



**ANTIETAM SCHOOL DISTRICT
SCHOOL BOARD MEETING AGENDA
Monday, January 22, 2024, 7:00 p.m.**

1. AGENDA/CALL TO ORDER-Mr. Roberts

The Board will meet in executive session regarding Personnel at the conclusion of the Voting meeting today, January 22, 2024, they will not reconvene.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA - Mr. Roberts

4. PUBLIC COMMENT - Mr. Roberts

Procedures for Public Comment:

The ASD School Board welcomes the public to comment on agenda items and other issues that pertain to the ASD. We would like to remind everyone who would like to offer public comment that each speaker will be given a 3-minute time limit for their comments, and that the public comment time is not intended to be a question and answer session with the school board. If you have a question that you would like addressed, please reach out to Dr. Rochlin via email, and she will communicate with ASD Board Members. Thank you for your cooperation and continued partnership with the ASD

5. STUDENT REPRESENTATIVE - Student Council

6. SUPERINTENDENT'S REPORT - Dr. Heidi Rochlin

✓Officer Sulivette Morales, School Resource Officer, made presentation during rescheduled CoW meeting, Monday, January 22, 2024.

VOICE VOTE

7. APPROVAL OF MINUTES – Thursday, December 7, 2023 and Monday, December 11, 2023

8. FINANCE COMMITTEE – Mr. Weldele

MOTION # - ROLL CALL

TREASURER'S REPORT – Mr. Weldele

Fund Balance (Unaudited) July 1, 2023	\$ 9,011,402.85
Revenue Year to Date	\$21,048,935.00
Expenditures Year to Date	(\$10,209,534.31)
Fund Balance (Unaudited) December 31, 2023	\$19,850,803.54

- Cash and Investments as of December 31, 2023 \$19,658,221,90.
- Approval of bills as listed for January 2024.

MOTION # - ROLL CALL

- Exonerate Fulton Bank from collecting 2023 Real Estate Tax Payments and 2022 Interim Real Estate Tax Payments, effective January 1, 2024.
- Ratify the Antietam School District’s submittal of the unpaid 2023 Real Estate Tax bills and 2022 Interim Real Estate Tax bills to Berks County Tax Claim Bureau for collection.
- Ratify the agreement between Antietam School District and Douglas A. Haring, MAI. SRA, AI-GRS for Professional Real Estate Appraisal of 705 Friedensburg Road, Lower Alsace Township for the all inclusive fee of \$2,750.00. to estimate the real market value of the property as of the date of inspection to determine a purchase price for the forementioned property.
- Ratify The Tuition contract for Weiser "Decisions" School at a rate of \$250.93 per day, for one 9th grade student for the remainder of the 2023-2024 school year or until the student is withdrawn, prior to the end of the school year.
- Ratify the services agreement between the Antietam School District and Language Learning Network for onsite instructional services, consisting of one teacher to teach Spanish at the Antietam Middle-Senior High School for the remainder of the 2023-2024 school year at a cost of \$39,900.
- Accept the \$2,500.00 donation from AEM Associates funds to be used as the district wishes.
- Approve the Water Treatment By Design Contract as presented pending final review by the District Solicitor.

<u>System Location</u>	<u>Description</u>	<u>Frequency</u>
Mount Penn Elementary 2310 Cumberland Ave Reading, PA 19606	(1) Hot Water Closed Loop (1) Chilled Water Closed Loop	Quarterly Quarterly
Mount Penn Primary 201 North 25 th St Reading, PA 19606	(1) Hot Water Closed Loop	Quarterly

As part of this agreement, Water Treatment by Design, LLC. shall provide the following chemicals necessary to maintain appropriate levels for the contract period:

<u>Chemical Provided</u>	<u>Chemical Function</u>
Formula 6204	Closed Loop Corrosion Inhibitor
Chemical Not Included on Contract:	

- Any glycol required for the Elementary chill water loop will be quoted on an as-needed basis.

Water Treatment By Design agrees to provide these services for the sum of \$2500.00 per year, billed quarterly in advance at a rate of \$625.00 per quarter. Total invoiced amount under this contract will be \$3750.00. This contract is subject to an inflationary increase of 3.0% per year over the course of this contract at the discretion of Water Treatment By Design.

- Approve the Pediatric Therapeutic Services, LLC Therapy Services Agreement for the school years terms from 8/2024 - 6/2027.

Therapy Services	2024-2025 School Year	2025- 2026 School Year	2026-2027 School Year
Occupational Therapist	\$74.99	\$75.99	\$75.99
Certified Occupational Therapy Assistant	\$62.99	\$63.99	\$63.99
Physical Therapist	\$85.00	\$99.99	\$99.99
Physical Therapist Assistant	\$65.99	\$66.99	\$66.99
Speech Therapist	\$85.00	\$100.99	\$100.99
School Psychologist	\$91.99	\$92.99	\$92.99
Bi-Lingual School Psychologist	\$99.49	\$104.99	\$104.99
Board Certified Behavior Analyst	\$89.99	\$90.99	\$90.99
Registered Behavior Technician	\$58.99	\$59.99	\$59.99
Behavior Technician	\$40.99	\$41.99	\$41.99
Social Worker	\$75.99	\$75.99	\$75.99
Licensed Practical Nurse	\$53.99	\$54.99	\$54.99

- Approve the Title I Letter of Agreement between the Antietam School District and the Berks County Intermediate Unit effective January 22, 2024, through June 30, 2024, for nonpublic schools Title I Equitable Services, at the following costs:
 - \$16,427 – as required by the Title I equitable services calculation and subject to change after final allocations are released by the Division of Federal Programs in the Spring 2024. To be paid from Title I funds
 - \$657.08 – 4% BCIU Administrative fee

MOTION # - ROLL CALL

- Approve the administration to engage with Trapani Communications for hourly public relations services (proposal attached), billed at \$150/hour, with a not to exceed cost of _____, pending Solicitor review of contract.

9. PROPERTY COMMITTEE - Mrs. Storms

MOTION # - ROLL CALL

- Approve Change Order 004 for the Antietam Creek Streambank Stabilization Project for the cancellation of the remaining portion of the project due to the July 2023 flood, at a decrease of \$366,863.70.
- Ratify the application for the variance and special exception to the zoning ordinance for the Mount Penn Elementary Center located at 2310 Cumberland Ave.; \$1,000 filing fee. (attached)
- Approve the application for the variance and special exception to the zoning ordinance for the Mount Penn Primary Center, location at 201 N 25th St.; \$1,000 filing fee pending finalization of application by solicitor.
- Accept the donation of materials from Donor's Choose for the Project "Floor Seating Furniture for Communication and Collaboration".

10. BEIT/TCC - Mrs. Detwiler

11. POLICY COMMITTEE - Mr. Modeste

MOTION # - ROLL CALL

- Approve the District Calendar for the 2024-2025 School year.
- Ratify the addition of two privately tutored student grades 2 and 4 to the homeschool list for the remainder of the 2023-2024 school year.
- Approve new residency affidavit for one 1st grade student for the remainder of the 2023-2024 school year.
- Approve the first reading of School Board Policy 815.2 Use of Social Media by Board Members.
- Approve the first reading of School Board Policy 815.3 Social Media Blocking and Comment Deletion.

12. BERKS CAREER & TECHNOLOGY CENTER - Mr. Roberts

13. BERKS COUNTY INTERMEDIATE UNIT - Mrs. DiSarro

✓Recognition of Artwork submitted to the BCIU Artwork Showcase by Cae Storms.

14. ATHLETIC/ACTIVITIES COMMITTEE - Mrs. Stief

✓Brian Laiacona made an Athletics Presentation during the rescheduled CoW meeting Monday, January 22, 2024

✓Discussion: regarding repairs needed for Softball field during the rescheduled CoW meeting, Monday, January 22, 2024.

MOTION # - ROLL CALL

- Approve the overnight field trip, January 25, 2024, through January 26, 2024, with Caleb Deustch for students in District Chorus, Alan Rochlin, Ellen Rochlin and Angel Bueno-Cruz at Jim Thorpe High School at the cost of the district cost to district \$515.06.
- Approve the overnight field trip, February 22, 2024 through February 24, 2024, with Will Wagner for student; Alan Rochlin, for a regional band competition at Eastern York High School in Wrightsville PA. at the cost of the district \$292.00
- Approve the Senior class trip 2025 to Virginia Beach, Virginia to depart May 15, 2025 - May 18, 2025. Students will experience sights, history, ecology and culture. Each student will pay 640.00, which includes Accommodations, Meals, Busch Gardens entry and Transportation costs as outlined.

15. CURRICULUM COMMITTEE - Mrs. DiSarro

✓ATSI plan review during for the 2023-2024 school year at the rescheduled Cow meeting, Monday, January 22, 2024.

✓Data Presentation during Cow meeting

MOTION # - ROLL CALL

- Approve the ATSI plan for the 2023-2024 school year.

16. LEGISLATIVE/COMMUNICATIONS COMMITTEE - Mrs. Storms

17. NEGOTIATIONS COMMITTEE - Mrs. Miller

18. PERSONNEL COMMITTEE- Ms. Ramsey

MOTION # - ROLL CALL

- Request to authorize the Superintendent to make employment commitments to qualified applicants for the purpose of filling vacancies that occur after the January 22, 2024 Board meeting with action to be ratified by the School Board at the next official meeting for the remainder of the 2023-24 school year.

- Approve Catherine Hartman as a Substitute Accountant for the Food Service Fund at a rate of \$35.48 per hour, effective February 5, 2024.
- Ratify a pro-rated stipend of \$1,488.89 for Elizabeth Faust-Shucker for teaching an additional class in the first semester of the 2023-2024 school year, effective September 25, 2023 through January 10, 2024.
- Ratify a pro-rated stipend of \$244.44 for Mitizene Lindo-Blake for teaching an additional class in the first semester of the 2023-2024 school year, effective December 18, 2023 through January 10, 2024.
- Ratify the addition of Savannah Bowers to the Antietam Sub/Guest teacher list for the remainder of the 2023-2024 School year.
- Ratify the addition of Abigail Rochlin to the act 91 sub list
- Ratify Wendy Goldman, 6th grade teacher, Master's Step 3, \$54,450.00 with benefits effective January 8, 2024,
- Approve Jennifer McCready as mentor to Wendy Goldman for 1/2 year at \$250.00
- Accept the letter of resignation from Ashley Brown, 7-12 School Counselor effective December 22, 2023.
- Approve Marc Carvalho as 7-12 School Counselor, Master's Step 1 \$51,650.00 with benefits effective January 15, 2024
- Approve an additional \$164.00 to Stephanie Scheirer to mentor Marc Carvalho for the additional time for a complete year .
- Approve Stephanie Hartman and Danielle Bastain as mentors for Savannah Bowers, KU Reading intern, \$125.00 each for 1/2 year
- Approve the unpaid dates for the following staff members:
 - o Donna Nuding, full day, 1/5/2024.
 - o Chelsea Boudreau, full day, January 26, 2024.
- Approve a stipend of \$1,000 for Stephanie Scheirer, MPEC school counselor, to act as PSSA coordinator for grades 4-6 for the 2024 test administration and planning.
- Approve a stipend of \$5,000, pro-rotated to days worked with an effective date of February 1st, 2024, for Nicole Schieck for the position of Federal Programs Coordinator for the 2023-2024 school year.

19. ADJOURN -

The Board will now go into executive session regarding Personnel and will not reconvene.

7/1/2023 (UNAUDITED) **9,011,402.85**

REVENUE **21,048,935.00**

EXPENSES **(10,209,534.31)**

FUND BALANCE 12/31/2023 **19,850,803.54**

ANTIETAM SCHOOL DISTRICT
SCHEDULE OF CASH & INVESTMENTS
AS OF DECEMBER 31, 2023

<u>INSTITUTION</u>	<u>AMOUNT</u>	<u>INTEREST RATE</u>
PLGIT TRUST CHECKING PER STATEMENT	\$ 3,510,575.67	
OUTSTANDING PLGIT CHECKS	\$ (112,119.49)	
PLGIT TRUST CHECKING LEDGER BALANCE	\$ 3,398,456.18	5.18%
PLGIT - RESERVE	\$ 14,437,601.37	5.30%
FULTON BANK	\$ 29,830.50	
PSDLAF - PSDMAX	\$ 1,792,333.85	5.230%
TOTAL CASH & INVESTMENTS AS OF		
DECEMBER 31, 2023	\$ 19,658,221.90	
ESTIMATED INTEREST		
INCOME FOR DECEMBER 31, 2023	\$ 81,509.41	

**Antietam School District
Investment Report
as of June 30, 2024**

Fund ----> Investment ---->	General			Capital Reserve			Capital Projects
	PLGIT Class	PLGIT Reserve	PSDLAF Max	PLGIT Class	PLGIT Reserve	PSDLAF Max	PLGIT GOB 2020
<u>Dec-23</u>							
Interest Rate	5.18%	5.30%	5.230%	5.18%	5.30%	5.230%	5.30%
Invested Amt.(Beg. Bal.)	\$ 586,830.96	\$ 15,362,178.09	\$ 1,784,407.92	\$ 6,627.89	\$ 338,876.95	\$ 180,212.29	\$ 1,960,526.41
Interest Earned	\$ 8,070.20	\$ 65,513.28	\$ 7,925.93	\$ 29.19	\$ 1,524.32	\$ 800.47	\$ 8,778.39
<u>Nov-23</u>							
Interest Rate	5.18%	5.29%	5.241%	5.18%	5.29%	5.241%	5.29%
Invested Amt.(Beg. Bal.)	\$ 1,621,669.47	\$ 15,295,672.98	\$ 1,776,754.53	\$ 6,599.78	\$ 337,409.90	\$ 179,439.36	\$ 1,952,039.63
Interest Earned	\$ 3,511.22	\$ 66,505.11	\$ 7,653.39	\$ 28.11	\$ 1,467.05	\$ 772.93	\$ 8,500.57
<u>Oct-23</u>							
Interest Rate	5.16%	5.26%	5.220%	5.16%	5.26%	5.220%	5.26%
Invested Amt.(Beg. Bal.)	\$ 4,018,686.23	\$ 13,084,897.68	\$ 1,768,911.53	\$ 6,570.96	\$ 335,908.17	\$ 178,647.27	\$ 2,081,133.89
Interest Earned	\$ 8,571.75	\$ 65,142.34	\$ 7,843.00	\$ 28.82	\$ 1,501.73	\$ 792.09	\$ 9,038.70
<u>Sep-23</u>							
Interest Rate	5.15%	5.25%	5.23%	5.15%	5.25%	5.23%	5.25%
Invested Amt.(Beg. Bal.)	\$ 5,789,356.97	\$ 5,035,543.81	\$ 1,761,346.75	\$ 6,543.27	\$ 334,465.20	\$ 177,883.27	\$ 2,072,193.94
Interest Earned	\$ 18,810.16	\$ 49,353.87	\$ 7,564.78	\$ 27.69	\$ 1,442.97	\$ 764.00	\$ 8,939.95
<u>Aug-23</u>							
Interest Rate	5.12%	5.22%	5.177%	5.12%	5.22%	5.177%	5.22%
Invested Amt.(Beg. Bal.)	\$ 2,090,608.49	\$ 5,013,323.29	\$ 1,753,636.77	\$ 6,514.95	\$ 332,989.29	\$ 177,104.60	\$ 2,063,049.90
Interest Earned	\$ 12,507.11	\$ 22,220.52	\$ 7,709.98	\$ 28.32	\$ 1,475.91	\$ 778.67	\$ 9,144.04
<u>Jul-23</u>							
Interest Rate	4.96%	5.07%	4.975%	4.96%	5.07%	4.975%	5.07%
Invested Amt.(Beg. Bal.)	\$ 2,419,946.28	\$ 4,991,829.29	\$ 1,746,258.70	\$ 6,487.65	\$ 331,561.59	\$ 176,359.46	\$ 2,054,204.56
Interest Earned	\$ 8,277.47	\$ 21,494.00	\$ 7,378.07	\$ 27.30	\$ 1,427.70	\$ 745.14	\$ 8,845.34
Interest Earned YTD	\$ 59,747.91	\$ 290,229.12	\$ 46,075.15	\$ 169.43	\$ 8,839.68	\$ 4,653.30	\$ 53,246.99
Total Interest Earned		\$396,052.18			\$13,662.41		\$53,246.99
Avg. Interest Rate		5.18%			5.18%		5.23%
Interest Earned 22-23		\$438,402.12			\$19,161.20		\$72,980.86
Interest Earned 21-22		\$10,705.23			\$782.92		\$3,495.08
Interest Earned 20-21		\$3,304.09			\$214.60		\$1,124.70
Interest Earned 19-20		\$114,304.46			\$7,692.07		\$23,132.30

CHECK CHECK			INVOICE		AMOUNT
NUMBER	DATE	VENDOR	NUMBER	DESCRIPTION	
501895	01/12/2024	FEENEY, KATY	CAFE BALAN	HUNTER & SAGE FEENEY	-6.35
501914	12/21/2023	GOLD STAR FOODS	3290719	COMMODITIES	461.76
501915	12/21/2023	KISTLER O'BRIEN	248376	INSPECTION	352.07
501916	12/21/2023	MORABITO BAKING CO.,	Multiple	Multiple Invoices	268.32
501917	12/21/2023	POLAR LEASING CO, IN	RI93516	WALK IN FREEZER RENTAL - 9MO	1,215.00
501918	12/21/2023	SINGER EQUIPMENT	Multiple	Multiple Invoices	1,890.87
501919	12/21/2023	SUBWAY	1/A-468104	630 SANDWICHES	1,512.00
501920	12/21/2023	US FOODSERVICE	Multiple	Multiple Invoices	13,409.62
501921	01/22/2024	ARAMARK SERVICES INC	Multiple	Multiple Invoices	4,445.70
501922	01/22/2024	CLOVER FARMS DAIRY C	Multiple	Multiple Invoices	3,443.38
501923	01/22/2024	MORABITO BAKING CO.,	Multiple	Multiple Invoices	957.05
501924	01/22/2024	POLAR LEASING CO, IN	RI94436	WALK IN FREEZER RENTAL - 9MO	1,215.00
501925	01/22/2024	SINGER EQUIPMENT	Multiple	Multiple Invoices	2,950.32
501926	01/22/2024	SUBWAY	471987	SANDWICHES	1,560.00
501927	01/22/2024	US FOODSERVICE	Multiple	Multiple Invoices	12,677.03
501928	01/22/2024	VALLEY GREEN FOODS	0069805	FOOD PURCH	1,860.82
202300353	12/13/2023	SOS GROUP INC	9000020	CONSULT-NOV	3,834.78
202300377	01/19/2024	SOS GROUP INC	9000025	CONSULT-DEC	3,834.78
Totals for checks					55,882.15

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	DESCRIPTION	AMOUNT
119699	12/12/2023	FABER, KYLE	ACCOMPANIST	100.00
119700	12/14/2023	BOYER, MATT	BB GIRLS VAR	80.00
119701	12/14/2023	CAICEDO, SALOMON	BB BOYS VAR	80.00
119702	12/14/2023	FLEMING, GERRY	BB BOYS VAR	80.00
119703	12/14/2023	HOLLER, JIM	BB GIRLS VAR	80.00
119704	12/14/2023	MARTIN, BRENDEN	BB BOYS JV	64.00
119705	12/14/2023	MILLER, TOM JR	BB GIRLS VAR	80.00
119706	12/14/2023	MURRAY, JIM	BB BOYS VAR	80.00
119707	12/14/2023	SNYDER, TED	BB BOYS JV	64.00
119708	12/18/2023	ACCESS SERVICES INC	TUITION	4,320.00
119709	12/18/2023	AMAZON	Multiple Invoices	254.09
119710	12/18/2023	BERKS CAREER & TECH CENTER	SPECIAL NEEDS	3,976.27
119711	12/18/2023	BERKSHIRE SYSTEMS GROUP INC	CAMERA REPAIR	1,544.76
119712	12/18/2023	BORRELL, MATTHEW	RE TAX REFUND	147.27
119713	12/18/2023	BSN SPORTS	GYM FLR PLATES	1,219.74
119714	12/18/2023	CARSONIA CAR CARE	VAN 6	843.84
119715	12/18/2023	CCIU	Multiple Invoices	2,231.57
119716	12/18/2023	CENTRAL BERKS REG POLICE DEPT	Multiple Invoices	33,161.34
119717	12/18/2023	COMCAST	CHURCH WIFI	421.10
119718	12/18/2023	CONTRACT PAPER GROUP INC	COPY PAPER	1,379.60
119719	12/18/2023	CROWN CASTLE LLC	BUILDINGFIBER	1,875.22
119720	12/18/2023	DEVOPAR CONSULTING	PROF SVCS	2,151.45
119721	12/18/2023	HEINEMANN	Multiple Invoices	9.25
119722	12/18/2023	HILLYARD / MID-ATLANTIC	SUPPLIES	383.85
119723	12/18/2023	HOGAN LEARNING ACADEMY LLC	Multiple Invoices	16,100.00
119724	12/18/2023	INDEPENDENT SCHOOL PSYCH LLC	PROF SVCS	4,400.00
119725	12/18/2023	J C EHRLICH CO INC	PEST MGMT	73.00
119726	12/18/2023	JOHNSON, MADISON	LAMP OF LRNG	25.00
119727	12/18/2023	MAXIM HEALTHCARE STAFFING SVCS	PROF SVCS	17,524.83
119728	12/18/2023	PEDIATRIC THERAPEUTIC SVCS INC	PROF SVCS	902.30
119729	12/18/2023	PMEA DISTRICT 10	REGISTRATION	170.00
119730	12/18/2023	READING ELEVATOR SERVICE INC	Multiple Invoices	2,549.00
119731	12/18/2023	REPUBLIC SERVICES #318	WASTE SVCS	1,798.95
119732	12/18/2023	RIVER ROCK ACADEMY LLC	TUITION	1,020.00
119733	12/18/2023	ROBERTS, ANYA	PR CK REPLACE	95.25
119734	12/18/2023	SOUDERTON AREA SCHOOL DISTRICT	TUITION	3,194.45
119735	12/18/2023	THE STEPPING STONES GROUP LLC	Multiple Invoices	12,975.00
119736	12/18/2023	STONEY CREEK RENTALS INC	Multiple Invoices	1,197.58
119737	12/18/2023	SWEET STEVENS KATZ WILLIAMS LL	PROF SVCS	125.00
119738	12/18/2023	TREETOP PUBLISHING	BOOKS	54.00
119739	12/18/2023	UGI UTILITIES INC	Multiple Invoices	6,705.55
119740	12/18/2023	VERIZON	TELEPHONE	723.19
119741	12/18/2023	WILSON LANGUAGE TRAINING CORP	SUPPLIES	2,019.60
119742	12/18/2023	THE WORLD AFFAIRS COUNCIL OF G	LUNCHEON	105.00
119743	12/18/2023	ZESWITZ MUSIC	SUPPLIES	65.97
119744	12/19/2023	BERKS COUNTY I U	Multiple Invoices	1,330.00
119745	12/19/2023	ELWYN INC	TUITION	18,018.00
119746	12/19/2023	FEDERAL RENT-A-FENCE	MSHS FENCE	500.00
119747	12/19/2023	FRASER AIS	COPIERS	146.00
119748	12/19/2023	J C EHRLICH CO INC	PEST MGMT	86.00
119749	12/19/2023	KIDSPACE CORPORATION	TUITION	3,230.00
119750	12/19/2023	THE LOOMIS COMPANY	TREASURER BOND	173.75
119751	12/19/2023	RIVER ROCK ACADEMY LLC	Multiple Invoices	12,153.95
119752	12/19/2023	THE STEPPING STONES GROUP LLC	Multiple Invoices	9,510.00
119753	12/19/2023	SWEET STEVENS KATZ WILLIAMS LL	PROF SVCS	1,440.00
119754	12/19/2023	BERRIOS, NELSON	BB GIRLS VAR	80.00

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	DESCRIPTION	AMOUNT
119755	12/19/2023	KEIM, DAVID	BB BOYS JV	64.00
119756	12/19/2023	KLINE, CHRISTOPHER	BB BOYS JV	64.00
119757	12/19/2023	MCCOY, DAVID	BB BOYS VAR	80.00
119758	12/19/2023	ORLANDO, GERARD	BB GIRLS VAR	80.00
119759	12/19/2023	PENA, JASON	BB BOYS VAR	80.00
119760	12/19/2023	SANTONI, DANTE JR	BB GIRLS VAR	80.00
119761	12/19/2023	SHERMAN, BARRY	BB BOYS VAR	80.00
119762	12/20/2023	21ST CENTURY MEDIA - PHILLY CL	ADVERTISING	98.10
119763	12/20/2023	A G MYERS LLC	MOW BANKS	735.00
119764	12/20/2023	BERKS COUNTY I U	Multiple Invoices	7,029.63
119765	12/20/2023	DEMCO	SUPPLIES	86.13
119766	12/20/2023	HILLYARD / MID-ATLANTIC	Multiple Invoices	3,453.97
119767	12/20/2023	KELLEY BROS, LLC	SUPPLIES	200.00
119768	12/20/2023	MET-ED	Multiple Invoices	10,057.33
119769	12/20/2023	PSBA INSURANCE	Multiple Invoices	198.00
119770	12/20/2023	READING FOUNDRY & SUPPLY CO	Multiple Invoices	256.60
119771	12/20/2023	UGI UTILITIES INC	NATURAL GAS	28.69
119772	12/20/2023	WEAVERS COMM & INDUSTRIAL SUPP	SUPPLIES	191.52
119773	12/21/2023	COGAN, MARK	BB GIRLS VAR	80.00
119774	12/21/2023	DORNES, DENNIS	BB BOYS JV	64.00
119775	12/21/2023	HUNSBERGER, BILL	BB BOYS VAR	80.00
119776	12/21/2023	MILLER, TOM JR	BB GIRLS VAR	80.00
119777	12/21/2023	ORLANDO, GERARD	BB BOYS VAR	80.00
119778	12/21/2023	ROBINSON, RICHARD	BB BOYS VAR	80.00
119779	12/21/2023	STIGURA, DARRYL	BB BOYS VAR	80.00
119780	12/21/2023	VELAZQUEZ, ALEX	BB BOYS JV	64.00
119781	12/21/2023	WAWRZONEK, JOSEPH	BB GIRLS VAR	80.00
119782	12/21/2023	ALBRIGHT COLLEGE	JANUARY SVCS	38,888.89
119783	12/21/2023	COMMUNITIES IN SCHOOLS OF EAST	Multiple Invoices	22,800.00
119784	12/21/2023	FRASER AIS	COPIERS	23.81
119785	12/21/2023	HERBEIN + COMPANY INC	PROF SVCS	15,900.00
119786	12/21/2023	LOWE'S	SUPPLIES	939.02
119787	12/29/2023	BOROUGH OF MT PENN	ZONING VARIANCE	1,000.00
119788	01/12/2024	BERGES, ABRAHAM	BB GIRLS VAR	80.00
119789	01/12/2024	BOYER, MATT	BB GIRLS VAR	80.00
119790	01/12/2024	COGAN, MARK	BB GIRLS VAR	80.00
119791	01/12/2024	COLEMAN, TIM	BB BOYS VAR	80.00
119792	01/12/2024	FROST, JONATHAN	BB BOYS JV	64.00
119793	01/12/2024	GILBERT, PHILIP	BB GIRLS VAR	80.00
119794	01/12/2024	HARTMAN, GLENN	BB BOYS JV	64.00
119795	01/12/2024	HOLLER, JIM	BB BOYS VAR	80.00
119796	01/12/2024	KIRSCH, ZACH	BB BOYS VAR	80.00
119797	01/12/2024	LANDIS, COLLIN	BB GIRLS VAR	80.00
119798	01/12/2024	MCCOY, DAVID	BB GIRLS VAR	80.00
119799	01/12/2024	MILLER, TOM JR	BB BOYS VAR	80.00
119800	01/12/2024	NIGRINI, TIMOTHY	Multiple Invoices	160.00
119801	01/12/2024	PEGRAM, JAHUAN	BB BOYS JV	64.00
119802	01/12/2024	PENA, JASON	BB GIRLS VAR	80.00
119803	01/12/2024	RAY, TIMOTHY	Multiple Invoices	160.00
119804	01/12/2024	ROBINSON, RICHARD	BB BOYS VAR	80.00
119805	01/12/2024	ROZYCKI, CRAIG	Multiple Invoices	160.00
119806	01/12/2024	SCHMEHL, JAY	BB BOYS VAR	80.00
119807	01/12/2024	SHERMAN, BARRY	Multiple Invoices	160.00
119808	01/12/2024	SNYDER, BRIAN	BB BOYS VAR	80.00
119809	01/12/2024	STIGURA, DARRYL	BB BOYS VAR	80.00
119810	01/12/2024	WAWRZONEK, JOSEPH	BB GIRLS VAR	80.00

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	DESCRIPTION	AMOUNT
119811	01/12/2024	WHITE, JARED	BB BOYS VAR	80.00
119812	01/12/2024	WILLIAMSON, CARL	BB BOYS JV	64.00
119813	01/12/2024	WORK, JUSTIN	Multiple Invoices	160.00
119814	01/22/2024	ACCESS SERVICES INC	TUITION	3,840.00
119815	01/22/2024	AEQUOR	Multiple Invoices	4,279.20
119816	01/22/2024	ALBRIGHT COLLEGE	GRADE 6	38,888.89
119817	01/22/2024	AMAZON	SUPPLIES	46.97
119818	01/22/2024	AT&T	TELEPHONE	110.12
119819	01/22/2024	T M BAILEY SERVICES LLC	TOILET RENTAL	200.00
119820	01/22/2024	BERKS CAREER & TECH CENTER	Multiple Invoices	36,374.46
119821	01/22/2024	BERKS COUNTY I U	Multiple Invoices	53,743.95
119822	01/22/2024	BODY ZONE SPORTS & WELLNESS CO	Multiple Invoices	5,100.00
119823	01/22/2024	CARSONIA CAR CARE	Multiple Invoices	2,291.95
119824	01/22/2024	CCIU	Multiple Invoices	74,455.02
119825	01/22/2024	COMMUNITIES IN SCHOOLS OF EAST	TUITION	3,800.00
119826	01/22/2024	CONCORD TECHNOLOGIES	CLOUD FAX	108.06
119827	01/22/2024	COTTAGE SEVEN EDUCATION	Multiple Invoices	10,200.00
119828	01/22/2024	CRYSTAL SPRINGS	FILTRATION SYS	119.88
119829	01/22/2024	DE LAGE LANDEN FINANCIAL SVCS	COPIERS	2,352.82
119830	01/22/2024	DEGLER WHITING INC	BACKSTOP WHEELS	3,057.00
119831	01/22/2024	ELWYN INC	TUITION	12,870.00
119832	01/22/2024	EPLER, LEE	MILEAGE	1,558.90
119833	01/22/2024	EXTRAORDINARY LAW	SETTLEMENT	2,000.00
119834	01/22/2024	FASTENAL COMPANY	SUPPLIES	49.71
119835	01/22/2024	FRASER AIS	Multiple Invoices	173.51
119836	01/22/2024	GOVCONNECTION INC	Multiple Invoices	3,137.72
119837	01/22/2024	H & L TEAM SALES INC	BASEBALL HATS	414.00
119838	01/22/2024	HERFF JONES INC	MEDALS	53.95
119839	01/22/2024	HILLYARD / MID-ATLANTIC	Multiple Invoices	3,660.13
119840	01/22/2024	HOGAN LEARNING ACADEMY LLC	TUITION	9,200.00
119841	01/22/2024	INDEPENDENT SCHOOL PSYCH LLC	PROF SVCS	3,300.00
119842	01/22/2024	KELLEY BROS, LLC	EXT GYM DOOR	6,786.00
119843	01/22/2024	KIDSPACE CORPORATION	TUITION	2,550.00
119844	01/22/2024	KOZLOFF STOUTT	Multiple Invoices	33,167.75
119845	01/22/2024	LEVAN MACHINE & TRUCK EQUIPMEN	SUPPLIES	21.59
119846	01/22/2024	NATIONAL INSURANCE SERVICES	LIFE LTD	1,202.27
119847	01/22/2024	NELCO	W2 ENVELOPES	119.38
119848	01/22/2024	OSS/KROY PRODUCT CENTER	POSTER INK	143.97
119849	01/22/2024	PATHWAY SCHOOL	TUITION	7,088.00
119850	01/22/2024	PITNEY BOWES GLOBAL	POSTAGE METER	384.00
119851	01/22/2024	PSBA INSURANCE	TRAINING	99.00
119852	01/22/2024	RAYMOND JAMES & ASSOC INC	AGENT FEES	7,500.00
119853	01/22/2024	READING ELEVATOR SERVICE INC	Multiple Invoices	316.00
119854	01/22/2024	READING FOUNDRY & SUPPLY CO	Multiple Invoices	392.45
119855	01/22/2024	RENAISSANCE	STARREADING	45.45
119856	01/22/2024	RIVER ROCK ACADEMY LLC	TUITION	960.00
119857	01/22/2024	THE STEPPING STONES GROUP LLC	Multiple Invoices	12,552.50
119858	01/22/2024	SWEET STEVENS KATZ WILLIAMS LL	Multiple Invoices	1,040.00
119859	01/22/2024	T-MOBILE	CELL PHONES	740.36
119860	01/22/2024	UGI UTILITIES INC	NATURAL GAS	948.33
119861	01/22/2024	VERIZON	Multiple Invoices	1,320.28
119862	01/22/2024	VISION BENEFITS OF AMERICA	VISION INS	1,001.30
119863	01/22/2024	WEATHERPROOFING TECH INC	MPEC ROOFREPAIR	2,017.13
119864	01/22/2024	WEX BANK	FUEL	700.93
119865	01/22/2024	WORLD BOOK INC	ADV REF SUITE	650.00
202300354	12/15/2023	DELTA DENTAL OF PENNSYLVANIA	DENTAL INS	1,513.50

CHECK CHECK			INVOICE		
NUMBER	DATE	VENDOR	DESCRIPTION		AMOUNT
202300355	12/20/2023	DELTA DENTAL OF PENNSYLVANIA	DENTAL INS		1,002.50
202300372	12/27/2023	DELTA DENTAL OF PENNSYLVANIA	DENTAL INS		456.00
202300373	12/27/2023	DELTA DENTAL OF PENNSYLVANIA	DENTAL INS		771.40
202300374	01/16/2024	BERKS CO SCHOOL DIST HEALTH TR	MEDICAL INS		185,557.39
202300375	01/16/2024	DELTA DENTAL OF PENNSYLVANIA	DENTAL INS		1,022.00
202300376	01/16/2024	DELTA DENTAL OF PENNSYLVANIA	DENTAL INS		320.00
202300378	01/10/2024	RYDER TRUCK RENTAL INC	RENTAL		2,516.00
202300379	01/10/2024	ADVANCE AUTO PARTS	SUPPLIES		17.54
202300380	01/10/2024	PARTSTREE.COM	SUPPLIES		23.25
202300381	01/10/2024	MICROSOFT CORPORATION	AZURESERVICES		21.00
202300382	01/10/2024	ARAMARK SERVICES INC	SUPPLIES		15.00
202300383	01/10/2024	WALMART.COM	SUPPLIES		200.42
202300384	01/10/2024	AMIGO'S PIZZA	SUPPLIES		62.63
202300385	01/10/2024	TARGET	SUPPLIES		60.00
202300386	01/10/2024	COMMONWEALTH OF PA	APP CERT		500.00
202300387	01/10/2024	TIMS	CERTIFICATE		100.00
202300388	01/10/2024	TEACHERS PAY TEACHERS	SUPPLIES		133.98
202300389	01/10/2024	WALMART.COM	STORAGE BOXES		79.97
202300390	01/10/2024	WALMART.COM	SUPPLIES		63.04
202300391	01/10/2024	TARGET	SUPPLIES		110.24
202300392	01/10/2024	COWRITER	SUPPLIES		69.86
202300393	01/10/2024	SNAP & READ UNIVERSAL	SUPPLIES		63.84
202300394	01/10/2024	APPLE INC	SEIPADAPP		249.99
202300395	01/10/2024	MICROSOFT CORPORATION	AZURESERVICES		378.62
202300396	01/10/2024	NEW HOLLAND COFFEE	SUPPLIES		150.00
202300397	01/10/2024	CARICATURES BY COURTNEY	SUPPLIES		90.00
202300398	01/10/2024	KLEIN TRANSPORTATION	SUPPLIES		1,200.00
202300399	01/10/2024	AMAZON	SUPPLIES		89.35
202300400	01/10/2024	IXL LEARNING	IXL		5,350.00
202300401	01/10/2024	AMAZON	PENS		48.74
202300402	01/10/2024	AMAZON	SUPPLIES		81.70
202300403	01/10/2024	AMAZON	SUPPLIES		119.20
202300404	01/10/2024	AMAZON	SUPPLIES		184.67
202300405	01/10/2024	AMAZON	SUPPLIES		203.52
232400092	12/18/2023	ISCORP	HOSTING SERVICE		596.16
232400093	12/18/2023	KASZMETSKE, TIFFANY	MILEAGE REIMB		48.47
232400094	12/18/2023	NEW STORY, LLC	Multiple Invoices		30,272.00
232400095	12/18/2023	NORRIS, MEGANLYN	PROF SVCS		1,400.00
232400096	12/18/2023	PROCARE THERAPY	Multiple Invoices		4,785.00
232400097	12/18/2023	SOLIANT	Multiple Invoices		6,655.94
232400098	12/19/2023	HAHN, MARIA	REIMB SUPPLIES		146.40
232400099	12/19/2023	PROCARE THERAPY	PROF SVCS		1,540.00
232400100	12/19/2023	SOLIANT	PROF SVCS		3,723.60
232400101	12/20/2023	IMAGINE LEARNING LLC	Multiple Invoices		64,350.00
232400102	12/20/2023	SOS GROUP INC	Multiple Invoices		39,293.57
232400103	01/22/2024	DEUTSCH, CALEB	REIMB SUPPLIES		39.99
232400104	01/22/2024	HAHN, MARIA	STAFF SNACKS		41.24
232400105	01/22/2024	HENNING, LAURA	SUPPLIES		40.72
232400106	01/22/2024	ISCORP	HOSTING SERVICE		596.16
232400107	01/22/2024	KAUFFMAN, VIKKI	MILEAGE		64.19
232400108	01/22/2024	KELLEY, MORGAN	TUITION REIMB		1,548.00
232400109	01/22/2024	LANDHERR, KELLY	REIMB SUPPLIES		96.27
232400110	01/22/2024	NEW STORY, LLC	Multiple Invoices		37,840.00
232400111	01/22/2024	PROCARE THERAPY	Multiple Invoices		4,730.00
232400112	01/22/2024	REEVES, JENNIFER	SUPPLIES		387.87
232400113	01/22/2024	SCHEIRER, STEPHANIE	Multiple Invoices		79.83

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	DESCRIPTION	AMOUNT
232400114	01/22/2024	SCHIFFERT, KYLE	TUITION REIMB	1,548.00
232400115	01/22/2024	SOLIANT	PROF SVCS	3,630.51
232400116	01/22/2024	SOS GROUP INC	Multiple Invoices	54,857.25
Totals for checks				1,096,906.86

BERKS COUNTY TAX CLAIM BUREAU

CERTIFICATION OF UNPAID TAX BILLS

Email To: taxclaim@countyofberks.com
 Fax To: 610-478-6644
 Questions: Nikki Blanding, Director
 610-898-1011

Mail To: Berks County Tax Claim Bureau
 Attn: Nikki Blanding, Director
 633 Court St, 2nd Floor
 Reading, PA 19601

The undersigned taxing district hereby returns this certification along with the attached supporting documentation detailing the properties against which real estate taxes were levied, and in whole or partly, remain unpaid by the close of the tax year.

Tax Bill Type _____ (Regular/Interim/Change) Unpaid Tax Year _____

	# Of Accounts	Flat Amount	Penalty Amount	Total (Flat & Penalty)
ANNUAL				
INSTALLMENTS				
INTERIMS				
TOTAL				

Preparer's Name _____ Title _____

Email _____ Phone # _____

Authority Type _____ (Twp/Boro/City/Sch) Date _____

In witness whereof, the undersigned taxing authority has executed this return of unpaid taxes for collection by the Berks County Tax Claim Bureau this _____ day of _____, _____.

Authority _____ (Legal Entity Name)

Signature  _____ (Sec/Treas/Mgr)

Mailing Address _____

FOR TCB USE ONLY	RECEIVED	REVIEWED BY	REVIEW DATE	ENTERED
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Dedicated to public service with integrity, virtue & excellence.

www.countyofberks.com/taxclaim

BERKS COUNTY TAX CLAIM BUREAU

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	# Of Accounts	Flat Amount	Penalty Amount	Total (Flat & Penalty)
ANNUAL				
INSTALLMENTS				
INTERIMS				
TOTAL				

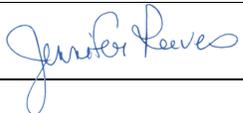
Preparer's Name _____ Title _____

Email _____ Phone # _____

Authority Type _____ (Twp/Boro/City/Sch) Date _____

In witness whereof, the undersigned taxing authority has executed this return of unpaid taxes for collection by the Berks County Tax Claim Bureau this _____ day of _____, _____.

Authority _____ (Legal Entity Name)

Signature  _____ (Sec/Treas/Mgr)

Mailing Address _____

FOR TCB USE ONLY	RECEIVED	REVIEWED BY	REVIEW DATE	ENTERED
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Dedicated to public service with integrity, virtue & excellence.

www.countyofberks.com/taxclaim

Antietam School District

Proposal for Communications Support

December 26, 2023

Submitted by Trapani Communications



Trapani
Communications
Consulting for Schools

INTRODUCTION

Trapani Communications is very pleased to submit this proposal to support the Antietam School District with a variety of communication needs. Superintendent Dr. Heidi Rochlin has discussed that she is interested in strategic, comprehensive communications support, in response to the devastating flooding in the district and the challenges it has caused, as well as discussions about a potential merger with another school district.

For the last 17 years, Trapani Communications has focused on helping school districts and public education organizations effectively communicate and build strong communication infrastructures. We have become the communications firm of choice for public schools across the Delaware Valley, specializing in customized, timely, effective communication. Our work has been concentrated in Pennsylvania, New Jersey, New York, and Delaware. Our team members include experienced and professional writers, designers, school communications professionals, videographers, and former journalists.

Trapani Communications provides a wide variety of services supported by a unique depth of understanding of public schools. We are particularly experienced and skilled in crisis and issue-based communications, understanding that support from communities is often tied to the ways in which crisis situations and change are managed and communicated. We look forward to the opportunity to assist Antietam with its communication goals and needs.

PHILOSOPHY OF WORK

Trapani Communications customizes our work to fit the needs of each client. We work closely with school administrators to determine their communication goals and create the plans and materials to help achieve them. We take time to get to know and understand the complexities and intricacies of each situation, school district, and school community.

We believe that every major decision, issue, or change should have a communications component and often a full communication plan. Proactive, thoughtful, and responsive communication can greatly impact the success of a school district's efforts. We believe it's extremely important to communicate through the eyes of the audience. As parents and educators, we understand both the parent and staff perspective, and the nuance involved in reaching many different audiences and viewing a topic through many different lenses.

We begin by assessing the challenge, issue, change, or initiative. We then draft a complete strategic communication plan that ensures transparent, effective communication is considered from the outset, and includes input and insight from the administrative team (and when applicable, the school board.) We develop graphic fact sheets, overviews, talking points, one-pagers, frequently asked questions, videos, letters, mailers, website materials, press releases, and social media campaigns that will cover every aspect and facet of the issue. We ensure the materials we develop fit your needs and are effective. We continue to work closely with your team on the implementation of the plan, assessing feedback and making adjustments as necessary.

SCOPE OF WORK

After an initial conversation with Dr. Rochlin, we understand that Antietam has an immediate need for assistance and guidance in developing a strategic communication plan for the second half of the school year, and eventually for the 2024-25 school year and beyond. We understand that Dr. Rochlin is also seeking support in communicating effectively about several significant issues:

- Potential renovations/Reconfiguration plans for the district as it recovers from flooding
- Potential merger with another school district – and how that would impact students, staff, and residents
- Moving from a reactive to a proactive communication strategy and model

In our meeting, based on a brief overview provided to us, we discussed our belief that the district has a strong need for thorough, transparent communication to the full school community:

- Clearly laying out the decisions facing the district so that the community understands what is or is not being considered – including the *why*
- Sharing the ways in which the school board expects to move forward in its decision making, and providing meaningful and effective opportunities for public input
- Communicating important timelines, checkpoints, and processes
- Setting up consistent channels/methods of communication so that staff/parents/community know when and where to look for updates
- Ensuring clarity in messaging
- Finding strategies for combating misinformation and rumors
- Developing professional materials that are responsive to the significant amount of change the district has faced and will continue to face
- Creating impactful ways to focus on and share the many good things still occurring in the district's classrooms, elevating student and staff successes. It's important to retain a focus on the positive, especially as it relates to students, even in the midst of heavy conversations and decisions.

We also discussed the importance of using current communication 'best practices' that are documented as successful strategies for school districts of all sizes, nationwide.

SERVICES ROUTINELY PROVIDED

- Providing support and guidance during crisis situations: developing communication strategies; creating and shaping messages; guiding internal communication with staff and external communication with parents and the community; support for dealing with the media. Beth is available around the clock and on weekends, and responds quickly to support administrators through emerging issues.
- Creating issue-specific and strategic communication and marketing plans
- Writing/editing key messages, documents, materials, and speeches

- Developing graphic overview documents/fact sheets
- Development of dynamic marketing materials
- Producing videos for use as communications tools
- Managing social media campaigns
- Training and mentoring for administrators and other staff (including teaching and support staff) on a variety of communications topics
- Conducting communications audits and needs assessments to determine communication strengths and areas for growth
- Providing media coaching and training
- Facilitating strategic planning and writing strategic plans
- Developing strategies and communications for labor contract negotiations
- Participating in search/interviews for district-level communications candidates

PRINCIPALS

Beth Trapani

With a background as an award-winning newspaper, radio and TV news anchor and reporter in Philadelphia and Pittsburgh (KYW and KDKA), Beth transitioned into school public relations by first supporting school districts in crisis situations. From the other side of the microphone, she coached superintendents on what to expect when dealing with contentious issues. She helped them to craft and shape messages and strategies that built trust from parents, staff, and community members, and effectively managed the media. Beth's work concentrates on proactive issue management that promotes transparency and helps school districts to manage challenges and controversy.

- Beth is sought by school districts across the Delaware Valley for her work in crisis communications. She is the communications consultant of record for the Montgomery County Intermediate Unit and is routinely consulted by state educational leaders on a variety of community issues.
- Prior to founding Trapani Communications, Beth worked as an Account Executive for Bellevue Communications, a premier crisis communications/public relations firm in Philadelphia, managing clients such as Temple University Health System, Comcast, the Kimmel Center, and the Oblates of St. Francis de Sales.
- Beth is a regular presenter of school communications workshops for the PA Association of School Administrators (PASA) statewide trainings and conferences, and several Intermediate Units.
- Early in her career, Beth honed her writing and communication skills while working as a journalist at several newspapers, radio and television stations across Pennsylvania, including the Reading Eagle and WEEU radio in Reading.
- Beth graduated with high honors from Carnegie Mellon University, Pittsburgh, with double majors in Professional Writing and Social History.

Jim Scanlon, Ed.D.

Dr. Jim Scanlon served as a school superintendent for 22 years, most recently for 12 years in the West Chester Area School District. Over the last two decades, Jim and Beth partnered on proactive messaging and strategy in the districts in which Jim worked as a superintendent. Jim is known as a strong, dynamic communicator and an empathetic leader who easily connects with his audiences. Jim also provides strategic education management and leadership consulting, including school board development.

- Lead Facilitator/Lead Teacher for National Superintendent’s Certification program for the Pennsylvania Association of School Administrators, through the American Association of School Administrators.
- Educational Consultant focusing on strategy, leadership, school board development, and proactive issue management.
- Superintendent, West Chester Area School District, West Chester, PA - 2009 - 2021
- Superintendent, Brandywine School District, Wilmington, DE - 2006 - 2009
- Superintendent, Quakertown Community School District, Quakertown, PA - 1999 - 2006
- Assistant Superintendent, Neshaminy School District, Langhorne, PA - 1993 - 1999
- Principal, Central Bucks School District, Doylestown, PA and Neshaminy School District - 1989 - 1993
- Teacher, New Hope-Solebury School District, Solebury, PA and South Brunswick Township School District, South Brunswick, NJ - 1981 - 1989
- B.S. in Education - University of Pittsburgh; Master’s in Education - Temple University; Doctorate in Education - Temple University
- Active in leadership roles with several statewide educational advocacy organizations including the PA Association of School Administrators. Regularly called by local legislators to testify at state hearings on educational issues.

Other key team members include:

Doug Jones

Emmy-award winner Doug Jones brings more than 35 years of experience in major media markets to our work. Doug is a videographer, editor, producer, and director who combines sophisticated storytelling abilities with compelling, dynamic professional video production.

Doug worked for decades in major media markets in the Northeast, including New York, Pittsburgh, Philadelphia, Baltimore, and Columbus, Ohio. His experience spans work as a Promotions Director and Creative Director for numerous television stations, including promotions management at KYW TV and WCAU TV in Philadelphia where he was responsible for managing multi-million-dollar marketing budgets. He has also freelanced internationally and has been a member of numerous national broadcast production teams, including Mister Rogers Neighborhood at WQED in Pittsburgh.

Video storytelling is increasingly important, and Doug understands how to capture and share compelling, meaningful messages. See a sample of his work [here](#).

Sandra Claus

Sandra is an experienced communications and community relations leader with a demonstrated history of working in the primary/secondary education industry. She managed all communications, media, and social media for the Phoenixville Area School District in PA for 12 years. Sandra was responsible for management of the District's Public Access television station, In Community (quarterly magazine), and provided communications counsel for Superintendent and School Board of Directors. She also interfaced with community groups to create and support partnerships benefiting the District. Previously, she was also director of community partnerships in the Great Valley School District.

PRICING

Work is billed at a rate of **\$150/hour**. Trapani Communications prides itself on honest, efficient work and pricing that both reflects the impact and quality of our work and also the parameters of public school budgets.

In many instances, we can provide a school district with an issue-based communications plan, letters, talking points, frequently asked questions, and website materials in just a few hours. We assess each client's needs and discuss a budget for each project or portion of a project with our clients. Some of our work is typically estimated and billed on an agreed upon per-project basis (e.g. the development of a video about a specific issue) while other work that is less easily defined (e.g. ongoing communication support and development of many different materials) is more appropriately billed as it is provided.

All work is billed on a monthly basis, and no retainer or advanced contract is required. We believe that a school district should only continue to work with us if it feels our services are beneficial and productive. Typically, we sign longer-term contracts with clients with whom we have established a consistent, historic relationship, in order to allow us to reserve space in our schedules to support their needs.

**Mileage to/from Trapani Communications in West Chester, PA, would be billed at the federal reimbursement rate.*

REFERENCES/RECOMMENDATIONS

Dr. Regina Speaker, Montgomery County Intermediate Unit Director, and former Superintendent of Great Valley School District: *"I have worked with Beth very closely on internal and external communications, teacher negotiations, and public relations/ crisis response. In all cases, Beth has been an amazing, invaluable asset to the Great Valley School District and to me personally. Beth's experience, talent, and incredible skill in establishing, building, and maintaining rapport with multiple stakeholders throughout the organization has enhanced the ability of the entire system to build capacity in many areas. As a Superintendent, I cannot overstate my gratitude and appreciation for the support and guidance of Beth Trapani. She has an amazing, innate ability to analyze situations from multiple perspectives and provide concise, expert responses to critical, time-sensitive situations."*

Dr. Mark DiRocco, former Executive Director of Pennsylvania Association of School Administrators:

“Beth Trapani is one of the foremost experts in the field today providing excellent guidance and practical advice to school leaders in their communications with all district stakeholders. PASA has engaged Beth in a variety of professional development presentations for our members and she has always been well received by participants. Beth also consults with PASA’s PLUS Caucus providing sound communication ideas and advice for their advocacy efforts. Her work is exemplary and highly regarded. Beth Trapani is a skilled professional consultant with the experience and wisdom to assist school leaders in all aspects of effective school system communications.”

Dr. Frank T. Gallagher, Superintendent, Souderton Area School District: *“Beth is the quintessential professional and has taken our district to the next level in public relations. She has been instrumental in getting us through the pandemic with crisis communication experience and community outreach, while still promoting our district in a positive way. She’s a great asset to any administrative team.”*

Dr. Marc Bertrando, Garnet Valley School District Superintendent: *“Beth’s guidance and expertise was invaluable as our district faced an extremely difficult situation. Having the comfort of knowing that I had the support of a dynamic and experienced former newscaster allowed me to focus on the local and immediate needs of my district. She not only assisted with district communications, but she was also a valuable confidant with whom I could brainstorm ideas and plans. With the multitude of roles for which a superintendent is responsible, Beth makes a tough job easier!”*

Dr. Joe O’Brien, former Chester County Intermediate Unit Director: *“Beth is one of the very best communication consultants in the field. Beth specializes in educational issues, and she has a tremendous bank of resources available to help any school district and/or any Superintendent who may need assistance on a communications issue. As a customer, I can tell you that Beth is one of the key people I would want in a room to help me with any serious communication issue.”*

Mark Klein, Esq., Retired Council Rock Superintendent: *“Beth has outstanding insights into the communication needs of school districts. She has both the specific knowledge about school district governance and a unique insight into communication – both specific to a community and in a larger context through media outlets. In Beth’s work with Council Rock, she has helped us to develop specific media for our use on our cable channel, has written press releases, has advised on issues like student suicide, MRSA, and bomb threats. As she has helped me to hone the communication stream in Council Rock, I know she would offer the same insights and expertise to any administrator in our state.”*

Adriene M. Irving, Director of Legislative and Community Services, Delaware County Intermediate Unit: *“I was immediately impressed with Beth’s professionalism, knowledge, experience and ability to communicate. The workshop she ran for us was well organized and very useful, and helped us to better understand why good communication is essential. Her insightful presentation was witty and informative, and provided participants with a blueprint to begin thinking about improving how we communicate, not only with one another, but with all of our stakeholders. The evaluations were all very positive and one common concern is that there wasn’t enough time – the staff wanted more!”*

Samples of Work Provided Upon Request

CLIENTS INCLUDE:

Avon Grove School District
Bala House Montessori School
Bordentown School District
Boyertown Area School District
Brandywine School District
Carlisle Area School District
Centennial School District
Central Bucks School District
Central Intermediate Unit-10
Chambersburg Area School District
Cheltenham School District
Chester County Intermediate Unit
Chester-Upland School District
Coatesville Area School District
Collegium Charter School
Colonial School District
Council Rock School District
Dallastown Area School District
Delaware County Intermediate Unit
Delaware Teacher's Academy
East Greenwich School District
Edgemont Union-Free School District
Garnet Valley School District
Great Valley School District
Harrisburg School District
Kennett Consolidated School District
Jenkintown School District
Krapf Bus Company
Kutztown Area School District
LEARN - Leaders for Educational Accountability
and Reform Network
Lower Moreland School District
Mahanoy Area School District
Medford Lakes School District
Medford Township Public Schools
The Miquon School
Montgomery County Intermediate Unit
New Castle County Vo-Tech School District
New Hope-Solebury School District
PA Association of School Administrators
Pemberton Township School District
Penn-Delco School District
Pennsylvania League of Urban Schools
Pitman Public Schools
Pottsgrove School District
Quakertown Community School District
Radnor Township School District
Rapp Strategies
Ridgewood Public Schools
Rose Tree Media School District
School District of Haverford Township
Shamokin Area School District
Shikellamy School District
Souderton Area School District
Southesast Delco School District
Spring-Ford Area School District
Stroudsburg Area School District
Souderton Area School District
Substitute Teacher Services
Unionville-Chadds Ford School District
University of Pennsylvania, Graduate School of
Education, Center for School Study
Upper Perkiomen School District
Wallingford-Swarthmore School District
Whitehall-Coplay School District
Wissahickon School District
21st Century Cyber Charter School

CONTACT

Beth Trapani
Beth@trapanicomunications.com
215-360-2733
21 Oak Tree Hollow Road
West Chester, PA 19382

APPLICATION TO THE ZONING HEARING BOARD
BOROUGH OF MOUNT PENN

1. Application for: Variance: Special Exception Interpretation

2. Applicant's name and address: Antietam School District, 100 Antietam Road, Reading, PA 19606

3. Applicant email address: Dr. Heidi Rochlin, Superintendent, E-Mail - hrochlin@antietamsd.org
Joan E. London/Kozloff Stoudt, P.C., Solicitor, E-Mail - jlondon@kozloffstoudt.com

4. Description and address of property to be affected by proposed change: Property affected is Mt. Penn Elementary Center (MPEC), 2310 Cumberland Avenue, Reading, PA 19606. MPEC is a 1.22 net acre corner parcel bordering Cumberland Avenue (to the north), Grant Street (to the south, and Beech Street (to the west), with the sole immediately adjacent property a parcel listed in Berks County Assessment Office records as owned by "Mt. Penn Playgrounds" and in park use. The property is improved with a school building, accessory outdoor play areas, loading area, and 26 marked parking spaces.

5. Zoning Classification of property: R-5 Urban Residential

6. Present use of property: Elementary School (K-6)

7. Proposed use of property: School and Educational Use for Elementary and Secondary Students of Antietam School District

8. Applicable Zoning Ordinance section(s): Applicant requests a Special Exception for the use of the property as a school facility for students in Grades K-12. Applicable Sections of the Joint Zoning Ordinance for the request for Special Exception are:

- a) Section 407.D(7) (allowing "Schools and Educational Uses as a Special Exception in the R-5 Zoning District) and,
- b) Section 651 (Supplemental Regulations – School and Educational Uses), referenced in Section 407.D(7).

Applicant seeks a variance from off-street parking requirements. The sections of the Joint Zoning Ordinance from which Applicant seeks a variance are:

- a) Section 651.D(7) (parking to comply with Article 8 of the Joint Zoning Ordinance);
- b) Section 802 (General Provisions for Off-Street Parking and Off-Street Loading);
- c) Section 804 (Off-Street Parking Areas), and specifically:
 - i. Section 804.C (parking spaces on the same lot as the use or up to 400' away);
 - ii. Section 804.R (1 space for every 4 students in Grades 10-12 and 1 space per employee); and
 - iii. Categorical Off-Street Parking Areas, Supplemental Matrix Chart 11 – Table to Section 804.

9. Reason(s) application should be granted: Applicant needs to utilize the property for school and educational use by Antietam School District students, including high school students in Grades 10-12. The Junior/Senior High School complex was severely damaged by catastrophic flooding on July 9, 2023, necessitating use of other School District facilities to accommodate displaced students. The special exception to allow use of the property for District students in Grades K-12 should be granted as the building is in current use as a school, and its school use predated the adoption of the Joint Zoning Ordinance. The variances should be granted for parking, as Applicant has provided for safe off-street parking and traffic patterns which will allow for use of the building while protecting the safety and convenience of neighborhood residents. The reasons for requesting relief are detailed in the attached Addendum, and parking agreements and proposed traffic pattern are included with this Application.

10. Description of improvements and/or use; general construction thereof: There will be no changes to the building height or footprint, and no addition of impervious area, building coverage, lot coverage, or lighting as a result of this application. The purpose of the Application is to provide the School District with the ability to utilize its facilities in order to fulfill its mission of uninterrupted in-person instruction of all District students.

The undersigned do(es) hereby make application to the Zoning Hearing Board as indicated and testify(ies) that the information contained herein is true and correct

Applicant(s) Signature:  Date: 12-28-23

Date: _____

Filing Fee \$ _____ Date Received: _____ By: _____

Instructions

The above form is to be completed, dated, signed, and returned to: **The Borough of Mount Penn, 200 North 25th Street, Reading, PA 19606**

The application must be accompanied by:

- A check in the amount of \$1,000.00, payable to THE BOROUGH OF MOUNT PENN, as a non-refundable deposit toward the costs incurred in processing the application. Costs in the excess of the application fee will be billed to the applicant(s).
- A list of names and addresses of the owner(s) and/or occupier(s) of every lot on the same street within 500 feet of the affected real estate or building and within a 250-foot radius of the affected area.
- A plot plan of real estate to be affected, indicating size of lot and location and size of improvements thereon.

BOROUGH OF MT. PENN ZONING HEARING BOARD

**ADDENDUM TO APPLICATION OF ANTIETAM SCHOOL DISTRICT
FOR MT. PENN ELEMENTARY CENTER
2310 CUMBERLAND AVENUE**

I. SPECIAL EXCEPTION FOR K-12 SCHOOL USE

Applicant, Antietam School District, seeks a Special Exception to utilize the elementary school building and property located at 2310 Cumberland Avenue in the Borough of Mt. Penn, known as "Mt. Penn Elementary Center" ("MPEC") as a school for use of students of the Antietam School District in Grades K-12, as needed by the School District, subject to occupancy limits and applicable regulations. School and Educational Uses are permitted as a Special Exception in the R-5 Urban Residential Zoning District under Section 407.D of the Joint Zoning Ordinance, subject to the requirements of Section 651 of the Zoning Ordinance.

A. Requirements of Section 651 of the Joint Zoning Ordinance for School or Educational Use

1. The principal use on the property is school and educational use, and the school building is the principal building on the property. (Section 651.B(1)).
2. The administrative office area and cafeteria area, which are pre-existing conditions of the property, do not occupy more than 40% of the gross floor area within the building. (Section 651.B(2)).
3. The facility and uses of the building authorized in Section 651.B(1) and (2) are and will continue to be primarily utilized by students attending the school. (Section 651.B(3)(a)).
4. The school will be for the use of students enrolled in Grades K-12 who are properly enrolled in the Antietam School District. The School District and students attending its schools (including those who will be attending classes on the property if the requested relief is granted), comply with minimum curriculum requirements specified in the Pennsylvania Public School Code, the regulations of the Pennsylvania Department of Education, and the Policies of the Board of Directors of the Antietam School District. (Section 651.B(3)(b)).
5. The property has an area of 1.22 net acres, exceeding the requirement of one acre contained in the Joint Zoning Ordinance for a school use in the R-5 Zoning District. The building's size and height pre-exist the adoption of the Joint Zoning Ordinance. (Section 651.C(2) and (3)).

6. The building is served by and connected to public sewer, public water, electric service, and all other needed utilities and all are sufficient for the use. Applicant will ensure that appropriate sewer and water capacity are reserved and in place. (Section 651.D(1), (2) and (3)).

7. Applicant will put in place a plan for traffic patterns, including ingress and egress, and drop off and pickup of students, to ensure the safety of students, faculty, staff, visitors, neighborhood residents, and the traveling public. Applicant agrees to confer with the Central Berks Regional Police and the Borough with respect to traffic questions and concerns. See Section II(B), below, describing the proposed traffic patterns (Section 651.D(4)).

8. There are no property lines adjacent to residential uses which would require buffering or screening to protect adjacent neighborhood residents from inappropriate light, noise, or other disturbances. The property is bordered by three streets (Cumberland Avenue, Beech Street, and Grant Street), and the sole boundary is with a property used as a park. An aerial map from Google Earth, depicting the property and its boundaries, is attached to this Application as Exhibit "A." (Section 651.D(5)).

9. The landscaping and lighting pre-exist the adoption of the Joint Zoning Ordinance, and there will be no changes required from the K-12 school use. Applicant will comply with requirements for solid waste disposal, outdoor storage, and noise as required by Article 7 of the Joint Zoning Ordinance. (Section 651.D(6)).

10. Any additional signage will comply with the requirements of Article 9 of the Joint Zoning Ordinance. (Section 651.D(8)).

11. Applicant has in place working procedures for solid waste disposal, recycling, and cleanup of litter, and will modify those procedures as required by the Borough and/or Central Berks Regional Police. (Section 651.D(9)).

12. Applicant is providing with this Application exhibits and supporting information on parking, traffic patterns, and enrollment. (Section 651.E).

B. Requirements for Special Exception (Joint Zoning Ordinance Section 1107)

1. The use is consistent with the Joint Comprehensive Plan for Lower Alsace Township and Mt. Penn Borough, and MPEC is referenced under "Community Facilities," along with other Antietam School District Facilities in the immediate area. (Section 1107.D(1)).

2. School use is specifically authorized as a use permitted by Special Exception in the R-5 Urban Residential Zoning District. (Section 1107.D(2)).

3. The building is a pre-existing school building, and its continued use as a school building is consistent with the goals and objectives of the Joint Zoning Ordinance. (Section 1107.D(3)).

4. The use will not adversely affect the general character of the neighborhood property values, and/or health, safety, and welfare of residents. The neighborhood is a mixed-use neighborhood of schools, churches, the Borough Hall, and residences, and the MPEC facility's use as a school is established. The parking and traffic regulations being established will further protect the character of the neighborhood. (Section 1107.D(5) and (6)).

5. There will be no adverse effect on the extension of public facilities and services, as the use is a continuation of the existing educational use. (Section 1107.D(7)).

6. The school use will not negatively impact traffic conditions, as the arrangements described herein for parking, traffic, and ingress and egress will protect major streets and highways from undue congestion and hazard. (Section 1107.D(8)).

7. The School District has in place sanitation and public safety provisions for the existing school building, which it will keep in place, and update periodically as deemed necessary by the Borough and Central Berks Regional Police. (Section 1107.D(9)).

II. VARIANCE FROM OFF-STREET PARKING REQUIREMENTS

Applicant, Antietam School District, requests a variance from off-street parking requirements contained in Section 651.D(7) and Section 804C. and 804.R, of the Joint Zoning Ordinance and the accompanying Supplemental Matrix Chart 11 to Section 804, to allow the school building in question to be utilized by students in Grades 10-12 for the remainder of the 2023-2024 academic year, and possibly for the 2024-2025 academic year. In support of the request for these variances, Applicant offers the following:

A. Off-Street Parking Availability

The above-referenced sections of the Joint Zoning Ordinance require that a school or educational use provide one space for every four students in Grades 10, 11, and 12 (e.g., students who for the most part would be of legal driving age), and one space per employee. The Joint Zoning Ordinance further provides that parking may be on a separate parcel from the use, provided that that parcel is up to four hundred feet (400') from the subject property. The Applicant seeks variances from these requirements, as the the MPEC property has only twenty-six (26) on-site, off-street parking spaces, but the Applicant is able to provide sufficient off-street parking to accommodate faculty, employees, and students in a manner which prevents disruption of neighborhood residents.

The student and faculty composition for the 2023-2024 school year is as follows:

Students in Grade 10	-	104
Students in Grade 11	-	78
Students in Grade 12	-	77
Students of in Grades 10-12 of legal driving age (age 16.5)	-	152
Employees Consistently in MPEC Building (4 th -5 th Grades)	-	12
Employees for Grades 9-12 (accessing MPEC partial days)	-	40

The total number of off-street spaces required under Section 804.R and accompanying Table in the Joint Zoning Ordinance would be one hundred seventeen (117) spaces. This number, however, is an excessive number, as there are some students, especially in 10th Grade, who will not attain legal driving age during any part of the school year, and students in 11th Grade who will not attain legal driving age until late in the school year. Further, forty (40) of the employees who exclusively serve Grades 9-12 are not in the building for a full day or even necessarily every day.

The student and faculty composition for the 2024-2025 school year will be as follows:

Students in Grade 10	-	113
Students in Grade 11	-	104
Students in Grade 12	-	78
Projected Grades 10-12 of legal driving age	-	205
Full Day Employees for Grades 9-12 (if MPEC is used)	-	40

The total number of off-street spaces required under the Joint Zoning Ordinance would be one hundred fourteen (114) spaces. This number, again, is a maximum number, for the reasons above related to student ages.

Spaces are either available on MPEC property or are being procured for parking as follows for MPEC for the remainder of the 2023-2024 and 2024-2025 academic years, as follows:

MPEC	-	26 spaces on-site
------	---	-------------------

23 rd Street and Perkiomen Avenue Lot	-	37 spaces (1,056' distance)
Trinity UCC	-	40 spaces (528' distance)
St. Catherine of Siena RCC (tentative)	-	16 spaces (200' distance)

TOTAL - 119 SPACES¹

An aerial photograph, depicting proximity of the proposed parking areas, is attached hereto as Exhibit "B." The Lease for the 37 spaces at the 23rd Street and Perkiomen Avenue Lot, and the Lease for the use of the Trinity UCC Education Building classrooms, with which the use of parking is concomitant, are attached to this Application as Exhibit "C."

The proposed parking plan is as follows:

1. The School District will assign parking tags and spaces to faculty and staff, with spaces numbered and assigned. Faculty and staff will park in assigned spaces.
2. The School District will assign "guest/visitor" parking spaces.
3. Students who are licensed drivers and wish to drive to school will be required to register their vehicles, and park in assigned areas only, which will be the leased lot at 23rd and Perkiomen Avenue in 2023-2024, with possibility of use of spaces in other assigned parking areas in 2024-2025. For the 2024-2025 academic year, due to the increase in the number of students of legal driving age (16.5 and over) projected, a regulation will be put in place limiting driving to school to eligible Seniors and/or restrictions based upon the distance to school from the student's place of residence.

These regulations are currently before the School Board for review and adoption.

B. Traffic Patterns

To avoid traffic congestion, the School District will adopt regulations for drop-off and pickup of students. These regulations will include:

1. Use of Grant Street entrance and exit for certain grades and Cumberland Street entrance and exit for others.
2. For Grant Street drop-off and pickup, parents will be directed to continue to 23rd Street.

¹ Although some of the spaces are being rented from churches, this is not "shared parking," or "joint parking" as described in Section 804.D of the Joint Zoning Ordinance. The churches will not be in use on Mondays through Fridays between 7:00 a.m. and 4:00 p.m. Although St. Catherine of Siena operates a K-8 school in the vicinity, the spaces in question are not assigned to or a part of the school. Accordingly, no variance is being sought from the shared parking requirements.

3. For Cumberland Street drop-off and pickup, parents will be directed to continue to 25th Street.

Traffic regulations will be adopted and revised based on recommendations of Borough Council and the Central Berks Regional Police Department. Additionally, there will be similar traffic pattern regulations adopted for the Mt. Penn Primary Center.

C. Justification for Variance Relief

Applicant requests variance relief under Section 1106 of the Joint Zoning Ordinance. The catastrophic flooding and severe damage to the Junior/Senior High complex has created an unanticipated hardship. Without variance relief as requested to allow the District to optimize use of its facilities, the ability of the School District to educate its students will be jeopardized. The MPEC property does not allow the addition of parking, and all of the other School District properties are fully developed and do not allow the establishment of additional off-street parking. The off-site facilities are the closest facilities having available off-street parking spaces within a reasonable distance from the MPEC building. The variances, to allow MPEC, with 26 spaces, to educate students in Grades 10-12, and to accommodate faculty, staff, and student parking off-site, with some of the parking areas more than 400' away, is the minimum variance necessary to afford relief. Applicant has exhausted all options for both available school facilities and available parking. As stated above, the use is a continuation of the uninterrupted school use of the building, and will not change the general character of the mixed-use surrounding neighborhood. The traffic and parking safeguards outlined herein will further protect the neighborhood from any negative effects of the use.

EXHIBIT A

EXHIBIT B

Antietam School District Parking Action Plan for 2024-2025

Maps of Parking Areas for All Antietam School District Sites 2024-2025

23rd&Perk, MPEC, MPPC, St. Catherine's, Trinity



EXHIBIT C

PARKING LEASE AGREEMENT

THIS PARKING LEASE AGREEMENT ("Lease") is made and entered into as of the _ day of _____, 20__, by and between A&G Realty, LLC, a Pennsylvania Limited Liability Company, ("Landlord"), and Antietam School District ("ASD" or "School District"), a Pennsylvania School District (hereinafter, individually and collectively called "Tenant").

1. The Landlord hereby leases unto the Tenant and the Tenant hereby takes and hires from the Landlord subject to the terms and conditions hereof a number of parking spaces set forth in Exhibit "A" located at N 23rd and Perkiomen Avenue, Mt. Penn, Pennsylvania 19606 ("Premises") for parking School District and other employee, student, and/or School District visitor vehicles.

2. The initial term of this Lease ("Term") will commence on August 21, 2023 and shall end on August 20, 2024 at 12:00 a.m. Upon expiration of the Term, the Lease shall renew automatically and without the necessity of any action on the part of either Landlord or Tenant, from month to month, beginning on August 21, 2024 and expiring at 12:00 midnight on the last day of each month unless either Landlord or Tenant provides written notice to the other at least sixty (60) days prior to the expiration date of the current term.

3. The Tenant shall pay to the Landlord monthly rent as set forth on Exhibit "A". Tenant or Tenant's agents, employees, or invitees thereof are not permitted to park in the drive through lanes located beneath the roof of the building located on the Premises ("Drive Through Lanes"). The Drive Through Lanes are reserved for maintenance on the Premises and personal use of the Landlord.

4. Tenant shall have the right, at Tenant's sole cost, to erect and post "No Parking Signs" on the Premises in compliance with all applicable laws, statutes, regulations, and ordinances. Tenant shall have the right to Tow unauthorized commercial and other vehicles from the Premises. Landlord shall maintain and enforce Tenant's "No Parking" directives and policies.

5. Tenant shall utilize the Premises in compliance with all applicable laws, statutes, regulations and ordinances.

6. Tenant shall be responsible, at its sole cost and expense, for the proper storage and removal of all trash generated on or about the Premises or in connection with its activities on the Premises. Tenant shall keep the Premises in a clean and sanitary condition and at its own cost keep and maintain the Premises in such condition as Tenant requires in connection with Tenant's use of the Premises. Landlord shall have no obligation to provide any security for the Premises.

7. Tenant shall be responsible, at its sole cost and expense, for all snow removal and

de-icing necessary to maintain the accessibility to, from, and about the property in a safe manner. Landlord shall otherwise have exclusive management and control over the Premises and the Landlord shall be responsible for regular maintenance and repair of the condition of the Premises. Tenant shall not make any alterations, changes, additions or improvements to the Premises without the prior written consent of Landlord.

8. If the Premises are damaged through fire or other cause not the fault of the Tenant, the Tenant will owe no rent for any period during which the Tenant is substantially deprived of the use of the Premises. If the Tenant is substantially deprived of the use of the Premises for more than ninety (90) days because of such damage, the Tenant may terminate this Lease by delivering written notice of termination to the Landlord.

9. Tenant shall not assign this Lease or sublet all or any portion of the Premises without prior written consent of Landlord, which shall not be reasonably withheld.

10. Upon termination or expiration of this lease, Tenant shall immediately surrender and quit the Premises, and leave the Premises to the Landlord in the same condition as on the date of this Lease, reasonable wear and tear excepted. Before commencing a legal action to recover possession of the Premises upon the Tenant's default, the Landlord will notify the Tenant in writing of the default.

11. Tenant shall allow Landlord, and its agents or representatives, free access to the Premises at all reasonable times for the purpose of examining or exhibiting the same, upon reasonable advance notice and without interfering with Tenant's use.

12. The conditions, covenants and agreements in this Lease contained, to be kept and performed by the parties hereto, shall be binding upon and inure to the benefit of the Landlord, and the Tenant, and their respective successors and permitted assigns.

13. All notices and writings required under this Lease shall be deemed to be properly served if sent by mail to the Tenant at the Premises, or at such other address as Tenant, for itself, may designate in writing from time to time.

14. If any court determines that any provision of this Lease is invalid or unenforceable, any invalidity or unenforceability will affect only that provision and will not make any other provision of this Lease invalid or unenforceable, and shall be modified, amended, or limited only to the extent necessary to render it valid and enforceable.

15. This Lease will be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania. Any dispute shall be resolved in the jurisdiction of the Court of Common Pleas of Berks County.

16. The parties may sign several identical counterparts of this Lease. Any fully signed counterpart shall be treated as an original.

17. If one party waives any term or provision of this Lease at any time, that waiver will be effective only for the specified instance and specific purpose for which the waiver was given. If either party fails to exercise or delays exercising any of its rights or remedies under this Lease, that party pays the right to enforce that term or provision at a later time.

18. This is the entire agreement between the parties and it replaces and supersedes any and all oral agreements between the parties.

IN WITNESS WHEREOF, AND INTENDING TO BE LEGALLY BOUND HEREBY, the parties hereto have caused this Parking Lease Agreement to be executed as of the day and year first above written.

Landlord:
A & G Realty, LLC

By: *Keith Saloum*
Keith Saloum

Tenant:
Antietam School District.

By: 
A. Michael Roberts
School Board President

EXHIBIT "A"

Number of Parking Spaces: 37 _____

Monthly Rent: 

First Date of Lease Term: August 21, 2023

LEASE AGREEMENT

This Lease Agreement ("Lease") is made as of the 29th day of August, 2023, by and between Trinity United Church of Christ, Mt. Penn, Pennsylvania ("Lessor"), a nonprofit church organized under the laws of the Commonwealth of Pennsylvania, having a mailing address of 2449 Cumberland Ave, Reading, PA 19606.

AND

Antietam School District ("Lessee"), a public school district organized under the laws of the Commonwealth of Pennsylvania, with a mailing address of 100 Antietam Rd, Reading, Pennsylvania 19606.

BACKGROUND

The Lessor is the owner of certain real property (the said real property and all improvements thereon, "Property") located at 2449 Cumberland Ave, Reading, PA 19606.

The Lessee desires to lease that portion of the building, classrooms, and related space located at the Property as described on Addendum "A" attached hereto ("Premises") in accordance with the provisions of this Lease, and the Lessor has agreed thereto.

The Lessor and the Lessee now seek to perpetuate in writing their present understanding and agreement.

NOW, THEREFORE, INTENDING TO BE LEGALLY BOUND HEREBY, the Lessor and the Lessee agree as follows:

ARTICLE 1. PROPERTY, USE

1.1 The Lessor leases to the Lessee in accordance with the provisions of this Lease, and the Lessee leases from the Lessor in accordance with the provisions of this Lease, the Premises described in Addendum "A" attached hereto ("Addendum").

1.2 The Premises shall be used for the purpose or purposes set forth in the Addendum, and other uses normally incident thereto.

1.3 The use and occupancy of the Premises shall include the use of the parking areas, roadways, pedestrian sidewalks, driveways, delivery areas located on the Property ("Common Areas") in common with the Lessor, as further defined in the Addendum.

ARTICLE 2. TERM

2.1 The term ("Term") of this Lease shall be for the period set forth in the Addendum and shall commence on August 1, 2023 ("Commencement Date") and terminate on the date indicated in the Addendum.

ARTICLE 3. RENT

3.1 The Lessee shall pay to the Lessor no rent for its use of the Premises.

ARTICLE 4. INSURANCE/INDEMNIFICATION

4.1 Throughout the Term hereof, the Lessee shall maintain with a good and responsible company or companies licensed to do business in the Commonwealth of Pennsylvania and reasonably acceptable to the Lessor, the following policies of insurance with respect to the Property:

- (a) Comprehensive commercial public liability insurance on an "occurrence basis" covering claims for personal injury, death and property damage occurring on, in or about the Property, as well as contractual liability, with a combined single limit of \$1,000,000 per occurrence;

- (b) automobile liability insurance covering any vehicles owned or controlled by Lessee and which access the Property, with a combined single limit of at least \$1,000,000 per occurrence;

4.2 At the beginning of the Term, Lessee shall provide Lessor with, at Lessor's option, certificates evidencing the coverages described in 4.1(a) through (b) above, or copies of the foregoing policies.

4.3 With respect to the insurance referred to in Section 4.1 hereof, all such policies and certificates issued with respect thereto shall name Lessor as an additional insured.

4.4 If a material portion of the Premises should be destroyed by fire, flood or other casualty, this Lease shall terminate.

ARTICLE 5. REPAIRS AND MAINTENANCE

5.1 The Lessor shall keep and maintain the roof, structural support and foundation of the Premises in good condition. Other than as herein provided, the Lessor shall not be responsible to make any other improvements or repairs of any kind in or upon the Premises or any part thereof.

5.2 The Lessee shall, at its sole cost and expense, at all times keep the Premises orderly, neat, safe, clean, and free from rubbish and dirt.

5.2(a) Lessee shall, at its sole cost and expense, be responsible to pay for the services of a cleaning company for the purpose of cleaning the Premises during Lessee's tenancy. Lessee shall, at its sole cost and expense, be responsible to pay for costs of cleaning supplies and paper products for the bathrooms.

5.2(b) Lessee shall, at its sole cost and expense, be responsible to pay for trash removal, including an on-site dumpster during its tenancy.

5.2(c) Lessee shall, at its sole cost and expense, be responsible to pay for snow removal during its tenancy, including weekends (Sunday mornings no later than 8:00 a.m.).

5.2(d) Lessee shall not be responsible for the costs and expenses in section 5.2(a) during periods of time outside of Lessee's Board Approved school term during any Term of this Lease, such as summer breaks, or another period of time during which the Lessee no longer occupies the Premises.

5.3 The Lessee shall, at its sole cost and expense, perform or cause to be performed all routine maintenance and repairs related to or caused by Lessee's use of the Premises with respect to all plumbing, mechanical and electrical systems serving the Property, including but not limited to all heating, hot water, ventilation and air conditioning systems.

5.4 Lessee shall, at its sole cost and expense, be responsible to pay for repair or replacement costs of any property or possessions of Lessor damaged by Lessee or its guests or invitees during its tenancy. Lessee shall perform such repairs or pay such replacement costs within a reasonable timeframe of its occurrence.

ARTICLE 6. QUIET POSSESSION

6.1 On the Commencement Date of the Term hereof, the Lessor shall place the Lessee in quiet possession of the Premises, and shall secure the Lessee in the quiet possession thereof against all persons lawfully claiming the same during the Term hereof.

ARTICLE 7. DELIVERY OF POSSESSION

7.1 Prior to the taking of possession on the Commencement Date by the Lessee of the Premises, the Lessee shall inspect the Leased Premises and notify the Lessor (i) that the Lessee has no objection; or (ii) with particularity as to any objections to the Premises.

ARTICLE 8. SURRENDER OF PREMISES AND IMPROVEMENTS

8.1 The Lessee shall remove all personal property belonging to the Lessee as soon as reasonably practicable following the date of the termination of this Lease or the sooner termination of the Lessee's tenancy hereunder, but in no event later than ninety (90) days of such termination date. Any personal property of Lessee not removed from the Premises within such timeframe shall, without prior notice to Lessee, be considered abandoned and become property of Lessor, without any right or claim of Lessee.

8.2 The Lessee, on expiration of the Term hereof or the sooner termination of the Lessee's tenancy hereunder, shall surrender and deliver the Property to the Lessor without demand therefor in good condition, ordinary wear and tear excepted. If during the Term of this Lease, the Premises or any substantial part thereof should be taken for any public or quasi-public use under any law, ordinance or regulation, or by right of eminent domain, or should be sold to any condemning authority under threat of condemnation, the Lessor or Lessee shall have the right to terminate this Lease. No such condemnation or conveyance shall entitle the Lessee to any part of any damage award or purchase price paid on account of such condemnation or conveyance, all of which rights are hereby expressly waived by the Lessee, provided, however, nothing contained herein shall prevent Lessee from applying for reimbursement from the condemning authority (if permitted by law) for moving expenses, or the expense of removal of Lessee's fixtures, but if and only if such action shall not reduce the amount of the award or other compensation otherwise recoverable from the condemning authority by Lessor or the owner of the fee simple estate in the Property.

8.3 Improvements, repairs or upgrades to the Premises made at the expense of Lessee shall, upon termination of Lessee's tenancy, become the sole property of Lessor as permitted by law. Improvements, repairs or upgrades which may be made pursuant to Lessee's use of the Premises include but may not be limited to a fire alarm system, window air conditioners, wi-fi, and kitchen equipment.

8.4 Lessee shall not make any improvements to, or affix any signs in or on, the Premises without the prior written consent of Lessor.

ARTICLE 9. DEFAULT

9.1 Any of the following events shall constitute an event of default by the Lessee ("Default") under the provisions of this Lease:

(a) The failure or refusal by the Lessee to pay Excess Utility Expense or any other amount owing under this Lease within fifteen (15) days of the date such payment was due.

(b) The failure or refusal by the Lessee to carry the insurance coverages required by Article 4 hereof or to provide the Lessor with evidence of such coverages as therein required.

(c) The failure of the Lessee to perform or observe any provision of this Lease (excluding the provisions to which Subsections (a) and (b) of this Section pertain) to be performed or observed by the Lessee and the continuance of such failure for thirty (30) days after notice from the Lessor to the Lessee.

(d) The imposition of any lien, charge, encumbrance or security interest upon the Property, the Lessee's interest therein or the tenancy of the Lessee arising hereunder.

9.2 In the event of a Default, the Lessor shall have any and all of the following rights and remedies:

(a) To declare the Excess Utility Expense and all other amounts owing by the Lessee to the Lessor pursuant to this Lease incurred up to the date of Default to be immediately due and payable by the Lessee.

(b) To terminate the tenancy of the Lessee under this Lease and be entitled to unpaid accrued Excess Utility Expense and other amounts owing pursuant to this Lease.

(c) To be indemnified of and from any and all losses, damages, costs and expenses, suffered or incurred by the Lessor by reason of such Default. Notwithstanding this indemnification provision, the Lessee does not in any way waive, release, abridge, contract away or limit any of the protections afforded to it as a Local Agency under the Tort Claims Act at 42 Pa. CSA Sections 8501-8564 as amended or replaced.

(d) To exercise any and all other rights and remedies at law, in equity or by statute permitted.

ARTICLE 10. ASSIGNMENT AND SUBLEASE

10.1 The Lessee shall not voluntarily, involuntarily or by operation of law, assign, transfer, mortgage, pledge or otherwise encumber this Lease or all or any part of the Lessee's interest in this Lease or in the Property, in whole or in part, or sublet the whole or any part of the Property, or permit the use of the whole or any part of the Property by any other person or other entity of any nature ("Person") without the prior written consent of the Lessor. No assignment or sublease, if consented to in the manner aforesaid, shall in any way relieve or release Lessee from liability upon any of the covenants under the terms of this Lease, and notwithstanding any such assignment or sublease, the responsibility and liability of Lessee hereunder shall continue in full force and effect until the expiration of the Term hereby created and any renewals thereof.

ARTICLE 11. MISCELLANEOUS

11.1 Unless the context clearly requires otherwise, the term "Lessee" shall mean the Lessee and each of Lessee's agents, servants, employees, representatives, invitees and all other persons coming on the Property with the permission of the Lessee.

11.2 All personal property on the Property of Lessee shall be and remain on the Property at the risk of the Lessee, and the Lessor shall not be liable for any damage to nor loss of such personal property arising from (a) any acts, omissions or negligence of Lessor; (b) the leaking of the roof of the Premises; (c) the bursting, leaking or overflowing of water, sewer or other pipes; (d) the bursting, leaking or overflowing of heating or plumbing fixtures; and/or (e) electrical wires or fixtures, and (f) damage by fire, casualty or any other disaster, and the Lessee shall indemnify and hold Lessor harmless in all such cases. The right of indemnification herein set forth shall be in addition to any and all other rights and remedies of which the Lessor may be possessed.

11.3 All notices, requests, demands and other communications given or made pursuant to this Lease shall be in writing and delivered in person, or sent by certified mail, return receipt requested, postage prepaid, or sent by nationally recognized overnight courier to the address set forth in the Addendum or to such other address as the receiving party shall have last designated by written notice to the other party hereto, with a copy by electronic mail.

11.4 Whenever a period of time is to be computed from the date of receipt of a notice, request, demand or other communication and actual receipt thereof is refused by the party to whom it is directed, receipt shall be deemed to have been received for all purposes as follows:

(a) if the refused item was sent by certified mail, return receipt requested, such item shall be deemed to have been received on the third (3rd) day following mailing thereof;

ADDENDUM A
TO LEASE AGREEMENT DATED AUGUST 29, 2023
BY AND BETWEEN TRINITY UNITED CHURCH OF CHRIST, MT. PENN,
PENNSYLVANIA (LESSOR) AND
ANTIETAM SCHOOL DISTRICT (LESSEE)

1. Premises: 2449 Cumberland Ave, Reading, PA 19606: Six (6) classrooms (Rooms 1, 2, and 3 on the 1st floor; and Rooms 5, 6, and 7 on 2nd floor); Room 8 shall be shared equally between Lessor (Girl Scout use) and Lessee (administrative staff use); Miller Hall; Kitchen; and parking areas (excluding the middle parking lot area in rear of building, which is designated for Lessor and its visitors).
2. Use of the Premises: Public School Instruction Classrooms and Related Activities.
3. The Term shall be for (1) year from the Commencement Date ("Term"). This Lease will continue to renew for an additional year Term unless 90 days' notice of termination is given by either party, in writing, prior to commencement of the renewal Term. This Lease may terminate, with at least thirty (30) days' notice to Lessor, in the event the Lessee sooner finds a suitable permanent school facility to continue to educate students of the School District, or unless otherwise terminated pursuant to the terms of this Lease. Lessor and Lessee may also terminate this Lease at any time by mutual agreement.
4. Utilities available to the Premises: Electricity, Gas, Telephone, Water, Sewer.

4(a). Lessor shall calculate a standard utility bill based on a five-year monthly average lookback ("Base Utility Bill"), which Lessor shall be responsible to pay at its own expense.

4(b). Lessee shall be responsible for payment of any utility expense in the amount it exceeds the Base Utility Bill ("Excess Utility Expense"). Lessee shall not be responsible to pay Excess Utility Expense for periods of time outside of Lessee's Board Approved school term during any Term of this Lease, such as summer breaks, or another time during which Lessee no longer occupies the Premises.

6. (a) Address of Lessor: 2449 Cumberland Ave, Reading, PA 19606

With a copy to:

Thomas A. Rothermel, Esquire
Bingaman Hess
2 Meridian Blvd., Ste. 100
Wyomissing, PA 19610
tarothermel@bingamanhess.com

- (b) Address of Lessee: 100 Antietam Rd, Reading, Pennsylvania 19606

With a copy to:

Brian F. Boland, Esquire
Kozloff Stoudt
2640 Westview Drive
Wyomissing, PA 19610
bboland@kozloff.com

BT9684

TRINITY UNITED CHURCH OF CHRIST,
MT. PENN, PENNSYLVANIA

Date: 8/30/23

By: Thomas R. Kish

Title: CONSISTORY PRESIDENT

Attest: Katherine A. Nierby

ANTIETAM SCHOOL DISTRICT

Date: 9/29/23

By: [Signature]

Title: Board President

Attest: [Signature]

ANTIETAM SCHOOL DISTRICT

2024-2025 School Calendar

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
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23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

-  Holiday-NO SCHOOL
-  New Teacher Induction
-  In-Service/Act 80 Day - No Students

-  First and Last Day of School
-  12pm Dismissal
-  Snow Make-up Days

July	4 Holiday	Oct	14 IS (6)	Jan	1 Holiday	Apr	11 12pm Dis. - Act 80
Aug	Flex IS (1,2)		31 12pm Dis. - Act 80		15 12pm Dis. - Act 80		14-21 Spring Break
	19 New Teacher Induction	Nov	1 Act 80 Days - No students		20 Holiday	May	7 12pm Dis. - Act 80
	20-22 IS (3,4,5)		13 12pm Dis - Act 80		29 12pm Dis. - Act 80		22 12pm Dis. - Act 80
	26 First Student Day		25-27 Act 80 Days - No students	Feb	12 12pm Dis. - Act 80		23 Flex IS
	30 Holiday		28-29 Holiday		17 Holiday		26 Holiday
Sept	2 Holiday	Dec	2 Holiday		26 12pm Dis. - Act 80	June	2-5 12pm Dis.
	11 12pm Dis. - Act 80		11 12pm Dis. - Act 80	Mar	7 IS (7)		6 Last Student Day-12pm Dis
	25 12pm Dis. - Act 80		20 12pm Dis. - Act 80		26 12pm Dis. - Act 80		9 Flex IS
Oct	9 12pm Dis. - Act 80		23-31 Winter Break				19 Holiday

Antietam School Board Policy on Social Media Blocking and Comment Deletion

Introduction:

The advent of social media has revolutionized communication and public discourse. For public officials, including school board members, it raises critical questions about freedom of speech, the nature of state action, and the rights of citizens to engage with their elected representatives. Given the ongoing legal debates and potential implications, the Antietam School Board seeks to clarify its stance on the matter.

Guidelines:

1. Nature of Social Media Accounts:

Social media accounts maintained by school board members, when used for official communication and engagement with the public, are seen as an extension of their public roles. Such accounts may be seen as platforms for state action, especially when they pertain to district matters and when board members identify themselves as representatives of the board.

2. Blocking Constituents:

School board members are prohibited from blocking constituents from accessing or commenting on their official social media accounts, especially when such actions are taken due to disagreement or criticism.

Board members should understand that blocking constituents may be viewed as a violation of individuals' First Amendment rights, especially if the account is deemed a platform for state action.

3. Comment Deletion:

Comments critical of the board or its members should not be deleted solely based on their content or viewpoint.

Board members are encouraged to foster an environment of open dialogue and constructive feedback. If comments violate platform guidelines (e.g., contain hate speech, threats, etc.), they may be removed, but a record should be maintained.

4. Transparency and Accountability:

Board members should clearly state the purpose and nature of their social media accounts, especially if they serve a dual role (personal and professional).

Regular training and awareness programs will be organized to ensure board members understand the evolving legal landscape concerning social media usage.

5. Legal Considerations:

Board members should be aware of the ongoing legal debates surrounding the nature of state action on social media platforms.

Any changes or updates in legal interpretations related to this matter should be promptly communicated and integrated into this policy.

Conclusion:

The Antietam School Board acknowledges the complexities surrounding the use of social media by public officials. This policy aims to strike a balance between ensuring freedom of speech for constituents and providing guidelines for responsible social media usage by board members. As the legal landscape evolves, the board remains committed to upholding democratic values, transparency, and open communication with the community.

Antietam School Board Policy on the Use of Social Media by Board Members

Preamble:

The Antietam School Board recognizes the evolving landscape of communication, especially with the advent of social media platforms. While these platforms offer opportunities for community engagement, it is essential that board members maintain professionalism, transparency, and adherence to the district's policies and guidelines. This policy aims to provide clear guidance on the appropriate use of social media by board members in their capacity as representatives of the Antietam School Board.

Guidelines for Antietam School Board Members Using Social Media:

1. Representation and Clarification:

Board members must explicitly state that they are communicating as individual members of the board and not as official spokespersons for the Antietam School Board.

While the board president serves as the designated spokesperson, board members are encouraged to express their personal views, ensuring clarity that these views do not necessarily represent the official stance of the board.

2. Avoidance of Deliberations:

Board members should refrain from discussing school district business or deliberating with other board members via social media platforms.

Posts or comments should not indicate that a board member has formed an opinion on matters pending board approval. Board members should approach discussions at board meetings with impartiality and an open mind.

3. Complaints and Concerns:

Board members should direct any complaints or concerns presented online to the appropriate district administrator for investigation and resolution.

Recognizing the collective responsibility of the board, individual members should not attempt to address community concerns independently.

4. Content Sharing:

Board members are permitted to share content that has already been publicly released by the Antietam School District.

Confidential or sensitive information, as defined by law, should not be disclosed or discussed by board members on social media platforms.

5. Use of District Resources:

When using district issued devices or accessing the district's Internet services on personal devices, board members must adhere to the Antietam School District's acceptable use policy.

6. Online Conduct and Integrity:

Board members should maintain a professional online presence that reflects positively on the Antietam School Board and the school district.

Posts should be accurate, verifiable, and avoid spreading false information. Repetition of unverified information that harms another individual may result in defamation concerns.

7. Meeting Discussions:

While board members may discuss and describe the open portions of board meetings online, they should clarify that such descriptions are not official records. The official record remains the minutes adopted by the board.

Board members should respect and support the majority decisions made by the board, as per the board's policies and procedures.

8. Reporting and Security:

Board members should promptly report any potentially defamatory or harassing communications related to school officials, staff, students, or district business to the superintendent.

In the event of a security breach or potential compromise of confidential district records, board members must notify the district immediately.

9. Records Retention:

Board members must retain electronic records, including their posts and content posted on their accounts, in compliance with the district's records retention policy.

10. Compliance with Policies:

Board members using district technology resources or accessing the district's Internet services on personal devices must comply with all relevant district policies, including acceptable use policies and any applicable laws.

Conclusion:

The Antietam School Board emphasizes the importance of responsible and respectful communication by its members. This policy aims to guide board members in leveraging social media platforms effectively while upholding the integrity and reputation of the Antietam School Board and the Antietam School District.

ANTIETAM MS/HS

2310 Cumberland Ave

ATSI non-Title 1 School Plan | 2023 - 2024

VISION FOR LEARNING

Together We: Encourage Learners, Inspire Growth, Embrace Community We will provide quality educational programming through challenging curricula. We will develop nurturing educational environments that value risk-taking, building relationships and perseverance, and a sense of civic responsibility. Through educational programming and guidance, we will help students find their purpose and celebrate their own unique talents and abilities. Students will learn to realize and embrace their own value and potential for contribution, thereby preparing them for life beyond Antietam.

STEERING COMMITTEE

Name	Position	Building/Group
Felice Stern	Principal/Facilitator	Antietam MSHS
Zachary Williams	Principal	Antietam MSHS
Erin Runyon	Teacher	Antietam MSHS
Noreen Cosgrove	Teacher/Special Ed	Antietam MSHS
Staci Fink	Special Ed Director	Antietam MSHS
Darlene Schoenly	Community Member	Kutztown University
Monica Bernstein	Teacher	Antietam MSHS
Jen Gavin	Teacher	Antietam MSHS
Donna Guzman	Teacher	Antietam MSHS
Anna Legg	Teacher	Antietam MSHS
Tara Halvorson	Parent	Antietam MSHS
Heidi Rochlin	Chief School Administrator	Antietam MSHS
Remington Halvorson	Student	Antietam MSHS

Name

Position

Building/Group

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ESTABLISHED PRIORITIES

Priority Statement

If MSHS instructional teams develop standards-aligned learning activities and materials, then teachers will provide scaffolds, rigor and relevance, and students will be more engaged and have ownership of their learning.

Outcome Category

Essential Practices 1: Focus on Continuous Improvement of Instruction

Essential Practices 1: Focus on Continuous Improvement of Instruction

If math teachers are provided with instructional coaching then instructional practices will improve and students will demonstrate growth and progress.

Essential Practices 1: Focus on Continuous Improvement of Instruction

ACTION PLAN AND STEPS

Evidence-based Strategy

Engage instructional teams in developing standards-aligned units of instruction focusing specifically on standards-aligned learning activities and materials

Measurable Goals

Goal Nickname

Measurable Goal Statement (Smart Goal)

Goal Nickname	Measurable Goal Statement (Smart Goal)
Growth in ELA for Tier 1 students	85% of all Tier 1 middle school students, who are at or below grade level, will demonstrate one year of growth in ELA from benchmark to the end of the 2023-2024 school year.
Growth in Math for Tier 1 students	85% of all Tier 1 middle school students, who are at or below grade level, will demonstrate one year of growth in Math from benchmark to the end of the 2023-2024 school year.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Regular ed and Special ed teachers will review lesson plans quarterly for alignment with curriculum and revise as necessary	2023-09-04 - 2024-03-29	regular ed and Special ed Teachers	curriculum, assessment data, lesson plans
STAR Reading and Math, and IXL benchmarks will be administered to regular education students 3 times per year	2023-08-28 - 2024-04-30	Regular ed Teachers	STAR reading and Math assessments and IXL benchmark
Read 180 and System 44 benchmarks will be administered 3 times per year to special education students in these classes	2023-08-28 - 2023-09-28	Special ed teachers	Read 180 and System 44 benchmarks
Teachers will receive PD in IXL data analysis	2023-09-18 - 2023-09-22	IXL trainer	IXL program, data
Teachers will compile data quarterly for discussion and reevaluate instructional strategies if necessary	2023-11-13 - 2024-04-22	Special ed and regular ed teachers	data from assessments and snapshots in IXL

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Students who are not projected to make a year's growth will be referred to MTSS. Students have the ability to test out of MTSS for reading and math	2023-08-28 - 2024-05-13	Teachers and MTSS lead	growth data
Teachers will monitor results of revised instructional strategies	2023-10-31 - 2023-05-25	Teachers	quarterly data

Anticipated Outcome

Instruction will be curriculum-aligned and revised based on student assessment data. Students will receive additional support as needed through MTSS program and Special ed teachers.

Monitoring/Evaluation

Teachers and administration will monitor progress on a quarterly basis

Evidence-based Strategy

Instructional coaching in Math

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Growth in ELA for Tier 1 students	85% of all Tier 1 middle school students, who are at or below grade level, will demonstrate one year of growth in ELA from benchmark to the end of the 2023-2024 school year.

Goal Nickname	Measurable Goal Statement (Smart Goal)		
Growth in Math for Tier 1 students	85% of all Tier 1 middle school students, who are at or below grade level, will demonstrate one year of growth in Math from benchmark to the end of the 2023-2024 school year.		
Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Collaborative monthly review of progress towards outputs by reviewing data and lesson plans by IU Admin and teachers.	2023-10-02 - 2023-05-25	Abby Houck, BCIU Math coach	curriculum, instructional strategies, student data
Develop a schedule to accommodate core and additional math support classes.	2023-09-05 - 2023-09-11	Principal	teaching schedule, student rosters
IXL representative performs platform overview	2023-09-05 - 2023-09-29	principal	IXL rep, technology for group session
Observe math classes and consult with teachers to gain an understanding of the current needs	2023-09-15 - 2023-10-06	IU Math Program Admin	Laptop
Unpack math curriculum and standards	2023-10-16 - 2023-10-30	IU math Program Admin	standards, math resources, math curriculum
Guide IXL and STAR data analysis quarterly	2023-11-03 - 2024-05-13	Principal, IU Math Program admin	data reports and teacher input

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Create formative assessment options with teachers	2023-11-09 - 2023-12-21	IU Math Admin	formative assessment resources, standards, math curriculum
Align lessons to standards	2023-10-09 - 2023-12-21	7th and 8th grade math teachers	standards, math curriculum, math resources
Provide feedback on classroom lessons	2023-10-12 - 2024-05-16	IU math Program Admin	lesson plans, classroom observations

Anticipated Outcome

Teachers will develop insight into their curriculum and design instruction to meet needs

Monitoring/Evaluation

Teachers and administrators will review data and instruction on a quarterly basis



PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
<p>85% of all Tier 1 middle school students, who are at or below grade level, will demonstrate one year of growth in ELA from benchmark to the end of the 2023-2024 school year. (Growth in ELA for Tier 1 students)</p>	<p>Engage instructional teams in developing standards-aligned units of instruction focusing specifically on standards-aligned learning activities and materials</p>	<p>Teachers will receive PD in IXL data analysis</p>	<p>09/18/2023 - 09/22/2023</p>
<p>85% of all Tier 1 middle school students, who are at or below grade level, will demonstrate one year of growth in Math from benchmark to the end of the 2023-2024 school year. (Growth in Math for Tier 1 students)</p>			

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
85% of all Tier 1 middle school students, who are at or below grade level, will demonstrate one year of growth in ELA from benchmark to the end of the 2023-2024 school year. (Growth in ELA for Tier 1 students)	Instructional coaching in Math	IXL representative performs platform overview	09/05/2023 - 09/29/2023
85% of all Tier 1 middle school students, who are at or below grade level, will demonstrate one year of growth in Math from benchmark to the end of the 2023-2024 school year. (Growth in Math for Tier 1 students)			

APPROVALS & SIGNATURES

Assurance of Quality and Accountability

Assurance of Quality and Accountability

The Building Administrator, Superintendent/Chief Executive Officer and President of the School Board will affirm the following statements.

We affirm that our school has developed a School Improvement Plan based upon a thorough review of the essential practices to advance educational programs and processes and improve student achievement.

We affirm that the action plans that we will be implementing address our specific school needs, include strategies that provide educational opportunities and instructional strategies for all students and each of the student groups, increases the amount and quality of learning time, and provides equity in the curriculum which may include programs, activities, and courses necessary to provide a well-rounded education. These plans address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging State academic standards.

We, the undersigned, hereby certify that the school level plan has been duly reviewed by the Building Administrator, Superintendent of Schools and formally approved by the district's Board of Education, per guidelines required by the Pennsylvania Department of Education.

We hereby affirm and assure that the school level plan:

- Addresses all the **required components** prescribed by the Pennsylvania Department of Education
- Meets **ESSA requirements**
- Reflects **evidence-based strategies that meet the three highest levels of evidence outlined in ESSA**
- Has a **high probability of improving student achievement**
- Has sufficient **LEA leadership and support to ensure successful implementation**

With this Assurance of Quality & Accountability, we, therefore, request the Pennsylvania Department of Education grant formal approval to implement this school level plan.

Signature (Entered Electronically and must have access to web application).

Chief School Administrator

School Improvement Facilitator Signature

Building Principal Signature

Felice Stern

2023-11-22

ADDENDUM A: BACKGROUND INFORMATION TO INFORM PLAN

Strengths

Our all student group and white student subgroup showed an upward trend in Math growth. Our student with disabilities and white subgroups met the state math growth standard.

Our overall ELA growth met the state average. Our subgroups of student with disabilities and Hispanic students exceeded the ELA state growth average

All of our student groups exceeded the state average for the Career Standards Benchmark

49% of our 7th grade students showed one year's growth by the end of the school year

Antietam students complete a minimum of 30 volunteer hours as a graduation requirement

The Hispanic, white and students with disabilities subgroups have met or exceeded the state interim goal for growth

Economically disadvantaged and students with disabilities subgroups are trending upward in achievement

71% of our 8th grade students showed one year's growth by the

Challenges

Our achievement scores in ELA and Math are well below the state average

We did not meet the state average for growth in math

At least of 50% of our middle school students are not reading on grade level.

Our All student group did not meet the state average or interim goal for Math achievement

Students with disabilities and our economically disadvantaged students have skill gaps that have been difficult to close.

Family and attendance issues have contributed to decreased academic achievement in our subgroups.

Social-emotional wellness of our students is a challenge; we have about 60 students on virtual learning.

Our economically disadvantaged and students with disabilities subgroups are trending downwards in growth

The all student group, Hispanic and white subgroups are trending

Strengths

end of the school year

100% of special education students in grades 7 and 8 increased their reading level by at least 1 grade level by the end of the school year

95% of students increased by at least one grade level by the end of the year in their Read 180 program

Middle school students have shown growth in math from the beginning of the year to the end of the first quarter.

Our white and our students with disabilities subgroups met the state interim goal for growth

Many of our students, grades 7-12, actively participate in the Arts in our building

Use a variety of assessments (including diagnostic, formative, and summative) to monitor student learning and adjust programs and instructional practices

We provide individualized, personal support for our students and their families to assist with academic and social/emotional needs; we have many support programs in place for these students

Our students have multiple opportunities to participate in programs, clubs and sports

Challenges

downward in Science achievement

Economically disadvantaged and all student group subgroups are all trending downward in growth

Student achievement scores are below the state averages in most subgroups for ELA, Math and Science

Students are performing below the state average and goal for Science achievement

Organize programmatic, human, and fiscal capital resources aligned with the school improvement plan and needs of the school community

Our loss of the middle-senior high school building during the summer of 2023 will contribute to challenges in learning since our students are placed at several locations. Staff and students struggle with this change.

Continuing our implementation of an MTSS system for our middle school.

Strengths

Identify and address individual student learning needs

Promote and sustain a positive school environment where all members feel welcomed, supported, and safe in school: socially, emotionally, intellectually and physically

Foster a culture of high expectations for success for all students, educators, families, and community members

Most Notable Observations/Patterns

Within our student population a significant number of students cross over into more than one subgroup for which we have been identified as needing improvement. Another challenge is our transient population with students coming into the building without the foundational skills and the family engagement to promote the success. Many of our middle school students in all areas present with significant deficits in literacy and math that we need to try and remediate prior to them entering high school. Our status as almost 60% free and reduced lunch and our transient district population have a significant impact on our financial resources. The COVID 19 pandemic severely hampered our improvement strategies for the 2020-2021 school year; we were fully virtual until mid-February of 2021. Even when we returned to in-person learning, almost 50% of our students decided to remain virtual due to fears about the pandemic. The 2021-2022 school year was the first normal year students experienced in two years- skill gaps are difficult to close and there is a greater social-emotional component for staff and students. In addition, we were devastated by a flood this summer that rendered the use of our middle-senior high school impossible. Students have been placed at 3 locations for the year which adds to their social-emotional issues they and the staff are facing this year.

Challenges	Discussion Point	Priority for Planning
Our achievement scores in ELA and Math are well below the state average	We need to ensure that our curriculum is aligned with the standards and is being delivered with fidelity.	✓
We did not meet the state average for growth in math	We need to improve math instructional practices to meet the individual needs of our students	✓

ADDENDUM B: ACTION PLAN

Action Plan: Engage instructional teams in developing standards-aligned units of instruction focusing specifically on standards-aligned learning activities and materials

Action Steps	Anticipated Start/Completion Date
Regular ed and Special ed teachers will review lesson plans quarterly for alignment with curriculum and revise as necessary	09/04/2023 - 03/29/2024
Monitoring/Evaluation	Anticipated Output
Teachers and administration will monitor progress on a quarterly basis	Instruction will be curriculum-aligned and revised based on student assessment data. Students will receive additional support as needed through MTSS program and Special ed teachers.
Material/Resources/Supports Needed	PD Step
curriculum, assessment data, lesson plans	no

Action Steps**Anticipated Start/Completion Date**

STAR Reading and Math, and IXL benchmarks will be administered to regular education students 3 times per year

08/28/2023 - 04/30/2024

Monitoring/Evaluation**Anticipated Output**

Teachers and administration will monitor progress on a quarterly basis

Instruction will be curriculum-aligned and revised based on student assessment data. Students will receive additional support as needed through MTSS program and Special ed teachers.

Material/Resources/Supports Needed**PD Step**

STAR reading and Math assessments and IXL benchmark

no



Action Steps**Anticipated Start/Completion Date**

Read 180 and System 44 benchmarks will be administered 3 times per year to special education students in these classes

08/28/2023 - 09/28/2023

Monitoring/Evaluation**Anticipated Output**

Teachers and administration will monitor progress on a quarterly basis

Instruction will be curriculum-aligned and revised based on student assessment data. Students will receive additional support as needed through MTSS program and Special ed teachers.

Material/Resources/Supports Needed**PD Step**

Read 180 and System 44 benchmarks

no



Action Steps**Anticipated Start/Completion Date**

Teachers will receive PD in IXL data analysis

09/18/2023 - 09/22/2023

Monitoring/Evaluation**Anticipated Output**

Teachers and administration will monitor progress on a quarterly basis

Instruction will be curriculum-aligned and revised based on student assessment data. Students will receive additional support as needed through MTSS program and Special ed teachers.

Material/Resources/Supports Needed**PD Step**

IXL program, data

yes



Action Steps**Anticipated Start/Completion Date**

Teachers will compile data quarterly for discussion and reevaluate instructional strategies if necessary

11/13/2023 - 04/22/2024

Monitoring/Evaluation**Anticipated Output**

Teachers and administration will monitor progress on a quarterly basis

Instruction will be curriculum-aligned and revised based on student assessment data. Students will receive additional support as needed through MTSS program and Special ed teachers.

Material/Resources/Supports Needed**PD Step**

data from assessments and snapshots in IXL

no



Action Steps**Anticipated Start/Completion Date**

Students who are not projected to make a year's growth will be referred to MTSS. Students have the ability to test out of MTSS for reading and math

08/28/2023 - 05/13/2024

Monitoring/Evaluation**Anticipated Output**

Teachers and administration will monitor progress on a quarterly basis

Instruction will be curriculum-aligned and revised based on student assessment data. Students will receive additional support as needed through MTSS program and Special ed teachers.

Material/Resources/Supports Needed**PD Step**

growth data

no



Action Steps**Anticipated Start/Completion Date**

Teachers will monitor results of revised instructional strategies

10/31/2023 - 05/25/2023

Monitoring/Evaluation**Anticipated Output**

Teachers and administration will monitor progress on a quarterly basis

Instruction will be curriculum-aligned and revised based on student assessment data. Students will receive additional support as needed through MTSS program and Special ed teachers.

Material/Resources/Supports Needed**PD Step**

quarterly data

no

Action Plan: Instructional coaching in Math

Action Steps**Anticipated Start/Completion Date**

Collaborative monthly review of progress towards outputs by reviewing data and lesson plans by IU Admin and teachers.

10/02/2023 - 05/25/2023

Monitoring/Evaluation**Anticipated Output**

Teachers and administrators will review data and instruction on a quarterly basis

Teachers will develop insight into their curriculum and design instruction to meet needs

Material/Resources/Supports Needed**PD Step**

curriculum, instructional strategies, student data

no



Action Steps**Anticipated Start/Completion Date**

Develop a schedule to accommodate core and additional math support classes.

09/05/2023 - 09/11/2023

Monitoring/Evaluation**Anticipated Output**

Teachers and administrators will review data and instruction on a quarterly basis

Teachers will develop insight into their curriculum and design instruction to meet needs

Material/Resources/Supports Needed**PD Step**

teaching schedule, student rosters

no



Action Steps**Anticipated Start/Completion Date**

IXL representative performs platform overview

09/05/2023 - 09/29/2023

Monitoring/Evaluation**Anticipated Output**

Teachers and administrators will review data and instruction on a quarterly basis

Teachers will develop insight into their curriculum and design instruction to meet needs

Material/Resources/Supports Needed**PD Step**

IXL rep, technology for group session

yes



Action Steps**Anticipated Start/Completion Date**

Observe math classes and consult with teachers to gain an understanding of the current needs

09/15/2023 - 10/06/2023

Monitoring/Evaluation**Anticipated Output**

Teachers and administrators will review data and instruction on a quarterly basis

Teachers will develop insight into their curriculum and design instruction to meet needs

Material/Resources/Supports Needed**PD Step**

Laptop

no



Action Steps**Anticipated Start/Completion Date**

Unpack math curriculum and standards

10/16/2023 - 10/30/2023

Monitoring/Evaluation**Anticipated Output**

Teachers and administrators will review data and instruction on a quarterly basis

Teachers will develop insight into their curriculum and design instruction to meet needs

Material/Resources/Supports Needed**PD Step**

standards, math resources, math curriculum

no



Action Steps**Anticipated Start/Completion Date**

Guide IXL and STAR data analysis quarterly

11/03/2023 - 05/13/2024

Monitoring/Evaluation**Anticipated Output**

Teachers and administrators will review data and instruction on a quarterly basis

Teachers will develop insight into their curriculum and design instruction to meet needs

Material/Resources/Supports Needed**PD Step**

data reports and teacher input

no



Action Steps**Anticipated Start/Completion Date**

Create formative assessment options with teachers

11/09/2023 - 12/21/2023

Monitoring/Evaluation**Anticipated Output**

Teachers and administrators will review data and instruction on a quarterly basis

Teachers will develop insight into their curriculum and design instruction to meet needs

Material/Resources/Supports Needed**PD Step**

formative assessment resources, standards, math curriculum

no



Action Steps**Anticipated Start/Completion Date**

Align lessons to standards

10/09/2023 - 12/21/2023

Monitoring/Evaluation**Anticipated Output**

Teachers and administrators will review data and instruction on a quarterly basis

Teachers will develop insight into their curriculum and design instruction to meet needs

Material/Resources/Supports Needed**PD Step**

standards, math curriculum, math resources

no



Action Steps**Anticipated Start/Completion Date**

Provide feedback on classroom lessons

10/12/2023 - 05/16/2024

Monitoring/Evaluation**Anticipated Output**

Teachers and administrators will review data and instruction on a quarterly basis

Teachers will develop insight into their curriculum and design instruction to meet needs

Material/Resources/Supports Needed**PD Step**

lesson plans, classroom observations

no



ADDENDUM C: PROFESSIONAL DEVELOPMENT PLANS

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
85% of all Tier 1 middle school students, who are at or below grade level, will demonstrate one year of growth in ELA from benchmark to the end of the 2023-2024 school year. (Growth in ELA for Tier 1 students)	Engage instructional teams in developing standards-aligned units of instruction focusing specifically on standards-aligned learning activities and materials	Teachers will receive PD in IXL data analysis	09/18/2023 - 09/22/2023
85% of all Tier 1 middle school students, who are at or below grade level, will demonstrate one year of growth in Math from benchmark to the end of the 2023-2024 school year. (Growth in Math for Tier 1 students)			
85% of all Tier 1 middle school students, who are at or below grade level, will demonstrate one year of growth in ELA from benchmark to the end of the 2023-2024 school year. (Growth in ELA for Tier 1 students)	Instructional coaching in Math	IXL representative performs platform overview	09/05/2023 - 09/29/2023
85% of all Tier 1 middle school students, who are at or below grade level, will demonstrate one year of growth in Math from benchmark to the end of the 2023-2024 school year. (Growth in Math for Tier 1 students)			

PROFESSIONAL DEVELOPMENT PLANS

Professional Development Step	Audience	Topics of Prof. Dev
IXL program	Middle school math and ELA teachers	Data analysis, available reports, classroom strategies

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Teachers will implement the strategies in their classrooms and be able to run data reports for their quarterly meetings	09/04/2023 - 09/05/2023	IXL facilitator

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:
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ADDENDUM E: COMPREHENSIVE PLAN COMMUNICATIONS

Communication Step	Topics of Message	Mode	Audience	Anticipated Timeline
Plan will be shared with community on district website	Goals of plan for math and ELA improvement	Website	community, School Board, Staff	December 1, 2023
