

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

**October 1, 2012**

The regular meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 7:02 p.m. by President Rosemary Lamaestra.

Recording Secretary called the roll: Mr. Bollinger, M. Eyrich, Mr. Groff, Mr. Heffner, Mrs. Huhn, Mrs. MacMillan, Mr. Scheetz, Mrs. Lamaestra

Absent: Mr. Rothermel

Administration Present: Dr. Martin D. Handler, Superintendent of Schools; Mrs. Nancy Krauss, Business Manager/Board Secretary; Mr. Andrew Potteiger, Assistant to the Superintendent; Mrs. Mary Darrach, Director of Special Education, Mr. Michael Wetzell, Director of Buildings and Grounds; Dr. Kathy Johnson, Middle School Principal, Mrs. Heather Piperato, High School Principal, Mrs. Lauren Zuidema, Elementary/Intermediate School Principal, Mr. Thomas Voelker, Elementary/Intermediate Assistant Principal

Solicitor: John Stott, Esquire

Visitors: Gina Master, Lyndsay Lyon, Tracy Fandl, Kaye Sward, Zach Miller

The meeting began with the pledge to the flag.

Mrs. Lamaestra announced the board held the following Executive Session:

Following the 9/4/12 Committee of the Whole Meeting – Personnel

Following the 9/24/12 Committee of the Whole Meeting – Grievances

Preceding the 10/1/12 Committee of the Whole Meeting – Grievances and Personnel

Mrs. Lamaestra read the Obituary Minute for Mrs. Anita Hartline.

**BOARD OF DIRECTORS REPORT**

A motion was made by Mr. Scheetz, seconded by Ms. Eyrich to accept the Board of Directors Report.

**A. Approval of Minutes**

To dispense with the reading and accept the minutes from the regular Board Meeting held September 4, 2012 and Special Meeting held September 24, 2012 as attached and marked Board A.

**B. Approval of Committee Reports**

To accept the committee reports and make them part of the minutes.

**BCIU** - Mrs. Huhn reported items from the September 20, 2012 meeting. In addition to a presentation, BCIU authorized agreements with three Berks school districts for on-line learning similar to Brandywine Heights Virtual Academy. Mrs. Huhn announced two upcoming events.

**BCTC** - Mr. Bollinger reported items from the meeting held September 26, 2012 during which they approved the second reading for admission of students, budgetary transfers, ratified specific local funds and approved a resolution establishing assignment of specific funds. A 2012-13 School Improvement Plan for the technical center was reviewed and filed. Discussion included student arrival and dismissal times. The committee also recognized students who won national competitions and shared details of their accomplishments.

**Berks EIT** – Mrs. Lamaestra reported on the meeting held September 25, things were trending positively in collections and they are looking into streamlining processes, perhaps implementing scanners.

**Facilities Committee** – Mr. Sheetz reported the work of the committee was complete and no further reports are required.

**Council on Legislative Action** – Mr. Heffner – No report.

Mrs. Lamaestra added that the pension problem is new a topic of concern outside of education. She noted that there is a committee on property tax reform and the tax structure in place at the county level is problematic. They are looking into two main bills, House Bill 1776 and Senate Bill 1400, which are subject of hearings and discussion.

Roll call was taken to approve the reports.

Yeas: Mr. Bollinger, Ms. Eyrich, Mr. Groff, Mr. Heffner, Mrs. Huhn, Mrs. MacMillan, Mr. Scheetz, Mrs. Lamaestra

Nays: None

Motion Carried

## **BUDGET/FINANCE/PROPERTY/TRANSPORTATION REPORT**

A motion was made by Mr. Scheetz, seconded by Mr. Groff to accept the Budget/Finance/Property/Transportation Report as submitted.

### **A. Approval of General Fund Bills**

To approve general fund bills for the month of August totaling \$2,057,304.18 per attachment Budget A.

### **B. Approval of Food Service Fund Bills**

To approve food service fund bills for the month of August totaling \$17,500.63 per attachment Budget B.

### **C. Acceptance of Financial Reports**

To accept the following Financial Reports:

- a. General Fund - Revenue /Expenditure/Fund Balance - Budget C.a.
- b. Food Service Fund - Revenue /Expenditure - Budget C.b.
- c. Construction Fund - Revenue/Expenditure - Budget C.c.
- d. General Fund Schedule of Outstanding Investments - Budget C.d.
- e. Construction Fund - Detailed Activity Report through October 1, 2012 - Budget C.e.
- f. Student Activity & Trust Fund June 30, 2012 - Budget C.f.

### **D. Approval of Special Education Contracts for Services**

To approve an agreement with e2020 of Scottsdale, AZ, Special Education for 2012-2013 online special education services at a cost of \$350.00 per semester course as detailed in Budget D.

### **E. Approval of Security Services**

To approve a contract with KRE Security/Investigations, Inc. of Hamburg, PA, to provide security services at athletic events as detailed in Budget E.

### **F. Approval of Change Order for District Topton Renovation Project**

To approve Change Order EC-05 to the Wind Gap Electric, Inc. contract for the District Topton Renovation Project for elimination of roof curb, generator rentals, and removal of electrical panel as detailed in Budget F at a net credit of \$197.54. Original contract \$479,013.00, revised amount after change order \$498,961.80.

### **G. Approval of Substantial Completion for the Elementary Project Electric Contract**

To approve the Certificate of Substantial Completion for the Elementary Project Electric Contract: Wind Gap Electric Inc. of Wind Gap, PA - Budget G.

Roll call was taken to approve the report.

Yeas: Mr. Bollinger, Ms. Eyrich, Mr. Groff, Mr. Heffner, Mrs. Huhn, Mrs. MacMillan, Mr. Scheetz, Mrs. Lamaestra

Nays: None

Motion Carried

## **SUPERINTENDENT'S REPORT**

There were no action items.

## **Technology Update**

Dr. Handler gave an update on the technology integration. He explained the ticket system for technology problem reporting and that Higher Information Group brought in additional staff to processing requests rapidly. In addition, student gmail accounts were a top priority and a resolution is imminent. Dr. Handler noted that Tom Voelker is working with administrators to create a district technology inventory and simultaneously develop a priority list of concerns. Mrs. Huhn expressed concern about the amount of time spent in classrooms initializing student laptops for student use. Mr. Voelker explained the delays are due to students using a laptop for the first time. The machine needs to be initialized with the student's settings. Urging teachers to issue the same laptop to students for classes will diminish, and eventually eliminate the delays. The student representatives commented on their experience with the new laptop carts at the high school, which included some delays. There was brief discussion on the software for the Apple computers in the High School Graphics Art Lab. More information will be coming. Mrs. Lamaestra requested administrators develop a list of defined technology concerns to report at the next meeting.

## **Informational Reports**

### **Elementary & Intermediate Schools - Mrs. Zuidema**

#### **Middle School - Dr. Johnson**

In addition to the Middle School Report, Dr. Johnson announced the MS Veterans Day Assembly will be held November 9.

#### **High School - Mrs. Piperato**

In addition for the High School Report, Mrs. Piperato announced is participating in a Principal Exchange Program. She will have a guest from China visiting about the time of the next COW meeting. Mrs. Piperato plans to travel to China for two weeks in April as part of the program.

#### **Athletic Report - Mr. Kurzweg, III**

#### **Brandywine Elementary Air Conditioning Update**

In response to the September 24 COW Meeting parent's plea for Air Conditioning to be added to the second floor classrooms at Brandywine Elementary, Mr. Wetzel confirmed he is setting up meetings to discuss possible solutions.

## **PERSONNEL REPORT**

A motion was made by Mr. Scheetz, seconded by Ms. Eyrich to accept the Personnel Report as submitted. Mr. Groff requested Item C.a. be voted on separately.

### **A. Resignations/Retirements/Terminations**

- a. To accept the resignation of Mr. Kenneth Diehl, High School Custodian effective October 5, 2012 as attached and marked Personnel A.a.
- b. To accept the resignation of Mrs. Ellen Kwiatkowski, Speech-Language Therapist effective November 15, 2012 as attached and marked Personnel A.b.
- c. To accept the resignation of Mrs. Mary Master, High School Cook effective August 29, 2012.

### **B. Corrections to Previously Approved Changes of Status**

#### a. Professional Staff

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Mr. Larry Rossi	M, Step 8	M+12, Step 8	2012-2013 School Yr.
Ms. Jill Branch, LTS	B, Step 1	M, Step 1	2012-2013 School Yr.

#### b. Support Staff

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Mrs. Mary Arndt	6 hr. HS Cook	6 hr. ES Cook	2012-2013 School Yr.
Mrs. Tina Levan	7.5 hr. MS Cook	7 hr. MS Cook	2012-2013 School Yr.
Mrs. Deborah Sabastro	HS Principal's Sec.	HS Guidance Sec.	9/10/12 retro.

### **C. Appointments**

#### a. Support Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
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Ms. Debra Tyson	Cook, HS	\$9.50/4 hrs.	9/17/2012 retro repl.
Mrs. Melissa Groff	1-1 Instr. Aide, IS	\$9.50/6 hrs.	8/27/2012 retro. repl.
Mr. Christopher Donovan	1-1 Instr. Aide, HS	\$9.50/6 hrs.	9/18/2012 retro. repl.
Ms. Brianna Winters	1-1 Instr. Aide, ES	\$9.50/6 hrs.	10/1/12 new
Mr. Ronald McClincey	1-1 Instr. Aide, HS	\$9.50/6 hrs.	10/1/12 anticp. new
Mrs. Amanda Krupp	1-1 Instr. Aide, IS	\$9.50/6 hrs.	9/27/2012 retro. repl.
Mr. Jacob Hoffa	Custodian, 3 <sup>rd</sup> Shift, HS	\$9.50/8 hrs.	TBD repl.
Mr. Jeff Heffner	Custodian, 3 <sup>rd</sup> Shift, HS	\$9.50/8 hrs.	TBD repl.
Mr. Dale Schlegel	Custodian, 2 <sup>nd</sup> Shift, MS	\$9.50/4 hrs.	TBD repl.
Mr. Lynn Moyer	Maintenance Mechanic	\$15.00/8 hrs.	TBD repl.
Ms. Julia Romig	Transportation Coord./ Purchasing Agent	\$16.83/8 hrs.	TBD repl.

b. Professional – None

c. Long Term Substitute

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Ms. Megan Trupp	5 <sup>th</sup> Grade, IS	B, Step 1	retro. to the beginning of the 2012-2013 school yr.
Mrs. Amy Hilbert	MS English	B, Step 1	10/3/12

d. Short Term Substitute - None

e. Co-Curricular Appointments - None

f. Co-Curricular Athletic Appointments - None

#### **D. Approval of Additions to the Substitute Lists as attached and marked Personnel D.**

#### **E. Leaves**

To approve a FMLA for Mrs. Jennifer Baker, MS English teacher from approximately October 3, 2012 to approximately February 28, 2013 as attached and marked Personnel E.a.

#### **F. Absence Without Pay**

<u>Name</u>	<u>Position</u>	<u>Date(s)</u>
Mrs. Luann Bennecoff	Instr. Aide	10/5, 10/11 & 10/12/2012
Mrs. Tammy Dunning	HS Custodian	9/26/2012 - 10/3/2012

#### **G. Other Personnel Items**

a. To reinstate from layoff status Mrs. Carla Kuser as a Van Aide effective September 24, 2012.

b. To approve Mrs. Dawn Schwenk as a Mentor (Koller) for the 2012-2013 school year.

Roll call was taken to approve all personal items except C.a.

Yeas: Mr. Bollinger, Ms. Eyrich, Mr. Groff, Mr. Heffner, Mrs. Huhn, Mrs. MacMillan, Mr. Scheetz, Mrs. Lamaestra

Nays: None

Motion Carried

Roll call was taken to approve Item C.a.

Yeas: Mr. Bollinger, Ms. Eyrich, Mr. Heffner, Mrs. Huhn, Mrs. MacMillan, Mr. Scheetz, Mrs. Lamaestra

Nays: None

Motion Carried

### **OTHER BUSINESS**

#### **Foundation Committee**

Mrs. Huhn urged the board to be aware of possible funding sources for the possible formation of a Foundation Committee. After brief discussion, Mr. Stott shared his knowledge of other local school district experiences, funding sources, and filing fees.

### **ADJOURNMENT**

A motion was made by Mr. Scheetz, seconded by Mr. Groff to adjourn the meeting at 8:14 p.m.

Motion Carried