

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

September 10, 2018

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:01 p.m. by President Bryan Rothermel.

The meeting opened with Pledge of Allegiance.

**Board Secretary called the roll:**

- |                 |                 |               |
|-----------------|-----------------|---------------|
| ✓ Mr. Bieber    | ✓ Mrs. Huhn     | ✓ Mr. Sterner |
| ✓ Dr. Carter    | ✓ Mr. Rothermel | ✓ Mr. Tomasi  |
| ✓ Mrs. Grossman | ✓ Mr. Scheetz   | - 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:** Chris Coucher (Fleetwood), Laura Walizer (Fleetwood), Seth Walizer (Fleetwood), Gregg Potter (Topton), Mike Cefola (Fleetwood), Emily Reitenauer (Topton), Steve DeLucas (Reading Eagle), Adrienne Baldassare (Fleetwood), Alexis Eisenhart (Mertztown), Michael Wagaman (Topton), Jeff Lapp (staff), Mark Donnelly (Mertztown), Beth Ann Siteman (staff), Danielle Siteman (Kutztown), Tom Siteman (Kutztown), Chris Pietroski (Fleetwood), Teresa Pietruszewicz (Oley), Katie Hess (staff), Mandi Kercher (staff), Christine MacMillan (former School Board Director), Theodore Scaffidi (Fleetwood).

Mr. Rothermel and Mr. Potteiger presented the #newHEIGHTS Awards to outstanding employees nominated by their peers. September recipients were Mrs. Beth Ann Siteman, Assistant to the Business Manager, and Mrs. Mandi Kercher, Curriculum Technology Specialist. Mr. Rothermel read the nomination comments for each recipient and Administrators shared personal accolades about each employee.

Mr. Rothermel and Mr. Potteiger acknowledged the upcoming retirement of Mr. Jeffrey Lapp, Intermediate and Middle School Health and Physical Education Teacher, and presented him with a plaque for 31 years of dedicated service.

**Election of a School Board Director to fill a vacancy for the remainder of a four year term ending December 2019.**

Mr. Potteiger verbally reviewed the selection process for School Board directors and the public. After each candidate presentation, Board members have the opportunity to ask questions. Following all candidate presentations and questions, nominations for candidates will be made followed by a voice vote for School board directors to name their top candidate. Mr. Mancuso advised that per statute §3-315 and case law, “in a school district of the second, third, or fourth classes, the remaining members of the board of school directors shall, by a majority vote thereof, fill such vacancy from the qualified electors.” The chosen candidate must receive at least 5 votes. regardless of the number of members present for voting. If there is a tie, the process repeats.

The following School Board Director Candidates presented to the Board and responded to questions: Mr. Mark Donnelly, Mrs. Emily Reitenauer, Mr. Michael Wagaman, Mrs. Adrienne Baldassare, Mrs. Laura Walizer, Mr. Gregg Potter, Mr. Mike Cefola and Mrs. Alexis Eisenhart.

Mr. Rothermel asked for nominations for School Board Director.

A motion was made by Mrs. Grossman and seconded by Mrs. Huhn to nominate Mr. Wagaman as a School Board Director.

A motion was made by Mr. Scheetz and seconded by Mr. Rothermel to nominate Mrs. Eisenhart as a School Board Director.

A motion was made by Mrs. Huhn and seconded by Dr. Carter to nominate Mr. Cefola as a School Board Director.

A motion was made by Mr. Tomasi and seconded by Mrs. Huhn to nominate Mrs. Walizer as School Board Director.

There were no other nominations. A motion was made by Mr. Scheetz and seconded by Mr. Sterner to close the nominations. The motion carried by unanimous voice vote.

A motion was made by Mr. Bieber and seconded by Mr. Scheetz to elect a School Board Director.

Roll call was taken to elect a School Board Director to fill the vacancy for the remainder of a four year term ending December 2019.

Mr. Bieber	<u>Mr. Wagaman</u>	Dr. Carter	<u>Mr. Cefola</u>	Mrs. Grossman	<u>Mr. Wagaman</u>
Mrs. Huhn	<u>Mr. Cefola</u>	Mr. Rothermel	<u>Mr. Cefola</u>	Mr. Scheetz	<u>Mrs. Eisenhart</u>
Mr. Sterner	<u>Mr. Wagaman</u>	Mr. Tomasi	<u>Mrs. Walizer</u>		

Motion Did Not Carry – 3 Mr. Wagaman/3 Mr. Cefola/1 Mr. Eisenhart/1 Mr. Walizer

Roll call was taken to elect either Mr. Wagaman or Mr. Cefola as School Board Director to fill the vacancy for the remainder of a four year term ending December 2019.

Mr. Bieber	<u>Mr. Wagaman</u>	Dr. Carter	<u>Mr. Cefola</u>	Mrs. Grossman	<u>Mr. Wagaman</u>
Mrs. Huhn	<u>Mr. Cefola</u>	Mr. Rothermel	<u>Mr. Cefola</u>	Mr. Scheetz	<u>Mr. Wagaman</u>
Mr. Sterner	<u>Mr. Wagaman</u>	Mr. Tomasi	<u>Mrs. Wagaman</u>		

Motion Carried – 5 Mr. Wagaman/3 Mr. Cefola

**Administration of the Oath**

Mr. Pawling administered the oath to Mr. Wagaman.

Mr. Wagaman was seated with the Board at 7:36 p.m.

## **BOARD OF DIRECTORS REPORT**

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

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

Dispense with the reading and accept the minutes from the Regular Board Meeting held August 13, 2018 per Board A.

### **B. Election of PSBA Candidate**

Elect Pennsylvania School Board Association (PSBA) officers by majority vote for each office, and authorize the Board Secretary to cast votes electronically on behalf of the School Board. Elected officers take their positions January 1, 2019. See the PSBA 2019 Slate of Candidates per attachment Board B.

1. President-Elect – Eric Wolfgang, Central York SD (York Co.)
2. Vice President – Art Levinowitz, Upper Dublin SD (Montgomery Co.)
3. Eastern At Large – Maura Buri, Upper Merion Area SD (Montgomery Co.)

### **C. 2018-19 Brandywine Heights Area School District Goals**

Approve the 2018-19 Brandywine Heights Area School District Goals per attachment Board C.

### **D. First Reading of Policies**

Approve the first reading of the following Policies per Board D.1.-D.5.

1. Policy 100. Programs – Comprehensive Planning
2. Policy 101. Programs – Mission Statement/Vision Statement/Shared Values
3. Policy 102. Programs – Academic Standards
4. Policy 103. Programs – Nondiscrimination in School and Classroom Practices
5. Policy 104. Programs – Nondiscrimination in Employment Practices

Mr. Potteiger and Mr. Rothermel acknowledged Mrs. Christine MacMillan, former School Board Director, for her leadership and commitment to our school district and present her with a plaque for 6 years of dedicated service.

Mr. Potteiger reviewed the policy revisions. Mrs. Grossman suggested to consult with our Human Resources Specialist for review of Policy 104. Nondiscrimination in Employment Practices.

Cognizant of the a reduction in hours for a staff member who teaches FCS (Family and Consumer Science), Mrs. Huhn questioned FCS as included in Policy 102. Academic Standards. Mr. Voelker confirmed that FCS is still a state mandated subject with corresponding academic standards. The staff reduction reflects a decline in student enrollment in FCS courses.

Mr. Potteiger informed the Board that the student representatives are scheduled to give reports in October.

### **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 Thursday, August 16, 2018:

- Recognized Mr. John Morahan, CEO of Penn State Health St. Joseph as the BCIU Outstanding Community Partner for 2018. Mr. Morahan and his organization have consistently demonstrated commitment and support for the BCIU and Berks County schools. Projects specifically highlighted include Stop The Bleed (which provides education, training, and equipment to schools for emergency preparedness); Project SEARCH which provides opportunities for special needs students to work in health related fields; and the Apple-A-Day 5K fundraiser for the BCIU United Way campaign. This is the 4th year for the Outstanding Community Partner Award. Prior recipients include Berks County District Attorney John Adams, PA State Senator Judy Schwenk, and Dr. Anna Weitz, former President of Reading Area Community College.
- Ratified a \$100,000 grant agreement with the PA Department of Human Services for the BCIU to coordinate the purchase and implementation of the “CrisisGo” application. The BCIU will support and

assist Berks County schools (public and private) with training and resources for students, staff, and first responders related to this emergency preparedness communication tool.

- Ratified an agreement with Discovery Education Services for streaming video services on behalf of the Berks County school districts.
- Authorized an agreement with Dellicker Strategies to perform a formal Risk and Security assessment of the BCIU's Information Technology operations. IT risks, threats, and vulnerabilities will be identified and prioritized.
- Appointed Mr. Carl Blessing, CFO, as the BCIU School Safety and Security Coordinator (as per Section 1309-B of Act 44 of 2018, which amended the Public School Code).
- The Board also received a briefing on Act 44 of 2018, the bill which allocates \$60 million for school security funding. Each school district should get at least \$25,000 during the 2018-2019 school year, and districts can apply for additional funding as well. Target timeframe for disbursement is March 2019.

**Additional info:**

- The BCIU's annual "Start of the Year State of the Unit" event for all 1,200 staff members occurred on Tuesday, 8/21 at Muhlenberg High School. Organizational metrics were reviewed, and goals & priorities for the year were presented. Mr. Dave Cooper (former Navy SEAL and change management consultant/business coach) delivered an inspiring keynote speech on Excellence and Leadership.
  - Upcoming Events:
  - The BCIU's annual Keeping Kids Safe Symposium is scheduled for 8:00 -3:00 on Wednesday, 10/10/2018 at the DoubleTree hotel in Reading. The topic is "Active Shooter Response: Survival Guidelines & Practical Applications" and the keynote speaker/trainer is Lt. Jack Cambria, retired commander of the NYPD's elite Hostage Negotiation Team and Police Emergency Service Unit. BHASD board members are welcome and encouraged to attend this free event.
  - The Committee on Legislative Action (COLA) will meet on Wednesday 10/3 @ 7:00 – 8:30 a.m.
  - The 2018-2019 Leadership Series professional development training is scheduled for 9/26, 10/18, and 12/13/2018 at Kutztown University. The topic is "Leading and Learning with Project-Based Learning."
- Mrs. Huhn added that BCIU awarded the Outstanding Community Partner Award to John R. Morahan, Chief Executive Officer, Penn State Health St. Joseph. She also noted that the BCIU will roll-out Crisis Go, an emergency communications platform, to all 18 Berks districts and law enforcement courtesy of Senator Schwank. Lastly, Mrs. Huhn reminded the audience about the Keeping Kids Safe Symposium schedule October 10, 2018. The next meeting of the BCIU Board of Directors will be held on Thursday, September 20, 2018.

**Berks Career and Technology Center (BCTC) – Mr. Tomasi**

The meeting of the Joint Operating Committee (JOC) was held at the East Campus of the Berks Career and Technology Center in Oley, PA on Wednesday, August 22, 2018.

**New Business**, the Joint Operating Committee:

- Approved the first reading for the following policy of the Berks Career & Technology Center Policy Manual:
  - Public Complaint Procedures #906
- Approved the 1<sup>st</sup> reading of the BCTC East and West Campuses Comprehensive Plan (2019-2022)

**Under Finance Committee**, the Joint Operating Committee:

- Approved a budgetary transfer within the General Fund in the amount of \$264,276.00 for the 2017 – 2018 fiscal year.
- Approved the Perkins budget in the amount of \$506,152.00.

**Under Building/Insurance Committee**, the Joint Operating Committee:

- Approved to appoint Systems Design Engineering for engineering services for a new welding building. This includes site design and land development not to exceed \$60,000 and a building design with construction administration for \$105,500.

**Under Negotiations Committee** - No report.

**Under Program/Personnel Committee**, the Joint Operating Committee:

- Approved the 2018-2019 Instructional Staff Salary Schedule.

- Approved the 2018-2019 Instructional Staff Salary List.

**Safety and Security Committee (For Information Only):**

- BCTC has designated Ray Jenkins as the new Safety and Security Officer in accordance with Act 44 effective as of August 22, 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:

- Consideration to enter into an agreement with The PDE Bureau of Career and Technical Education for participation in the BCTE Technical Assistance Program (TAP) for 2018-2019 school year.
- Consideration to enter into an agreement with Berks Heim to provide clinical education and experiences for BCTC’s Health Occupational students for 2018-2019.
- Consideration to enter into an agreement with the Berks County Intermediate Unit Head Start Program to provide meals for Head Start attendees for the 2018-2019 school year at \$2.41 per meal.
- Consideration to enter into an agreement with the Berks County Intermediate Unit Head Start Program to lease approximately 2,050 square feet at the East and West Campuses at a lease cost of \$6,642.00 for each campus for the 2018-2019 fiscal year.

CONTRACTOR	COST PER DAY	RUNS/DAY
Brandywine Transportation	285	1
Eshelman Transportation, Inc.	1,237	4
Keystone School Bus Services, Inc.	1,035	3
George Krapf, Jr. & Sons, Inc.	280	1
New Rhoads Transportation	2,445	9
Quigley Bus Service, Inc.	681	4
<b>TOTAL</b>	<b>5,963</b>	<b>22</b>

- Consideration to award contracts for student transportation for the 2018-2019 school year to the following vendors at costs not to exceed as listed:
- Consideration to approve BCTC’s participation in the Berks County Intermediate Unit Consortium for the purchase of the following items for the 2018-2019 school year.

- |                                |                   |
|--------------------------------|-------------------|
| 1. Copy Paper                  | 5. Grocery        |
| 2. Custodial Supplies          | 6. Fresh Bread    |
| 3. Food Service Paper Products | 7. Milk and Dairy |
| 4. Fuel                        | 8. Trash Removal  |
|                                | 9. Natural Gas    |

Mr. Tomasi announced that 2018 graduate Bradlee Benjamin won the National Cabinetmaking competition. Also, Mr. Tomasi is participating on the BCTC Building and Insurance Committee, and they are partnering with an architect to design a new space for the welding program. BCTC’s welding program is one of the top programs in the nation.

The next regular meeting of the Joint Operating Committee will be held on Wednesday, September 26, 2018, at the West Campus of the Berks Career and Technology Center in Leesport, PA.

**Berks Earned Income Tax Collection Bureau (BEITC) – Mr. Sterner –** No report. The next meeting is Thursday, September 27, 2018

**Council on Legislative Action (COLA) – Mr. Scheetz –** No report. The next meeting is Wednesday, October 3, 2018.

Mr. Potteiger described Pa School Works, a non-partisan campaign to ensure all PA public schools are adequately and equitably funded. There is an Action Summit scheduled for November 17 in Harrisburg. Mr. Scheetz and Mr. Pawling offered to be coalition representatives and will attend the summit.

**Policy Committee** – Mrs. Grossman noted policies 100-104 are on the agenda for a first reading this evening.

**Strategic Planning/Goals** – Mr. Scheetz noted the District Goal document was revised and distributed this evening.

**Negotiations/Compensation Committee** – Mrs. Huhn noted the Tentative Agreement between the Board and Brandywine Heights Education Association is on the agenda for approval.

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      Y Mrs. Huhn      Y Mr. Rothermel  
Y Mr. Scheetz      Y Mr. Sterner      Y Mr. Tomasi      Y Mr. Wagaman

Motion Carried – 9 Yeas

## **BUSINESS AND OPERATIONS REPORT**

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

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

Approve general fund bills through September 10, 2018 totaling \$1,524,380.76 per attachment Budget A.

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

To approve food service fund bills through September 10, 2018 totaling \$12,504.50 per attachment Budget B.

### **C. Financial Reports**

To accept the following Financial Reports through June 30, 2018 and July 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. - NO REPORT
4. Investment Schedule - Budget C.4.
5. Student Activity & Trust Funds - Budget C.5.
6. Budget Transfers – Budget C.6. - NO REPORT

### **D. Special Education/Pupil Services**

1. To approve the agreement with KidsPeace National Centers, Temple, PA, to provide special education services for a District student at a rate of \$161.53 per day for the 2018-19 school year as per Budget D.1.

### **E. Curriculum/Technology - None**

### **F. Facilities/Maintenance - None**

### **G. Delinquent School Debt Collection**

To approve the agreement with G.H. Harris Associates, Inc., Dallas, PA, for delinquent school debt collection services as per Budget G.

### **H. Long-Term Disability Insurance Renewal**

To approve the long-term disability insurance renewal through Madison National Life Insurance Co. (National Insurance Services as broker) from November 1, 2018 through November 1, 2019 at a rate of .124 per \$100 of covered payroll (no increase) as per Budget H.

### **I. Activity Club Name Change - BHHS Choral Music**

To approve the request of name change of the “High School Choir” student activity club/organization to the “BHHS Choral Music” club as per Budget I.

### **J. New Activity Club - HS Life Skills Coffee Cart**

To approve the establishment of the “HS Life Skills - Coffee Cart” student activity club/organization as per Budget J.

**K. BCIU IDEA Part B Federal Funding Agreement**

To ratify the agreement with the Berks County Intermediate Unit for the 2018-19 school year for Individuals with Disabilities Education Act (IDEA) Part B federal pass-through funding in the amount of \$264,080 (\$269,898.15 in 2017-18) as per Budget K.

**L. Swimming Budget Increase**

Acknowledge the increase of \$250 to support swimming athletes in a non-sponsored PIAA sport capacity (reference 8/13/18 Swim Presentation).

**M. No action - Item Tabled**

~~To authorize the administration to sell a 2003 Chevrolet Venture maintenance van (116,714 miles) via the Municibid online government auction website.~~

There was discussion on Item M. relative to the best way to sell the used van (auction, sealed bid, etc.) considering it was purchased with taxpayer funds. There was a recommendation to table the item until further research can be conducted.

Roll call was taken to table Item M., Sale of a Maintenance Van, of the Business and Operations Report.

Y Mr. Bieber      Y Dr. Carter      N Mrs. Grossman      Y Mrs. Huhn      Y Mr. Rothermel  
Y Mr. Scheetz      Y Mr. Sterner      Y Mr. Tomasi      Y Mr. Wagaman

Motion Carried – 8 Yeas/1 Nay

Mrs. Huhn suggested a minor correction be made within the agreement with G.H. Harris Associates, Inc. under Item G. to reflect the school district name in its entirety.

In reference to Item C.1.a. Revenue, Expenditures, and Fund Balance as of June 30, 2018, Mrs. Huhn complimented Mr. Pawling and the Administrative team for staying within budget for the 2017-18 school year and noticed that there are funds still available under certain departments. Mr. Pawling pointed out that every effort is made to stay within the approved budget, but the end of year information is still preliminary and will be complete after the end of year audit is performed in mid-September. Mr. Potteiger thanked the Administrators for their attention to each Department’s budget and being fiscally responsible. Mr. Scheetz noted the budget is created each year as an estimate and the district did not necessarily spend less by meeting the budget, however, not exceeding the budget represents efficiency. Mr. Rothermel added that as a school district need to be conservative with our budgeting considering our revenue sources to ensure that the district is able to meet its financial commitments.

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

Roll call was taken to approve Items A.-L. of the Business and Operations Report.

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

Motion Carried – 9 Yeas

Mr. Rothermel publically read a letter from Mr. Strunk, who thanked the Board and Administration for supporting the sport of swimming and deciding to increase the funds to support swimming per Item L.

**SUPERINTENDENT’S REPORT**

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

**A. High School Overnight Field Trip Request**

Approve the High School Field Trip Request for Civil Engineering students and chaperones to travel to Daytona Beach, FL to tour Emory-Riddle Aviation School, Daytona Speedway, Disney Tour with Imagineers, and the Kennedy Space Center from November 15-21, 2018 per Superintendent A.

**B. 2018 Brandywine Heights High School Graduates**

Acknowledge one additional graduate to the list of 2018 Brandywine Heights High School Graduates per Superintendent B.

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

**Superintendent's Report** – Mr. Potteiger

**Enrollment Report** – Mr. Potteiger

**Transportation Routing Discussion** – Mr. Potteiger

Mr. Farina announced the September 11 Remembrance Ceremony will take place in the IS/MS Auditorium at 1:30 p.m. This year's celebrated first-responder is a Firefighter, Mr Randy Sicher, who has a son in eighth grade. Mr. Lapp will be the Keynote Speaker.

To support the details in the Superintendent's Report, Mr. Voelker noted that the start of the school year was very positive with successful opening professional development days. Mr. Geist noted that the fall season is off to a good start despite the challenging weather. Mr. Scheetz complimented Mr. Geist and the Athletic office for their efforts managing the challenging schedule. Mr. Tomasi noted that many people appreciated Mr. Geist's Fall Sport Back-to-School athletic presentation.

**Transportation Routing Discussion** – Mr. Potteiger provided the board with information pertaining to a transportation concern and request to have transportation pickup within one of the district developments. Mr. Potteiger explained that as a cost saving measure 5 years ago, the Board agreed during the budget process to end all bus stops in developments as an efficiency measure for transportation. This was a compromise to several comments to completely eliminate transportation at the time.

To address the current transportation concern, using specific criteria, the Transportation Department and Mr. Pawling conducted an analysis of all the district bus runs and developments in the district to determine feasibility of having a communal stop within a development. When all the information was compiled, there were only two developments for consideration; Forrest Ridge development and Highview Lane development. Based on the current student housing locations, it may be possible to provide 1-2 communal bus stops in those developments.

Mr. Potteiger and Mr. Pawling addressed questions and comments from Mr. Bieber, Mrs. Grossman, Dr. Carter, Mr. Wagaman, and Mr. Tomasi relative to the specific criteria and considerations used to determine the the feasibility of communal bus stop within a development. Mr. Potteiger added that transportation routes are an operational function of the District and not necessarily a Board action item, however, the it is recommended that the Board allow administration to permit communal bus stops under the assumption that no new busses will be added resulting in a cost increase and that routes may need to be evaluated based on the fluidity of student enrollment and route design. Mrs. Huhn applauded the administration for reviewing the bus routes based on the safety concern.

Mr. Rothermel asked for comments from Board members and the public. Mr. Chris Pietrowski relayed his concerns about Forrest Ridge bus stop and commended the bus driver for making good decisions. Mr. Theodore Scaffidi asked when any changes would be implemented, and Mr. Potteiger advised that an announcement would be sent to families to notify them of changes to any bus routes. 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

Y Mrs. Huhn

Y Mr. Rothermel



Y Mr. Scheetz      Y Mr. Sterner      Y Mr. Tomasi      Y Mr. Wagaman  
Motion Carried – 9 Yeas

## **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 retirement of Mr. Jeffrey Lapp, Intermediate/Middle School Health and Physical Education Teacher, effective September 18, 2018 per Personnel A.1.
2. Accept the resignation of Ms. Emily Grube, High School Science Long Term Substitute Teacher, effective August 15, 2018 per Personnel A.2.

### **B. Change of Status**

1. Professional Staff
  - a. Approve a reduction in hours for Ms. Heather Damato, Middle and High School Family and Consumer Science Teacher, from full time to .5 part time effective at the beginning of the 2018-19 school year.
2. Support Staff
  - a. Approve the change of status for Mrs. Dawn Derstine from Support Staff Substitute to Part Time (4 hr/day) Courier/Grounds employee at a rate of \$12.75 per hour effective September 11, 2018 per Personnel B.2.a.

### **C. Appointments**

1. Professional Staff – None
2. Support Staff – None
3. Long Term Substitutes – None
4. Co-Curricular
  - a. Paid Instructional (Non-Athletic) Co-Curricular Advisors – None
  - 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 – None**

### **E. Leaves**

1. Approve the request for a maternity leave of absence from Mrs. Donna Novakovich, Elementary School Kindergarten Teacher, utilizing both paid and unpaid days, effective approximately November 11, 2018 for a duration of 12 weeks, with the anticipated return date of March 1, 2019 per Personnel E.1.

### **F. Other Personnel Items**

1. Authorize the administration to execute a Retirement Incentive with eligible staff members in the Brandywine Heights Area Education Association per Personnel F.1.

Mr. Sterner thanked Mr. Lapp for his service, and for being valuable to this community as a teacher and mentor. Mr. Tomasi also thanked Mr. Lapp for his service and appreciates his personal connection with students, pointing out that Mr. Lapp has made a practice of generously distributing snacks to students “because his son never comes home hungry.”

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      Y Mrs. Huhn      Y Mr. Rothermel  
Y Mr. Scheetz      Y Mr. Sterner      Y Mr. Tomasi      Y Mr. Wagaman

Motion Carried – 9 Yeas

At 9:20 p.m. Mr. Rothermel called an Executive Session to discuss the Tentative Agreement Extension to the Collective Bargaining Agreement and provide an update to Mr. Wagaman so he has a better understanding of the voting item.

After a brief recess, the meeting reconvened at 9:32 p.m.

### **RATIFICATION OF COLLECTIVE BARGAINING AGREEMENT**

A motion was made by Mr. Scheetz and seconded by Mr. Sterner to accept the extension of the Collective Bargaining Agreement.

- A. Approve an extension of the Collective Bargaining Agreement between the Brandywine Heights Area School Board and the Brandywine Heights Education Association effective July 1, 2016 through June 30, 2022 per Collective Bargaining Agreement A.

On behalf of the Brandywine Heights Education Association, President Mrs. Katie Hess thanked the Board and Administration for the opportunity to negotiate the extension to the current contract. She appreciates that both parties continue to maintain mutual respect and open communication with employment matters.

Roll call was taken to approve the extension of the Collective Bargaining Agreement.

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

Motion Carried – 9 Yeas

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 during the meeting to discuss the terms of the Collective Bargaining Agreement.

A motion was made by Mr. Bieber and seconded by Mr. Wagaman to adjourn the meeting at 9:32 p.m.

Motion Carried

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Approval Date

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Brian Pawling, Board Secretary  
Katharine Ege, Recording Secretary