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May 9, 2019

Brit and Sarah Suttell
1407 Evie Lane
West Chester, PA 19382

Jason and Kristine Lisi
915 Shady Grove Way
West Chester, PA 19382

Robert and Janice York
1149 Westtown Road
West Chester, PA 19382

Willie and Debra Gonzalez
1103 Station Way
West Chester, PA 19382

Jeanette Zarelli
1151 Westtown Road
West Chester, PA 19382

Robert Lewis, Jr. and
Elizabeth Montgomery-Lewis
1100 Station Way
West Chester, PA 19382

Megan Collins
911 Shady Grove Way
West Chester, PA 19382

Re: Exhibits of Westtown School for Conditional Use Approval

Enclosed herewith please find copies of Exhibits A22-A29, York 1 and York 2 that were referenced and marked during the hearings.

Very truly yours,


Patrick M. McKenna

Enclosures
cc:

Robert Pingar, Township Manager (with enclosures) ✓
Timothy B. Barnard, Esquire (with York exhibits)
John J. Mezzanotte, Jr., Esquire

KEY:
 XX - AM PEAK HOUR TRIPS
 TRAFFIC COUNT DATA TAKEN FRIDAY MARCH 8, 2019
 SCHEMATIC DRAWING: NOT TO SCALE

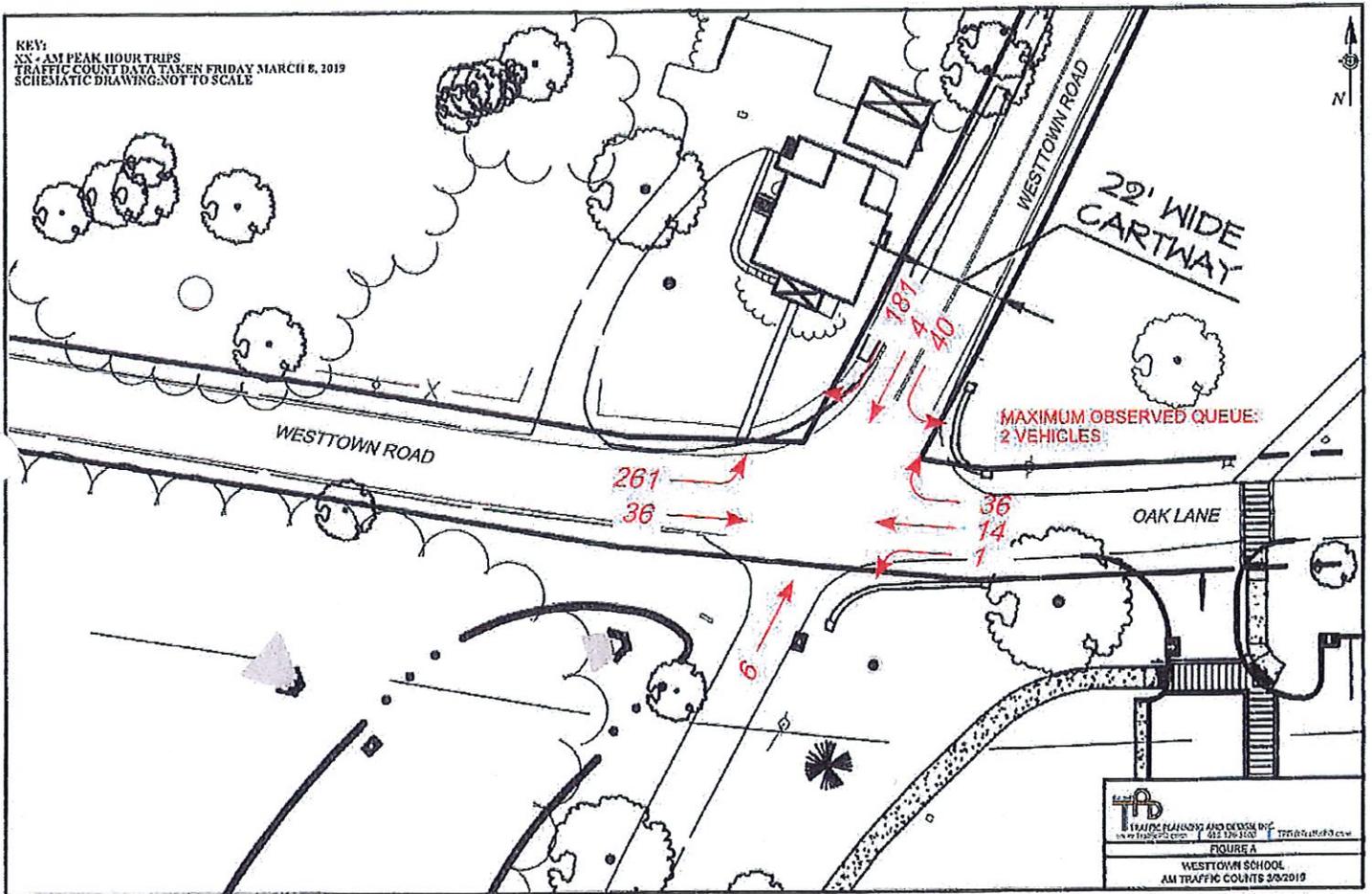


EXHIBIT
 A-22

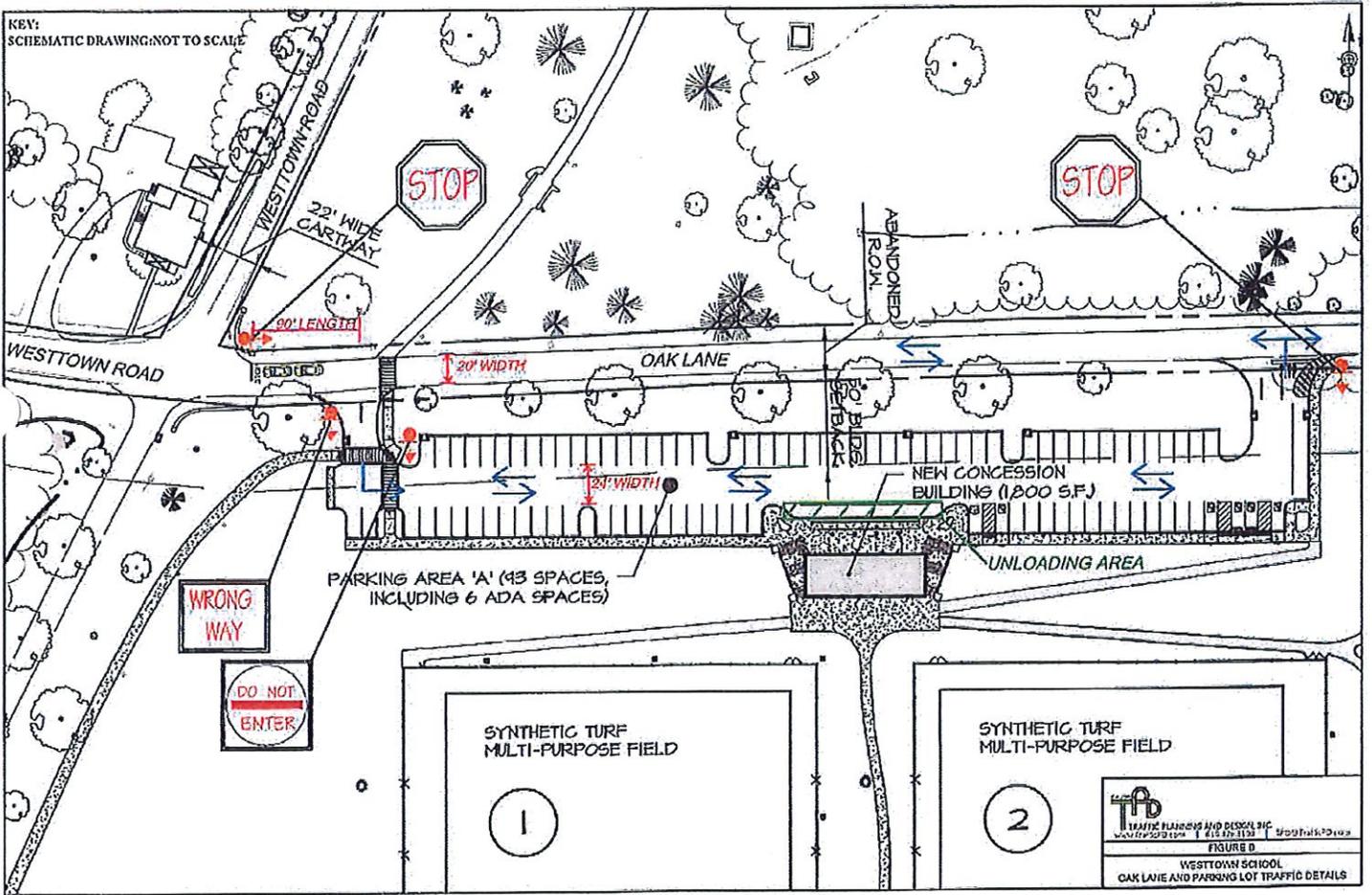


EXHIBIT
tabbiter A-23



TRAFFIC PLANNING AND DESIGN, INC.

WWW.TRAFFICPD.COM

March 20, 2019

Mr. John J. Mezzanotte, Jr., Esquire

Barnard, Mezzanotte, Pinnie & Seelaus, LLP
218 West Front Street
Media, PA 19063

RE: Traffic and Circulation Figures – Conditional Use

Westtown School Oak Lane Project
Westtown Township, Chester County, PA
TPD No. WESC.00003

Dear Mr. Mezzanotte:

As requested, TPD has conducted additional data collection and prepared figures to further demonstrate proposed traffic conditions relative to the Oak Lane Athletic Fields Improvement project at the Westtown School. We have prepared figures illustrating the current AM peak traffic volume conditions and associated queue length on the Oak Lane approach at the Westtown Road/ Oak Lane intersection, and the proposed circulation and traffic control measures for the improved parking area. The two figures (Figures A and B respectively) attached illustrate in further detail the topics pertaining to the analysis.

TPD observed traffic conditions and performed traffic counts between 730am and 830am on Friday March 8th, 2019 at the Westtown Road/ Oak Lane intersection. Figure A summarizes the counts. This was to observe peak arrival and departure operations for Westtown School while peak traffic volumes occurred on Westtown Road. The observed traffic volumes for both Oak Lane and Westtown Road were very similar to the proposed conditions expected during peak turnover times for the proposed evening practices. The maximum observed queue for exiting vehicles on the Oak Lane approach was two vehicles. The counts were analyzed using the Highway Capacity Software, and included an analysis assuming all of the Oak Lane entering and exiting traffic did so within a 30 minute period against the peak Westtown Road traffic. The analyses showed operations of Level of Service (LOS) A for all movements during the observed count period and the 30 minute analysis. Based on these traffic observations and analyses, we are confident that the expected traffic from the night practices will not result in excessive queues on Oak Lane that would block the proposed parking lot entrances or cause safety or operational issues at the Oak Lane/Westtown Road intersection.

Figure B shows the proposed parking lot design, circulation and traffic control devices. We have graphically illustrated the observed AM peak period exiting maximum queue length.

Oak Lane is an existing 20 foot wide private driveway that provides for two way traffic. The AASHTO publication "A Policy on Geometric Design of Highways and Streets, 7th Edition, 2018" states that 20 feet is an acceptable width for two lane local roads in rural areas with a design speed up to 40 mph and daily traffic volumes between 400 and 2000 vehicles per day (Table 5-5). Given that Oak Lane is an existing private driveway intended for low speed operation, serves only Westtown School and has no other connection to the local street network, the 20 foot cartway width is appropriate. The 20 foot width provides a measure of traffic calming to ensure vehicles travel at a slow and safe speed on the Westtown School campus.

There are two proposed parking lot entrances, with the western entrance as entrance only, as it is approximately 90 feet from the Oak Lane/Westtown Road intersection. The eastern site entrance provides full movements for entering and exiting vehicles. The parking lot provides a 24' drive aisle, and a loading/unloading area. All traffic will exit the parking lot from the eastern entrance, which is approximately 540 feet from the Oak Lane/Westtown Road intersection. The driveways have been designed to accommodate the largest single unit emergency vehicle that would be dispatched to the site as dictated by Westtown Township.

Please contact me if you have any questions regarding the above information pertaining to this project.

Sincerely,

TRAFFIC PLANNING AND DESIGN, INC.

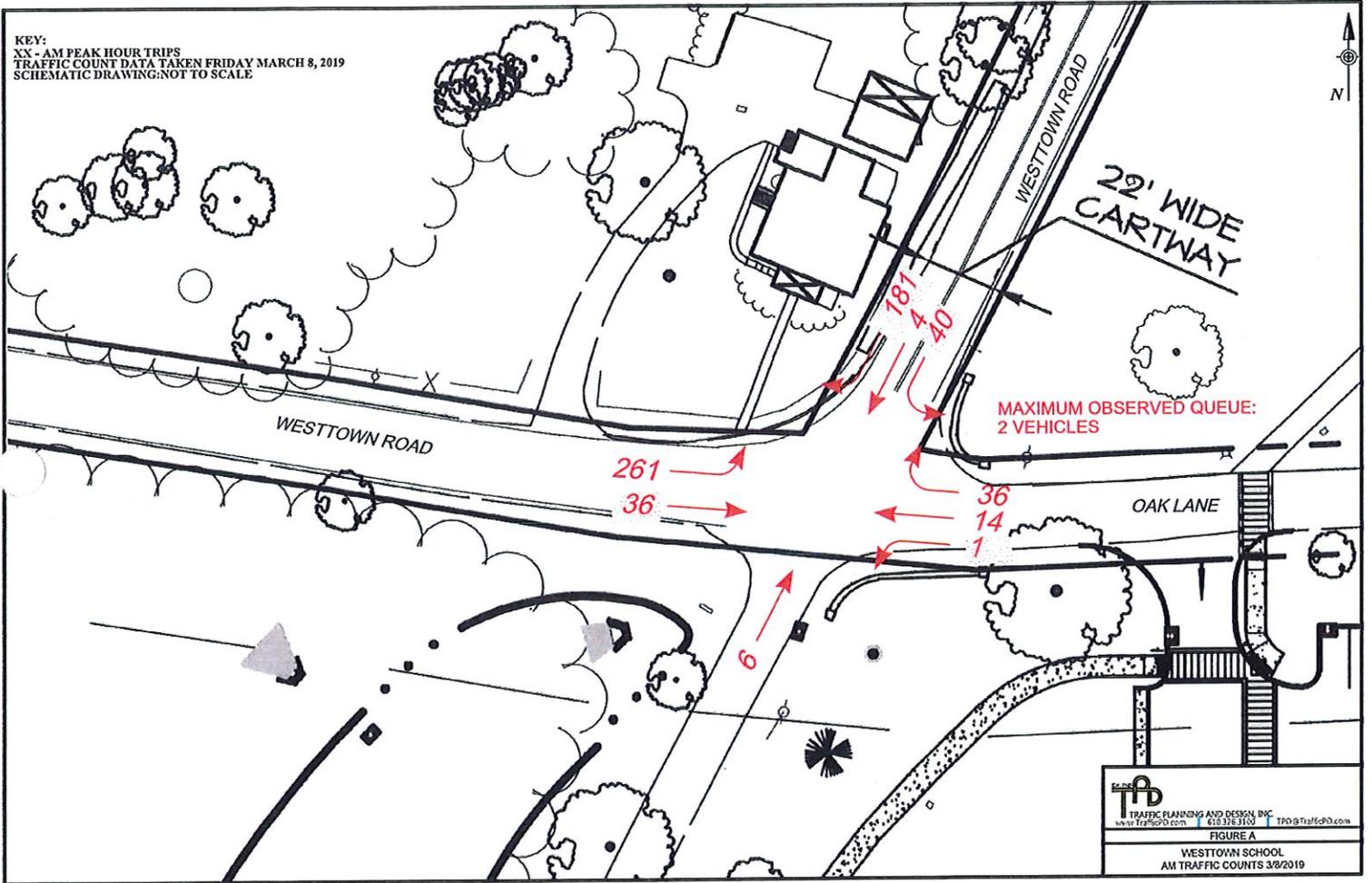


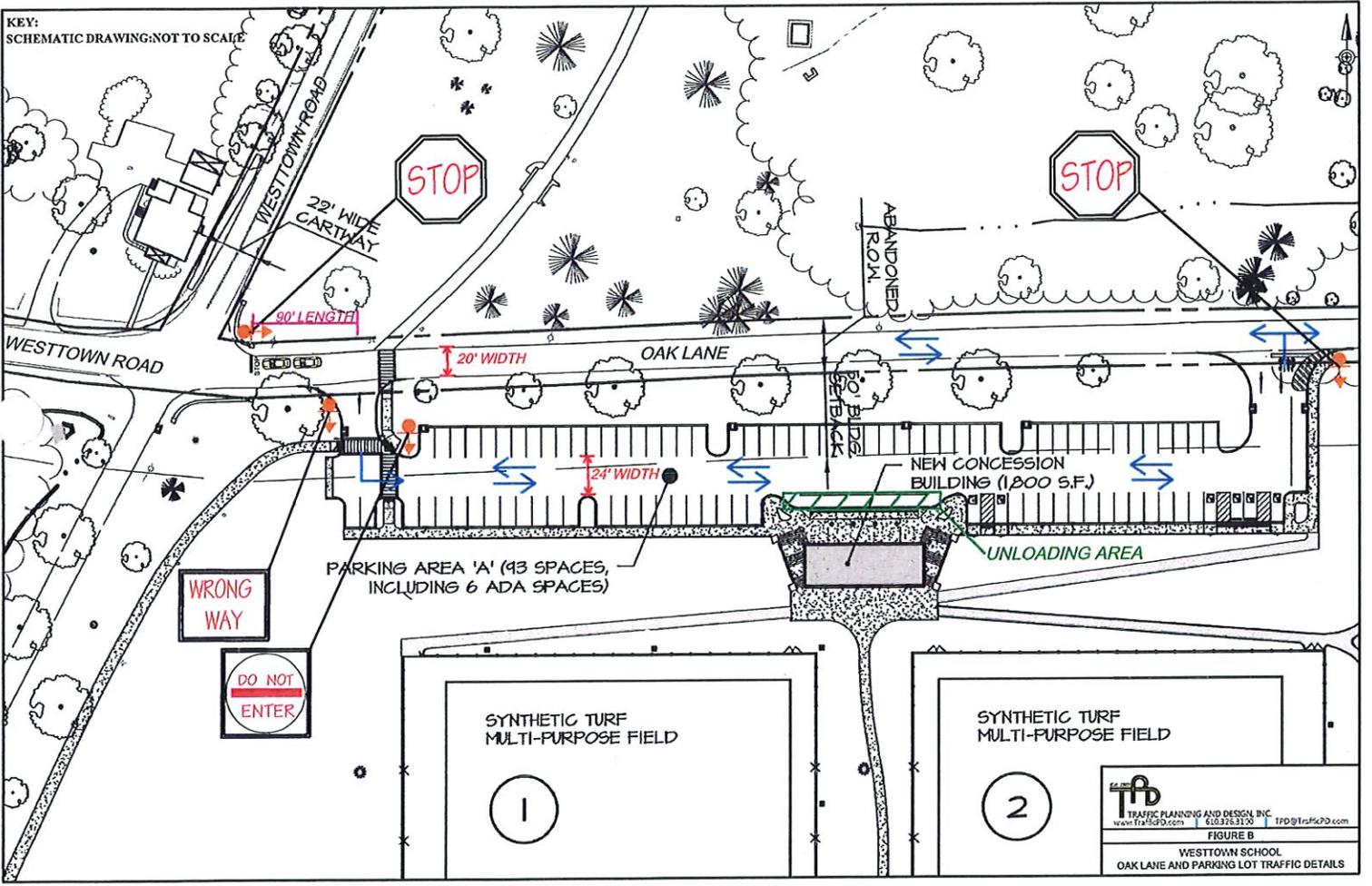
Alex Meitzler, PE, PTOE
Senior Project Manager

ameitzler@TrafficPD.com

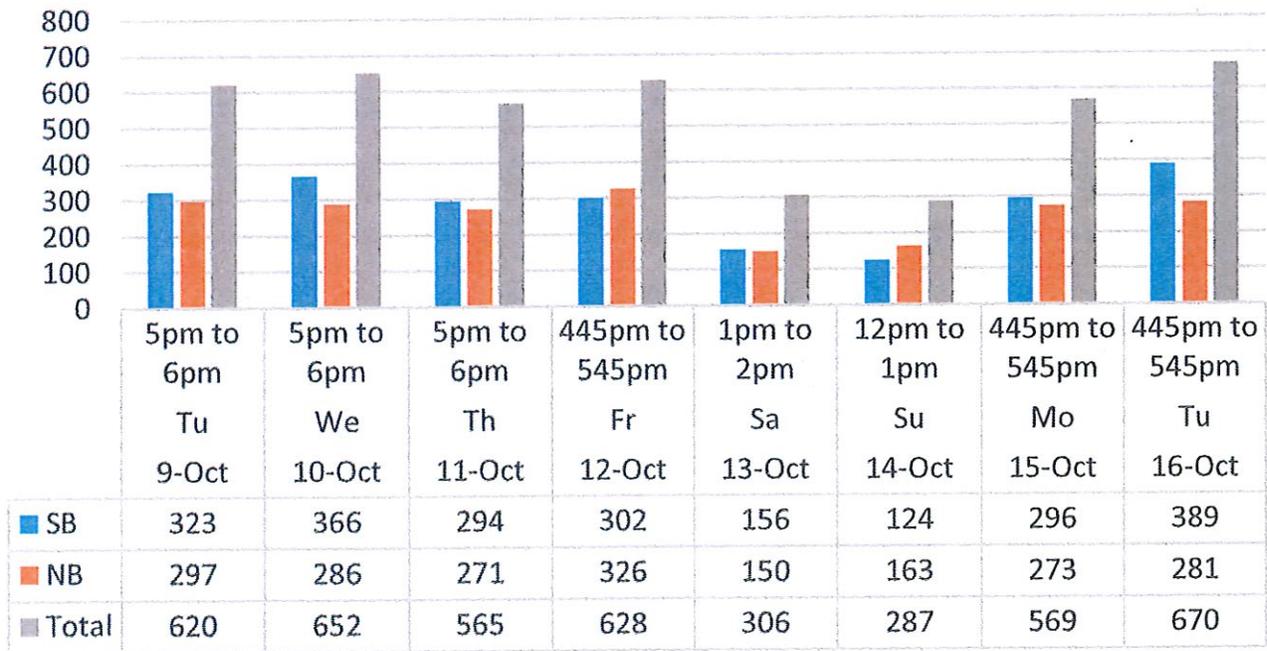
Enclosures: Figures A and B

KEY:
XX - AM PEAK HOUR TRIPS
TRAFFIC COUNT DATA TAKEN FRIDAY MARCH 8, 2019
SCHEMATIC DRAWING: NOT TO SCALE



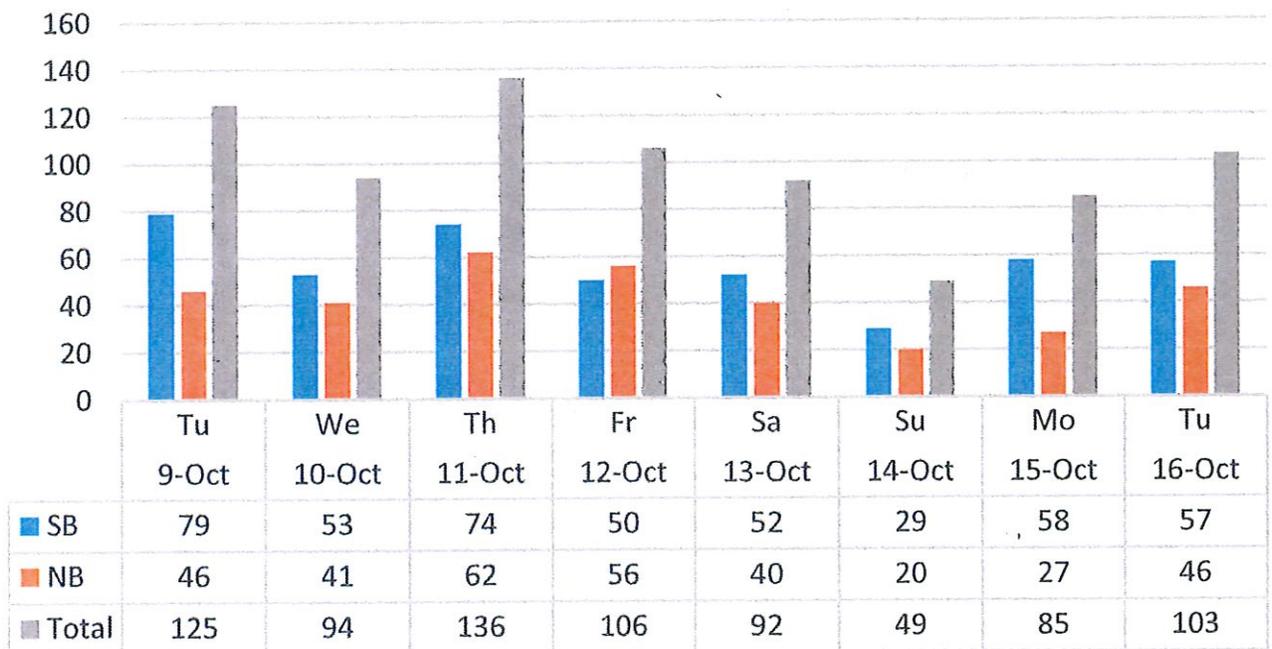


Westtown Road PM Traffic Peaks



A-25

Westtown Road Traffic Volumes - 830 to 930pm



Traffic Planning and Design

2500 East High St
Pottstown, Pa 19464
Westtown Rd.
Volume

Site Code:
Station ID:

Latitude: 0' 0.0000 South

| Start Time | 09-Oct-18 | | SB | | NB | | Combined | | 10-Oct- Wed | SB | | NB | | Combined | |
|------------|-----------|-------|-------|-------|-------|-------|----------|------|----------------|-------|-------|-------|-------|----------|------|
| | Tue | | A.M. | P.M. | A.M. | P.M. | A.M. | P.M. | | A.M. | P.M. | A.M. | P.M. | A.M. | P.M. |
| 12:00 | * | | 18 | | * | 20 | * | 38 | 3 | 18 | 0 | 22 | 3 | 40 | |
| 12:15 | * | | 24 | | * | 26 | * | 50 | 3 | 29 | 2 | 35 | 5 | 64 | |
| 12:30 | * | | 15 | | * | 32 | * | 47 | 1 | 20 | 0 | 26 | 1 | 46 | |
| 12:45 | * | | 21 | | * | 26 | * | 47 | 0 | 21 | 1 | 20 | 1 | 41 | |
| 01:00 | * | | 18 | | * | 28 | * | 46 | 1 | 19 | 2 | 27 | 3 | 46 | |
| 01:15 | * | | 13 | | * | 26 | * | 39 | 1 | 23 | 0 | 34 | 1 | 57 | |
| 01:30 | * | | 10 | | * | 23 | * | 33 | 0 | 27 | 1 | 20 | 1 | 47 | |
| 01:45 | * | | 23 | | * | 29 | * | 52 | 0 | 27 | 0 | 19 | 0 | 46 | |
| 02:00 | * | | 12 | | * | 24 | * | 36 | 0 | 24 | 0 | 34 | 0 | 58 | |
| 02:15 | * | | 37 | | * | 26 | * | 63 | 1 | 25 | 0 | 27 | 1 | 52 | |
| 02:30 | * | | 36 | | * | 29 | * | 65 | 0 | 26 | 0 | 25 | 0 | 51 | |
| 02:45 | * | | 38 | | * | 39 | * | 77 | 0 | 31 | 0 | 28 | 0 | 59 | |
| 03:00 | * | | 28 | | * | 32 | * | 60 | 0 | 48 | 0 | 35 | 0 | 83 | |
| 03:15 | * | | 60 | | * | 51 | * | 111 | 0 | 48 | 0 | 45 | 0 | 93 | |
| 03:30 | * | | 46 | | * | 55 | * | 101 | 0 | 59 | 0 | 63 | 0 | 122 | |
| 03:45 | * | | 52 | | * | 69 | * | 121 | 1 | 77 | 1 | 53 | 2 | 130 | |
| 04:00 | * | | 58 | | * | 32 | * | 90 | 1 | 54 | 0 | 59 | 1 | 113 | |
| 04:15 | * | | 70 | | * | 59 | * | 129 | 1 | 62 | 0 | 62 | 1 | 124 | |
| 04:30 | * | | 67 | | * | 77 | * | 144 | 1 | 67 | 2 | 91 | 3 | 158 | |
| 04:45 | * | | 77 | | * | 70 | * | 147 | 1 | 77 | 3 | 72 | 4 | 149 | |
| 05:00 | * | | 73 | | * | 82 | * | 155 | 4 | 78 | 8 | 77 | 12 | 155 | |
| 05:15 | * | | 82 | | * | 67 | * | 149 | 2 | 98 | 2 | 63 | 4 | 161 | |
| 05:30 | * | | 86 | | * | 72 | * | 158 | 5 | 109 | 7 | 77 | 12 | 186 | |
| 05:45 | * | | 82 | | * | 76 | * | 158 | 9 | 81 | 14 | 69 | 23 | 150 | |
| 06:00 | * | | 71 | | * | 71 | * | 142 | 11 | 72 | 5 | 77 | 16 | 149 | |
| 06:15 | * | | 58 | | * | 38 | * | 96 | 19 | 67 | 8 | 55 | 27 | 122 | |
| 06:30 | * | | 48 | | * | 38 | * | 86 | 23 | 44 | 12 | 59 | 35 | 103 | |
| 06:45 | * | | 44 | | * | 58 | * | 102 | 29 | 41 | 35 | 68 | 64 | 109 | |
| 07:00 | * | | 34 | | * | 33 | * | 67 | 30 | 21 | 38 | 29 | 68 | 50 | |
| 07:15 | * | | 37 | | * | 14 | * | 51 | 42 | 23 | 46 | 29 | 88 | 52 | |
| 07:30 | * | | 16 | | * | 21 | * | 37 | 52 | 12 | 86 | 21 | 138 | 33 | |
| 07:45 | * | | 26 | | * | 19 | * | 45 | 50 | 25 | 115 | 20 | 165 | 45 | |
| 08:00 | * | | 16 | | * | 12 | * | 28 | 69 | 26 | 116 | 11 | 185 | 37 | |
| 08:15 | * | | 10 | | * | 17 | * | 27 | 51 | 16 | 75 | 7 | 126 | 23 | |
| 08:30 | * | | 18 | | * | 12 | * | 30 | 49 | 15 | 60 | 11 | 109 | 26 | |
| 08:45 | * | | 15 | | * | 10 | * | 25 | 44 | 18 | 66 | 12 | 110 | 30 | |
| 09:00 | * | | 24 | | * | 13 | * | 37 | 43 | 9 | 56 | 6 | 99 | 15 | |
| 09:15 | * | | 22 | | * | 11 | * | 33 | 38 | 11 | 45 | 12 | 83 | 23 | |
| 09:30 | * | | 6 | | * | 5 | * | 11 | 25 | 5 | 36 | 12 | 61 | 17 | |
| 09:45 | | 16 | 4 | 38 | 8 | 54 | 12 | 20 | 20 | 10 | 35 | 6 | 55 | 16 | |
| 10:00 | | 29 | 5 | 18 | 7 | 47 | 12 | 20 | 20 | 6 | 26 | 2 | 46 | 8 | |
| 10:15 | | 18 | 9 | 18 | 9 | 36 | 18 | 19 | 19 | 3 | 21 | 6 | 40 | 9 | |
| 10:30 | | 18 | 5 | 17 | 1 | 35 | 6 | 20 | 17 | 4 | 21 | 3 | 41 | 7 | |
| 10:45 | | 15 | 4 | 17 | 3 | 32 | 7 | 17 | 17 | 6 | 15 | 6 | 32 | 12 | |
| 11:00 | | 15 | 5 | 16 | 3 | 31 | 8 | 20 | 20 | 6 | 14 | 3 | 34 | 9 | |
| 11:15 | | 11 | 3 | 15 | 1 | 26 | 4 | 19 | 19 | 4 | 28 | 3 | 47 | 7 | |
| 11:30 | | 20 | 1 | 19 | 2 | 39 | 3 | 14 | 14 | 2 | 23 | 2 | 37 | 4 | |
| 11:45 | | 23 | 4 | 30 | 2 | 53 | 6 | 26 | 26 | 5 | 14 | 2 | 40 | 7 | |
| Total | | 165 | 1531 | 188 | 1478 | 353 | 3009 | | 785 | 1599 | 1039 | 1545 | 1824 | 3144 | |
| Day Total | | 1696 | | 1666 | | 3362 | | | 2384 | | 2584 | | 4968 | | |
| % Total | | 4.9% | 45.5% | 5.6% | 44.0% | | | | 15.8% | 32.2% | 20.9% | 31.1% | | | |
| Peak | - | 09:45 | 05:00 | 09:45 | 05:00 | 09:45 | 05:00 | - | 07:30 | 05:00 | 07:30 | 04:30 | 07:30 | 05:00 | |
| Vol. | - | 81 | 323 | 91 | 297 | 172 | 620 | - | 222 | 366 | 392 | 303 | 614 | 652 | |
| P.H.F. | | 0.698 | 0.939 | 0.599 | 0.905 | 0.796 | 0.981 | | 0.804 | 0.839 | 0.845 | 0.832 | 0.830 | 0.876 | |

A-27

Traffic Planning and Design

2500 East High St
Pottstown, Pa 19464
Westtown Rd.
Volume

Site Code:
Station ID:

Latitude: 0' 0.0000 South

| Start Time | 11-Oct-18 | | SB | | NB | | Combined | | 12-Oct-Fri | SB | | NB | | Combined | |
|------------|-----------|--|-------|-------|-------|-------|----------|-------|------------|-------|-------|-------|-------|----------|-------|
| | Thu | | A.M. | P.M. | A.M. | P.M. | A.M. | P.M. | | A.M. | P.M. | A.M. | P.M. | A.M. | P.M. |
| 12:00 | | | 0 | 22 | 1 | 25 | 1 | 47 | | 3 | 23 | 3 | 21 | 6 | 44 |
| 12:15 | | | 3 | 36 | 3 | 36 | 6 | 72 | | 3 | 27 | 0 | 36 | 3 | 63 |
| 12:30 | | | 1 | 22 | 2 | 25 | 3 | 47 | | 2 | 28 | 1 | 49 | 3 | 77 |
| 12:45 | | | 2 | 17 | 0 | 23 | 2 | 40 | | 1 | 32 | 1 | 37 | 2 | 69 |
| 01:00 | | | 1 | 27 | 1 | 33 | 2 | 60 | | 0 | 24 | 0 | 34 | 0 | 58 |
| 01:15 | | | 1 | 15 | 1 | 30 | 2 | 45 | | 3 | 33 | 0 | 21 | 3 | 54 |
| 01:30 | | | 1 | 17 | 1 | 27 | 2 | 44 | | 0 | 39 | 1 | 38 | 1 | 77 |
| 01:45 | | | 0 | 24 | 3 | 23 | 3 | 47 | | 0 | 28 | 4 | 34 | 4 | 62 |
| 02:00 | | | 2 | 18 | 0 | 24 | 2 | 42 | | 0 | 38 | 0 | 24 | 0 | 62 |
| 02:15 | | | 0 | 33 | 0 | 29 | 0 | 62 | | 0 | 39 | 0 | 45 | 0 | 84 |
| 02:30 | | | 0 | 42 | 0 | 33 | 0 | 75 | | 0 | 37 | 0 | 38 | 0 | 75 |
| 02:45 | | | 0 | 43 | 0 | 23 | 0 | 66 | | 0 | 42 | 1 | 48 | 1 | 90 |
| 03:00 | | | 0 | 28 | 0 | 30 | 0 | 58 | | 0 | 39 | 1 | 54 | 1 | 93 |
| 03:15 | | | 1 | 60 | 1 | 49 | 2 | 109 | | 0 | 64 | 0 | 50 | 0 | 114 |
| 03:30 | | | 0 | 54 | 1 | 57 | 1 | 111 | | 2 | 67 | 2 | 52 | 4 | 119 |
| 03:45 | | | 0 | 68 | 1 | 47 | 1 | 115 | | 0 | 85 | 0 | 57 | 0 | 142 |
| 04:00 | | | 0 | 52 | 0 | 30 | 0 | 82 | | 0 | 72 | 0 | 66 | 0 | 138 |
| 04:15 | | | 0 | 72 | 3 | 54 | 3 | 126 | | 2 | 82 | 2 | 59 | 4 | 141 |
| 04:30 | | | 2 | 71 | 2 | 58 | 4 | 129 | | 2 | 72 | 3 | 58 | 5 | 130 |
| 04:45 | | | 1 | 75 | 3 | 66 | 4 | 141 | | 2 | 67 | 1 | 88 | 3 | 155 |
| 05:00 | | | 3 | 64 | 4 | 70 | 7 | 134 | | 5 | 74 | 5 | 66 | 10 | 140 |
| 05:15 | | | 2 | 73 | 0 | 69 | 2 | 142 | | 5 | 82 | 2 | 90 | 7 | 172 |
| 05:30 | | | 7 | 79 | 8 | 59 | 15 | 138 | | 3 | 79 | 6 | 82 | 9 | 161 |
| 05:45 | | | 2 | 78 | 8 | 73 | 10 | 151 | | 11 | 64 | 10 | 74 | 21 | 138 |
| 06:00 | | | 10 | 56 | 13 | 69 | 23 | 125 | | 11 | 65 | 12 | 52 | 23 | 117 |
| 06:15 | | | 13 | 56 | 8 | 46 | 21 | 102 | | 8 | 53 | 9 | 46 | 17 | 99 |
| 06:30 | | | 19 | 38 | 18 | 31 | 37 | 69 | | 22 | 43 | 20 | 30 | 42 | 73 |
| 06:45 | | | 30 | 36 | 29 | 52 | 59 | 88 | | 24 | 46 | 30 | 36 | 54 | 82 |
| 07:00 | | | 29 | 49 | 24 | 29 | 53 | 78 | | 25 | 45 | 42 | 35 | 67 | 80 |
| 07:15 | | | 41 | 23 | 48 | 25 | 89 | 48 | | 38 | 39 | 45 | 10 | 83 | 49 |
| 07:30 | | | 50 | 32 | 87 | 18 | 137 | 50 | | 46 | 25 | 61 | 15 | 107 | 40 |
| 07:45 | | | 58 | 22 | 95 | 18 | 153 | 40 | | 50 | 27 | 115 | 16 | 165 | 43 |
| 08:00 | | | 70 | 16 | 128 | 23 | 198 | 39 | | 58 | 17 | 109 | 17 | 167 | 34 |
| 08:15 | | | 62 | 19 | 76 | 12 | 138 | 31 | | 73 | 16 | 88 | 10 | 161 | 26 |
| 08:30 | | | 46 | 14 | 72 | 19 | 118 | 33 | | 48 | 13 | 60 | 9 | 108 | 22 |
| 08:45 | | | 42 | 29 | 80 | 27 | 122 | 56 | | 43 | 15 | 72 | 15 | 115 | 30 |
| 09:00 | | | 40 | 23 | 53 | 10 | 93 | 33 | | 28 | 8 | 42 | 17 | 70 | 25 |
| 09:15 | | | 21 | 8 | 48 | 6 | 69 | 14 | | 27 | 14 | 44 | 15 | 71 | 29 |
| 09:30 | | | 25 | 12 | 35 | 10 | 60 | 22 | | 29 | 11 | 34 | 10 | 63 | 21 |
| 09:45 | | | 17 | 7 | 40 | 6 | 57 | 13 | | 16 | 10 | 28 | 10 | 44 | 20 |
| 10:00 | | | 29 | 8 | 29 | 7 | 58 | 15 | | 22 | 7 | 28 | 6 | 50 | 13 |
| 10:15 | | | 33 | 0 | 30 | 6 | 63 | 6 | | 15 | 9 | 26 | 3 | 41 | 12 |
| 10:30 | | | 11 | 6 | 19 | 4 | 30 | 10 | | 22 | 8 | 25 | 8 | 47 | 16 |
| 10:45 | | | 13 | 5 | 15 | 4 | 28 | 9 | | 26 | 9 | 20 | 14 | 46 | 23 |
| 11:00 | | | 18 | 2 | 23 | 2 | 41 | 4 | | 21 | 10 | 25 | 2 | 46 | 12 |
| 11:15 | | | 19 | 2 | 26 | 1 | 45 | 3 | | 18 | 10 | 22 | 2 | 40 | 12 |
| 11:30 | | | 25 | 3 | 18 | 3 | 43 | 6 | | 11 | 3 | 25 | 3 | 36 | 6 |
| 11:45 | | | 19 | 5 | 25 | 1 | 44 | 6 | | 30 | 2 | 24 | 3 | 54 | 5 |
| Total | | | 769 | 1561 | 1082 | 1422 | 1851 | 2983 | | 755 | 1742 | 1049 | 1605 | 1804 | 3347 |
| Day Total | | | 2330 | | 2504 | | 4834 | | | 2497 | | 2654 | | 5151 | |
| % Total | | | 15.9% | 32.3% | 22.4% | 29.4% | | | | 14.7% | 33.8% | 20.4% | 31.2% | | |
| Peak | - | | 07:30 | 05:00 | 07:30 | 05:00 | 07:30 | 05:00 | - | 07:45 | 03:45 | 07:30 | 04:45 | 07:45 | 04:45 |
| Vol. | - | | 240 | 294 | 386 | 271 | 626 | 565 | - | 229 | 311 | 373 | 326 | 601 | 628 |
| P.H.F. | | | 0.857 | 0.930 | 0.754 | 0.928 | 0.790 | 0.935 | | 0.784 | 0.915 | 0.811 | 0.906 | 0.900 | 0.913 |

Traffic Planning and Design

2500 East High St
Pottstown, Pa 19464

Westtown Rd.

Volume

Site Code:
Station ID:

Latitude: 0' 0.0000 South

| Start Time | 13-Oct-18 Sat | SB | | NB | | Combined | | 14-Oct-Sun | SB | | NB | | Combined | |
|------------|---------------|-------|-------|-------|-------|----------|-------|------------|-------|-------|-------|-------|----------|-------|
| | | A.M. | P.M. | A.M. | P.M. | A.M. | P.M. | | A.M. | P.M. | A.M. | P.M. | A.M. | P.M. |
| 12:00 | | 4 | 27 | 3 | 43 | 7 | 70 | | 2 | 40 | 1 | 62 | 3 | 102 |
| 12:15 | | 4 | 41 | 1 | 43 | 5 | 84 | | 3 | 32 | 5 | 31 | 8 | 63 |
| 12:30 | | 5 | 37 | 0 | 26 | 5 | 63 | | 3 | 33 | 2 | 36 | 5 | 69 |
| 12:45 | | 2 | 33 | 3 | 35 | 5 | 68 | | 3 | 19 | 3 | 34 | 6 | 53 |
| 01:00 | | 0 | 33 | 1 | 38 | 1 | 71 | | 1 | 21 | 0 | 37 | 1 | 58 |
| 01:15 | | 2 | 50 | 1 | 31 | 3 | 81 | | 1 | 27 | 2 | 43 | 3 | 70 |
| 01:30 | | 1 | 37 | 0 | 41 | 1 | 78 | | 1 | 26 | 2 | 38 | 3 | 64 |
| 01:45 | | 1 | 36 | 0 | 40 | 1 | 76 | | 2 | 23 | 1 | 38 | 3 | 61 |
| 02:00 | | 3 | 36 | 1 | 33 | 4 | 69 | | 1 | 23 | 3 | 43 | 4 | 66 |
| 02:15 | | 0 | 27 | 1 | 44 | 1 | 71 | | 0 | 52 | 2 | 29 | 2 | 81 |
| 02:30 | | 0 | 21 | 1 | 37 | 1 | 58 | | 1 | 23 | 2 | 29 | 3 | 52 |
| 02:45 | | 1 | 16 | 0 | 22 | 1 | 38 | | 0 | 27 | 1 | 19 | 1 | 46 |
| 03:00 | | 0 | 21 | 0 | 21 | 0 | 42 | | 0 | 16 | 0 | 11 | 0 | 27 |
| 03:15 | | 0 | 24 | 0 | 31 | 0 | 55 | | 1 | 25 | 1 | 28 | 2 | 53 |
| 03:30 | | 0 | 27 | 3 | 19 | 3 | 46 | | 0 | 18 | 0 | 39 | 0 | 57 |
| 03:45 | | 0 | 29 | 0 | 23 | 0 | 52 | | 0 | 27 | 0 | 30 | 0 | 57 |
| 04:00 | | 0 | 25 | 0 | 29 | 0 | 54 | | 0 | 36 | 0 | 42 | 0 | 78 |
| 04:15 | | 0 | 35 | 1 | 29 | 1 | 64 | | 0 | 43 | 0 | 15 | 0 | 58 |
| 04:30 | | 0 | 28 | 1 | 17 | 1 | 45 | | 1 | 37 | 0 | 38 | 1 | 75 |
| 04:45 | | 0 | 22 | 1 | 45 | 1 | 67 | | 0 | 29 | 1 | 38 | 1 | 67 |
| 05:00 | | 0 | 24 | 0 | 31 | 0 | 55 | | 2 | 33 | 1 | 36 | 3 | 69 |
| 05:15 | | 3 | 26 | 5 | 27 | 8 | 53 | | 1 | 14 | 0 | 18 | 1 | 32 |
| 05:30 | | 4 | 26 | 1 | 25 | 5 | 51 | | 1 | 29 | 0 | 26 | 1 | 55 |
| 05:45 | | 8 | 22 | 2 | 20 | 10 | 42 | | 1 | 9 | 1 | 41 | 2 | 50 |
| 06:00 | | 3 | 20 | 2 | 33 | 5 | 53 | | 0 | 56 | 2 | 32 | 2 | 88 |
| 06:15 | | 3 | 26 | 3 | 32 | 6 | 58 | | 1 | 14 | 0 | 27 | 1 | 41 |
| 06:30 | | 3 | 20 | 4 | 23 | 7 | 43 | | 3 | 22 | 2 | 25 | 5 | 47 |
| 06:45 | | 3 | 35 | 16 | 20 | 19 | 55 | | 2 | 19 | 6 | 39 | 8 | 58 |
| 07:00 | | 10 | 20 | 8 | 15 | 18 | 35 | | 5 | 35 | 5 | 29 | 10 | 64 |
| 07:15 | | 8 | 13 | 17 | 19 | 25 | 32 | | 2 | 20 | 5 | 14 | 7 | 34 |
| 07:30 | | 13 | 16 | 12 | 22 | 25 | 38 | | 6 | 11 | 2 | 16 | 8 | 27 |
| 07:45 | | 10 | 18 | 26 | 23 | 36 | 41 | | 2 | 13 | 3 | 6 | 5 | 19 |
| 08:00 | | 17 | 11 | 18 | 24 | 35 | 35 | | 5 | 40 | 8 | 8 | 13 | 48 |
| 08:15 | | 13 | 29 | 25 | 11 | 38 | 40 | | 8 | 22 | 12 | 14 | 20 | 36 |
| 08:30 | | 11 | 7 | 29 | 16 | 40 | 23 | | 13 | 10 | 8 | 5 | 21 | 15 |
| 08:45 | | 21 | 8 | 43 | 10 | 64 | 18 | | 7 | 6 | 19 | 5 | 26 | 11 |
| 09:00 | | 31 | 8 | 66 | 6 | 97 | 14 | | 15 | 5 | 22 | 7 | 37 | 12 |
| 09:15 | | 25 | 29 | 33 | 8 | 58 | 37 | | 12 | 8 | 18 | 3 | 30 | 11 |
| 09:30 | | 19 | 5 | 25 | 7 | 44 | 12 | | 18 | 5 | 17 | 3 | 35 | 8 |
| 09:45 | | 27 | 7 | 34 | 5 | 61 | 12 | | 16 | 2 | 22 | 6 | 38 | 8 |
| 10:00 | | 25 | 4 | 57 | 6 | 82 | 10 | | 17 | 4 | 28 | 3 | 45 | 7 |
| 10:15 | | 56 | 3 | 34 | 11 | 90 | 14 | | 16 | 2 | 21 | 4 | 37 | 6 |
| 10:30 | | 27 | 7 | 41 | 8 | 68 | 15 | | 27 | 3 | 18 | 2 | 45 | 5 |
| 10:45 | | 30 | 7 | 41 | 4 | 71 | 11 | | 27 | 5 | 40 | 4 | 67 | 9 |
| 11:00 | | 43 | 8 | 40 | 5 | 83 | 13 | | 11 | 1 | 22 | 1 | 33 | 2 |
| 11:15 | | 68 | 3 | 36 | 2 | 104 | 5 | | 25 | 2 | 23 | 2 | 48 | 4 |
| 11:30 | | 42 | 3 | 22 | 7 | 64 | 10 | | 15 | 4 | 17 | 2 | 32 | 6 |
| 11:45 | | 36 | 5 | 23 | 6 | 59 | 11 | | 35 | 2 | 44 | 5 | 79 | 7 |
| Total | | 582 | 1015 | 681 | 1073 | 1263 | 2088 | | 313 | 973 | 392 | 1063 | 705 | 2036 |
| Day Total | | 1597 | | 1754 | | 3351 | | | 1286 | | 1455 | | 2741 | |
| % Total | | 17.4% | 30.3% | 20.3% | 32.0% | | | | 11.4% | 35.5% | 14.3% | 38.8% | | |
| Peak | - | 11:00 | 01:15 | 10:00 | 01:30 | 10:30 | 01:00 | - | 10:30 | 04:00 | 10:00 | 12:00 | 10:00 | 12:00 |
| Vol. | - | 189 | 159 | 173 | 158 | 326 | 306 | - | 90 | 145 | 107 | 163 | 194 | 287 |
| P.H.F. | | 0.695 | 0.795 | 0.655 | 0.898 | 0.784 | 0.944 | | 0.833 | 0.843 | 0.669 | 0.657 | 0.724 | 0.703 |

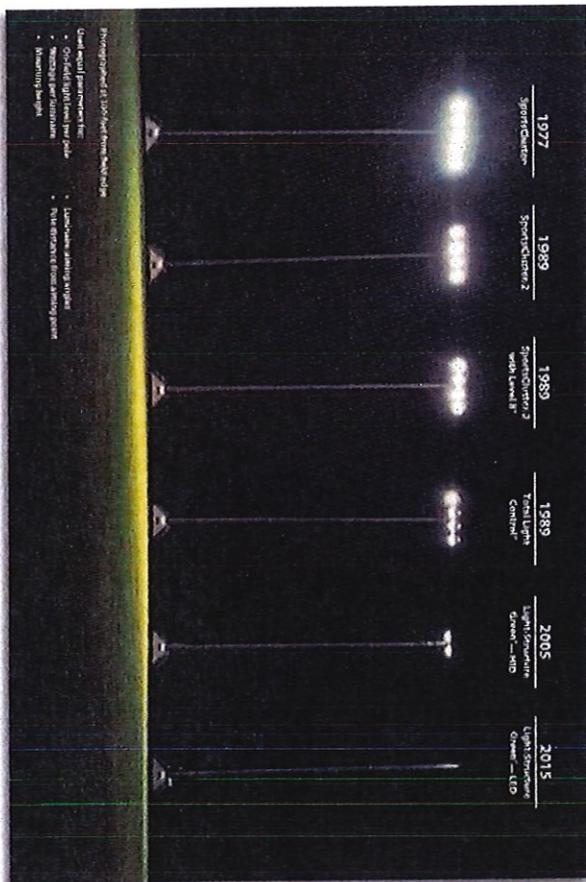
Traffic Planning and Design

2500 East High St
Pottstown, Pa 19464
Westtown Rd.
Volume

Site Code:
Station ID:

Latitude: 0° 0.0000 South

| Start Time | 15-Oct-18 | | SB | | NB | | Combined | | 16-Oct- | | SB | | NB | | Combined | |
|------------------|-----------|--|-------|-------|-------|-------|----------|-------|---------|--|-------|-------|-------|-------|----------|-------|
| | Mon | | A.M. | P.M. | A.M. | P.M. | A.M. | P.M. | Tue | | A.M. | P.M. | A.M. | P.M. | A.M. | P.M. |
| 12:00 | | | 3 | 11 | 1 | 24 | 4 | 35 | | | 1 | 35 | 3 | 20 | 4 | 55 |
| 12:15 | | | 1 | 22 | 1 | 18 | 2 | 40 | | | 4 | 24 | 1 | 17 | 5 | 41 |
| 12:30 | | | 3 | 23 | 2 | 33 | 5 | 56 | | | 2 | 31 | 4 | 27 | 6 | 58 |
| 12:45 | | | 1 | 16 | 0 | 28 | 1 | 44 | | | 0 | 26 | 2 | 35 | 2 | 61 |
| 01:00 | | | 0 | 25 | 1 | 21 | 1 | 46 | | | 2 | 28 | 0 | 25 | 2 | 53 |
| 01:15 | | | 1 | 22 | 1 | 26 | 2 | 48 | | | 0 | 23 | 1 | 29 | 1 | 52 |
| 01:30 | | | 0 | 20 | 2 | 29 | 2 | 49 | | | 1 | 18 | 1 | 27 | 2 | 45 |
| 01:45 | | | 1 | 21 | 1 | 28 | 2 | 49 | | | 1 | 15 | 0 | 28 | 1 | 43 |
| 02:00 | | | 0 | 28 | 2 | 21 | 2 | 49 | | | 0 | 18 | 0 | 31 | 0 | 49 |
| 02:15 | | | 0 | 21 | 1 | 23 | 1 | 44 | | | 0 | 29 | 0 | 35 | 0 | 64 |
| 02:30 | | | 0 | 18 | 0 | 31 | 0 | 49 | | | 0 | 22 | 0 | 42 | 0 | 64 |
| 02:45 | | | 0 | 31 | 1 | 24 | 1 | 55 | | | 0 | 35 | 0 | 45 | 0 | 80 |
| 03:00 | | | 1 | 39 | 0 | 35 | 1 | 74 | | | 0 | 32 | 0 | 36 | 0 | 68 |
| 03:15 | | | 0 | 53 | 0 | 34 | 0 | 87 | | | 0 | 61 | 1 | 54 | 1 | 115 |
| 03:30 | | | 0 | 43 | 0 | 45 | 0 | 88 | | | 0 | 45 | 1 | 62 | 1 | 107 |
| 03:45 | | | 1 | 81 | 1 | 60 | 2 | 141 | | | 0 | 73 | 0 | 66 | 0 | 139 |
| 04:00 | | | 1 | 54 | 0 | 40 | 1 | 94 | | | 0 | 68 | 0 | 57 | 0 | 125 |
| 04:15 | | | 2 | 52 | 0 | 53 | 2 | 105 | | | 3 | 65 | 0 | 61 | 3 | 126 |
| 04:30 | | | 0 | 63 | 1 | 60 | 1 | 123 | | | 0 | 59 | 2 | 65 | 2 | 124 |
| 04:45 | | | 0 | 55 | 2 | 69 | 2 | 124 | | | 2 | 85 | 3 | 60 | 5 | 145 |
| 05:00 | | | 3 | 73 | 5 | 62 | 8 | 135 | | | 2 | 84 | 3 | 79 | 5 | 163 |
| 05:15 | | | 5 | 85 | 2 | 67 | 7 | 152 | | | 6 | 119 | 1 | 68 | 7 | 187 |
| 05:30 | | | 7 | 83 | 6 | 75 | 13 | 158 | | | 5 | 101 | 6 | 74 | 11 | 175 |
| 05:45 | | | 6 | 60 | 11 | 58 | 17 | 118 | | | 8 | 71 | 15 | 71 | 23 | 142 |
| 06:00 | | | 12 | 58 | 6 | 63 | 18 | 121 | | | 15 | 62 | 10 | 73 | 25 | 135 |
| 06:15 | | | 10 | 47 | 10 | 48 | 20 | 95 | | | 14 | 61 | 7 | 56 | 21 | 117 |
| 06:30 | | | 21 | 38 | 17 | 34 | 38 | 72 | | | 26 | 57 | 26 | 44 | 52 | 101 |
| 06:45 | | | 25 | 33 | 28 | 30 | 53 | 63 | | | 20 | 43 | 30 | 69 | 50 | 112 |
| 07:00 | | | 25 | 27 | 29 | 38 | 54 | 65 | | | 26 | 27 | 39 | 33 | 65 | 60 |
| 07:15 | | | 42 | 26 | 40 | 16 | 82 | 42 | | | 40 | 28 | 54 | 26 | 94 | 54 |
| 07:30 | | | 56 | 34 | 71 | 10 | 127 | 44 | | | 55 | 37 | 90 | 21 | 145 | 58 |
| 07:45 | | | 63 | 13 | 99 | 14 | 162 | 27 | | | 65 | 20 | 101 | 19 | 166 | 39 |
| 08:00 | | | 68 | 8 | 118 | 20 | 186 | 28 | | | 52 | 20 | 101 | 18 | 153 | 38 |
| 08:15 | | | 49 | 13 | 69 | 12 | 118 | 25 | | | 63 | 19 | 67 | 17 | 130 | 36 |
| 08:30 | | | 42 | 13 | 69 | 7 | 111 | 20 | | | 48 | 14 | 66 | 9 | 114 | 23 |
| 08:45 | | | 40 | 20 | 69 | 8 | 109 | 28 | | | 48 | 17 | 64 | 9 | 112 | 26 |
| 09:00 | | | 30 | 14 | 53 | 10 | 83 | 24 | | | 37 | 12 | 49 | 11 | 86 | 23 |
| 09:15 | | | 28 | 11 | 39 | 2 | 67 | 13 | | | 23 | 14 | 40 | 17 | 63 | 31 |
| 09:30 | | | 24 | 4 | 33 | 3 | 57 | 7 | | | 25 | 8 | 42 | 9 | 67 | 17 |
| 09:45 | | | 26 | 4 | 27 | 7 | 53 | 11 | | | 21 | 7 | 30 | 4 | 51 | 11 |
| 10:00 | | | 17 | 9 | 30 | 2 | 47 | 11 | | | 15 | 9 | 24 | 5 | 39 | 14 |
| 10:15 | | | 19 | 0 | 19 | 4 | 38 | 4 | | | 15 | 4 | 20 | 3 | 35 | 7 |
| 10:30 | | | 20 | 2 | 19 | 0 | 39 | 2 | | | 21 | 7 | 20 | 3 | 41 | 10 |
| 10:45 | | | 15 | 5 | 18 | 3 | 33 | 8 | | | 20 | 9 | 11 | 5 | 31 | 14 |
| 11:00 | | | 18 | 0 | 28 | 0 | 46 | 0 | | | 17 | 5 | 13 | 3 | 30 | 8 |
| 11:15 | | | 13 | 2 | 14 | 3 | 27 | 5 | | | 10 | 3 | 15 | 1 | 25 | 4 |
| 11:30 | | | 16 | 4 | 15 | 2 | 31 | 6 | | | 17 | 3 | 19 | 2 | 36 | 5 |
| 11:45 | | | 22 | 2 | 21 | 2 | 43 | 4 | | | 28 | 0 | 31 | 2 | 59 | 2 |
| Total | | | 737 | 1386 | 982 | 1302 | 1719 | 2688 | | | 758 | 1653 | 1013 | 1573 | 1771 | 3226 |
| Day Total | | | 2123 | | 2284 | | 4407 | | | | 2411 | | 2586 | | 4997 | |
| % Total | | | 16.7% | 31.4% | 22.3% | 29.5% | | | | | 15.2% | 33.1% | 20.3% | 31.5% | | |
| Peak | - | | 07:30 | 05:00 | 07:30 | 04:45 | 07:30 | 04:45 | - | | 07:30 | 04:45 | 07:30 | 05:00 | 07:30 | 04:45 |
| Vol. | - | | 236 | 301 | 357 | 273 | 593 | 569 | - | | 235 | 389 | 359 | 292 | 594 | 670 |
| P.H.F. | | | 0.868 | 0.885 | 0.756 | 0.910 | 0.797 | 0.900 | | | 0.904 | 0.817 | 0.889 | 0.924 | 0.895 | 0.896 |



Photographed at 100 feet from building
 • Standard performance fixture
 • Good light for the job
 • No glare or shadows
 • Minimal light loss
 • Minimal height

• Luminaires using light
 • Full spectrum from lighting pole

tabbles®
EXHIBIT
A-28

SECTION 2. Article XV, General Regulations, § 170-1514, Outdoor lighting, Subsection D, Design Criteria, Subparagraph 6, Temporary/portable recreational and sports lighting and nighttime events, shall be amended to read as follows:

- (6) Permanent recreational and sports lighting and nighttime events. Subject to the conditions listed herein, permanent outdoor illumination for active recreational and sports facilities accessory to public, private, and parochial schools, universities and colleges of three-hundred (300) contiguous acres or more, and for passive non-recreational nighttime events shall be permitted when approved as a conditional use by the Westtown Township Board of Supervisors.
- (a) Permanent recreational and sports lighting shall be defined as recreational and sports lighting that is permanently installed in a fixed location and not portable and associated with nighttime events.
- (b) Before a conditional use is granted for recreational and sports lighting and nighttime events, the applicant will conduct traffic and parking studies and report the results to Westtown Township to determine if parking, vehicle access and egress, pedestrian walkways, and site lighting are adequate for handling the most well-attended anticipated events. The studies shall be prepared by a qualified traffic consultant and shall enable the Township to identify traffic and/or parking problems associated with such events. The studies shall identify solutions and recommend improvements to mitigate adverse impacts of the lighted events, if any are found to exist.
- (c) An annual permit application shall be required to be submitted to the Township 45 days before the start of each sports and recreation year that a permanent recreational and sports lighting installation is proposed to be utilized. A permit fee schedule shall be established by resolution of the Board of Supervisors each year to cover all costs to the Township to include, but not limited to, the following:
- [1] Special police detail from the Westtown East Goshen Regional Police Department to control traffic, parking and on-site security for any lighted event as determined by the Board of Supervisors based on type of event.
- [2] Trash cleanup by Township Public Works employees on the roads and properties surrounding the campus as soon as possible after the lighted event as determined by the Board of Supervisors based on the type of event.
- (d) ~~Granting of such a permit is conditioned upon the discretion of the Board of Supervisors which shall consider past compliance with the terms of this Subsection D(6) and Subsections D(5) and D(7), §§ 116-1 and 116-2 of Chapter 116, § 170-1506 of this chapter and with any subsequent ordinances related to noise and peace and good order.~~
- (e) All outdoor illumination as described in this subsection shall comply with the following standards and conditions:
- [1] Unless specifically modified herein, all other provisions in § 170-1514 shall apply.
- [2] The maximum mounting height as measured from the finished grade of the playing field to the top of the highest fixture of recreational and sports lighting fixtures permitted by this subsection shall be as follows:
- [a] Basketball: 20 feet.*
- [b] Field hockey: 70 feet.
- [c] Football: 70 feet.



- [d] Lacrosse: 70 feet.
- [e] Little League Baseball:
 - [i] Two-hundred-foot radius: 60 feet.
 - [ii] Three-hundred-foot radius: 70 feet.
- [f] Miniature golf: 20 feet.*
- [g] Soccer: 70 feet.
- [h] Swimming pool aprons: 20 feet.*
- [i] Tennis courts: 20 feet.*
- [j] Track: 20 feet.*

*Lighting for this sport is subject to the non-sports/recreation lighting requirements elsewhere in § 170-1514.

- [3] Higher mounting heights for field hockey, lacrosse and soccer, not to exceed 85 feet under any circumstances, may be considered by conditional use application when it can be demonstrated to the satisfaction of the Township that the higher mounting height is essential to meet or exceed the other requirements of this section while still controlling off-site glare, light trespass and daytime visibility of the light fixtures as viewed from off site.
- [4] The lighting shall be accomplished only through the use of full cutoff or fully shielded fixtures that employ suitable shielding such as the Musco TLC-LED-1150 lighting system or similar. Such lighting shall be designed, installed, aimed, and maintained so that neither lamps (bulbs) nor primary reflecting surfaces shall be visible from any window of residential properties within a radius of 1,800 feet of the boundary of lighted field. The fixtures shall not present a hazard to drivers by projecting glare that impairs their ability to safely traverse streets and driveways. The fixtures shall be mounted at an appropriate height, angle, and location to comply with the above conditions. As a condition of conditional use approval for lighted events pursuant to this subsection, the Board of Supervisors may impose a requirement for adequate landscape screening to mitigate lighting impacts to nearby properties without unreasonably compromising scenic views.
- [5] For a recreational or athletic sporting event, such as soccer, field hockey, or lacrosse, the sports lighting system may only be energized in conjunction with any of the following events, and no others:
 - [a] An event involving the participation, and under the control of, the educational or sports program of the school, university or college where the lights are located;
 - [b] A field practice for such event.
 - [c] A field practice held by a private organization, with the approval of the school, university, or college where the lights are located.
- [6] For a recreational or athletic sporting event or practice, such as soccer, field hockey, or lacrosse, utilization of the sports lighting system is subject to the

following restrictions:

- [a] A maximum of ~~200~~220 lighted events ~~-dates~~ per calendar year will be permitted on any one campus where permanent lighting is provided of which four (4) events may be games involving the participation and under the control of, the educational or sports program of the school, university or college where the lights are located.
 - [b] The lights must be extinguished no later than 9:45 p.m.
 - [c] Lighted events may be held no more than six (6) days per week, Monday through Saturday, excluding the period between June 15 and August 15 annually, and on United States Federal holidays.
 - [d] All light posts shall be set back at least 50 feet from the property boundary.
 - [e] As a part of the process of seeking approval, the school, university or college proposing to use outdoor lighting as permitted herein shall submit a lighting plan and associated information to the Township in conformity with § 170-1514.F(1). In addition, the applicant shall submit a visual impact plan that demonstrates to the satisfaction of the Township that ordinance light trespass and direct glare requirements have been met.
 - [f] If for any school year the lights are used for more than the number of events allowed under this subsection, either per week or per year (or exceed the time limit allowed for the event), then the maximum number of allowable events for the next school year shall be decreased by the number of events which exceeded the maximum number allowable in the previous year.
 - [g] If, for any reason, the number of violations described in § 170-1514.D(5)(e)[6][f] exceeds five, the annual permit as required by § 170-1514.D(5)(b) shall be revoked and no more lighted events may be held for the remainder of the year.
- [7] Golf driving ranges, racetracks, trap-shooting facilities and other sports necessitating the horizontal or near-horizontal projection of illumination shall not be artificially illuminated.
 - [8] Illuminances for recreational and sports lighting shall be in accordance with and shall not exceed the values contained in the latest edition of IESNA RP-6, Recommended Practice for Sports and Recreational Area Lighting. Illuminances shall be based on Class II play.
 - [9] The maximum luminance from any light source, including scoreboards, shall not exceed 2,000 cd/m² as viewed from any location off site.
 - [10] Modifications to installed lighting systems in conformance with the provisions of this article that would result in higher aiming angles, greater direct glare and/or greater off-site light trespass shall require a permit.
 - [11] The amount of spill light from a sports/recreation facility as measured on adjacent properties or properties separated from the property of the school with the lighted field only by a public road, utility property or easement, shall not exceed 0.2 foot-candle, horizontal or vertical, at any height or location on that property.
 - [12] The installation of permanent recreational and sports lighting shall be limited to no

more than two playing fields on any one campus.

- [13] The entity on whose premises the sports/recreation facility is situated shall be responsible for monitoring and reporting. Records of usage of lighting systems shall be maintained for Township inspection and shall be submitted as part of the annual permitting application.
- [14] As a condition for installing permanent outdoor illumination for active recreational and sports facilities accessory to public, private, and parochial schools, universities and colleges, the Board of Supervisors shall require the applying institution to take all reasonable steps, as recommended by a sound engineer hired by the Township, to mitigate noise resulting from nighttime events and its impact on the neighborhoods nearby the lighted facility. These mitigative actions must allow the applying institution to comply with §§ 116-1 and 116-2 of Chapter 116, § 170-1506 of this chapter and with any subsequent ordinances related to noise and good order.
- [15] No sound amplification system will be used after 6:00 PM in conjunction with any nighttime events permitted by this Subsection D(6) or Subsections D(5) or D(7).

SECTION 3. Article XV, General regulations, §170-1514, Outdoor lighting, Subsection D, Design criteria, shall be amended to add new Subparagraph 7, Temporary/portable recreational and sports lighting and nighttime events, to read as follows:

- (7) Temporary/portable recreational and sports lighting and nighttime events. Subject to the conditions listed herein, temporary outdoor illumination for recreational and sports events for active recreational and sports facilities accessory to public, private, and parochial schools, universities and colleges and for passive nonrecreational activities shall be permitted when approved as a conditional use by the Township Board of Supervisors. No temporary lighting shall be approved for any institution that has been granted permanent lighting on the same campus under § 170-1514.D(5) or D(6).

SECTION 4. If any sentence, clause or section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or validity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance. It is hereby declared as the intent of the Board of Supervisors that this Ordinance would have been adopted had such unconstitutional, illegal, invalid sentence, clause, section or part thereof not been included herein.

SECTION 5. All ordinances or parts of ordinances conflicting or inconsistent herewith are hereby repealed.

SECTION 6. This Ordinance will be effective five (5) days after enactment.

ENACTED AND ORDAINED this _____ day of _____, 2018.

ATTEST:

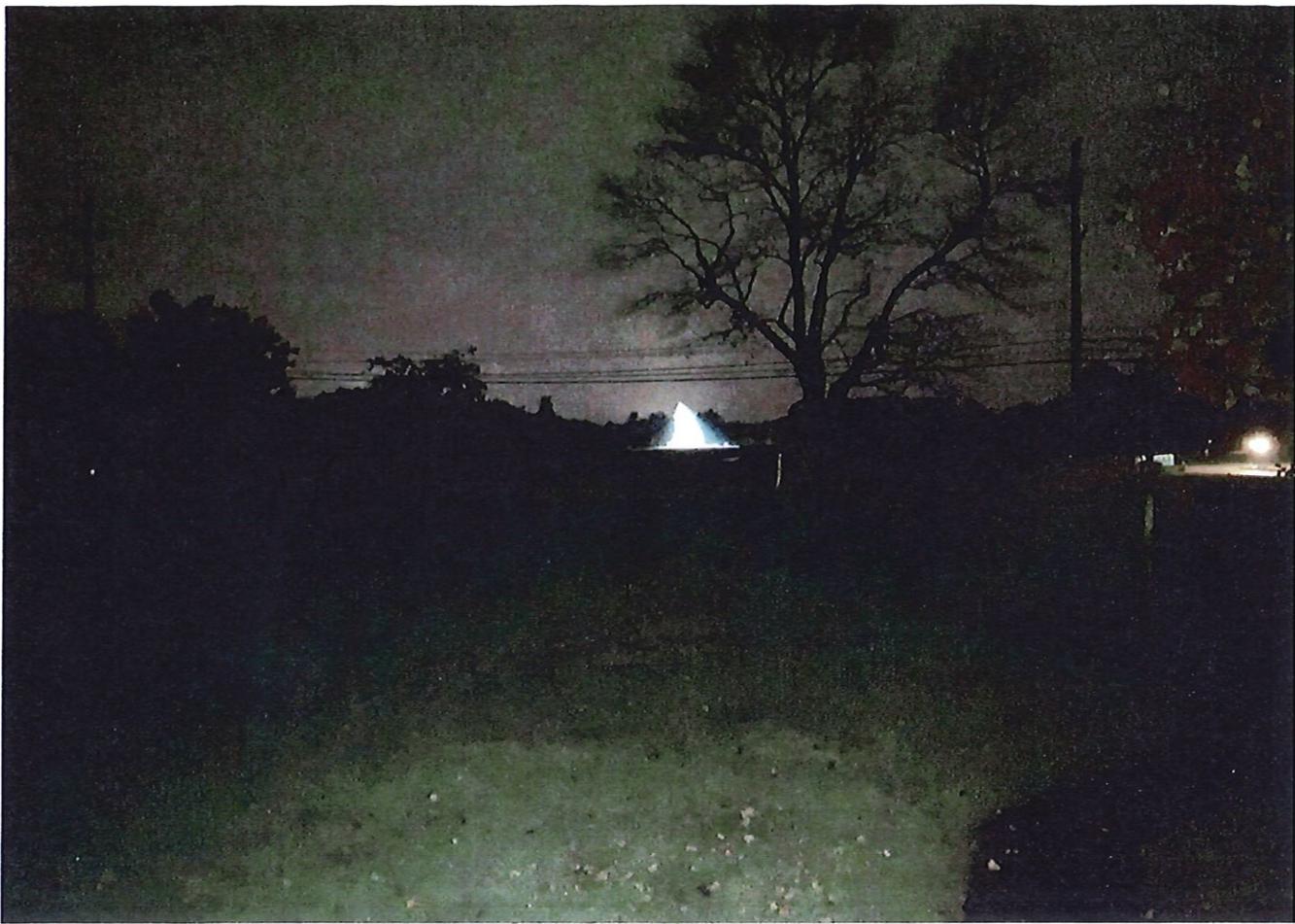
WESTTOWN TOWNSHIP

Secretary

Carol R. DeWolf, Chair

Scott E. Yaw, Vice Chair

Michael T. DiDomenico



YORIK - 1 PMM 4/24/19

Report From The January 2019 Board Meeting

Please check here for updates on the work of Westtown's Board. From time to time, we'll post summaries of deliberations; specific minutes acknowledging service, appreciation, and/or actions taken; reflections from individual Board members; reports from Committees; and other topical information.

Comments or questions? We encourage you to send us an email [here](#).

Report From The January 2019 Board Meeting
Posted 02/25/2019 09:25AM

A meeting of the Westtown School Board of Trustees was held on Friday, January 25 and Saturday, January 26 and covered a variety of topics including: a presentation from Lower School teachers; a report from the Head of School; a report from members of the school's Farm Use Committee; and, an update on the Arts Center renovation.

Lower School Principal Kristin Crawford and faculty members Hilary Simons and Lynn Clements presented an overview of the way that American Colonial History is taught at Westtown today. The program is place-based, taught from multiple perspectives, and is experiential. Faculty and students continually ask the questions: Who is telling the story, who are in the positions of power, and who is not included? Lower School students joined in the presentation and spoke about their experiences in the classroom.

Head of School Tori Jueds shared a written report with the Board prior to the meeting. Some highlights included:

- Admissions and Advancement: both departments are ahead of targets for this time-frame.
- An appointment for the Director of Facilities is imminent.
- Westtown's Strategic Planning group is already in progress. The group will have a series of three mini-retreats and will deliver a Strategic Plan "next steps" presentation in April to the Board.
- The Upper School Meeting for Worship review is well underway. We are now at the second of three variations.

Then the Board was joined by **Former Trustee Holly Harper**, Tim Barnard, Jack Embick, Jack Stefferud and **Director of Sustainability TJ Costa**. They first presented a map of the entire campus showing housing areas, currently farmed areas, and one showing all of these areas overlaid. Next, they spent time educating the Board on various ways to conserve land in the state of Pennsylvania, and specifically in Chester County. This information was educational only and not presented for any kind of a decision.

Head of School Tori Jueds informed the Board that the school has engaged Anchor Management as contractor and project manager for the scheduled Arts Center renovation based on their work on the Oak Lane project and expertise with this type of project in other schools. An "Arts Center Renewal Committee" has been formed with trustees, adjuncts, members of the Arts Department, and a representative from both Finance and Advancement. Work on the Arts Center (phase-one) is scheduled to begin this summer.

Dean of Finance Carolyn Hapeman and Mike Siccoli lead the Board in a discussion about financial matters, various policies, and other strategic planning for the near- and long-term.

YORK-2 pmm 5/1/19

Report From The October 2018 Board Meeting

Please check here for updates on the work of Westtown's Board. From time to time, we'll post summaries of deliberations; specific minutes acknowledging service, appreciation, and/or actions taken; reflections from individual Board members; reports from Committees; and other topical information.

Comments or questions? We encourage you to send us an email [here](#).

Report From The October 2018 Board Meeting
Posted 12/17/2018 01:10PM

A meeting of the Westtown School Board of Trustees was held on **Friday, October 12 and Saturday, October 13** and covered a variety of topics including: a report from the Head of School; an update regarding spirituality and the state of Meeting for Worship on campus; a presentation about new messaging on campus; and details about the Oak Lane Projects in process on campus.

Head of School Tori Jueds shared a written report with the Board prior to the meeting. Some highlights included:

-Upper School Principal Chris Benbow has been appointed the new Associate Head of School effective July 2019. We will commence a search for a new Upper School Principal this month. The timing of the search for the Upper School Dean of Students will be such that the new Principal can be involved in the process.

-Kudos to Dean of Enrollment Management Nathan Bohn and his team a strong enrollment (696 students) at the opening of school.

-Appreciation to Dean of Advancement Ellen Urbanski and her team for exceeding the Westtown Fund goal.

Dean of Finance Carolyn Hapeman shared a budget update. The school has received the audit report from 2017-2018 which received a clean audit opinion. In addition, the 2018-19 budget is balanced. The majority of the school's net tuition revenue is already set, the Westtown Fund goal will be increased due to the success this year and projected income from the auxiliary programs is also projected to rise.

School Principals, Kristen Crawford (LS), Nancy Van Arkel (MS), Chris Benbow (US) and Whitney Suttell (Interim Upper School Dean) presented to the Board about the school's current structures and practices of Quakerism and Meeting for Worship in all three divisions:

1. Specific to Meeting, in Lower School older children are often paired with younger children, and sometimes queries are used to direct the meeting for worship. Location may vary depending on the time of year and the weather.
2. Specific to Meeting, in Middle School the student clerks write queries that are often used. Students meet in affinity groups several times a year and they too use different physical locations to mix things up.
3. Upper School spiritual life takes many forms:

- Thursday and Sunday Meeting for Worship
- Alternative worship experiences
- Meeting for Business
- Friends testimonies in the curriculum
- Quakerism and other religion classes
- The Quaker Leadership program
- Student clubs and organizations

The entire school also meets occasionally for all-school meeting for worship, a time that is anticipated by young and old alike. The weekday Meetings for Worship are all school-based, and students feel invested in

them.

In Upper School only, there is a policy in place that all boarding students on campus must attend Sunday Meeting for Worship. Currently boarders are required to be on campus for three closed weekends and five team weekends. Sunday meeting is in the care of Westtown Monthly Meeting, whose members are not necessarily part of the School. This has presented the following challenges:

1. The tone can feel stilted to students, who sometime feel like "guests."
2. It affects the number of boarders who stay overnight on Saturday-it seems to be an impediment to maintaining a strong boarding population for the weekends.
3. People have competing commitments on Sundays.
4. Some parents expect to have Sundays as time with their children at home.
5. It has created an inequality for local and distant boarders.

The question arose: "How do we best support the spiritual lives of our boarding students with the context of our Quaker community?" The goals include a requirement for Sunday Meeting for Worship that offers options to students about when they attend, and a requirement that offers other spiritual experiences as an alternative to Sunday Meeting for Worship. To answer these questions, students and faculty will engage in a series of spirituality experiments throughout the year to find an equitable and meaningful experience for students. The desire is to maximize the quality of the Quaker experience. The Board will hear more about the results at the June Board meeting.

Dean of Communication Anne Burns and Dean of Enrollment Management Nathan Bohn then presented about the school's new messaging platform which will support the website, advertising, PR, enhance our brand awareness and highlight our mission driven programming.

The goal of the message is to set up a promise that is compelling to the customer. It needs to be unique, genuine and concise, generate pride, and be energizing to both faculty and staff. Prior messaging work continues to remain valid and relevant, and of course our mission statement should drive this update.

The new message is "Purpose Illuminated," with the following premise:

At Westtown School, we are uncommonly invested in helping you discover your gifts, talents, passions, and sense of purpose. We believe passionately that within each of us there is a special Light, a unique wisdom, and an evolving sense of purpose. Together, we work to help you discover these within yourself.

We don't claim that you'll graduate with a complete roadmap to your future, but we do know that you'll understand how to navigate toward it with a clear sense of direction, defined interests, and the tools to continue to explore with confidence, academic preparedness, and passion.

Co-Director of Athletics Paul Lehmann then shared an update about the Oak Lane Projects, he was aided in this discussion by **Board member Gary Holloway Jr.** They shared updates about cost, additions to the project, and current conversations with the township about the use of lights on the fields at night.

Report From The June 2018 Board Meeting

Please check here for updates on the work of Westtown's Board. From time to time, we'll post summaries of deliberations; specific minutes acknowledging service, appreciation, and/or actions taken; reflections from individual Board members; reports from Committees; and other topical information.

Comments or questions? We encourage you to send us an email [here](#).

Report From The June 2018 Board Meeting
Posted 08/07/2018 09:45AM

A meeting of the Westtown School Board of Trustees was held on **Friday, June 15 and Saturday, June 16** and covered a variety of topics including: a report from the Head of School, a workshop on Board governance and an interactive session with the Director of Diversity and Inclusion.

Head of School Tori Jueds shared a written report with the Board prior to the meeting. Some highlights included:

- We have exceeded both our net tuition goal and our student number goal for the fall
- We have already exceeded our goal for the Westtown Fund, which closes on June 30th.
- We will close the fiscal year with a balanced budget.

Special Guest Martha Summerville led the Board in a multi-day workshop on "What does it mean to be a Mindful Board" and where on the spectrum do we feel our Board is. The consensus was that we are a good 'Working Board' moving towards being a 'Strategic Board', with an occasional 'Mindful' moment. We decided that we need to look at our structure and membership more deeply. On Saturday the group followed up on Friday's reflections and constructed some next steps for action.

Director of Diversity and Inclusion Marissa Colston shared an update and led an interactive session on personal identity with trustees. Marissa started at Westtown in 2015 as Westtown's first full-time director. She shared that she does professional development with both faculty and staff, provides classroom and curricular support, and meets with students regularly. She has also directed a speaker series for parents and families and helped to form the parent group *SEED* "Seeking Educational Equity and Diversity". Future work includes overseeing the AIM (Assessment for Inclusivity and Multiculturalism) survey for 2019-2020 which will include students, faculty, staff, and parents. The Multicultural Board will lead this work and this data will be incorporated into the next Strategic Plan.

Board Member Martha Bryans then led the Board through the Annual Meeting. Next year the Board will consist of 26 members, of whom 54% are members of the Religious Society of Friends and 38% are Philadelphia Yearly Meeting members.

Two trustees ended their current tenure with the Board, Jon Evans (Clerk) and Ed Winslow (Treasurer/Finance Committee Clerk). They were both honored at a dinner on Friday night and a minute of appreciation was recorded for each of them.

In addition the Board approved the following officer and emeritus trustee nominations:

Davis Henderson Clerk

Michelle Caughey Associate Clerk

Brenda Perkins Recording Clerk

Mike Sicoli Treasurer/Finance Committee Clerk

Timothy Barnard Emeritus Trustee

Report From The April 2018 Board Meeting

Please check here for updates on the work of Westtown's Board. From time to time, we'll post summaries of deliberations; specific minutes acknowledging service, appreciation, and/or actions taken; reflections from individual Board members; reports from Committees; and other topical information.

Comments or questions? We encourage you to send us an email [here](#).

Report From The April 2018 Board Meeting
Posted 06/18/2018 08:32AM

A meeting of the Westtown School Board of Trustees was held on **Friday, April 6 and Saturday, April 7, 2018** and covered a variety of topics including: a report from Head of School Tori Juedes, a presentation by Middle School students, and reports from the Investment and Student Life Projects Committees.

Head of School Tori Juedes shared a comprehensive written report ahead of time. She took questions from the Board about the report. She also provided the Board with an update on the Community Life report from several years ago.

Director of Admission Nathan Bohn shared an update. The new student numbers are 10% ahead of this time last year. Contracts for current students are due shortly. He will give a report on attrition in June, and expects the number to be in line with the average for independent schools.

Middle School Principal Nancy van Arkel and **Teachers Megan Rose and Jon Kimmel** invited a group of eighth grade students to share the work they have done in their student-led projects inspired by the book "The Boy Who Harnessed the Wind". This initiative was started in 2008 and has evolved into a yearlong project culminating in a week-long intensive implementation or "big build".

Several students then presented their group projects. They included:

1. Making affordable feminine hygiene products
2. A water catchment and filtration system
3. A bicycle-powered pump
4. Creating an affordable and practical energy bar
5. Recycling plastic to make bags and backpacks

The **Investment Committee** shared a report about the school's endowment. The summary follows:

1. Our endowment closed 2017 at \$100.2 million.
2. Over the past five years, the Endowment Fund has grown by \$28.4 million. Most of this is due to investment success, rather than incoming funds.
3. We had a strong performance in 2017 of 17.63%.
4. The 5 year return was 8.85% versus the benchmark of 7.61%.
5. Our performance ranked in the top quartile relative to peers with endowments of \$50-100 million this past year.
6. We are well diversified. The investment committee, with board approval, is slowly increasing holdings in alternative investments, such as private equity, which will remain a relatively small part of the portfolio.

Student Life Projects Committee Clerks Beth Pellegrino, Director of Food Services, and Charlotte Triefus, Trustee, reported that their committee has met multiple times. They have had listening sessions with the kitchen staff, grounds staff and housekeeping and are coordinating sessions with alumni and parents. They are planning a feasibility study and have selected a partner firm to conduct the work.

Report From The October 2017 Board Meeting

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Comments or questions? We encourage you to send us an email [here](#).

Report From The October 2017 Board Meeting
Posted 12/08/2017 03:39PM

The Board held its fall meeting on **October 21, 2017** and covered a variety of topics including: the final approval of the 2017-18 budget, initial implementation of the Campus Master Plan, and next steps surrounding the turf fields proposal.

Welcome to New Trustees/School Leadership: The Clerk, Jon Evans, welcomed the new trustees: Keith Reeves '84; Kevin Roose '05; Daryl Shore '99; Charlotte Triefus, parent/parent of alumni; and Max Yeh '87. The Clerk also welcomed our new Head of School, Tori Jueds, and Chief Advancement Officer, Ellen Urbanski.

The **Audit and Risk Management** committee shared that there were no material findings and the auditors gave us a clean annual report. The Board **accepted** the 2016-2017 draft Audit report and will revisit the final audit report at our January meeting. Within the report we do have a \$16 million increase in our assets, due to the transfer of the title of property from Philadelphia Yearly Meeting to the School and the appreciation of our investments.

Chief Financial Officer Carolyn Hapeman walked the committee through the final budget for 2017-18. The Clerk, Jon Evans, reminded us of the following timeline: We approve the pricing budget for the following year in January. In April/June we see a more detailed budget based on more up-to-date data. In October, we approve the final budget for the fiscal year which had started in July. Carolyn then shared the current budget for 2017-18, based on the most recent numbers available. The Board engaged in substantial discussion around the budget, as endorsed by the Finance Committee, and ultimately **approved** it.

Chief Advancement Officer Ellen Urbanski shared that the Office of Advancement has identified three priority projects within the Campus Master Plan that they propose to develop in more depth in the near future. These projects are: the relocation and enhancement of the Dining Room and Library in concert with a new Campus Center; the creation of turf fields on campus; and the relocation of the "Mini-Farm." The proposal was reviewed and endorsed by all relevant committees prior to the board meeting. After some discussion, the Board **approved** moving forward with these three priorities. The Advancement Office and Advancement Committee will begin preliminary steps to gather the necessary information for proceeding, and will report back to the Board.

Co-Directors of Athletics, Mich Linder and Paul Lehmann, shared a presentation with the Board in reference to the creation of new turf fields. They shared that the proposed new turf fields are a key component for our school in continuing to improve our athletics program as well as providing an opportunity for revenue. The site area has been surveyed and the school will move forward with further preliminary studies. They then presented both the construction cost analyses as well as 20-year cash flow assumptions, both with and without lights. Ultimately, the Board **approved** moving forward with this plan to install turf fields on campus.

Report From The October 2016 Board Meeting

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Report From The October 2016 Board Meeting

Posted 12/05/2016 01:20PM

The agenda included a variety of topics with a particular focus on continuing education for the Board. In addition to the full Board meeting, the Advancement, Finance, and Admissions/Marketing committees also met during this time. Five new trustees were welcomed to the Board: Luis Castillo, Jeff DeVuono, Anne Hutton, Rob McLear and Anne Roche.

The meeting began with an afternoon of professional development for the Board and the school's Administrative Council members surrounding the school's Safe Haven Policy and Best Practices in Preventing Sexual Misconduct. Board Clerk, Jon Evans, reminded the group about the importance of trust between the school, parents and students. The Board, Faculty and Staff are responsible for the safety and security of each student. We are grounded in Quaker values and act with integrity.

Our facilitator, Will Hannum, a lawyer from the firm of Schwartz Hannum, PC, presented the current legal landscape, recapped the duties and responsibilities of the board and the importance of doing the right thing at all times. He shared the importance of ongoing faculty/staff training, ensuring that all employees are empowered to report any signs of misconduct, and then conducted a Q&A with the group.

Our CFO, Carolyn Hapeman, reported that we received a clean audit for 2015-16. She also brought forth the balanced 2016-17 final budget. The Board approved this budget.

Nathan Bohn, Director of Admission, shared that we had an outstanding enrollment year! We exceeded our net tuition revenue goal and surpassed our new student goal of 150 students by 2. We also exceeded our retention goal by 14 students. The school opened in September at 664, a 5-year high and a full year ahead our Strategic Plan benchmark (640 for 2016-17).

Assistant Head of School for Operations, Jay Farrow, presented a brief overview of the past 22 months of work that the Campus Master Plan Steering Committee has done. The Board then approved the Long-Range Campus Vision/Master Plan, affirming that it is a comprehensive and thorough blueprint, and yet recognizing that much work still needs to happen with respect to the design, funding, and phasing of specific components. John Baird explained that - with the support of the Committee on Trustees and the Buildings, Grounds, and Environment Committee - he will form a Campus Master Plan Implementation Advisory Committee, made up of key school administrators and trustees to oversee and advise various constituents as this plan is further developed.

The Head of School Transition Committee was announced. It will be co-clerked by Trustees, Martha Bryans and Jake Dresden, both former Heads of School. The charge of the committee is to arrange opportunities for our incoming Head, Tori Jueds, to meet members of our community, attend events on campus and familiarize herself with school history, finances, enrollment, curriculum, student life and governance. Tori joined the Board on Friday evening, for dinner and conversation.

The Board will reconvene in January 2017.