

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

**March 4, 2013**

Following a presentation about Brandywine Heights Virtual Academy delivered by Carolyn Hanych, Brandywine Heights Virtual Academy Director, the regular board meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 7:00 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  
Absent: 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, Mary Darrach, Director of Special Education, Mrs. Carolyn Hanych, Director of Brandywine Heights Virtual Academy, Mr. Robert Kurzweg, Director of Athletics, Mr. Thomas Voelker, Elementary/ Intermediate Assistant Principal, Mr. Michael Wetzell, Director of Buildings and Grounds, Mr. Joshua Ziatyk, High School Assistant Principal  
Absent: Dr. Kathy Johnson, Middle School Principal, Mrs. Heather Piperato, High School Principal, Mrs. Lauren Zuidema, Elementary/Intermediate School Principal

Solicitor: John Stott, Esquire

Student Representative: Adam Pritchard, Zachary Miller

Visitors: Daniel Clark, Dax Funderburk, Carol Bortz, Beth Adam, Kaye Sward, Tracy Fandl, Molly Sherman, Leanda Deisher, Stacie Sicher, Ellen Grossman, Edward Carter, Nancy Heffner

**BOARD OF DIRECTORS REPORT**

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

**A. Minutes**

To dispense with the reading and accept the minutes from the Reorganization and Regular Board Meeting held February 4, 2013 as attached and marked Board A.

**B. BCIU Mandated Services Budget**

To approve the 2013-2014 Berks County Intermediate Unit Mandated Services Budget in the amount of \$1,729,814.00 of which \$23,249.56 is Brandywine Heights' share.

**C. Outsourcing Paraprofessional Services**

To authorize the administration to prepare a proposal to seek outsourcing of paraprofessional services in the Brandywine Heights Area School District.

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

**BCIU - Mrs. Huhn** reported on the board meeting held on February 21, 2013. Business included the ratification of two collective bargaining agreements; a two-year contract with Pennsylvania Social Services Union and a two-year contract with the American Federation of State County and Municipal Employees. Topics of discussion included the potential impacts of the governor's proposed budget and PSERs on the BCIU budget, as well as the Educator Effectiveness evaluation tool. The board acknowledged two retirements, and approved internships and practicum placements for RACC, the furlough of two technology staff members and increased revenue anticipation line of credit from \$5 to \$10 million due to delayed reimbursement in state funding. Upcoming events include the Administrator Shadowing Project through the China Exchange Institute. Representatives from Antietam, Tulpehocken and Brandywine's Mrs. Piperato will travel to China for two-weeks in April. BCIU received a grant to fund the future Chinese Language Immersion program in Berks Middle and High schools.

Also, the 43<sup>rd</sup> Annual Convention of Berks County School Directors will be held on April 25, 2013 at Conrad Weiser West Elementary.

**BCTC - Mr. Bollinger** reported on the meeting held on February 27, 2013. Business included reading of policies, and approval of the proposed Berks Career and Technology Center 2013-2014 budget in the amount of \$15,217,597.00 of which \$629,875.00 (regular programs \$584,678.00, special education programs estimated \$45,197.00) is Brandywine Heights' share. The district is also responsible for \$101,281.00 of the Berks Career and Technology Center debt service. The budget is based on the average annual enrollment of 77.33 Brandywine students. Mr. Bollinger noted the budget was previously approved by all 16 Berks Superintendents, noting a modest decrease in salaries and significant increase in benefit costs. Other announcements included progress on the CDL site for adult education and BHASD students recognized for Skills USA achievements: Tyler Achenbach and Ben Fegley. The next scheduled meeting will be March 27 at BCTC East Center.

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

Mr. Scheetz noted the next EIT meeting will be on March 26 and the next TCC meeting on March 27, 2013.

**Council on Legislative Action - Mr. Heffner** reported on current legislative action:

- Senate Bill 193 requires CPR training for school nurses. Dr. Handler noted that our school nurses are already CPR Health Care Professional Certified.
- Senate Bill 443 allows for non-partisan primary elections for school board directors. Prospective candidates would no longer need to cross file to be on both party ballots.
- Senate Bill 470 relative to provisions for Special Education funding.
- Mr. Heffner reviewed elements of the PSBA platform, Cyber Charter School reform, and revisions to the PA School Code with regard to economic furloughs, sick and sabbatical leave, and altering the deadline, from 90 to 45 days, for the School Board to renew Superintendent/Asst. Superintendent contracts.

Mr. Heffner noted the board may consider passing one or more resolutions in support of current legislation.

Lastly, Mr. Heffner noted that House Bill 76 and Senate Bill 76 to Eliminate School Property Taxes is scheduled to be formally introduced to the Senate.

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

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

**Student Representatives – Adam Pritchard and Zachary Miller** shared commentary on recent and upcoming events including: the Debate Club competition, 10<sup>th</sup> Annual Jazz Fest, Music in the Schools Concert, the start of spring athletics, the Indoor Drum Line Show, Middle School Reading Olympics, Drama Club play, Mr. Brandywine Competition, and Vaudeville - Juggling and All that Jazz.

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

A motion was made by Mr. Bollinger, seconded by Mr. Heffner, to accept the Budget/ Finance/ Property/ Transportation Report. Mr. Rothermel requested item K be voted on separately.

**A. General Fund Bills**

To approve general fund bills for the month of February totaling \$3,689,434.09 per attachment Budget A.

**B. Food Service Bills**

To approve food service fund bills for the month of February totaling \$34,059.58 per attachment Budget B.

**C. Financial Reports**

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

**D. Athletic Supplies/Equipment Bid Authorization**

To authorize the business manager to bid Athletic Supplies/Equipment for the 2013-14 school year.

**E. Participation in Insurance Consortium**

To authorize participation in the National Insurance Services 2013 Life Insurance Consortium and 2013 Disability Insurance Consortium as detailed in Budget E.

**F. Service Level Agreement with BCIU**

To approve the Service Level Agreement with Berks County Intermediate Unit for Tax Services as detailed in Budget F.

**G. Upgrades to the Genetec Security**

To approve the purchase and installation of upgrades to the Genetec Security Management System at the Elementary, Intermediate/Middle, and High School from Communication Systems, Inc. (CSI), Allentown, PA, at a cost of \$17,408.00 as detailed in Budget G. Funding - capital project fund.

**H. Elementary Security Improvements**

To approve the purchase and installation of additional cameras and monitors to the Elementary School security system from Protect Alarms of Allentown, PA, at a cost of \$5,500.00 as detailed in Budget H. Funding - capital project fund.

**I. Bleacher Preventative Maintenance**

To approve preventative maintenance to bleachers in the Intermediate/Middle and High School gymnasiums from Modernfold of Topton, PA, at a cost of \$7,990.00 (\$3,995.00 each building) as detailed in Budget I.

**J. Gymnasium Floor Preventative Maintenance**

To approve the proposal from Miller Flooring Company, Inc. of West Chester, PA, to perform maintenance, cleaning and refinishing the Intermediate/Middle School gymnasium floor at a cost of \$3,855.00 as detailed in Budget J.

**K. Contract for Engineering Services for Macadam Replacement**

To approve a contract with LTL Consultants, Ltd. of Oley, PA, to provide design, bid specifications, and engineering services at a cost of \$23,500.00 and construction supervision and inspection services at a cost of \$11,800.00 for the macadam replacement project at the Intermediate/Middle School as detailed in Budget K. Total cost: \$35,300.00.

Mr. Wetzel described details of the macadam project and required engineering services listed under item K. Mr. Rothermel suggested an amendment to Item K modifying 6.b. of the proposal to contain unlimited addenda for any oversight on the project.

A motion was made by Mr. Rothermel, seconded by Mr. Heffner to amend item K to include unlimited addenda under 6.b. of the proposal.

Roll call was taken to accept an amendment, to include at least 2 addenda under 6.b of the proposed contract, of item K on the Budget/ Finance/ Property/ Transportation Report.

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

Nays: None

Absent: Mrs. Lamaestra

Motion Carried

Mr. Dax Funderburk of Longswamp Township addressed the board stating they delay the decision to fund the macadam project until the final budget has been approved. Mrs. Krauss explained that the macadam project is part of a long range facilities plan and it had been decided previously it will be paid for out of fund balance.

Discussion continued relative to the project timeline to be sure construction happens over the summer. If the engineering portion of the project is delayed, the entire macadam project would likely be put off another year at greater expense. Members of the Board noted they would like to consider additional proposals.

Roll call was taken to accept items A-J of the Budget/ Finance/ Property/ Transportation Report.

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

Nays: None

Absent: Mrs. Lamaestra

Motion Carried

Roll call was taken to accept item K as amended of the Budget/ Finance/ Property/ Transportation Report.

Yeas: Mr. Bollinger, Mrs. MacMillan, Mr. Rothermel, Mr. Scheetz

Nays: Ms. Eyrich, Mr. Groff, Mr. Heffner, Mrs. Huhn,

Absent: Mrs. Lamaestra

Motion Failed

**SUPERINTENDENT’S REPORT**

**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

Dr. Handler noted that the series of Community Presentations will conclude with the last one on March 7 at 6:00 pm at the Elementary School. Unfortunately, the presentations have not been well attended, although attendees have been very supportive. The presentations have been very informative, focusing on educational funding, finances and budgeting at the national, state and District level.

Dr. Handler reported on a School Safety Seminar he and Mr. Ziatyk attended on March 4 at DeSales University. The event was hosted by the Governor’s Office of Homeland Security, the Pennsylvania State Police, and the office of Lehigh County District Attorney James Martin. The seminar was limited to law enforcement personnel, first responders, and school administrators, and featured psychologist Dr. Timothy Ring, state troopers from Pennsylvania and Virginia, the state Emergency Management Agency, and the state’s Center for Safe Schools. The agenda included an overview of the Virginia Tech shooting incident that occurred during April 2007 and lessons learned from it, discussion of all-hazard school safety planning, strategies for parental reunification, the psychology of a violent offender, and the role of risk and vulnerability assessment teams. Information learned at the seminar will be incorporated into the district’s emergency plan.

**PERSONNEL REPORT**

A motion was made by Mrs. Huhn, seconded by Ms. Eyrich, to accept the Personnel Report. Ms. Eyrich requested Item C.f. be voted on separately.

**A. Resignations/Retirements/Terminations**

- a. Accept the resignation of Mrs. Kaye Sward, Payroll/Benefits Manager, effective June 12, 2013 as attached and marked Personnel A.a.
- b. Accept the resignation of Mr. James Beck, High School English Teacher, as English Department Chair effective February 1, 2013 as attached and marked Personnel A.b.

**B. Change of Status**

- a. Professional Staff

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Mrs. Colleen Dreisbach	ES K-1 Learn. Support	MS 6 <sup>th</sup> Learn. Support	2/18/2013

- b. Support Staff – None

**C. Appointments**

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
a. Professional Staff			
Mrs. Janelle Moser	ES Learning Support	B, Step 1	2/18/2013
Mrs. Denise Mellon	Speech/Lang. Therapist	M, Step 13	4/2/2013
b. Support Staff			
Ms. Sarah E. Giannotti	Payroll/Benefits Manager	\$19.50/8 hr	3/20/2013

- c. Long Term Substitute – Professional

CORRECTION

- Ms. Rikki Savidge Kindergarten (Keller) ~~B, Step 1~~ B+24, Step 1 12/10/2012
- d. Short Term Substitute – Professional
  - Mr. Ronald Flicker HS Math (Small) \$125/day 2/11/2013
- e. Additional Co-Curricular Appointments – Salaries to be determined per contract settlement.
  - Mrs. Kirsten Paxson English Department Chair \$1408 prorated
- f. Additional Co-Curricular Athletic Appointments – Salaries to be determined per contract settlement. Attached and marked Personnel C.f.

**D. Additions to the Substitute Lists**

- a. Professional Substitutes
  - Ms. Rachel Belletiere, 7-12 English
  - Ms. Nancy Brooks, Guest Teacher, K-12
  - Ms. Lisa Cronk, Guest Teacher, 7-12 Mathematics
  - Mr. Jason Fink, K-12 Physical Education
  - Ms. Joell Koller, K-6 Elementary
- b. Support Staff Substitutes – None

**E. Leaves**

- a. To approve an uncompensated medical extended leave of absence for Mrs. Jennifer Baker, 8<sup>th</sup> grade English Teacher, from 12:01 pm February 8, 2013 through the end of the 2012-13 school year as attached and marked Personnel E.a.
- b. To approve a medical leave of absence for Mr. Lawrence Rossi, 5<sup>th</sup> Grade Teacher, through 12:00 pm on March 11, 2013; and deny a medical leave request for Mr. Lawrence Rossi, 5<sup>th</sup> Grade Teacher, from 12:01 pm March 11, 2013 through June 17, 2013 as attached and marked Personnel E.b.

**F. Absence Without Pay – None**

**G. Other Personnel Items**

To approve the following teachers to serve as mentors to new teachers, for a prorated stipend of \$650 for the balance of the 2012-13 school year.

<u>Mentor</u>	<u>New Teacher</u>
Ms. Lori Angstadt, HS Soc. St.	Mrs. Shannon Burghardt, HS Social Studies (repl. Malley) Kenneth Stanley, STS HS Soc. St. (Burghardt)
Dr. Kevin Dolan, HS Science	Mrs. Andrea Meyers, LTS HS Science (Babb)
Mrs. Brenda Hovis, ES Learning Sup.	Ms. Janelle Moser, ES Learning Sup. (reassign. Dreisbach)

Roll call was taken to approve 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, Mr. Scheetz

Nays: None

Absent: Mrs. Lamaestra

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

Absent: Mrs. Lamaestra

Motion Carried

**OTHER BUSINESS**

Public Comment: Mr. Dax Funderburk questioned why the topic of School Security Officer had been removed from the agenda. Dr. Handler answered that details are being finalized and it may be considered at the April or May meeting. Mrs. Carol Bortz asked the status of Outsourcing Paraprofessional staff. Mr. Scheetz clarified that item C under the Board of Director's report was voted on and passed.

**ADJOURNMENT**

Mr. Scheetz announced an executive session would be held immediately following the meeting to review negotiations issues.

A motion was made by Mrs. Huhn, seconded by Ms. Eyrich, to adjourn the meeting at 8:38 p.m.

Motion Carried

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Approved  
Nancy K. Krauss, Secretary

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Katharine Seip, Recording Secretary