

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

December 3, 2018

The Reorganization and Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:15 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 (6:20 p.m. via phone) | ✓ Mr. Wagaman |

**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:** Janet Ullman (Mertztown), Jeff Straub (Crabtree), Elysia Mikkelsen (Crabtree), Nancy Chmielewski (staff), Michael Chmielewski (Quakertown), Nicole Koyak (staff), Mr. Konyak (New Tripoli), Ethan Strause (student and Kutztown Patriot intern).

**Student Board Representatives:** Tayler Roberts and Tatyana Ulman.

Mr. Rothermel, Mr. Potteiger and Mr. Farina presented the #newHEIGHTS Awards to outstanding employees nominated by their peers. December recipients were Mrs. Nancy Chmielewski, Middle School Choral Music Teacher, and Mrs. Nicole Konyak, Intermediate and Middle School Technology Integration Specialist. Mr. Rothermel read the nomination comments for each recipient and Mr. Potteiger and Mr. Farina shared personal accolades about each employee.

Mr. Rothermel and Mr. Potteiger acknowledged the 2018 Pennsylvania School Board Association Honor Roll of School Board Service recipients, Mrs. Elizabeth Huhn and Mr. John Scheetz, each contributing 8 years of service. PSBA recognizes school board directors with an honor roll certificate when they reach 8 years of service. PSBA estimates “that school board directors put in an estimated two-and-a-half working days per month of non-paid, volunteer service. School board directors exemplify leadership and dedication, giving unselfishly to their

communities, students and the public schools. Their efforts... reflect their dedication to giving our children the opportunity to gain knowledge through the best educational system possible.”

Mr. Jeff Straub and Elysia Mikkelsen of Crabtree, Rohrbaugh & Associates were present for a brief update of the District’s Comprehensive Facilities Study. Mr. Straub explained the refinement of the scope of recommended projects. The Elementary School renovations include redesign of the office suite and entryway to the building. The Intermediate and Middle School building will see security and instructional upgrades as well as modernization of the auditorium. The High School building will receive a new roof, and smaller improvements to the auditorium and entrance security.

Mr. Straub noted that the goal is to have a contractor in place by the Spring for the Elementary School entryway and High School roofing projects will take place in the summer of 2019. Other projects will take longer. Space utilization outside of each building, such as parking area reconfiguration and consideration/installation of synthetic turf fields, will also be examined and can be completed over the next few years.

Mr. Rothermel added that projects identified would fall on a timeline over the next few years, with the immediate projects, the High School roof and Elementary School entryway, would take priority. Mrs. Huhn also reminded the Board to carefully consider a balance of the wants and needs of both the district and the community when making facility improvement decisions. There was brief Board discussion on the details of the proposed High School roofing system and warranty options as well as synthetic turf fields. Mr. Pawling shared project funding options with the Board, which includes grant money, fund balance and borrowing. There will be a banking professional attending the next meeting to discuss financing the construction project.

## **REORGANIZATION**

### **Election of a Temporary President**

Mr. Rothermel opened the nominations for the election of a Temporary President.

A motion was made by Mr. Rothermel and seconded by Mrs. Huhn to nominate Mr. Sterner as the Temporary President.

A motion was made by Mrs. Grossman and seconded by Mr. Bieber to close the nominations and to entrust the secretary to cast a unanimous ballot for Mr. Sterner as the Temporary President.

The motion to close nominations carried with all yeas.

Mr. Sterner was seated as the Temporary President.

### **Election of President**

Temporary President Mr. Sterner opened the nominations for the election of President.

A motion was made by Mr. Scheetz to nominate Mr. Rothermel as the President.

A motion was made by Mr. Bieber to nominate Mrs. Huhn as the President.

Mrs. Huhn respectfully declined the nomination.

A motion was made by Mrs. Grossman and seconded by Mr. Bieber to close the nominations and to entrust the secretary to cast a unanimous ballot for Mr. Rothermel as the President.

The motion to close nominations carried with all yeas.

A motion was made by Mrs. Tomasi and seconded by Mrs. Huhn to conduct a roll call voice vote for President.

Roll call was taken to accept Mr. Rothermel as the President.

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 was seated as President of the Board.

#### Election of Vice President

President Mr. Rothermel opened the nominations for the election of Vice President.

A motion was made by Mr. Bieber and seconded by Mrs. Grossman to nominate Mrs. Huhn as the Vice President.

A motion was made by Mr. Bieber and seconded by Mr. Sterner to close the nominations.

The motion to close nominations carried with all yeas.

A motion was made by Mr. Sterner and seconded by Mr. Bieber to close the nominations and to entrust the secretary to cast a unanimous ballot for Mrs. Huhn as the Vice President.

Roll call was taken to accept Mrs. Huhn as the Vice President.

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

Mrs. Huhn was seated as Vice President of the Board.

#### **Appointment of Delegates to Boards and Commissions for the Ensuing Year**

To appoint Mr. Brian Pawling as the primary voting delegate and Mrs. Rosemary Lamaestra as the alternate voting Delegate to the Berks County Tax Earned Income Tax Collection Bureau effective January 1, 2019 for a one (1) year term which expires December 31, 2019.

To reappoint Mr. John Scheetz as the district's representative to the Berks County Committee on Legislative Action effective immediately for a one (1) year term which expires December 31, 2019.

To reappoint Mrs. Ellen Grossman as the district's Policy Committee representative effective January 1, 2019 for a one (1) year term which expires December 31, 2019.

To reappoint Mr. John Scheetz as the district's Strategic Planning/Goals Committee representative effective January 1, 2019 for a one (1) year term which expires December 31, 2019.

To reappoint Mrs. Elizabeth Huhn as the district's Negotiations/Compensation Committee representative effective January 1, 2019 for a one (1) year term which expires December 31, 2019.

To reappoint Mr. Nolan Shaub as the district representative to the Berks Vocational Technical School Authority effective January 1, 2019 for a four (4) year term which expires December 31, 2022.

### **Acknowledgement of Current Delegate Appointments**

Mrs. Elizabeth Huhn is the district's Berks County Intermediate Unit (BCIU) delegate for a (3) year term beginning July 1, 2018 through June 30, 2021.

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

Mr. John Tomasi is the district's delegate, and Mr. Bryan Rothermel is the alternate delegate to the Joint Operating Committee, Berks Career and Technology Center each to serve the a three (3) year term beginning January 1, 2017 which expires December 31, 2019.

### **Meeting Dates**

A motion was made by Mr. Bieber and seconded by Mr. Sterner to approve the proposed 2019-20 Budget Adoption Schedule and 2019 Board Meeting Dates and authorize the administration to advertise and post all board meetings in accordance with Sunshine Laws (Right to Know).

The Board discussed the proposed 2019 schedule. Mrs. Huhn distributed handouts that described meeting frequency of other Berks County School Boards. The Board changed the proposed February 11 Budget Work Session to February 19. Also, the proposed December 3 Reorganization and School Board Meeting will be split into two meetings on Tuesday, December 3 for Reorganization and Monday, December 9 for the Regular School Board Meeting.

The proposed changes were incorporated into the following 2019-20 Budget Adoption Schedule and 2019 Board Meeting Dates.

Meetings to be held at 6:00 pm in Intermediate/Middle School Room 229.

Monday, January 7, 2019	School Board Meeting
Monday, February 4, 2019	School Board Meeting – Budget Overview, Expenditures, Revenue & Fund Balance
Tuesday, February 19, 2019	Budget Work Session – Curriculum & Instruction, Pupil Services/Special Education, Technology, Other Instruction
Monday, February 25, 2019	Budget Work Session – Maintenance, Transportation, Business/Board, Athletics
Monday, March 4, 2019	School Board Meeting
Monday, March 25, 2019	Budget Work Session – Salary and Benefits
Monday, April 1, 2019	School Board Meeting
Wednesday, May 8, 2019 6:30 pm at BCTC East	School Board Meeting – Proposed Final Budget Adoption Meeting will be held at BCTC (Berks Career and Technical Center) East Campus, 3307 Friedensburg Road, Oley, PA 19547
Monday, June 10, 2019	School Board Meeting – Final Budget Adoption
Monday, August 12, 2019	School Board Meeting
Monday, September 9, 2019	School Board Meeting
Monday, October 7, 2019	School Board Meeting

Monday, November 4, 2019	School Board Meeting – Budget Overview
Monday, November 25, 2019	Public Meeting – Academic Presentation
Tuesday, December 3, 2019	Reorganization
Monday, December 9, 2019	School Board Meeting

Roll call was taken to approve the 2019-20 Budget Adoption Schedule and 2019 Board Meeting Dates and authorize the administration to advertise and post all board meetings in accordance with Sunshine Laws (Right to Know).

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

### **BOARD OF DIRECTORS REPORT**

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

**Student Board Representatives** – Tatyana Ulman presented recent events from the Intermediate and Middle Schools. Tayler Roberts shared recent events from the Elementary and High Schools.

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

Dispense with the reading and accept the minutes from the Regular Board Meeting held November 5, 2018 per Board A.

#### **B. First Reading of Policies**

Approve the first reading of the following Policies per Board B.1.-B.10.

1. 112. Programs – Guidance Counseling
2. 113. Programs – Special Education
3. 113.1. Programs – Discipline of Students with Disabilities
4. 113.2. Programs – Behavior Management
5. 113.3. Programs – Screening and Evaluations for Students with Disabilities
6. 113.4. Programs – Confidentiality of Special Education Student Information
7. 214. Pupils – Class Rank
8. 350., 450., 550. Employee Assistance Program (EAP) (*new*)
9. 351., 451., 551. Drug and Substance Abuse
10. 351.1., 451.1., 551.1. Drug and Alcohol Use and Testing (*new*)

#### **C. Second Reading of Policies**

Approve the second reading of the following Policies per Board C.1.-C.7.

1. Policy 107. Adoption of Planned Instruction
2. Policy 108. Adoption of Textbooks
3. Policy 109. Resource Materials
4. Policy 110. Instructional Supplies
5. Policy 111. Lesson Plans
6. Policy 609. Investment of District Funds
7. Policy 706.1 Disposal of Surplus Property, Supplies, and Equipment (*new*)

Mr. Potteiger reviewed the new policies including one for offering an Employee Assistance Program and drug testing. Mrs. Grossman suggested adding language to about pre-employment drug testing. Mr. Tomasi suggested

adding language to revisit and review class rank grading system. Mrs Huhn raised issue of how to handle employee use of medical marijuana. Mrs. Grossman suggested adding a line to address if an employee is under suspicion of impairment at work they be sent for drug testing. Mrs. Grossman also suggested administrators be trained to identify impairment. Mr. Potteiger will work with the solicitor to suggest appropriate language additions to the policy.

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

**Berks County Intermediate Unit (BCIU)** – Mrs. Huhn reported on the meeting held on Thursday, November 29, 2018 (rescheduled from November 15 due to snow). At the November 29th meeting of the BCIU Board of Directors, the BCIU Board:

- Received an overview and video presentation on the Career Ready Berks program
- Received an overview of the Head Start program governance and management responsibilities of the BCIU and the BCIU Board of Directors.
- Received an updated “Fast Facts” marketing piece which provides an overview of the BCIU in a one-page format.
- Voted to accept the retirement of Mr. Carl Blessing as Assistant Executive Director/CFO effective June 28, 2019. His last working day will be May 10, 2019.
- Voted to approve the hiring of a new CFO/COO, Mr. George Longridge, who will start at the BCIU sometime in mid-January.
- Voted to approve the 2019-2020 proposed Budget Calendar. Individual school boards must vote on the budget by no later than April 26, 2019.
- Voted to approve the proposed calendar of 2019 meeting dates for the BCIU Board of Directors.

Upcoming Events:

- The next Committee on Legislative Action (COLA) meeting is scheduled for Thursday, 12/6 @ 7:00 a.m. The keynote speaker is Dr. Mark DiRocco, Executive Director of the PA Association of School Administrators.
- A presentation on the Pennsylvania Youth Survey (PAYS) results by the program analyst from the PA Commission on Crime & Delinquency will occur on Friday, 12/14 @ 10:00 at the BCIU Main Office. Info regarding students’ perspectives of their school environment, and attitudes and behaviors towards alcohol, drugs, violence, depression, etc. will be provided, along with strategies to support youth in the prevention and intervention of these behaviors.
- The date for the Annual Convention of Berks County School Directors was announced: Tuesday, 4/30/2019 @ 5:00 – 8:30 at Reading Area Community College. RACC’s newly inaugurated 6th President, Dr. Susan Looney, will be BCIU’s host.

The next meeting of the BCIU Board of Directors will be held on Thursday, January 17, 2019. The BCIU Board typically does not meet in December.

**Berks Career and Technology Center (BCTC)** – Mr. Tomasi – No report. The next regular meeting of the Joint Operating Committee will be held on Thursday, December 13, 2018, at the West Campus of the Berks Career and Technology Center in Leesport, PA.

**Berks Earned Income Tax Collection Bureau (BEITC)** – Mr. Pawling – No report. The next meeting is on Thursday December 6, 2018 at 6:00 pm at the Governor Mifflin Education Center.

**Council on Legislative Action (COLA)** – Mr. Scheetz – No report. The next meeting is on December 6, 2018.

**Policy Committee** – Mrs. Grossman noted policies on the agenda for first and second reading.

**Strategic Planning/Goals** – Mr. Scheetz – No report. The next meeting will be before end of the year.

**Negotiations/Compensation Committee** – Mrs. Huhn – No report. The committee will meet within the next week to address a request from an administrator to review compensation.

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. Bieber and seconded by Mr. Sterner to approve the Business and Operations Report. Mr. Rothermel asked that Item D.1. Special Education Tuition Agreement be voted on separately.

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

To approve general fund bills through December 3, 2018 totaling \$2,631,325.51 per attachment Budget A.

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

To approve food service fund bills through December 3, 2018 totaling \$30,097.93 per attachment Budget B.

### **C. Financial Reports**

To accept the following Financial Reports through October 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.

The Board recessed for an executive session to discuss a special education issue 8:26 to 8:41 p.m.

## **D. SPECIAL EDUCATION/PUPIL SERVICES**

1. To approve the tuition agreement with Capstone Academy, Lansdale, PA, to provide special education services for a District student for the 2018-19 school year at a daily rate of \$439.27 (approximate annual cost of \$59,301.45) pending legal guidance as per Budget D.1.
2. To approve the agreement with the Montgomery County Intermediate Unit, Norristown, PA, to provide speech services attending an out of district placement at a cost of \$205/hr. as per Budget D.2.

## **E. CURRICULUM/TECHNOLOGY - NONE**

## **F. FACILITIES/MAINTENANCE - NONE**

## **G. Act 1 Index Resolution**

To adopt the resolution not to exceed the Act 1 index of 2.7% for the 2019-20 fiscal year per Budget G.

## **H. Sale of Maintenance Van**

To authorize the administration to sell a 2003 Chevrolet Venture maintenance van as surplus.

## **I. Biomedical Waste Removal**

To ratify the agreement with Curtis Bay Medical Waste Services, Baltimore, MD, to provide biomedical waste removal for the 2018-19 (\$54.38/box), 2019-20 (\$56.02/box), and 2020-21 (\$57.70/box) school years as per Budget I.

## **J. Elementary School Entryway and Office Reconfiguration Construction Project Bids**

To authorize the administration to proceed with the Elementary School Entryway and Office Reconfiguration construction project (estimated cost of \$350,000 to \$590,000) and to solicit bids with work estimated to be conducted during the summer of 2019.

**K. High School Roof Replacement Bids**

To authorize the administration to proceed with the High School Roof Replacement construction project (estimated cost of \$1.5 to \$1.6 million) and to solicit bids with work estimated to be conducted during the summer of 2019.

Mr. Pawling noted that for Item H, he plans to utilize the Municibid Online Government Auction website for the sale of the maintenance van. He plans to send an announcement to parents via School Messenger and post a notice on the district website. Results of the sale will be shared in January.

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

Roll call was taken to approve Items A,-C.6. and D.2.-K. 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

Roll call was taken to approve Item D.1. Special Education Tuition Agreement of the Business and Operations Report.

Y Mr. Bieber      A 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 – 8 Yeas/1 Abstention

**SUPERINTENDENT’S REPORT**

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

**A. 2019-20 High School Program of Studies**

Approve the proposed 2019-20 High School Program of Studies per Superintendent A.

Mr. Dziunycz highlighted updates to the Program of Studies, including higher level course offerings, additional Virtual Academy course offerings, the success of the internship program as well as improvements that will be made to computer science courses.

Mr. Dziunycz and Mr. Potteiger clarified questions from the Board about the Program of Studies. Mrs Huhn asked about the change in requirements for National Honor Society. Mr. Dziunycz noted that the changes in requirements were made to the bylaws last year, however a number of questions surfaced this year from parents and students, so he will work to improve future communications.

Mr. Tomasi asked if Brandywine students could attend BCTC in the morning rather than afternoon. Mr. Potteiger noted that about three years ago he requested our students attend BCTC in the morning, but due to staffing, etc., BCTC was not able to accommodate our request. Mrs. Huhn and Mr. Tomasi pointed out that Brandywine Heights student participation in BCTC programs is relatively high and would likely influence BCTC’s decision. In the near future, Mr. Potteiger will submit another request for Brandywine students to attend BCTC in the afternoon rather than morning.

Mr. Rothermel applauded the many opportunities available to students to take advanced placement courses, and asked if there is success fulling the more advanced classes. Mr. Dziunycz stated that the guidance counselors will be sure to announce the new course offerings to the incoming ninth grade class as well as current High School



students to be sure enrollment is maximized. Mr. Rothermel also noted that he was impressed with the number of advanced virtual offerings.

Relative to advance science courses, Mrs. Grossman shared that she was concerned with the limited availability of advanced science courses for ninth grade students (such as taking biology, chemistry, or physics) and that she feels it is difficult for students on the science path to complete the required science courses if they must take a general science in ninth grade. Mr. Potteiger clarified that biology is open to select ninth graders, even though it is not part of a recommended path for all ninth graders. Several years ago there was an examination of the science course hierarchy, along with a science pilot program. Students were successful, however, science teachers revealed that overall student skills were not strong enough to be successful in more rigorous science courses. Mr. Potteiger noted that Science is on the curriculum cycle this coming year, so Mr. Voelker will be sure to examine the curricula and course offerings. Dr. Carter suggested lowering the minimum course requirements in each subject area (from 4 to 3) to leave room for students to pursue their preferred course track.

Mr. Voelker reminded the Board that the review of the strategic plan has prompted conversation to explore course offerings, graduation requirements, as well as identifying program strengths and areas of improvement. Mrs. Huhn encouraged parents and students to clearly communicate their course preferences with guidance counselors, as it seems many students simply follow a path as described in the Program of Studies.

Mrs. Huhn also commented that STEM offerings should include more female students. Mrs. Huhn commented on the lack of female participation on a recent Project Lead the Way field trip. Mr. Voelker clarified that an observed decrease in the number female students taking pre-engineering courses was part of the reason to introduce the K-8 STEM Explore classes, and there has already been an increase in female students in the areas of robotics and other STEM courses.

***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 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. Bieber and seconded by Mr. Sterner to accept the Personnel Report.

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

1. Accept the resignation of Ms. Vanessa Ralston, Substitute Nurse, effective December 12, 2018 per Personnel A.1.

**B. Change of Status – None**

**C. Appointments**

1. Professional Staff – None
2. Support Staff – None
3. Long Term Substitutes

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective (Retro.)</u>
a. Mrs. Julia McGregor	ES Kindergarten (Novakovich)	B, Step 1	12/17/2018 -

- b. Ms. Lauren Shipe      HS .5 Art (Gilbert)      B, Step 1
- 4. Co-Curricular
  - a. Paid Instructional (Non-Athletic) Co-Curricular Advisors – None
  - b. Unpaid Instructional Co-Curricular Student Activity Group Advisors – None
  - c. Winter Athletic Co-Curricular Appointments – None
  - d. Approve Ms. Aubrey Biedleman as a Winter Season Middle School Girls Basketball Volunteer Coach.

**D. Support Staff Substitutes – None**

**E. Leaves**

- 1. Approve the request from Mr. Jonathan Scheuer, Middle School Learning Support Teacher, for a professional development sabbatical leave of absence during the spring semester of the 2018-19 school year per Personnel E.1.

**F. Other Personnel Items**

- 1. 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>
Dr. Mark Graham, HS Art/Gifted	Ms. Lauren Shipe, HS .5 Art LTS (Gilbert/Rabert)
Mrs. Lori Savidge, ES Kindergarten	Mrs. Julia McGregor, ES K LTS (Novakovich)

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.

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

Motion Carried – 9 Yeas

In reference to the Superintendent’s Report, Mrs. Huhn questioned the reference to “dark fiber” under the Technology section. Mr. Voelker explained that dark fiber is unlit or unused optical fiber that can be leased from a company and remains available for network communication.

Mr. Sterner voiced a concern that he has received complaints from parents who are not able to enter the building after hours to pick up their children from after school athletics. After a great deal of Board discussion, both Mr. Sterner, Mr. Bieber, Mr. Tomasi and Mrs. Huhn agree that the school buildings are not accessible to parents and encourage the administration to look into options that would allow parents access to the building, such as custodial staff more closely monitoring the doors. Mr. Potteiger firmly believes that all doors should remain locked, and voiced concerned about student safety. Mrs. Huhn suggested a committee be formed to resolve the issue. It was noted that the issue could be discussed at an upcoming strategic plan safety committee meeting. Mr. Wagaman suggested the school have specific times to lock and unlock doors based on facility requests and events. Mr Scheetz believes the doors should remain locked to prevent unknown people from entering the building. Mr. Potteiger reiterated his concern about safety and stated that it is his responsibility to keep students safe and all doors will remain locked until a solution is attained.

Mrs. Huhn shared that Mrs. Grossman and Mrs. Schwenk were featured in a *Reading Eagle* newspaper article entitled “A more complex world for today’s school nurses” published on November 24, 2018.

**ADJOURNMENT**

Mr. Rothermel announced there was an executive session to discuss a special education issue from 8:26 to 8:41 p.m. during the meeting. He also announced there would be an executive session after the meeting to discuss personnel issues.

A motion was made by Mr. Bieber and seconded by Mr. Wagaman to adjourn the meeting at 9:53 p.m.

Motion carried with all yeas.

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Approval Date

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Brian Pawling, Board Secretary  
Katharine Ege, Recording Secretary