Rates**

To approve the proposal from United Concordia Dental (through the Lehigh Valley Benefit Consortium) for 2019 dental plan renewal rates at \$22.15 for employee only (\$22.85 in 2018) and \$73.02 for employee/one adult, employee and children, and employee and family (\$75.34 in 2018) with an administrative services only fee of \$2.20 per enrollee (no change from 2018) as per Budget G.

**H. Athletic Official Payment Software Agreement**

To approve the agreement with Arbitersports, Sandy, UT, to provide online athletic official payment software and processing as per Budget H.

**I. Item removed.**

**J. Food Service Bid Awards**

To approve the award of the following joint food service bid awards with Antietam School District and Oley Valley School District for the 2018-19 school year (with a two year optional extension) as per Budget J.:

1. Bread Commodities - ATV Bakery
2. Milk Commodities - Clover Farm Dairy
3. Ice Cream Commodities - Georgeo's Water Ice, Inc.

**K. Paper Product Bid Award**

To approve the award of the 2018-19 TriState purchasing consortium paper products bid to Imperial Dade Bag and Paper Co., Jersey City, NY, as per Budget K.

Dr. Reese reminded the board that the out of district placement agreements that are on the agenda, are mutually agreed upon between the school, family and solicitor.

Mr. Pawling described Item H., the addition of online accounting software specifically to track and pay athletic officials. This will add efficiency between accounts payable and the athletic office which will allow the official to receive payment in a more timely manner. The majority of other districts in the county will be utilizing this service.

Mr. Grossman posed a question about Item F. Landscaping Services. Mr. Pawling clarified that there had been a price increase for weed control and landscaping services. Also, Mr. Pawling noted that an additional part time .5 new employee will be hired to assist with the job duties, and additional equipment was also purchased to assist.

Mr. Tomasi asked about insect control, and Mr. Pawling confirmed that pest control services are not provided by the landscape company, but are provided another vendor.

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

Roll call was taken to approve the Business and Operations Report.

Y Mr. Bieber      Y Dr. Carter      Y Mrs. Grossman      \_\_\_ Mrs. Huhn         Vacancy  
Y Mr. Rothermel      \_\_\_ Mr. Scheetz      \_\_\_ Mr. Sterner      Y Mr. Tomasi

Motion Carried – 5 Yeas/3 Absent/1 Vacancy

### **SUPERINTENDENT’S REPORT**

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

#### **A. 2018-19 Longswamp Learning Center Agreement**

Approve the agreement with Longswamp Learning Center to operate before and after school child care at the Elementary School for the 2018-19 school year per Superintendent A.

#### **B. District and State Police Memorandum of Understanding**

Accept the Memorandum of Understanding between the Pennsylvania State Police and Brandywine Heights Area School District effective for two years beginning June 30, 2018 per Superintendent B.

#### **C. Safety and Security Coordinator Appointment**

Appoint Mrs. Stacey Carpenito as the district “Safety and Security Coordinator” per Act 44 which amends the Public School Code of 1949 by further providing for school safety and security measures.

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

Superintendent’s Report – Mr. Potteiger

Enrollment Report – Mr. Potteiger

Dr. Reese gave a brief overview of the 2018 ESY and SWEAP Programs that were held this summer.

In accordance with Section 1309-B of Act 44 of 2018 which requires school districts to appoint a school administrator to serve as the school entity’s School Safety and Security Coordinator by August 31, 2018, Mr. Potteiger is recommending Mrs. Carpenito, the District’s current Safety Coordinator, serve in that official capacity.

Mr. Potteiger noted that Act 39 included a new requirement for school districts to test for the presence of lead in drinking water. Testing had been completed last year, with a result of no lead in our school’s drinking water. Tests will be conducted shortly for this school year and will share the result when it is available.

Mr. Voelker commented on New Teacher Induction which occurred on August 9, as well as the upcoming professional development week beginning August 14. Opening day includes community service activities coordinated by Mrs. Mandi Kercher. August 15 is the Instructional Technology Fair and the Health Fair coordinated by Mrs. Carpenito. August 16 will be dedicated to individual professional development with self selected activities. As an addition to the Technology section of the Superintendent’s Report, student devices have been received and are currently being imaged and deployed.

Mr. Potteiger informed the board about the implementation of CrisisGo, an emergency communications platform that will be rolled-out to all 18 Berks districts and law enforcement courtesy of Senator Schwank. Through a

device application, CrisisGo allows first responders access to school emergency response plans, building layouts and maps via smartphones, iPads, and desktops for immediate reference and use. This mobile communications tool works to ensure that teachers, staff, and administrators know exactly what to do during any emergency and to allow them to continuously communicate as a crisis unfolds. The app offers an alert button, panic button to sound an alarm, and loads/refreshes student data on a daily basis for reunification purposes.

Mr. Potteiger reminded the Board that they are invited to attend a presentation for all staff and invited local veterans and law enforcement scheduled for Monday, August 20, with special guest speaker David Cooper, who will deliver a message about Leadership. The administration was able to secure sponsors to pay a majority of the fee associated with this presentation.

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

Roll call was taken for items under the Superintendent’s Report.

Y Mr. Bieber      Y Dr. Carter      Y Mrs. Grossman      \_\_\_ Mrs. Huhn      — Vacancy

Y Mr. Rothermel      \_\_\_ Mr. Scheetz      \_\_\_ Mr. Sterner      Y Mr. Tomasi

Motion Carried – 5 Yeas/3 Absent/1 Vacancy

**PERSONNEL REPORT**

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

**A. Resignations/Retirements/Terminations/Furloughs**

1. Accept the resignation of Mr. Joshua Ziatyk, High School Principal, effective July 20, 2018 per Personnel A.1.
2. Accept the retirement of Mr. Barry Quillman, High School Custodian, effective August 30, 2018 per Personnel A.2.
3. Accept the retirement of Mrs. Rose Quillman, High School Custodian, effective August 30, 2018 per Personnel A.3.
4. Accept the resignation of Mrs. Christine Vasilik, Middle School Food Service Worker, effective July 20, 2018 per Personnel A.4.

**B. Change of Status**

1. Professional Staff
  - a. Approve a change of status for Mr. Matthew Dziunycz from Intermediate/Middle School Assistant Principal to High School Principal with a salary of \$95,000.00 retroactive to July 23, 2018.
  - b. Approve a change of status for Mrs. Jennifer Swartzentruber from full time to .5 part time High School Math Teacher effective for the 2018-19 school year per Personnel B.1.b.
  - c. Approve a change of status for Mrs. Joyce Esser from .375 IS Title I Reading Support to .5 Title I Reading Support effective at the start of the 2018-19 school year.

**C. Appointments**

1. Professional Staff

	<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
a.	Dr. René Reese (Rothermel)	Director of Pupil Services	\$98,500.00	retro. 7/16/2018
b.	Ms. Carly Worman (Dziunycz)	IS/MS Assistant Principal	\$72,500.00	retro. 8/1/2018
c.	Mrs. Erin Barnett (vacancy)	HS .375 Social Studies	B/Step 1	8/9/2018
d.	Mrs. Jessica Roberts (Swartzentruber/vacancy)	HS Mathematics	M/Step 9	8/9/2018



2. Support Staff
  - a. Approve the following individuals to perform summer maintenance and custodial tasks on a part-time basis with a retroactive effective date of July 17, 2018 at a rate of \$10.50 per hour per Personnel C.2.a.
    - i. Mr. Aydin Buchanan
    - ii. Mr. Jeremiah Olimpo, II
    - iii. Mr. Thomas Pham
    - iv. Mr. Branden Snyder
3. Long Term Substitutes
 

a. Ms. Emily Grube (Reed sabbatical)	HS Science	M/Step 1	8/9/2018-EOY
b. Ms. Danielle Wolfrom (Snyder 1st sem. sabbatical)	ES Title I Reading	B/Step 1	8/9/2018-1/11/2019
4. Co-Curricular
  - a. Approve the Paid Instructional (Non-Athletic) Co-Curricular Advisors per Personnel C.4.a.
  - b. Unpaid Instructional Co-Curricular Student Activity Group Advisors – None
  - c. Approve the Fall Athletic Co-Curricular Appointments and Athletic Volunteers per Personnel C.4.c.
  - d. Approve the Fall Athletic Event Staff per Personnel C.4.d.

**D. Support Staff Substitutes**

1. Approve the following support staff substitutes for the 2018-19 school year:
  - a. Mrs. Dawn Derstine
  - b. Ms. Katherine Fuller
  - c. Mrs. Gina Master
  - d. Ms. Cheryl Melander
  - e. Mr. James Mickey
  - f. Mrs. Elizabeth Padden
  - g. Mrs. Susan Sandom

**E. Leaves**

1. Approve the request for a maternity leave of absence from Mrs. Lynn Burrows, Middle School Learning Support Teacher, effective approximately October 10, 2018 through the end of the 2018-19 school year per Personnel E.1.

**F. Other Personnel Items**

1. Approve the current Brandywine Heights Area School District Professional Teaching Staff Members and approved Professional Substitute Teachers as Homebound Instructors as needed throughout the 2018-19 school year.
2. Approve the following professional staff members to serve as mentors to new teachers during the 2018-19 school year. A stipend of \$650 will be prorated based on the duration of the assignment.

<u>Mentor</u>	<u>New Teacher/Position (in place of)</u>
Mrs. Lauren Farina, ES Title I Rdg	Ms. Danielle Wolfrom, LTS ES Title I Rdg, 1st Sem. (Snyder)
Mrs. Jessica Kost, HS Soc St./English	Mrs. Erin Barnett, HS .375 Social Studies
Mrs. Mary Ann Lambert, HS Science	Ms. Emily Grube, LTS HS Science (Reed)
Mr. Benjamin Tannous, HS Math	Mrs. Jessica Roberts, HS Mathematics
Mrs. Heidi Williams, IS 4th Grade	Ms. Ashley Gebhard, LTS IS 4th Grade (Acosta)

Mr. Potteiger reminded the Board that the Fall 2018 base stipends had been updated based on the co-curricular salary schedule approved last year. Also, the coach longevity and years of service information had been researched and verified for accuracy.

Mr. Potteiger thanked the Board for allowing him the flexibility to move forward with hiring and starting new staff over the summer as it allowed for greater efficiency in the onboarding process.

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         Vacancy  
Y Mr. Rothermel      \_\_\_ Mr. Scheetz      \_\_\_ Mr. Sterner      Y Mr. Tomasi

Motion Carried – 5 Yeas/3 Absent/1 Vacancy

**OTHER BUSINESS**

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

**ADJOURNMENT**

Mr. Rothermel announced there had been an executive session before the meeting to discuss personnel, and there would be an executive session immediately following the meeting to discuss personnel.

A motion was made by Mr. Bieber and seconded by Mrs. Grossman to adjourn the meeting at 7:43 p.m.  
Motion Carried

\_\_\_\_\_  
Approval Date

\_\_\_\_\_  
Brian Pawling, Board Secretary  
Katharine Ege, Recording Secretary