

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

**February 4, 2013**

Special Education teachers presented information about and demonstrated the READ180 online reading program used in grades 4-10.

Following a Committee of the Whole meeting to discuss agenda items, the regular board meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 9:12 p.m. by President John Scheetz.

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

Administration Present: Dr. Martin D. Handler, Superintendent of Schools, Mr. Andrew Potteiger, Assistant to the Superintendent, Mrs. Nancy Krauss, Business Manager/Board Secretary, Mary Darrach, Director of Special Education, Dr. Kathy Johnson, Middle School Principal, Mr. Robert Kurzweg, Director of Athletics, 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 Representative: Adam Pritchard

Visitors: Gina Master, Ron Devlin, Daniel Clark, Jarrod Emes, James Wilson, Ellen Grossman, Mike Grossman, LuAnn Bennecoff, Carol Bortz, Beth Adam, L. Mitchell, Lisa Hunter, Tracy Fandl, Kathryn Deeter, Rita Kayhart, Nancy Heffner, Michael Dunning, Stephanie Kelly

A motion was made by Mrs. Lamaestra, seconded by Mr. Rothermel to accept a consensus vote of all reports listed on the agenda, including the Board of Director's Report, Budget/Finance/Property/Transportation Report, Superintendent's Report, and Personnel Report. A request was made by Mr. Heffner to vote on item C.f. of the Personnel Report separately.

**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 January 7, 2013 as attached and marked Board A.

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

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

**C. Accept the committee reports and make them part of the minutes.**

**BCIU - Mrs. Huhn** reported on the board meeting held on January 17. A new board member was seated representing Schuylkill Valley. The BCIU general fund budget was approved reflecting a budget decrease of 7.32%. BCIU is able to maintain this year's same flat rate for districts 2013-14. Mrs. Huhn shared information about an upcoming Apple workshop on March 12 and noted the BCIU is continuing work on All Hazards Plan.

Dr. Handler announced the BCIU with host Flight Team Training on February 27. Brandywine participation includes Mr. Thomas Voelker, Mrs. Lisa Ehrets, and Dr. Handler as an evaluator of the program.

**BCTC - Mr. Bollinger** reported on the meeting held on January 23 which included the presentation of a draft of the preliminary RACC budget. He noted that teacher union negotiations have started. Additional items included the ratification of bids for fuel, natural gas, grocery, food service paper products, and copy paper. The next meeting is February 27.

**Berks EIT/Berks TCC - Mrs. Lamaestra** – No report.

**Council on Legislative Action - Mr. Heffner** shared information relative to property tax elimination, formerly known as House Bill 1776 and Senate Bill 1400 have been reissued as House Bill 76 and Senate Bill 76. The legislation is supported locally by State Representatives James Cox (Governor Mifflin) and David Maloney as well as Senator Judy Schwenk. Mr. Heffner noted the board may want to consider passing a resolution to support property tax reform. He directed them to the PTCC website <http://www.ptcc.us/> for more information about tax reform.

**Policy Committee – Mr. Groff** – No report.

**Strategic Planning/Goals – Mrs. Huhn** – No Report.

**Student Representatives – Adam Pritchard** reported on recent events: midterm exams, the distribution of report cards, Regional Band Competition and Senior County Chorus. Upcoming events include Vaudeville-Juggling and All that Jazz on Feb 22 and the Jazz Festival on March 1.

Mrs. Lamaestra announced a used clothing collection will be held every Saturday in February. The collection point is at the Topton Pool and clothing donations will be sent overseas.

**BUDGET/FINANCE/PROPERTY/TRANSPORTATION**

**A. Approval of General Fund Bills**

To approve general fund bills for the month of January totaling \$3,567,072.87 per attachment Budget A.

**B. Approval of Food Service Bills**

To approve food service fund bills for the month of January totaling \$37,412.67 per attachment Budget B.

**C. Acceptance of Financial Reports**

To accept the following Financial Reports for December 31, 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 February 4, 2013 - Budget C.e.
- f. Student Activity & Trust Fund – Budget C.f.

**D. Acceptance of Audit Report**

To accept the Single Audit Report for the fiscal year ended June 30, 2012 as submitted by Gorman & Associates, P.C. Certified Public Accountants.

**E. Approval of Tax Collector Compensation**

To approve Tax Collector Compensation for Current Per Capita and Current Real Estate Taxes effective July 1, 2013 as follows:

Real Estate \$1.65 per bill issued paid when collected (\$0.55 per installment if paid in installments) or when turned over as delinquent (after December 31)

Per Capita \$1.65 per bill when collected

**F. Approval of Contract with Lehigh Valley School Neuropsych Associates**

To approve a contract with Lehigh Valley School Neuropsych Associates, LLC of Bethlehem, PA, to provide Independent Evaluation Services to include neuropsychological evaluation, report writing, review of records, classroom observation, teacher input and parent input at a cost of \$3,525.00 plus mileage for observation at \$.555/mile.

**G. Approval of 2012-2013 List of Student Activity Groups**

To approve the 2012-2013 List of Student Activity Groups as detailed in Budget G, including the addition of "Class of 2016" and dissolving "Class of 2012."

**H. Approval of Agreement with The Reading Hospital Medical Group –Sports Medicine**

To approve a two-year agreement (July 1, 2013 through June 30, 2015) with The Reading Hospital Medical Group –Sports Medicine to provide sports medicine services for the district athletic program as detail in Budget H at an annual cost of \$47,740.00 and \$45.00 per hour for additional services.

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

- a. Turf and Field Maintenance (current contract ends 6/30/13) – one year proposal
- b. Macadam Project Design and Engineering

**E. Award the e-rate reimbursable communications contracts effective July 1, 2013 to the following low bidders meeting specifications:**

- |  |                            |                   |
|--|----------------------------|-------------------|
| a. Cellular Service (1-year)                 | AT&T                       | \$ 465.00/month   |
| b. Basic Telephone (2- year)                 | Service Electric Telephone | \$ 1,123.98/month |
| c. Long Distance Service (2-yr)              | Service Electric Telephone | \$ 0.03/minute    |
| d. Local Area Network Fiber (month to month) | Service Electric Inc.      | \$ 605.00/month   |

**F. Approve the PDE 2028 Preliminary General Fund Budget**

To approve the PDE 2028 Preliminary General Fund Budget for fiscal year July 1, 2013 to June 30, 2014 with expenditures totaling \$31,170,863 per attachment marked Budget I, and to authorize the Business Manager to apply for referendum exceptions from the PA Department Education.

**G. Approve a Print Management agreement with Higher Information Group**

To approve a Print Management agreement with Higher Information Group of Harrisburg, PA, at a cost of \$2,400.00 per month for services described in attachment Budget L.

**SUPERINTENDENT'S REPORT**

**A. Approve Superintendent to attend PASA 2013 Education Congress Conference**

Approve Dr. Handler to attend the PASA 2013 Education Congress - Elevating the Essentials to Radically Improve Student Learning with Dr. Michael Schmoker on March 7, 2013 in Harrisburg, PA for a cost of \$229 plus mileage.

**B. Approval of Sick Bank**

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

**C. Approve Externship Contract with Berks Technical Institute**

To approve the Externship Contract between Berks Technical Institute and Brandywine Heights Area School District dated January 16, 2013 for the purpose of jointly providing a practical learning experience for Business Administration and Accounting program students as attached and marked Superintendent C.

**Informational Reports**

Elementary & Intermediate Schools - Mrs. Zuidema

Middle School - Dr. Johnson

High School - Mrs. Piperato

Athletic Report – Mr. Kurzweg

Instructional Technology Report – Mr. Voelker

Enrollment Report

Mr. Voelker shared information about All Pro Dads, a program sponsored by the PTC that allows K-5 Dads to collaborate and have a support networking group through periodic breakfast meetings.

## PERSONNEL REPORT

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

- a. Accept the resignation of Mrs. Tina Beach, 1-1 Elementary Instructional Aide, effective January 31, 2013 as attached and marked Personnel A.
- b. Resolved that Kelly Helfrich is hereby terminated from her position as 1-1 instructional aide effective January 28, 2013 for failure to provide clearances as required by PA School Code in a reasonable timeframe as attached and marked Personnel A.b.
- c. Accept the resignation of Mrs. Ashleah Tomisano, Middle School Learning Support Teacher, effective February 15, 2013 as attached and marked Personnel A.c.

### **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>
Debbie Steffy	Support Staff Sub.	1-1 Instr. Aide, IS	\$9.50/6hr	2/5/2013

### **C. Appointments**

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

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
April Tarone	1-1 Instr. Aide, ES	\$9.50/6hr	2/5/2013

- c. Long Term Substitute – Professional

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Ms. Robyn Gralinski	3 <sup>rd</sup> Grade (Repko)	B, Step 1	11/13/2012
Ms. Rikki Savidge	Kindergarten (Keller)	B, Step 1	12/10/2012

- d. Short Term Substitute – Professional

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Kenneth Stanley	HS Social Studies (Burghardt)	\$125/day	2/4/2013

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

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Mrs. Terry Flamm	MS Yearbook Co-Advisor (50%)	\$468.00
Mrs. Melanie Sheetz	MS Yearbook Co-Advisor (50%)	\$468.00

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

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Mr. Ben Stephens	HS Boys Asst. Tennis Coach	\$1995.00
Mr. George Kressley	MS Baseball Asst Coach (50%)	\$ 705.50
Mr. Jeff Sheeler	MS Baseball Asst Coach (50%)	\$ 705.50
Mrs. Jenna Hart	MS Softball Asst Coach	\$1411.00

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

- a. Professional Substitutes  
Mr. Tyler Carl, Secondary Social Studies  
Ms. Adrienne Feeser, Art K-12  
Ms. Jennifer Grill, Elementary K-6, Special Education N-12  
Mrs. Marci Bates, Spanish K-12
- b. Support Staff Substitutes  
Heather Moyer  
Neil Yuran  
Ronald Guinther

### **E. Leaves**

To approve maternity leave for Mrs. Melanie Sheetz, Middle School Learning Support Teacher, from approximately May 2, 2013 through the end of the school year as attached and marked Personnel E.

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

<u>Name</u>	<u>Position</u>	<u>Date(s)</u>
Mrs. Terry Flamm	MS Learning Support	12/20/2012 (1 day); 12/21/2012 (.5 day)

### **G. Other Personnel Items - None**

**OTHER BUSINESS**

There was no other business.

Roll call was taken to approve items A-C of the Board Report, A-L of the Budget/Finance/Property/Transportation Report, items A-C of the Superintendent's Report and items A-C.a-e. and D-G of the Personnel Report.

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

Nays: None

Motion Carried

Roll call was taken to approve item C.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

**ADJOURNMENT**

Mr. Scheetz announced a short executive session would be held immediately following the meeting to review personnel issues.

A motion was made by Mr. Heffner, seconded by Mrs. Eyrich, to adjourn the meeting at 9:32 p.m.

Motion Carried

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Approved

\_\_\_\_\_  
Nancy K. Krauss, Secretary  
Katharine Seip, Recording Secretary