

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

**May 6, 2013**

The regular meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 7:05 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, Mrs. Heather Piperato, High School Principal, Mr. Thomas Voelker, Elementary/ Intermediate Assistant Principal, Mr. Michael Wetzel, Director of Buildings and Grounds, Mrs. Lauren Zuidema, Elementary/Intermediate Principal, Mr. Joshua Ziatyk, High School Assistant Principal

**Solicitor:** Mr. John Stott, Esquire

**Student Representatives:** Adam Pritchard, Zachary Miller

**Visitors:** LuAnn Bennecoff, Carol Bortz, Pauline Watts, Donna Heffner, Donna Lebo, Nancy Heffner, Kathy Hassler, Rita Kayhart, Leanda Deisher, Linda Charnick, Beth Adam, Debbie Steffy, Chris Donovan, Deb Donovan, Joyce Esser, Tess Woloszanski, Kathryn Deeter, Nick Ferrizi, Jo Telenko, Galen Wood, Dax Funderburk, Susan Trebus, Tammy Masters, Lynn Hilbert, Lisa Bieber, Mandi Kercher, Nathaniel Bentley, Paul Gilbert, Janelle Moser, Lyndsay Levengood, Tracy Fandl, Rosanne Kegerise, Cristina Raimondi, Sharon Mutter, Michele McMullen, Michelle Thompson, Linda Reinert, Donna Kline, Larry Kern, Marie Ballantyne, Karen Yenser, Jennifer Lentz, Peggy Moyer, Shannon Sanders, Steph Kohler, Ellen Grossman, Karen Jones-Fisher, Edward Carter, Michael Dunning.

**Acknowledgements:** Mr. Scheetz recognized two Brandywine Heights High School students for their outstanding achievements. Peter Renda, for his success on the Brandywine Heights High School Wrestling team and for winning the 2013 PIAA AA 170 lb. State Championship, and Zachary Miller, High School senior for winning first place at the Regional and District Finals in the Rotary 4-Way Test Speech Contest.

**Presentation:** Barbara Nissell, of SOS Group, Inc. presented the Food Service Management Progress Report and answered questions from the board.

**BOARD OF DIRECTORS REPORT**

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

**A. Minutes**

To dispense with the reading and accept the minutes from the Regular Board Meeting held April 8, 2013 as attached and marked Board A.

**B. Policy 214 Class Rank**

To approve the FIRST reading of the revised policy #214 Class Rank as attached and marked Board B.

**C. Special Meeting Minutes**

To dispense with the reading and accept the minutes from the Special Board Meeting held April 29, 2013 as attached and marked Board C.

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

**BCIU - Mrs. Huhn** reported on the board meeting held on April 18, 2013. The BCIU budget was approved. Highlights of business included the approval of Exeter-Berks On-line Learning, Sungard eFinance Services rate schedule, and the announced retirement of Dr. Bonnie Troxel, Director of Professional Development and Curriculum. Mrs. Huhn reported on the April 24<sup>th</sup> School Director's Conference, which featured Frank Noonan, PA State Police Commissioner, who lead a discussion on school safety. Upcoming events include the grant funded Gateway to China: STARTALK – Language Learning through Performing Arts, and recognition of 10 Brandywine Heights students who's artwork was displayed at the Goggleworks.

**BCTC – Mr. Bollinger** reported on the meeting held on April 24, 2013. Highlights included student competition recognition, contract award for the CDL site construction, approval to dispose of surplus equipment, approval of students and advisors to attend the summer National CTSO (Career and Technical Student Organizations) competitions, and approval of the revised 2013-14 calendar. The next meeting will be held on May 22, 2013.

**Berks EIT/Berks TCC – Mrs. Lamaestra** – No Report.

**Council on Legislative Action – Mr. Heffner** – No Report.

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

**Strategic Planning/Goals – Mrs. Huhn** – The first meeting was held on April 23, 2013 to establish a plan. The next meeting is scheduled for the week of May 20, 2013 with members, Mrs. Huhn, Mr. Rothermel, Mr. Scheetz and Mr. Potteiger to review existing goals and how they fit into the Comprehensive Plan.

**Student Representatives – Adam Pritchard and Zachary Miller** shared highlights of current school events including the Middle School Reading Olympics, Senior Showcase, PSSA Testing, AP Exams, Keystone Exams, and National Honor Society Induction. Upcoming events include Spring Concerts, the Special Olympics, and the Senior Art Show.

Mr. Scheetz acknowledged and thanked Adam Pritchard and Zachary Miller for serving as the School Board Student Representatives during 2012-13.

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

A motion was made by Mr. Heffner, seconded by Mr. Groff to accept the Budget/ Finance/ Property/ Transportation Report. Mrs. Lamaestra requested Items H and M.g. be voted on separately. Mr. Groff requested Item O be voted on separately.

**A. General Fund Bills**

To approve general fund bills for the month of April totaling \$1,718,813.05 per attachment Budget A.

**B. Food Service Bills**

To approve food service fund bills for the month of April totaling \$23,105.36 per attachment Budget B.

**C. Financial Reports**

To accept the following Financial Reports through March 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 May 6, 2013 - Budget C.e.
- f. Student Activity & Trust Fund – Budget C.f.

**D. Bank Depositories**

To designate The National Penn Bank, Pennsylvania School District Liquid Asset Fund, Valley Green Bank, and Wilmington Savings Fund Society Bank of Delaware as 2013-14 depositories for district funds.

**E. Insurance Broker**

To designate CBIZ Benefits & Insurance Services of PA as the 2013-14 insurance broker of record.

**F. Financial Auditor**

To contract Gorman & Associates, P.C. of Northampton, PA, to audit the general purpose financial statements and perform the audit required by the Single Audit Act of 1996 for the year ending June 30, 2013 for a base fee of \$17,000, Single Audit Fee of \$2,000 and hourly rate of \$72.00 for additional services per attachment marked Budget F. No change in rates from 2012-13.

**G. Solicitor**

To appoint John M. Stott of Brumbach, Mancuso & Fegley P.C. as the 2013-14 BHASD solicitor for a retainer of \$8,500 and hourly fee of \$125.00 for negotiations, hearings and other special assignments. No change in rates from 2012-13.

**H. Blended Learning Environment Evaluation**

To contract Dellicker Strategies of Kutztown, PA, to perform an evaluation of and provide recommendations for a Blended Learning Environment at Brandywine Height Area School District as detailed in Budget H at a cost of \$30,000. Funding would be \$25,000 through a Title IIB grant and \$5,000 in local matching funds.

**I. Fuel Burner Installation**

To contract with Evans Mechanical, Inc. of Wyomissing Hills, PA, for the installation of one Webster fuel burner at the Elementary School as detailed in Budget I at a cost of \$10,380.00.

<b>Company</b>	<b>Price</b>	<b>Award</b>
Blanski, Inc	\$ 10,465.00	
Evans Mechanical, Inc.	\$ 10,380.00	X
Landis Mechanical Group Inc	\$ 10,934.00	

**J. Sidewalk Repairs**

To contract with Bertolet Construction Corp. of Wernersville, PA, for concrete sidewalk repairs at the Elementary School and High School as detailed in Budget J at a cost of \$7,305.00.

<b>Company</b>	<b>Price</b>	<b>Award</b>
Bertolet Construction Corp	\$ 7,305.00	X
Pennaco Excavating Inc	\$ 9,989.00	
Stanley Bauman GC	\$ 10,950.00	

**K. Carpet Installation**

To contract with Martin’s Flooring, Inc. of Lancaster, PA, for the purchase and installation of carpet for the Special Education Offices as detailed in Budget K at a cost of \$10,925.71 per PA State Contract #400003245.

**L. Elevator Maintenance**

To contract with ThyssenKrupp Elevator Corp of Allentown, PA, to replace 3 electronic door edges on elevators at the Elementary and Intermediate/Middle Schools as detailed in Budget L at a cost of \$4,800.00.

**M. Maintenance Contracts**

To approve the 2013-2014 Maintenance Contracts per attachment marked Budget M. a-f:

- a. District-wide Alarm Monitoring and Elementary School Entry System and Cameras: Protect Alarms Service Contract, Allentown, PA \$3,937
- b. Annual Boiler Maintenance: Evans Mechanical, Inc., Wyomissing Hills, PA \$2,185
- c. Fire Extinguisher and Hood Inspection and Service: Falcon Fire & Safety Co., Downingtown, PA \$1,477, plus hydro/recharge costs
- d. Shop Specialties Incorporated Machinery Maintenance of Nazareth, PA, covering the High School general shop: \$1,480 plus any parts which may be required.
- e. Generators: Reading Electric of Reading, PA, at a total annual cost of \$1,550.00
- f. High School Dust Collector Fire Suppression System: SSI Fire & Explosion Protection of Pennsburg, PA, at a total annual cost of \$560.00.
- g. Comprehensive Service Agreement and Preventative Maintenance Agreements: Communication Systems, Inc. (CSI) , Allentown, PA \$11,597.00 as itemized below:

- Comprehensive Service Agreement High School telephone and master clock systems \$4,839.00
- Preventative Maintenance Agreement High School auxiliary sound systems and TV distribution \$884.00
- Preventative Maintenance Agreement High School CCTV security and district wide card access systems \$2,240.00
- Preventative Maintenance Agreement Intermediate/Middle School CCTV security and access control systems \$1,734.00
- Comprehensive Service Agreement Elementary School phone system \$1,900.00.

**N. To approve the 2013-2014 School Breakfast and Lunch Prices as follows:**

Full Price Meal	2013-2014 Price	2012-2013 Price
<b>Student Breakfast</b>		
Elementary School	<b>\$1.75</b>	<b>\$1.60</b>
Intermediate School	<b>\$1.75</b>	<b>\$1.60</b>
Middle School	<b>\$2.00</b>	<b>\$1.60</b>
High School	<b>\$2.00</b>	<b>\$1.60</b>
<b>Adult Breakfast</b>	<b>\$3.00</b>	<b>\$2.75</b>
<b>Student Lunch</b>		
Elementary School	<b>\$2.50</b>	<b>\$2.35</b>
Intermediate School	<b>\$2.50</b>	<b>\$2.60</b>
Middle School	<b>\$2.75</b>	<b>\$2.60</b>
High School	<b>\$2.75</b>	<b>\$2.60</b>
<b>Adult Lunch</b>	<b>\$4.50</b>	<b>\$4.50</b>

**O. Macadam Repairs/Replacement**

To award the contract for macadam repairs/replacement at the Intermediate/Middle School to EJB Paving and Materials Co. of West Lawn, PA, at a base bid of \$162,700.00, plus additional services as needed based on price schedule included in bid. The bid opening was held Monday, May 6 at 9:05 AM. Bid tabulation and recommendation by Liberty Engineering – Budget O.

**P. Purchasing Program Participation**

To authorize participation in The Cooperative Purchasing Network a purchasing program created for the benefit of governmental entities including public school districts as described in Budget P.

Mrs. Krauss noted that the 2013/2014 Proposed Final Budget was approved by the School Board on April 29, 2013. It is available for review on the school district website ([www.bhasd.org](http://www.bhasd.org)) and in the Business Office. A 2013/2014 Budget Work Session is tentatively scheduled for Monday, May 13, 2013 at 6:00 PM in the High School Library. This will be the final work session before final adoption of the 2013/2014 Budget on June 3, 2013 at 7:00 PM in the High School Library during the Regular Board meeting.

Roll call was taken to approve items A-G, I-M.a.-f., N and P of 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

Roll call was taken to approve items H, and M.g. 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

Abstain: Mrs. Lamaestra (professional association)

Motion Carried

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

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

Nays: Mr. Groff, Mrs. Huhn

Motion Carried

## **SUPERINTENDENT'S REPORT**

A motion was made by Mrs. Lamaestra, seconded by Ms. Eyrich to accept the Superintendent's Report.

### **A. Differentiated Supervision Plan**

Approve the Differentiated Supervision Plan as attached and marked Superintendent A.

### **B. German Curricula Approval**

Approve written curricula for German I, II, III and IV as attached and marked Superintendent B (curricula documents will be presented at the meeting).

### **C. German Textbook Approval**

Adopt the following textbooks to support the German World Language Curricula at a cost of \$13,604.35, as allocated in the 2012-13 Curriculum & Instruction budget. Board Information Sheet is attached and marked Superintendent B (student text samples will be presented at the meeting).

- a. Portfolio Deutsch, Level 1 ©2010, Lagenscheidt, ISBN 9873468966019 as the German I textbook.
- b. Portfolio Deutsch, Level 2 ©2010, Lagenscheidt, ISBN 9873468966118 as the German II textbook.
- c. Portfolio Deutsch, Level 3 ©2012, Lagenscheidt, ISBN 9873468966217 as the German III textbook.
- d. Portfolio Deutsch, Level 4 ©2012, Lagenscheidt, ISBN 9783126063579 as the German IV textbook.

## **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 shared that he received correspondence from the Pennsylvania Department of Education informing the district that a private school, Houghton Learning Academy, a facility for up to 40 students with severe autistic disabilities, received a license to open at the former Rockland Elementary site.

Additionally, a charter school has been proposed for up to 60 autistic students and may open at the former Longswamp Elementary site.

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 Mrs. Lamaestra, seconded by Mr. Rothermel to accept the Personnel Report.

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

- a. Accept the resignation of Dr. Martin D. Handler, Superintendent of Schools, effective June 30, 2013 as attached and marked Personnel A.a.
- b. Accept the resignation of Ms. Alicia Hall, Middle School Instructional Aide, effective April 26, 2013 as attached and marked Personnel A.b.
- c. Accept the resignation of Ms. Joyce Mackerly, Intermediate School Instructional Aide, effective April 26, 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>
Mr. Neil Yuran	Substitute Custodian	2 <sup>nd</sup> Shift Part Time Custodian, MS	\$9.50/4hr	5/7/2013
Ms. Donna Hertzog	6 hr Part Time Instr Aide, ES	7 hr Full Time Instr. Aide, ES	\$11.42/7hr	4/16/2013

**C. Appointments**

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

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Mr. Donald Wentzel	3 <sup>rd</sup> Shift Full Time Custodian, HS	\$9.50/8hr	TBA pending clearances

- c. Long Term Substitute – Professional – None
- d. Short Term Substitute – Professional  
Mrs. Beth Siano      6<sup>th</sup> Learning Support (Sheetz)      \$125/day      4/22 – 6/6/2013
- e. Additional Co-Curricular Appointments – Salaries to be determined per contract settlement. – None
- f. Additional Co-Curricular Athletic Appointments – Salaries to be determined per contract settlement. – None

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

- a. Professional Substitutes  
Mr. Franck Pluviose, Guest Teacher, 7-12 Mathematics and Chemistry
- b. Support Staff Substitutes – None

**E. Leaves**

- a. Approve the request for a medical sabbatical leave of absence for Mrs. Shannon Sanders, High School Learning Support Teacher, for the first semester of the 2013-14 school year as attached and marked Personnel E.a.
- b. To approve the revised request for a maternity leave of absence for Mrs. Melanie Sheetz, Middle School Learning Support Teacher, from April 22, 2013 through the end of the 2012-13 school year as attached and marked Personnel E.b.

**F. Absence Without Pay – None**

**G. Other Personnel Items**

- a. Approve Mrs. Stephanie Kelly, Elementary Teacher, as a Home Bound Instructor for the 2012-13 school year.
- b. To approve the intent to contract with School Operations Services Group, Inc. of Malvern, PA, for Para-professional Services for a three year period beginning July 1, 2013 through June 30, 2016 at a total three year cost of \$1,753,369.00 per their Para-Professional Services proposal dated April 24, 2013.

Public Comment: The following audience members commented on the outsourcing of paraprofessionals: Dylan Weaknecht, Galen Wood, Kathy Deeter, Deb Donovan, Rita Kayhart, Mike Dunning, LuAnn Bennecoff, Carol Bortz, Karen Jones-Fisher, Jo Telenko, Valerie Moyer, Becky Moyer, Lynn Hilbert, Shannon Sanders, Leanda Deisher, Donna Bower, Zachary Miller, and Stephanie Kohler.

Roll call was taken to approve the Personnel Report.

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

Nays: Mr. Bollinger, Ms. Eyrich, Mr. Groff

Motion Carried

**OTHER BUSINESS**

The Board discussed the possibility of holding a Special Board meeting on May 13, 2013, and concluded it was not necessary.

Mr. Heffner announced the donation of a padlock reference book from his own collection to the High School Lock Club.

Public Comment: Mr. Dax Funderburk commented on fund balance, the anticipated announcement of a new Superintendent, and thanked Dr. Handler for his service to the district.

**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 Mr. Groff, to adjourn the meeting at 8:47 p.m.  
Motion Carried

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Approved

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Nancy K. Krauss, Secretary  
Katharine Seip, Recording Secretary

