

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

December 3, 2012

The Reorganization and Regular meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 7:00 p.m. by President Rosemary Lamaestra.

The High School SAP (Student Assistance Program) Team members presented information, statistics and details about services to the board and visitors.

REORGANIZATION

The Reorganization portion of the meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 7:32 p.m. by President Rosemary Lamaestra.

The meeting began with the pledge to the flag.

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

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

Solicitor: John Stott, Esquire

Student Representatives: Adam Pritchard and Zachary Miller

Visitors: Tracy Fandl, Kaye Sward, Vickie Miller, Dawn Schwenk, Michael Dunning, Ellen Grossman, Nedra Koller, Angela Warsing, Jeff Sheeler.

Election of a Temporary President

President Lamaestra announced that she would like to step down as President, and thanked the Board of Directors and Administration for their teamwork and collaborative efforts.

A motion was made by Mr. Scheetz to nominate Mrs. Lamaestra as the Temporary President.

There were no other nominations.

A motion was made by Mr. Heffner, seconded by Mr. Rothermel, to close the nominations and to have the secretary cast a unanimous ballot for Mrs. Lamaestra as the Temporary President.

Motion carried with all yeas.

Election of President

A motion was made by Mrs. Lamaestra to nominate Mr. Scheetz as President.

There were no other nominations.

A motion was made by Mr. Heffner, seconded by Mr. Scheetz, to close nominations for President and to have the secretary cast a unanimous ballot for Mr. Scheetz as the President.

Motion carried with all yeas. The new President, Mr. Scheetz, accepted and took the chair.

Election of Vice President

A motion was made by Mrs. Eyrich to nominate Mrs. Lamaestra as Vice President. There were no other nominations.

A motion was made by Mr. Heffner, seconded by Mr. Rothermel to close nominations for Vice President and to have the secretary cast a unanimous ballot for Mrs. Lamaestra as Vice President.

Motion carried with all yeas.

Appointment of Delegates to Boards and Commissions for the Ensuing Year

Mr. Scheetz appointed Mrs. Lamaestra as the district’s Berks EIT delegate and Mrs. Krauss and Dr. Handler as the alternate delegates to serve a 1-year term which expires December 31, 2013.

Mr. Scheetz appointed Mrs. Lamaestra as the district’s Berks TCC delegate and Mrs. Krauss and Dr. Handler as the alternate delegates to serve a 1-year term which expires December 31, 2013.

Mrs. Huhn is the district’s BCIU delegate, approved April 2, 2012 for a 3-year term that expires June 30, 2015.

Mr. Bollinger is the district’s BCTC delegate, approved November 7, 2011 for a 3-year term that expires December 31, 2014.

Mr. Scheetz appointed Mr. Scheetz as the district’s alternate representative to the Joint Operating Committee, Berks Career and Technology Center for a term to run concurrently with the JOC representative’s term which expires December 31, 2014.

Mr. Scheetz appointed Mr. Heffner as the district’s Council on Legislative Action representative to serve a 1-year term which expires December 31, 2013.

Meeting Dates, Times and Location

A motion was made by Mr. Rothermel, seconded by Mrs. Huhn to establish the following 2013 meeting dates, times and location:

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|---|--|
| NOTICE IS HEREBY GIVEN that the Board of Directors of the Brandywine Heights Area School District, announces the following meetings for 2013. The meetings will be held at the Brandywine Heights High School Library, 103 Old Topton Road, Mertztown. | |
| Committee of the Whole 6:00 PM | Regular Board Meeting 7:00 PM |
| January 7 | January 7 <i>Tentative Budget Adoption</i> |
| January 28 | February 4 |
| February 25 | March 4 |
| April 8 | April 8 |
| April 29 | April 29 Special Meeting: <i>Proposed</i> |

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| | <i>Final Budget Adoption May 6 (if needed)</i> |
| June 3 | June 3 <i>Final Budget Adoption</i> |
| June 24 | June 24 |
| August 5 | August 5 |
| August 26 | September 9 |
| September 30 | October 7 |
| October 28 | November 4 |
| December 3 (Tuesday) | December 3 (Tuesday) <i>Reorganization Meeting</i> |

Roll call was taken to approve the 2013 Board Meeting dates.

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

Nays: None

Motion Carried

A motion was made by Mr. Heffner, seconded by Ms. Eyrich to adjourn the Reorganization meeting at 7:40 p.m.
Motion Carried

BOARD OF DIRECTORS REPORT

The regular board meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 7:40 p.m. by President John Scheetz.

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

Absent: Mr. Groff

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

Solicitor: John Stott, Esquire

Student Representatives: Adam Pritchard and Zachary Miller

Visitors: Tracy Fandl, Kaye Sward, Vickie Miller, Dawn Schwenk, Michael Dunning, Ellen Grossman, Nedra Koller, Angela Warsing, Jeff Sheeler.

A motion was made by Mrs. Lamaestra, 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 November 5, 2012 as attached and marked Board A.

B. First Reading of Policies

To approve the FIRST reading of the revised policies as attached and marked Board B.a-i.:

- a. 217 Pupils/Graduation Requirements
- b. 218 Pupils/Student Discipline
- c. 218.1 Pupils/Weapons
- d. 222 Pupils/Students/Tobacco Use
- e. 226 Pupils/Students/Searches

- f. 227 Pupils/Controlled Substances/Paraphernalia
- g. 314 Employees/Physical Examination
- h. 323 Employees/Tobacco Use
- i. 610 Finances/Purchases Subject to Bid/Quotation

C. Second Reading of Policies

To approve the SECOND reading of the revised policies as attached and marked Board C.a.-n.:

- a. 103 Programs/Nondiscrimination in School and Classroom Practices
- b. 122 Programs/Extracurricular Activities
- c. 123 Programs/Interscholastic Programs
- d. 123.1 Programs/Concussion Management
- e. 123.2 Programs/Sudden Cardiac Arrest
- f. 209.1 Pupils/Food Allergy Management
- g. 216 Pupils/Student Records
- h. 216.1 Pupils/Supplemental Discipline Records
- i. 611 Finances/Purchases Budgeted
- j. 701 Property/Facilities Planning
- k. 805 Operations/Emergency Preparedness
- l. 822 Operations/Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)
- m. 909 Community/Municipal Government Relations
- n. 916 Unpaid Assistants

D. Approval of Committee Reports

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

BCIU - Mrs. Huhn shared information from the November 15 meeting which included approval of the 2013 Board of Directors Meeting Schedule, the 2013-14 Budget Calendar, the second readings of policies, the 2012-13 salary schedule and step movement for BCIU. The next meeting is January 17, 2013.

BCTC - Mr. Bollinger reported information meeting held November 14 with a simple agenda item to authorize submitting paperwork to the Department of Transportation for third party commercial drivers' licenses effective July 1, 2012. The next meeting will be December 12, 2013.

Berks EIT - Mrs. Lamaestra reported on the Berks EIT meeting held on November 27. The major agenda items were the approval of the budget which included new equipment, software, hardware upgrades and maintenance contracts. Their primary objective is to become more efficient and eliminate paper waste. The 2006 allocated distribution was approved for school districts that participated in the EIT in 2006. The individual income tax return will be changing to a legal size 8.5" x 14" with a tear-off to return. The next meeting is on March 26, 2013.

Berks TCC - Mrs. Lamaestra reported on the Berks Tax Collection Committee meeting held on November 27. The budget for 2012-13 and bylaw amendments were approved. It was decided that the TCC representative term is open-ended and does not require annual reappointment.

Council on Legislative Action - Mr. Heffner

There was no report.

Student Representatives – Adam Pritchard, Zachary Miller

The Starving Artist event held December 1, 2012 was a great success. The Keystone Exams begin December 4. It is the start of the winter sports season.

Roll call was taken to approve the Board of Director's Report.

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

Nays: None

Motion Carried

BUDGET/FINANCE/PROPERTY/TRANSPORTATION REPORT

A motion was made by Mr. Bollinger, seconded by Mrs. Lamaestra to accept A-C of the Budget/ Finance/ Property/ Transportation Report.

A. Approval of General Fund Bills

To approve general fund bills for the month of November totaling **\$2,438,800.23** per attachment Budget A.

B. Approval of Food Service Bills

To approve food service fund bills for the month of November totaling **\$32,185.74** per attachment Budget B.

C. Acceptance of Financial Reports

To accept the following Financial Reports for October 31, 2012, unless otherwise noted (reports to be distributed at the meeting):

- 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 November 5, 2012 - Budget C.e.
- f. Student Activity & Trust Fund – Budget C.f.

Roll call was taken to approve reports A-C of the Budget/Finance/Property/Transportation Report.

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

Nays: None

Motion Carried

A motion was made by Mrs. Lamaestra, seconded by Ms. Eyrich to approve D of the Budget/Finance/ Property/Transportation Report.

D. Approval to grant Tax Penalty Forgiveness

To approve Mr. Keith L. Eisenhart's request for forgiveness of the 2012-13 real estate tax penalty in the amount of \$371.28.

Roll call was taken to approve report D.

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

Nays: None

Motion Carried

SUPERINTENDENT'S REPORT

A motion was made by Mrs. Lamaestra, seconded by Mrs. Huhn to accept A-B of the Superintendent's Report.

A. Approval of Agreement for Title I Non-Public Services through BCIU

To approve the Letter of Agreement between Brandywine Heights Area School District and Berks County Intermediate Unit for Title I Non-Public School Services provided during the 2012-2013 school year as attached and marked Superintendent A.

B. Approval of Dual Enrollment Agreement with Lehigh Carbon Community College

To approve the Concurrent Enrollment Agreement between Brandywine Heights Area School District and Lehigh Carbon Community College Dual Enrollment Program for the 2012-2013 school year as attached and marked Superintendent B.

Roll call was taken to accept reports A-B of the Superintendent's Report.

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

Nays: None

Motion Carried

A motion was made by Mrs. Huhn, seconded by Mr. Rothermel to approve C of the Superintendent's Report.

C. Approval of European Field Trip Requests

To approve European Field Trip requests by Mrs. Kelly Shaw as attached and marked Superintendent C.

There was a lengthy discussion regarding Overseas Field Trips. Dr. Handler provided the Board with recent survey results noting how other Berks County school districts handle overseas field trip requests. Dr. Handler briefly described the three overseas trips request for approval: 1. Istanbul and Athens; 2. Prague, Budapest, Munich and Vienna; 3. Spain – Madrid, Barcelona, and Andalusia.

Further discussion examined the following topics:

- district liability, accidents, insurance
- educational objectives supporting course work; educational value
- cost per student and fund raising opportunities
- availability of other opportunities for travel abroad aside from a district supported trip (rotary exchange program, etc.)
- the safety of destinations considering current world affairs
- teacher responsibility; chaperones; student to teacher ratio; group limits
- costs to the district in substitutes

Roll call was taken to approve report C of the Superintendent's Report.

Yeas: Mrs. Huhn

Nays: Mr. Bollinger, Ms. Eyrich, Mr. Heffner, Mrs. MacMillan, Mr. Rothermel, Mr. Scheetz, Mrs. Lamaestra

Motion Failed

Informational Reports

Elementary & Intermediate Schools - Mrs. Zuidema

Middle School - Dr. Johnson

High School - Mrs. Piperato

Athletic Report – Mr. Kurzweg

District Enrollment Report – November 2012

PERSONNEL REPORT

A motion was made by Mr. Heffner, seconded by Mrs. Lamaestra to approve the Personnel Report.

A. Resignations/Retirements/Terminations

- a. Accept the resignation of Ms. Serena Kohler, 1-1 Instructional Aide, effective November 9, 2012 as attached and marked Personnel A.a.
- b. Accept the resignation of Mrs. Gina Master, 1-1 Instructional Aide, effective November 21, 2012 as attached and marked Personnel A.b.
- c. Accept the resignation of Ms. Magdalena Valentin, Speech and Language Pathologist, effective December 21, 2012 as attached and marked Personnel A.c.
- d. Accept the resignation of Ms. Sandra Peters, 1-1 Instructional Aide, effective November 30, 2012 as attached and marked Personnel A.d.
- e. Accept the resignation of Mr. Ronald McClincy 1-1 Instructional Aide, effective November 28, 2012 as attached and marked Personnel A.e.
- f. Accept the resignation for the purpose of retirement of Ms. Elaine Heller, Accounts Payable Secretary, effective February 4, 2013 as attached and marked Personnel A.f.

B. Change of Status - None

- a. Professional Staff
- b. Support Staff

C. Appointments

- a. Professional Staff - None
- b. Support Staff - None
- c. Long Term Substitute – Professional – As attached and marked Personnel C.c.

| <u>Name</u> | <u>Position</u> | <u>Rate</u> | <u>Effective</u> |
|-----------------|----------------------------|-------------|--|
| Mr. Alex Harkin | HS Chem./Science (Babb) | B, Step 1 | retro to the start of the 2012-2013 school year |

d. Short Term Substitute – Professional – As attached and marked Personnel C.d.

| <u>Name</u> | <u>Position</u> | <u>Rate</u> | <u>Effective</u> |
|---------------------|-------------------------------|-------------|------------------|
| Ms. Robyn Gralinski | 3 rd Grade (Repko) | \$125/day | 11/13/2012 |

CORRECTION from 11/5/2012

| | | | |
|----------------|--------------------------------|-----------------------------------|------------|
| Ms. Beth Siano | MS Learning Support (Flamm) | B, Step 1 \$125/day | 11/13/2012 |
|----------------|--------------------------------|-----------------------------------|------------|

e. Additional Co-Curricular Unpaid Appointment

| | |
|----------------------|-------------------------|
| Mr. Benjamin Tannous | HS Boys Basketball Club |
|----------------------|-------------------------|

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

E. Leaves - None

F. Absence Without Pay - None

G. Other Personnel Item

Resolved, upon recommendation of the Administration the position of Food Service Director is hereby eliminated effective December 5, 2012. Be it further resolved that Ross McGovern [Food Service Director] is laid off effective December 5, 2012.

Roll call was taken to approve the Personnel Report.

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

Nays: None

Motion Carried

OTHER BUSINESS

A motion was made by Ms. Eyrich, seconded by Mr. Heffner to approve Other Business.

A. Approval of Agreement for Food Service Consulting Services

To approve an agreement with School Operations Services Group, Inc. of Malvern, PA, to provide food service consulting services through June 30, 2013 at a cost of \$22,500 as outlined in attachment Other A.

Roll call was taken to approve Other Business.

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

Nays: None

Motion Carried

ADJOURNMENT

Mr. Scheetz announced an executive session would be held immediately following the meeting to review grievances and personnel.

A motion was made by Mr. Heffner, seconded by Mrs. Lamaestra to adjourn the meeting at 9:26 p.m.

Motion Carried

Approved

Nancy K. Krauss, Secretary
Katharine Seip, Recording Secretary