

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

April 8, 2013

Following a presentation about the “Vision of Technology” delivered by Mr. Thomas Voelker, Elementary/ Intermediate Assistant Principal and Director of Instructional Technology, the regular meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 9:35 p.m. by President John Scheetz.

The meeting opened with Pledge of Allegiance.

Recording Secretary called the roll: Mr. Bollinger, Ms. Eyrich, Mr. Groff, Mr. Heffner, Mrs. Huhn, Mrs. Lamaestra, Mrs. MacMillan, 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, Mr. Thomas Voelker, Elementary/ Intermediate Assistant Principal, Mr. Michael Wetzel, Director of Buildings and Grounds, Mr. Joshua Ziatyk, High School Assistant Principal

Solicitor: Mr. John Stott, Esquire

Student Representative: Adam Pritchard, Zachary Miller

Visitors: Dan Clark, Dylan Weaknecht, Dax Funderburk, Mike Grossman, Ellen Grossman, Carol Bortz, Beth Adam, Karen Jones-Fisher, Paula Deppen, Lynn Warach, Mike Pienta, Lynn Heist, John Didinjer, Cheryn Evangerista, Sami Evangelista, Ciara Diehl, Madison Wetzel, Cheryl Scalzo, Crystal Hess, Matt Hess, Abigail Hess, Lonnie Scholl, Susan Scholl, Jeffrey Moyer, Vanessa Ramsaywack, Gopaul Ramsawack, Anjanie Rajpaul, David Hertzog, Lauren Hertzog, Michael Hertzog, Haley Hertzog, Greg Yost, Wendy Bradley, Jennifer Johnson, Christa Heagerty, Daniel Rau, Chuck Mountz, Tim Stoudt, Brian Moore, Scott Davis, Lori Davis, Tina Kopp, Kaye Sward, Kelly Andre, Cheryl Bleiler, Jack Geiger, Elaina Swann.

BOARD OF DIRECTORS REPORT

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

A. Minutes

To dispense with the reading and accept the minutes from the Regular Board Meeting held March 4, 2013 and the Special Board Meeting held March 18, 2013 as attached and marked Board A.

B. Berks Career and Technology Center 2013-2014 Budget

To approve the 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.

C. Berks County School Districts Health Trust Appointment

To appoint Nancy Krauss as the Brandywine Heights Area School District Trustee to the Berks County School Districts Health Trust for a two year term July 1, 2013 – June 30, 2015.

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

BCIU - Mrs. Huhn reported on the board meeting held on March 21, 2013. The BCIU audit was successful. Highlights of business included the approval of the rate schedule for Information Technology Services, an agreement for employee Flexible Spending Accounts, and approval of a 10-year agreement to rent a billboard located on IU property. Mrs. Huhn announced the 43rd Annual Convention of Berks School Directors will be held April 25 at Conrad-Weiser West Elementary School. The purpose of the convention is selection/renewal of members of the BCIU Board of Directors. PA State Police Commissioner, Frank Noonan, is scheduled to speak

on the topic of School Safety. In other announcements, this summer the BCIU will offer a free Chinese language immersion program called “Start Talk” focused on language learning in the performing arts.

BCTC – Mr. Bollinger reported on the meeting held on March 27, 2013. Business included the approval of policies, establishment of a checking account for Title IV, the 2013-14 facility fee schedule, and personnel matters. The committee authorized the purchase of equipment for Robotics and Automation Technology and Mechatronics Engineering Technology courses, awarded a contract for a Trak Knee Mill for Precision Machining Technology, and approved John Reedy as the Representative to the Berks County Schools Health Consortium for a two year term. Other business included the approval of a field trip for students to attend the National Technical Honor Society in Washington, DC, approval of a revised BCTC non-discrimination statement, the termination of an agreement for a Tractor Trailer Driving Program with Lehigh Career and Technical Institute, and the authorization to conduct a raffle to sell a refurbished 1966 Ford Mustang. The next scheduled meeting will be April 24, 2013 at BCTC West Campus.

Berks EIT/Berks TCC – Mrs. Lamaestra reported on the annual reorganization meeting held on March 26, 2013. A representative from Stratix Systems, a local computer storage and printing service used by Berks EIT, gave a progress report on tax return processing. Current goals include reduced processing time, increased backup security, increased response time, and elimination of outsourcing. There were 180,000 tax returns sent out in Berks County. The next Berks EIT and Berks TCC meeting will be May 15, 2013.

Council on Legislative Action – Mr. Heffner reported on two current legislative items:

- Senate Bill 10 – includes funding for Safe Schools and may result in potential funding or grants for School Resource Officers.
- Senate Bill 60 – amended to include a mandate waiver program for school transportation.

Mr. Heffner noted the board may consider passing one or more resolutions in support of current legislation. Mr. Heffner announced the Legislative Dinner scheduled for 6:30 pm on May 23, 2013 at Owatin Creek Elementary School in Reading, PA.

Policy Committee – Mr. Groff – There was no meeting held, however, administration submitted one policy with recommended revisions to the Committee for their consideration and future board action.

Strategic Planning/Goals – Mrs. Huhn – No report. The first meeting is scheduled for April 23, 2013.

Student Representatives – Adam Pritchard and Zachary Miller shared highlights about recent events including the Mr. Brandywine Competition, Drama Club play, Music in the Schools Concert, the Fashion Show and the end of the third quarter. Upcoming events include a school dance, the annual Senior Showcase, and scheduled spring assessments including PSSAs, Keystones, and AP Exams.

Public Comment: Rita Kayhart shared her support of the Senior Showcase and announced high school student Todd Grace will be collecting canned goods donations on April 26, 2013 as part of his Eagle Scout Project.

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

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

A. General Fund Bills

To approve general fund bills for the month of March totaling \$2,368,154.44 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills for the month of March totaling \$30,191.83 per attachment Budget B.

C. Financial Reports - REPORTS NOT AVAILABLE

D. Devereux Foundation Contract

To approve a contract with The Devereux Foundation of King of Prussia, PA, to provide special education services in their Vocational Pewter Shop for one student at a cost of \$8.00 per 15-minutes as detailed in Budget D.

E. Contract Development for Special Education Placements

To authorize the administration to develop a Special Education Placement Contract to make student slots in low-incident special education programs available to other school districts.

F. eFinancePlus Service Level Agreement with BCIU

To approve the Service Level Agreement with Berks County Intermediate Unit for eFinancePlus Support Services for 2013/2014 at a cost of \$28,583.00 (includes upgrade to eFinancePlus 5.0) and 2014/2015 at a cost of \$22,137.00 as detailed in Budget F.

G. Three-Year AHERA Re-Inspection

To approve a contract with Crystal Environmental Services Co, Inc. of Blue Bell, PA, to conduct the Three-Year AHERA Re-inspection at a cost of \$885.00 as outlined in Budget G.

H. VeriTime Agreement with Frontline Technologies, Inc.

To approve an agreement with Frontline Technologies, Inc. of Exton, PA, for VeriTime employee time tracking at a cost of \$7,000.00 (\$4,000.00 annual fee, \$1,500.00 system setup, and \$1,500.00 training) as detailed in Budget H.

I. Turf Maintenance Contract

To contract with Coventry Property Services of Spring City, PA, to provide 2013-14 turf maintenance and service per specifications for the low bid of \$15,305.00 as detailed in Budget I.

J. Sale/Disposal of Technology Equipment

To approve the list of technology items identified in Budget J. as unneeded/unnecessary equipment and authorize the administration to dispose of the items by posting them for sale on Municibid.

K. Lighting Replacement Project

To approve a contract with Ace Electric of Allentown, PA for the Intermediate/Middle School Lighting Replacement Project at a cost of \$18,775.00, proposal tabulation Budget K.

L. Tennis Court Repairs

To approve a contract with the Breneman Company of Lancaster, PA, (COSTAR # 008-128) for the Intermediate/Middle School Tennis Court Repairs and Surface Repainting Project at a cost of \$12,500.00 as detailed in Budget L.

Mrs. Krauss noted the upcoming Budget Workshops: April 15, 2013 6:00 PM High School Library – Curriculum & Instruction, Principal Building Budgets, Operations/Maintenance, Athletics, and April 22, 2013 6:00 PM High School Library – Special Education, Other Instruction, Transportation, Central Administration & Business Operations, Fund Balance, Revisit Revenue, Taxes, Final Revisions.

Mrs. Krauss also announced to the Board that the PA Department of Education has approved the District's referendum exception for Budget Year 2013-2014 totaling \$266,063 for Retirement Contributions.

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

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

Nays: None

Motion Carried

SUPERINTENDENT'S REPORT

A motion was made by Mrs. MacMillan, seconded by Mr. Groff, to accept the Superintendent's Report.

A. PDE Electronic Signature Resolution

Authorize a Resolution for Dr. Martin Handler, Superintendent, to use an electronic signature to sign contracts, execute agreements, grants and/or licenses with the Pennsylvania Department of Education as attached and marked Superintendent A.

B. School Safety Forum Workshop

Approve Dr. Handler to attend the School Safety Forum hosted by the K-12 Professional Development Series of the Greyfriars Institute LLC, on April 9, 2013 for a fee of \$150.00 plus mileage.

C. New High School Clubs

Approve two new High School Clubs as attached and marked Superintendent C.

- Lock Club (plans are to include fundraising and will require an activity account)
- Hacky Sack Club (non-fundraising)

D. One-To-One Technology Device Initiative

~~Approve~~ *Authorize the development of* a one-to-one technology device initiative for students in grades K-12.

E. Tablet Acquisition

Approve the purchase *or lease of approximately 170* Dell Latitude 10 tablets, *or equivalent*, at a cost not to exceed \$80,000 as included in the 2012-13 Curriculum & Instruction Budget.

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

A motion was made by Mrs. Huhn, seconded by Mr. Heffner, to amend the language of items D (add/change *Authorize the development of*) and E (add *or lease of approximately 170* and *or equivalent*) as reflected herein.

Roll call was taken to approve the wording amendment of items D and E.

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

Nays: None

Motion Carried

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

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

Nays: None

Motion Carried

PERSONNEL REPORT

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

A. Resignations/Retirements/Terminations

- a. Accept the resignation of Mr. Andrew Brooks, part time Middle School Custodian, effective April 4, 2013 as attached and marked Personnel A.a.
- b. Accept the resignation of Mrs. Kelly Shaw, High School Social Studies Teacher, effective June 6, 2013 as attached and marked Personnel A.b.
- c. Terminate the employment of Mr. Kyle Hoffa, High School Third Shift Custodian, effective April 3, 2013 as attached and marked Personnel A.c.

B. Change of Status - None

C. Appointments

- a. Professional Staff – None
- b. Support Staff – None
- c. Long Term Substitute – Professional – None
- d. Short Term Substitute – Professional – None
- e. Additional Co-Curricular Appointments – None
- f. Additional Co-Curricular Athletic Appointments – Salaries to be determined per contract settlement.

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Ms. Jessica Franko	HS Girls Volleyball	\$4,031	4/8/2013
	Head Coach (2013-14)	(plus years of service)	

D. Approval of additions to the Substitute Lists

- a. Professional Substitutes
 - Ms. Marissa Martin, Elementary K-6
 - Ms. Christy Jones, Guest Teacher, K-12
 - Mr. Jason Mossburg, Guest Teacher, 6-12 English/Social Studies

E. Leaves

- a. Approve an extended medical leave of absence for Mrs. Judith Repko, 3rd Grade Elementary Teacher, through the end of the 2012-13 school year as attached and marked Personnel E.a.

- b. Approve the request for a maternity leave of absence for Mrs. Maria Sproat, Intermediate Learning Support Teacher, from approximately May 29, 2013 through the end of the 2012-13 school year as attached and marked Personnel E.b.
- c. Approve the request for a medical sabbatical for Ms. Lori Angstadt for the 2013-14 school year as attached and marked Personnel E.c.
- d. Approve the request for professional development leave for Mrs. Kirsten Paxson for the 2013-14 school year as attached and marked Personnel E.d.

F. Absence Without Pay – None

G. Other Personnel Items

- a. Approve the increase in hours from 6 (part time) to 7 per day (full time) for an elementary special education instructional aide position as detailed in attachment G.a.
- b. Approve Mrs. Joyce Esser, Middle School FCS Teacher, as a home bound instructor for the 2012-13 school year.
- c. Approve Ms. Kayla Peters as a High School Supplementary Support/In-Home Tutor for two hours per week at \$25/hr. effective April 8, 2013 as attached and marked Personnel G.c.

Public Comment: Sarah Brown commented on school security and the district's support staff. Chuck Mountz, Mike Pienta, Greg Yost, Jack Geiger, Wendy Bradley and Elaina Swann commented on the volleyball program and coaching staff.

Roll call was taken to approve the Personnel Report.

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

Nays: Mr. Scheetz

Motion Carried

OTHER BUSINESS

Mr. Rothermel announced the Budget Workshop scheduled to follow the meeting will be postponed until April 15, 2013.

Public Comment: Mike and Ellen Grossman read a letter to the Board of Directors which noted their discontent with how district administration handled a past personnel issue concerning a former employee.

ADJOURNMENT

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

A motion was made by Mr. Heffner, seconded by Ms. Eyrich, to adjourn the meeting at 9:58 p.m.

Motion Carried

Approved
Nancy K. Krauss, Secretary

Katharine Seip, Recording Secretary