

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

January 7, 2019

The 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 after an executive session to discuss personnel.

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	✓ Mr. Wagaman

Administration Present:

- ✓ Mr. Andrew Potteiger, Superintendent
- ✓ Mr. Matthew Dziunycz, High School Principal
- ✓ Mr. Jamison Barnhart, High 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
- ✓ 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

Student Board Representative: Tatyana Ulman.

Visitors: Kate Defibaugh (staff), Scott Kramer (RBC Capital), Ryan Brockman (RBC Capital), Robert (Bo) Travis, Gorman & Assoc.), Janey Ulman (Mertztown), Philip Fabian (student), Dan Fabian (Mertztown), Mary Fabian (Mertztown).

Mr. Rothermel, Mr. Potteiger and Mr. Farina presented the #newHEIGHTS Awards to outstanding employees nominated by their peers. January recipients were Mrs. Kathryn Defibaugh, Middle School English Teacher and Mrs. Katharine Ege, Executive Secretary to the Superintendent. Mr. Rothermel read the nomination comments for each recipient and Mr. Farina and Mr. Potteiger shared personal accolades about each employee.

Mr. Potteiger announced that January is School Board Director Recognition month and thanked the School Board Directors for their continued service. After the evening's scheduled presentations there will be a special presentation for the Board.

Student Board Representative Tatyana Ulman presented recent events from the Elementary, Intermediate, Middle and High Schools.

Presentation: RBC Capital Markets, LLC

Mr. Scott Kramer and Mr. Ryan Brockman, RBC Capital Markets, LLC presented options to the Board for financing the future facility improvements. Mr. Kramer spoke about the school district's existing debt profile, then introduced recommended funding options with different loan amounts, durations and resulting debt repayment models. The recommendation is for the district to borrow a portion of funds now to finance current projects and borrow additional funds later to fund future projects to prevent overborrowing. Debt profiles illustrated an approximate 10 year length/term of loan with an overall annual debt payment less than the current payment. The district is able to repay the debt in a shorter duration with less risk. To clarify the possibilities, Mr. Pawling added details about financing specific facility projects with borrowing scenarios.

Mrs. Huhn posed questions about how much interest would be paid over the length of the loan. Mr. Rothermel noted that it is important to understand the scope of the projects when deciding borrowing amounts. He additionally pointed out that the Board needs to understand the long term impact to the budget when considering new debt. Mr. Kramer noted that it is important for a school district to maintain a healthy fund balance to allow the district to have a tax base to be able to borrow funds.

Mr. Rothermel clarified debt service and shared that our district is A1 (just below AA) and rated above our peers (close districts) in our profile. 8.15 % is typical for debt service for Berks school districts. Mr. Potteiger added that it is preferred to not pay for the facilities project out of fund balance, because borrowing money allows the district to maintain fund balance for investments, and allows for future borrowing. Using fund balance would lessen cash assets and force the district to meet the Act 1 referendum if borrowing is needed. It is important to try to accommodate finances under Act 1.

Mr. Bieber commented that our district has one of the highest taxes in the county, and is concerned this scenario will raise taxes 1.5% each year for the next 10 years is not in the best interest of the community. Mr. Scheetz and Mr. Wagaman commented there are no other sources of revenue other than property owners, and borrowing funds would offset the budgeted operating costs not pay for the new debt. Mrs. Huhn noted that the district has always been high taxed even though we had a 0 increase for several consecutive years previously. Mr. Pawling outlined to the Board the taxation mechanism and explained assessed values and millage rate. He noted that as a community that is primarily residential with limited commercial properties, the district assessed value of the land remains stagnant.

Mrs. Huhn and Mr. Scheetz discussed the district's budget increasing despite decreasing enrollment and possible furloughs. Mr. Kramer commented that there are fixed costs such as PSERS, health insurance and utility costs that will increase the budget each year regardless of costs for facility improvements. He noted that keeping the fund balance intact allows the district to invest \$750k and earn \$200k per year in interest which will offset debt and allow for lower millage increases.

Mr. Potteiger outlined to the Board a plan to inform the community through public presentations and a community survey to gather input on the projects. The results of the survey will be shared with the Board. The Board will then need to decide the scope of the projects and loan required. The Strategic Planning Facilities Committee is working to identify facility projects. The Facility Ad Hoc Committee work with the architects to initiate details of the project.

Presentation: Single Audit Report for School Year Ending June 30, 2018

Mr. William Gorman, Gorman & Associates, P.C. Certified Public Accountants, shared the highlights of the Single Audit Report for the fiscal year ended June 30, 2018. There were no findings and he accredited our Business Office staff with maintaining a high level of accuracy. Bound copies of the Single Audit Report were distributed to School Board members prior to the meeting. Mr. Gorman noted that because of a change in

accounting principles, estimated unfunded liability had been reported. Mr. Gorman announced that Mr. Robert (Bo) Travis, is the new owner of Gorman & Associates firm. Mr. Gorman remains on staff as a consultant. Also, in the future new accounting standards will be introduced to account for government funds.

BOARD OF DIRECTORS REPORT

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

A. Approval of Minutes

Dispense with the reading and accept the minutes from the Reorganization and Regular Board Meeting held December 3, 2018 per Board A.

B. Second Reading of Policies

Approve the second 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 (*revised*)
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*)(*revised*)

C. First Reading of Policies

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

1. 114. Programs – Programs for Gifted Students
2. 115. Programs – Career and Technical Education
3. 116. Programs – Tutoring
4. 117. Programs – Homebound Instruction
5. 118. Programs – Independent Study
6. 354., 454., 554. Employees – Pre-Employment Drug-Testing Program (*new*)
7. 815.5. Operations – Social Media (*new*)

Mr. Potteiger described updates to the policies for first and second readings. Specifically, a notation was added that administrators would periodically review 214. Class Rank to ensure the grade point averages are appropriate for the honor system recognitions. Under policies 351.1, 451.1, 551.1 Drug and Alcohol Testing, the language on random testing was removed. For 354., 454., 554. Pre-Employment Drug-Testing Program, Mr. Potteiger suggests that the district implement drug testing after the second reading approval. This policy includes a budget of \$2,000 per year. Also, the administration is recommending the new policy 815.5. Social Media.

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

Berks County Intermediate Unit (BCIU) – Mrs. Huhn – No report. The next meeting of the BCIU Board of Directors is scheduled for Thursday, January 17, 2019.

Berks Career and Technology Center (BCTC) – Mr. Tomasi – The meeting of the Joint Operating Committee (JOC) was held at the West Campus of the Berks Career and Technology Center in Leesport, PA on Wednesday, December 13, 2018.

Election of Officers

- Chairperson (1-year term – 2019 calendar year) Oscar J. Manbeck
- Vice-Chairperson (1-year term – 2019 calendar year) Robert A. Heckman

Under Negotiations Committee, the Joint Operating Committee:

- Mr. Reinert, reported the Negotiations Committee will hold a meeting on October 13, 2018 immediately following the JOC meeting.
- Approved a transfer of funds from the General Fund in the amount of \$1832.85 with \$1,098.25 transferred to the East Campus HOSA Protective Services Chapter and \$734.60 transferred to East HOSA Sports Medicine & Rehabilitative Therapy Chapter.
- Under Program/Personnel Committee, the Joint Operating Committee:
- Ratified a contract with Gage Personnel Employment Services to hire a clerical temp at a bill rate of \$21/hour to assist the East Campus main office until a permanent Administrative Assistant to the Principal is hired.
- Under Other Committees (For Information Only):
- Berks Vocational Technical School Authority (BVT) meeting summary of November 6, 2018
- Professional Advisory Committee (PAC) meeting summary of November 20, 2018.

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:

- Approved the 2019 Joint Operating Committee's regular meeting dates as per the enclosure.
- Approved the signatures of Oscar Manbeck, Chairperson; Robert Heckman, Vice-Chairperson; Christine Osborn, Secretary; Gary Reinert, Treasurer; and John Reedy, Director of Business Affairs and Continuing Education 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 Asset Fund (PSDLAF) and General, Activity, Cafeteria and Memorial accounts with Pennsylvania Local Government Investment Trust (PLGIT) for 2019.
- Approved an out of state field trip for students of the East & West Campus Cosmetology programs to attend the International Beauty Show in New York, New York on March 12, 2019. There will be 70 students attending at a cost not to exceed \$100 from the General Fund.
- Ratified, Melissa Yoder to attend the Integrated Learning Conference (ILC) on November 14-16, 2018 in place of Maureen Longenecker who was not able to attend.
- Approved to enter into an agreement with Berks Heim to provide clinical education and experience for BCTC's Evening Students for 2018-2019.
- Approved the American Welding Society (AWS) grant and corresponding budget in the amount of \$25,000 for welding equipment.
- Ratified a contract with the Montgomery County Workforce Development Board (MONTCO Works) to provide their adults with training at BCTC from December 1, 2018 – June 30, 2019.
- Ratified a contract with the Lancaster County Workforce Development Board to provide their adults with training at BCTC from November 1, 2018 – June 30, 2020.
- Approved students and advisors of the East and West campuses to attend the following overnight State & National Leadership Conferences:
 - HOSA State Leadership Conference, April 3-6, 2019, in Valley Forge, PA.
 - FCCLA State Leadership Conference, March 20-22, 2019, in Seven Springs, PA.
 - SkillsUSA State Leadership and Skills Conference, April 10-12, 2019, in Hershey, PA.
 - FFA State Conference, June 11-13, 2019, in State College, PA.
 - HOSA National Leadership Conference, June 20-23, 2019, in Orlando, FL.
 - FCCLA National Leadership Conference, June 30-July 4, 2019, in Anaheim, CA.
 - SkillsUSA National Leadership and Skills Conference, June 24-28, 2019, in Louisville, KY.

The next regular meeting of the Joint Operating Committee will be held on Wednesday, January 23, 2019, at the East Campus of the Berks Career and Technology Center in Oley, PA.

Berks Earned Income Tax Collection Bureau (BEITC) – Mr. Pawling – No report.

Council on Legislative Action (COLA) – Mr. Scheetz – The meeting was held December 6, 2018.

Election Review

- House of Representatives
 - From 121 Republicans to 110 Republicans
 - From 82 Democrats to 93 Democrats
 - The incumbent Rs who lost and seats that were flipped were primarily in SE PA
- Senate
 - From 34 Republicans to 29 Republicans
 - From 16 Democrats to 21 Democrats
 - The incumbent Rs who lost and seats that were flipped were primarily in SE PA
- What does it mean?
 - Republicans lose numbers in both chambers, maintain majority
 - Republican caucuses in both chambers become more conservative
 - Dynamics within chambers, across chambers, with the administration

Significant Legislative Items for 2019

- PA Schools Work Campaign
 - Summits held on November 17 with approximately 400 participants.
- Education funding increases (BEF, SEF, CTE)
- Property tax reform
 - There is likely to be movement from the legislature after the election to reform school property taxes.
 - Proposals could range from total elimination to funding up to 100% of the Homestead/Farmstead Exclusion.
 - Any major reduction in property taxes will result in increases in the PIT and/or SUT, or other additional tax increases.
- School safety and security funding
 - The \$60 million allocated for 2018-2019 must be increased.
 - This funding must be stabilized for the foreseeable future.
 - More than \$300 million was requested by school districts in the Competitive Grant Process.
- Charter school reform
 - The House continues to pursue a comprehensive package with some financial relief to traditional school districts. The tradeoffs in HB 97 are weighted more heavily toward the charter schools.
 - The Senate has taken a piecemeal approach with no tuition relief for districts.
 - We are seeking financial relief as well as a more realistic formula for tuition cost.
- PlanCon - Report Issued May 23, 2018 by Legislative Advisory Committee
 - Simplify the administrative process to 4 steps using a web based program.
 - Provide a 10% Incentive for using high-performance building standards (LEED, etc.).
 - Create a small project program for items such as repairing/replacing roofing and boilers. Create a new formula for reimbursement. Plancon moratorium was extended through 2018-2019.
- Reform of Act 82 of 2012: Teacher and Principal Evaluation
 - Members of the Senate Education Committee are working on this legislation.
 - Three Ed. Associations (PASA, PSBA, and Principals Assoc.) are calling for more weight to be placed back on the observation piece of the evaluation for teachers and have less reliance on test scores.
 - We are supporting an 80% weighting on observation and the return of the Gross Deficiency category.

Other Topics of Discussion

- PSERS Contribution continues to weigh heavy on school district Budgets
- Costing out for Excellence Study
 - The Campaign has contracted with RFA and Picus Odden, who has developed a calculation tool

based on an evidence-base model they developed through decades of research. This simple, but powerful tool will calculate the estimates for state funding adequacy levels necessary to educate the children of PA.

- The model will be able to be applied to each district for future use.
- Three Districts are participating: Chambersburg, Upper Darby, and Butler.

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 – The Board Negotiations/Compensation Committee met on Monday, December 10, 2018 and on Tuesday, December 18, 2018 to discuss a request/proposal from Mr. Brian Pawling, Business Manager, regarding his employment contract which currently runs through June 30, 2019. On behalf of the Committee, Mr. Rothermel, Board President, met with Mr. Pawling on Wednesday, December 19, 2018 to discuss and gather his feedback on the Committee’s proposed approach.

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

Motion Carried – 7 Yeas/2 Absent

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

To approve general fund bills through January 7, 2019 totaling \$1,397,187.62 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills through January 7, 2019 totaling \$30,019.52 per attachment Budget B.

C. Financial Reports

To accept the following Financial Reports through November 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. - 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 continuation of Sweet, Stevens, Katz & Williams, L.L.P. as special counsel for matters related to special education for 2019-2020 (no change in pricing): Routine matters attorney rate \$160/hr. , legal assistant \$125/hr. Non-routine matters attorney rate \$195/hr., legal assistant \$125/hr. as per Budget D.1.

E. CURRICULUM/TECHNOLOGY

1. To approve the agreement with Educere K-12 Virtual Education Services, Ambler, PA, to provide potential virtual homebound instructional services by utilizing the partial course option of \$29/week/course as per Budget E.1.

F. FACILITIES/MAINTENANCE - NONE

G. 2017-18 Single Audit Report

To accept the 2017-18 Single Audit Report as presented by Gorman and Associates (copies distributed at the meeting)

Mrs. Huhn complimented Mr. Pawling and his staff in Business Office and Human Resources for an excellent job resulting in a clean audit.

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

Motion Carried – 7 Yeas/2 Absent

SUPERINTENDENT’S REPORT

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

A. District Calendar

Approve the proposed 2019-2020 District Calendar per Superintendent A.

B. Conference Attendance

Approve the Superintendent to attend the 2019 Pennsylvania Association of Rural and Small Schools (PARSS) Annual Meeting/Conference in State College, PA on May 2-3, 2019 for a cost not to exceed \$250.00 plus mileage and hotel accommodations per Superintendent B.

C. Employee Sick Bank

Approve the establishment of a sick bank for a professional staff member per Superintendent C.

D. Act 80 Exception and Graduation Date

Approve May 29, 2019 as the revised date of graduation and authorize the administration to submit an application for use of an Act 80 Exception for August 16, 2018 and October 8, 2018 and apply the days to the currently approved 2018-19 school calendar in order for twelfth grade students to meet the minimum day requirements for graduation.

Mr. Potteiger presented the district calendar and noted the staff and parent survey revealed a preference for the start of school in the last week in August rather than the third week in August. Mr. Potteiger also noted that the June 5, 2020 date of graduation had been confirmed with Kutztown University to prevent any changes. Mrs. Huhn stressed that the district always insist a contract be executed with Kutztown University to be certain the graduation date does not change.

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

Superintendent’s Report – Mr. Potteiger

Enrollment Report – Mr. Potteiger

Mr. Potteiger thanked the school board directors for dedicating their time and service to the school district. The Pennsylvania School Board Association has identified January of School Board Director Recognition month. School Board Directors enjoyed handmade student cards and an appreciation video prepared by Ms. Kelly’s Elementary School students.

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

Motion Carried – 7 Yeas/2 Absent

PERSONNEL REPORT

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

A. Resignations/Retirements/Terminations/Furloughs

1. Accept the resignation of Mrs. Stacey Carpenito, High School Assistant Principal, effective January 4, 2019 per Personnel A.1.
2. Accept the retirement of Ms. Nancy Hearn, Elementary School Librarian, effective at the end of the 2018-19 school year per Personnel A.2.
3. Accept the retirement of Mrs. Jeanine Marie Ballantyne, Intermediate/Middle School Librarian, effective at the end of the 2018-19 school year per Personnel A.3.
4. Accept the retirement of Mr. Darrel Ruppert, Middle School Custodian, effective July 2, 2019 per Personnel A.4.

B. Change of Status – None

C. Appointments

1. Professional Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
a. Mr. Jamison Barnhart	High School Assistant Principal	\$74,000	TBA

2. Support Staff – None

3. Long Term Substitutes

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective (retro)</u>
a. Mrs. Christina Buehler	MS Learning Support (Scheuer)	B, Step 1	1/15/2019 - EOY
b. Mrs. Julia McGregor	ES Kindergarten (Novakovich)	M, Step 1	12/17/2018 - <i>(correction from Bachelor's to Master's level)</i> approx. 3/1/2019

4. Co-Curricular

a. Paid Instructional (Non-Athletic) Co-Curricular Advisors

- i. Approve the additional paid co-curricular advisor positions as recommended detailed in the Memorandum of Agreement per Personnel C.4.a.i.
- ii. Approve the following Instructional Co-Curricular Advisors, each to be paid a full-year stipend in June 2019:

<u>Co-Curricular Activity</u>	<u>Advisor(s)</u>	<u>Stipend</u>
Students Against Destructive Decisions (SADD)	Mrs. Michele Moore	\$ 800.00
Juggling Club	Ms. Lori Angstadt	\$ 800.00
National Art Honor Society	Dr. Mark Graham	\$ 400.00
<i>(shared 50/50)</i>	Mrs. Shara Swinehart	\$ 400.00

b. Unpaid Instructional Co-Curricular Student Activity Group Advisors – None

c. Winter Athletic Co-Curricular Appointments

- i. Approve the addition of a Seasonal Game Manager co-curricular position and the appointment of Mr. Kyle Trexler as the Winter Season Game Manager (12/3/2018 through the end of the season, date TBD) for a stipend of \$2,500 payable on 2/15/2019 per Personnel C.4.c.i.

d. Approve the Winter Event Staff and Athletic Volunteer Coaches per Personnel C.4.d.

D. Support Staff Substitutes – None

E. Leaves – None

F. Other Personnel Items

1. Approve two new BHASD extra-curricular positions for the Middle School Wellness & Health for Youth (WHY) after school program and approve the following individuals fill the positions per Personnel F.1.

<u>Name</u>	<u>Position</u>	<u>Stipend</u>	<u>Effective (retro.)</u>
a. <u>Mrs. Michele Moore</u> , HS Business Teacher	WHY Program Lead, Session 2	\$2,000	1/4-2/28/2019
	WHY Program Lead, Session 3	\$2,000	3/4-5/30/2019
b. Mrs. Jennifer Johnson, HS Librarian	WHY Program Co-Assistant, Session 2	\$750	1/4-2/28/2019
	WHY Program Co-Assistant, Session 3	\$750	3/4-5/30/2019

- | | | | | |
|----|---|--|----------------|--------------------------------|
| c. | Mrs. Wendy Pristash,
HS Business Teacher | WHY Program Co-Assistant, Session 2
WHY Program Co-Assistant, Session 3 | \$750
\$750 | 1/4-2/28/2019
3/4-5/30/2019 |
|----|---|--|----------------|--------------------------------|
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. Melanie Sheetz, MS Life Skills | Mrs. Christina Buehler, MS Learning Support (Scheuer) |

Mr. Potteiger introduced Mr. Jamison Barnhart, as the new High School Assistant Principal and welcomed him to the school district.

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

Motion Carried – 7 Yeas/2 Absent

Mr. Bieber asked about the retirement of the two librarians and the new hiring process. Mr. Potteiger confirm that the district plans to hire replacements for both positions, and plans to advertise late spring. Due to the time between the retirements at the end of the school year and beginning of the next school year in August, they do not anticipate any overlap for training the new librarians. However, Mrs. Ballantyne has already agreed to be a part of the hiring process for the new IS/MS Librarian.

ADJOURNMENT

Mrs. Huhn asked if the teacher’s union had been notified with drug testing. Mr. Potteiger and Mr. Mancuso noted that there is no concern because teachers are not part of the union until after they are hired.

Mrs. Huhn asked for an update on the Technology RFP (request for proposal). Mr. Potteiger noted that we have investigated options, and there are many companies that support school technology. Mr. Voelker has been working with Mr. Scott Major of BCIU to provide guidance with wording content of RFP. We will be looking for companies similar to HIG for like-services. The RFP should be completed by the end of January. The current HIG contract expires in August. Mr. Voelker confirmed that the RFP includes technicians, the server and the network for approximately \$250,000. The copiers/printers as well as website design and maintenance are separate contracts.

Mr. Rothermel announced there was an executive session to discuss personnel prior to the meeting.

A motion was made by Mr. Scheetz and seconded by Mr. Bieber to adjourn the meeting at 9:03 p.m.

Motion carried with all yeas.

Approval Date

Brian Pawling, Board Secretary
Katharine Ege, Recording Secretary