

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

**January 7, 2013**

Middle School teachers presented information and demonstrated online learning, and on-line textbooks, to the board and visitors.

The regular board meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 9:24 p.m. by President John Scheetz.

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

Administration Present: Dr. Martin D. Handler, Superintendent of Schools, Mr. Andrew Potteiger, Assistant to the Superintendent, Mrs. Nancy Krauss, Business Manager/Board Secretary, Dr. Kathy Johnson, Middle School Principal, Mrs. Heather Piperato, High School Principal, Mr. Thomas Voelker, Elementary/ Intermediate Assistant Principal, Mr. Michael Wetzell, 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: Edward Carter, Tracy Fandl, Denise Boyer, Penelope Oulds, Joanne Madsen, Kaye Sward, Michael Dunning, Dylan Weaknecht, Ellen Grossman, Stephanie Kohler, Donna DeLong, Danielle Santos, Renee Kohler

**BOARD OF DIRECTORS REPORT**

A motion was made by Mrs. Lamaestra, seconded by Mr. Bollinger to accept the Board of Directors Report.

**A. Approval of Minutes**

To dispense with the reading and accept the minutes from the Reorganization and Regular Board Meeting held December 3, 2012 as attached and marked Board A, as amended.

**B. Approval of Second Reading of Policies**

To approve the SECOND 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. Approval of First Reading of Policies**

To approve the FIRST reading of the revised policies as attached and marked Board C.a.-g. There were amendments to C.a., C.d., C.g., and C.i.:

- a. 011 Local Board Procedures/Board Governance Standards/Code of Conduct
- b. 203 Pupils/ Immunizations and Communicable Diseases
- c. 248 Pupils/Unlawful Harassment
- d. 305 Employees/Employment of Substitutes (NEW)

- e. 307 Employees/Student Teachers/Interns (NEW)
- f. 317 Administrative Employees/Conduct/Disciplinary Procedures
- g. 348 Administrative Employees/Unlawful Harassment
- h. 705 Property/Safety
- i. 818 Operations/Contracted Services

**D. Approval of Committee Reports**

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

**BCIU - Mrs. Huhn** reported there was no meeting in December. The next meeting will be January 17. Mrs. Huhn announced an upcoming professional development event on Common Core.

**BCTC - Mr. Bollinger** reported the last meeting was December 12. Business included reorganization, budget purchases, mileage reimbursement (.555 to .565), 2013 meeting schedule was approved, and an MOU was made with Oley Valley for water sampling station. The next meeting will be January 23.

**Berks EIT/Berks TCC - Mrs. Lamaestra** reported no meetings were held.

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

**Student Representatives – Adam Pritchard, Zachary Miller** reported on winter sports, mid-term exams coming up next week, planning for debate club activities, and the Vaudeville Juggling Show with an Around the World theme. At the request of a teacher, Mr. Pritchard introduced concern about software for Project Lead the Way (PLTW) classes.

Mr. Scheetz reminded administration to include the two new committees on future agendas; Policy and Strategic Planning/Goals.

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

Yeas: Mr. Bollinger, Ms. Eyrich, Mr. Groff, 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 Mrs. Lamaestra, seconded by Mr. Groff, to accept the Budget/ Finance/ Property/ Transportation Report.

Mrs. Krauss informed the board that the independent audit report for the year ended June 30, 2012 was distributed at the meeting. Action to accept the report will be on the February agenda.

**A. Approval of General Fund Bills**

To approve general fund bills for the month of December totaling \$1,978,216.63 per attachment Budget A.

**B. Approval of Food Service Bills**

To approve food service fund bills for the month of December totaling \$35,071.21 per attachment Budget B.

**C. Acceptance of Financial Reports**

To accept the following Financial Reports for November 30, 2012, unless otherwise noted:

- 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 January 7, 2013 - Budget C.e.
- f. Student Activity & Trust Fund – Budget C.f.
- g. Athletic Program Report – Budget C.g.

**D. Approval of Budget Resolution**

To approve the 2013/2014 Budget resolution authorizing the adoption of a 2013-14 Preliminary Budget at the February 4, 2013 Board Meeting, the intent to seek referendum exceptions from the PA Department Education, and the option to seek budget approval through voter referendum if necessary.

**E. Approve the Purchase and Installation of SawStop Table Saw**

To approve the purchase and installation of a Sawstop ICS53230 10” Cabinet Saw from Hermance Machine Company of Williamsport, PA, at a cost of \$4,834.00 as detailed in Budget E. Funding - capital project fund.

**F. Approval of Berks County Joint Purchasing Board 2013-14 Bid Awards for Fuels and Natural Gas**

To approve the Berks County Joint Purchasing Board 2013-14 Bid Awards for Fuels and Natural Gas as detailed in Budget F.

**G. Approval of Substantial Completion**

To approve the Certificate of Substantial Completion for the Elementary Project General Construction Contract: Perrotto, of Reading, PA - Budget G.

**H. Authorize the Business Manager to seek proposals for the following services for 2013-2014:**

- a. MS Tennis Court Repairs and Surface Repainting
- b. MS Lighting Fixture Replacement
- c. District Wide Concrete Work
- d. District Wide Macadam Work
- e. Elementary Additional Card Access Entrance
- f. District Wide Security Cameras
- g. Special Education Office Carpet Replacement

Roll call was taken to approve the Budget/ Finance/ Property/Transportation Report.

Yeas: Mr. Bollinger, Ms. Eyrich, Mr. Groff, 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 Ms. Eyrich, to accept the Superintendent’s Report.

**A. Approval of 2013-14 District Calendar**

To approve the 2013-14 District Calendar as attached and marked Superintendent A, as amended.

**B. Approval of Voluntary Sick Bank**

To approve the establishment of a voluntary sick bank for a staff member as attached and marked Superintendent B.

**C. Approval of High School 2013 Program of Studies**

To approve the 2013-14 High School Program of Studies per the summary of changes attached and marked Superintendent C.

**Informational Reports**

Elementary & Intermediate Schools - Mrs. Zuidema

Middle School - Dr. Johnson

High School - Mrs. Piperato

Athletic Report – Mr. Kurzweg

Enrollment Report

Roll call was taken to approve the Superintendent’s Report.

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

Nays: None

Motion Carried

**PERSONNEL REPORT**

A motion was made by Mr. Heffner, seconded by Ms. Eyrich, to accept the Personnel Report.

Ms. Eyrich requested Item C.e.-f. be voted on separately.

**A. Resignations/Retirements/Terminations**

- a. To accept the resignation of Mr. Ross McGovern, Food Service Director, effective December 6, 2012 as attached and marked Personnel A.a.
- b. To accept the resignation of Mr. James Malley, High School Social Studies Teacher, effective January 2, 2013 as attached and marked Personnel A.b.

**B. Change of Status**

- a. Professional Staff - None
- b. Support Staff

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Rate</u>	<u>Effective</u>
Mrs. Tina Beach	Recess/Café Aide 4/hr	1-1 Instr. Aide, ES	\$10.15/6 hr	12/17/2012
CORRECTION				
Mrs. Gabrielle Repko	1-1 Instr. Aide, IS	1-1 Instr. Aide, MS	\$9.50/6 hr	10/15/2012

**C. Appointments**

- a. Professional Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Shannon Burghardt	HS Social Studies (Malley)	M, Step 1	1/2/2013

- b. Support Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Ms. Paige Kowoleski	Recess/Café Aide	\$9.50/4 hr	12/17/2012
Ms. Joyce Mackerley	1-1 Instr. Aide, IS	\$9.50/6hr	12/10/2012
Ms. Kelly Helfrich	1-1 Instr. Aide, IS	\$9.50/6hr	12/10/2012
Ms. Rebeka Schaeffer	1-1 Instr. Aide, MS	\$9.50/6hr	01/02/2013
Ms. Bonnie Moyer	Accounts Payable Secretary	\$13.75/7.5hr	01/21/2013

- c. Long Term Substitute – Professional

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Mrs. Andrea Meyers	HS Chem./Science (Babb)	B, Step 1	1/14/2013

- d. Short Term Substitute – Professional

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Ms. Lynn Swire	ES Learning Sup (Dreisbach)	\$125/day	11/9/2012

- e. Additional Co-Curricular Appointments – Salaries to be determined per contract settlement.

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Jaime High	Indoor Majorette	\$1,037.00

- f. Additional Co-Curricular Athletic Appointments – Salaries to be determined per contract settlement.

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Ms. Sarah Sepkowski	Winter MS Cheerleading Head Coach	\$ 697.50
Ms. Karly Repko	Winter MS Cheerleading Asst. Coach	\$ 300.00

**D. Approval of additions to the Substitute Lists**

- a. Professional Substitute

Ms. Vanessa Campos, Elementary Education (Pre-K – 6)  
 Ms. Jenna Hepner, English (7-9) Math (7-9), Science (7-9), Social Studies (7-12)  
 Ms. Margaret McKenna, School Nurse (RN)

- b. Support Staff Substitute

Mrs. Debbie Steffy

**E. Leaves - None**

**F. Absence Without Pay- None**

**G. Other Personnel Items**

- a. To approve a stipend of \$850 for Mr. Joseph Brown, ESL Specialist, for services provided during the 2012-13 school year.

Roll call was taken to approve items A.-C.d., D-G. of the Personnel Report.

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

Nays: None

Abstain: Mr. Scheetz

Motion Carried

Roll call was taken to approve items C.e.-f. of the Personnel Report.

Yeas: Mr. Bollinger, Mr. Groff, Mrs. Huhn, Mrs. MacMillan, Mr. Rothermel, Mrs. Lamaestra, Mr. Scheetz

Nays: Ms. Eyrich, Mr. Heffner

Motion Carried

**OTHER BUSINESS**

Mrs. Lamaestra announced an upcoming PSBA workshop for board members; How LEADERS Drive Communication, Achievement and Data-Driven Reform scheduled for January – February 2013.

**ADJOURNMENT**

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

A motion was made by Mrs. Lamaestra, seconded by Mr. Scheetz, to adjourn the meeting at 9:43 p.m.

Motion Carried

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Approved

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Nancy K. Krauss, Secretary  
Katharine Seip, Recording Secretary