

**BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT
REGULAR BOARD MEETING MINUTES
High School Library
June 24, 2013
7:00 p.m.**

After the Committee of the Whole discussion, the regular meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 7:23 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: Mr. Andrew Potteiger, Assistant to the Superintendent, Mrs. Nancy Krauss, Business Manager/Board Secretary, Dr. Kathy Johnson, Middle School Principal, Mr. Robert Kurzweg, Athletic Director, 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

Visitors: Sue Komand, Mertztown, Rob Leibensberger, Mertztown, Denise Leibensberger, Mertztown, Rick Fegely, Mertztown, Toni Beam, Mertztown, Ron Sivergas, Mertztown, Shelly Sirvergas, Mertztown, Edward Carter, Topton, Tracy Fandl, Mertztown, Cindy Leibensperger, Topton, Vicki Miller, Fleetwood, Karen Sandum, Mertztown, Dylan Weaknecht, Mertztown, Becky Nissley, Mertztown, Kelsey Nissley, Mertztown.

ACKNOWLEDGEMENTS

On behalf of the Board, Mr. John Scheetz acknowledged the retirement of Ms. Linda Windish, Elementary Custodian, and presented her with a plaque of appreciation for 23 years dedicated service.

On behalf of the Board, Mr. John Scheetz recognized and congratulated the Brandywine Heights High School Girls Softball Team for winning the 2013 State PIAA Class AA Championship.

BOARD OF DIRECTORS REPORT

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

A. Minutes

To dispense with the reading and accept the minutes from the Regular Board Meeting held June 3, 2013 and the Special Board Meeting held June 13, 2013 as attached and marked Board A.

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

BCIU – Mrs. Huhn reported on the BCIU meeting held on June 18, 2013. Business included retirements, personnel issues and the approval of the BCIU Driver's Education Program, of which Brandywine Heights is a participating school. There is no meeting in July. The next meeting will be on August 15, 2013.

BCTC – Mr. Bollinger – No report. The next meeting will be on June 26, 2013.

Berks EIT/Berks TCC – Mrs. Lamaestra – No report. Looking ahead, Mrs. Lamaestra's seats on the TCC and EIT committees will become vacant once she completes her term as a Board of Director at the end of 2013. She announced if any board member wished to volunteer to take her place on the committee that they contact her for details and she would encourage them to attend a meeting to see what the position would involve. The next meeting will be on September 24, 2013 at 7:00 pm.

Council on Legislative Action – Mr. Heffner reported on current topics including House Bill 1141 which provides the reopening of school district budgets and more flexibility with funding; Senate Bill 922 and House Bill 1350 which addresses state pension reform.

Policy Committee – Mr. Groff – No Report.

Strategic Planning/Goals – Mrs. Huhn – No report.

Student Representatives – No report. Reports will continue on September 2013 after new student representatives are selected.

Roll call was taken to approve the Board of Directors Report.

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

Nays: None

Motion Carried

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

A motion was made by Mrs. Lamaestra, seconded by Mr. Rothermel to accept the Budget/ Finance/ Property/ Transportation Report. Mrs. Huhn requested a separate vote for Item G.

A. General Fund Bills

To approve general fund bills for the month of June totaling \$1,833,114 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills for the month of June totaling \$27,130.47 per attachment Budget B.

C. Financial Reports

To accept the following Financial Reports through May 31, 2013, unless otherwise noted (to be distributed at the meeting):

- 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 June 24, 2013 – no report
- f. Student Activity & Trust Fund – Budget C.f.

D. Supply Purchase Contracts

To award the 2013-2014 supply purchase contracts to the low bidders meeting specifications as bid through the Berks County Joint Purchasing Board per attachment marked Budget L, a-b: (Bid documents are available at BCIU.)

- a. Copy paper purchase contracts totaling \$20,948.40
- b. Food service paper products purchase contracts totaling \$3,654.23

E. Waste Removal Contract

To approve a contract with Stericycle of Northbrook, IL, for 2013-2014 Infectious and Chemotherapeutic Waste Removal at a cost of \$229.00/month (9 months \$2,061.00) as detailed in Budget E.

F. Insurance Coverage 2013-14

To approve the 2013-2014 Property and Casualty Insurance through the PSBA Insurance Trust for all coverage except Boiler and Machinery coverage through Hartford Steam Boiler as recommended by the District's insurance broker and detailed below for a total premium of \$90,274.00.

| Coverage | 2013-2014 | 2012-2013 | Difference |
|--------------------------------|-------------------|-------------------|-----------------|
| Package | \$55,444.00 | \$45,700.00 | \$9,744.00 |
| Automobile | \$7,776.00 | \$6,954.00 | \$822.00 |
| Boiler & Machinery | <u>\$3,939.00</u> | <u>\$3,893.00</u> | <u>\$46.00</u> |
| Subtotal | \$67,159.00 | \$56,547.00 | \$10,612.00 |
| Educator's Legal Liability | \$15,663.00 | \$14,239.00 | \$1,424.00 |
| Excess Liability (\$5 million) | <u>\$7,452.00</u> | <u>\$6,774.00</u> | <u>\$678.00</u> |
| Total | \$90,274.00 | \$77,560.00 | \$12,714.00 |

G. Preventative Maintenance Agreement for Refrigeration

To approve a preventative maintenance agreement for commercial refrigeration in the food service department with The Longacre Company of Bally, PA, as detailed in Budget G. at an annual cost of \$4,350.00.

H. School Food Service Product Quotations

To authorize the administration to seek quotations for the purchase of Milk and Milk Products, Ice Cream Products and Bread Products for the 2013/2014 school food program.

I. Special Education Contracts 2013-14

To approve Special Education contracts for services for the 2013-14 school year as follows:

- a. Ruth Scott Portonova of Berwyn, PA, for Vision, Orientation and Mobility Services at a cost of \$100/hour per Budget I.a.
- b. Austill's Rehabilitation Services, Inc. of Exton, PA, three-year addendum to contract for occupation and physical therapy services (year 1 OTR/PT \$58.69/hr., COTA \$47.20/hr., year 2 OTR/PT \$59.34/hr., COTA \$47.72/hr., and year 3 OTR/PT \$59.99/hr., COTA \$48.24/hr.) per Budget Ib.
- c. Devereux of Villanova, PA, for Extended School Year (ESY) program (July 1 – August 16, 2013) for one student at a cost of \$196.00 per day CBHS, \$9.00/15 min. I/DD Services, and \$75.00/hr. Clinical Services as detailed in Budget I.c.
- d. Sweet, Stevens, Katz & Williams – special counsel for matters related to special education as described in Budget I.d. at the following rates:
 - Routine matters attorney rate \$140/hr., legal assistant \$115/hr.
 - Non-routine matters attorney rate \$185/hr., legal assistant \$115/hr.

J. Permission to Dispose/Recycle Unneeded Technology Equipment

To approve Budget J - list of unneeded/unnecessary technology equipment and authorize the administration to recycle/dispose of the items.

K. Technology Equipment Purchase

To approve the purchase of the following instructional technology equipment:

- a. 75 wireless AV connectors from TeqAvit of Rancho Santa Margarita, CA, at a cost of \$16,125.00.
- b. 20 iMac computers from the Apple Store at a cost of \$24,480.40.
- c. 30 Lenovo laptops with 4G RAM for Project Lead the Way technology lab from Tech Depot at a cost of \$659.36 per laptop, total cost \$19,780.80 through TPCN cooperative purchase agreement Contract Number: R5113.
- d. 5 Lenovo desktop replacement computers with 4G RAM for High School office and TV studio from Tech Depot at a cost of \$606.24 per laptop, total cost \$3,031.20 through TPCN cooperative purchase agreement Contract Number: R5113.

L. Classroom Management Software

To approve the purchase of LanSchool classroom management software 3-year license from Higher Information Group of Harrisburg, PA, at a cost of \$6,263.84.

Roll call was taken to approve items A-F and H-L 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 item G of the Budget/ Finance/ Property/ Transportation Report.

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

Nays: Mrs. Huhn

Motion Carried

SUPERINTENDENT'S REPORT

A motion was made by Mrs. Lamaestra, seconded by Mr. Groff to accept the Superintendent's Report. Mr. Heffner requested a separate vote for item E.

A. Class of 2013-14 Graduates

Approve the list of 2013-14 Brandywine Heights High School Graduates as attached and marked Superintendent A.

B. Grades K-8 Library Curricula Approval

Approve the newly written K-8 Library Skills Curricula.

C. Grades 9-12 Library Curricula Approval

Approve the newly written 9-12 Information Literacy Library Curricula.

D. Elementary 1-5 Writing Instructional Materials Adoption

Adopt the Zaner Bloser Online Writing Center with 6 year access for Grades 1-3 at a cost of \$11,717.56 and Grades 4-5 at \$11,397.00 as a part of the 2013-14 Curriculum cycle budget as attached and marked Superintendent D. *This item was first introduced at the meeting held June 3, 2013.*

E. Elementary K-5 Language Arts Textbook Adoption

Adopt the Houghton Mifflin Harcourt Journeys Common Core Language Arts Program and student textbooks noted below for Elementary (K-3) and Intermediate (4-5) Schools as well as additional resources for Grades K-3 a cost of \$ 56,771.56 and Grades 4-5 at a cost of \$15,732.44 as part of the 2013-2014 curriculum cycle budget as attached and marked Superintendent E. *This item was first introduced at the meeting held June 3, 2013.*

- Journeys Common Core Kindergarten ©2014, Houghton Mifflin Harcourt ISBN 9780547913636
- Journeys Common Core Grade 1 ©2014, Houghton Mifflin Harcourt ISBN 9780547885001
- Journeys Common Core Grade 2 ©2014, Houghton Mifflin Harcourt ISBN 9780547885018
- Journeys Common Core Grade 3 ©2014, Houghton Mifflin Harcourt ISBN 9780547885025
- Journeys Common Core Grade 4©2014, Houghton Mifflin Harcourt ISBN 9780547880532
- Journeys Common Core Grade 5 ©2014, Houghton Mifflin Harcourt, ISBN: 9780547885049

Informational Reports

2013-14 Projected Enrollment Report

Roll call was taken to approve items A-D of 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

Roll call was taken to approve item E of the Superintendent's Report.

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

Rothermel, Mr. Scheetz

Nays: Mr. Heffner

Motion Carried

PERSONNEL REPORT

A motion was made by Mrs. Lamaestra, seconded by Mr. Groff to accept the Personnel Report. Mr. Groff requested item F be voted on separately.

A. Resignations/Retirements/Terminations

- a. Accept the resignation of Ms. Tammy Dunning, Custodian, effective June 14, 2013 as attached and marked Personnel A.a.
- b. Accept the resignation of Ms. Sue Merkel, Middle School Instructional Aide, effective June 7, 2013 as attached and marked Personnel A.b.
- c. Accept the retirement of Mr. Dennis Ward, Maintenance Mechanic, effective August 16, 2013 as attached and marked Personnel A.c.
- d. Accept the resignation of Ms. Sarah Sepkowski, High School Principal's Secretary, effective August 9, 2013 as attached and marked Personnel A.d.
- e. Accept the resignation of Mrs. Linda Adams, Intermediate/Middle School Custodian, effective June 29, 2013 as attached and marked Personnel A.e.

- f. Eliminate para-professional positions and lay-off existing para-professionals effective June 6, 2013 as attached and marked Personnel A.f.

B. Change of Status

- a. Professional Staff

| <u>Name</u> | <u>From</u> | <u>To</u> | <u>Effective</u> |
|------------------------|---|---|------------------|
| Mrs. Nancy Butt | FT ES Library | PT .6 ES Library | 2013-14 |
| Ms. Jessica Cammarano | FT HS Math | PT 5/8 HS Math | 2013-14 |
| Mrs. Erin Davis | FT IS Autistic Support | FT ES Learning Support | 2013-14 |
| Ms. Erin DeLong | FT HS English | PT 5/8 English | 2013-14 |
| Mrs. Joyce Esser | PT 3/8 MS FCS | PT 1/4 MS FCS | 2013-14 |
| Mrs. Lauren Farina | FT IS/MS Title I Rdg. | FT ES/IS Title I Reading | 2013-14 |
| Mr. Paul Gilbert | FT MS Art | PT .6 ES Art | 2013-14 |
| Mrs. Jenna Hart | FT ES/IS PE | PT 5/8 ES PE, 3/8 HS Math | 2013-14 |
| Mrs. Kathleen Hart | FT MS Reading | FT MS/IS Title I Reading | 2013-14 |
| Mrs. Stephanie Kelly | FT ES 2 nd Grade | FT IS 5 th Learn. Support (Sproat) | 2013-14 |
| Mrs. Karen Krumanocker | FT ES Computer | FT ES/IS Computer | 2013-14 |
| Mrs. Cathy Ohl | FT ES 3 rd Grade | FT ES 2 nd Grade (Kelly) | 2013-14 |
| | <i>(Grade 3 classroom was eliminated)</i> | | |
| Mrs. Kathleen Rabert | FT ES Art | FT IS/MS Art | 2013-14 |
| Mrs. Lisa Turner | FT ES Kindergarten | FT ES 1 st Grade | 2013-14 |
| | <i>(Grade K classroom was eliminated)</i> | | |
| Mrs. Angela Warsing | PT 5/8 HS Spanish | PT 1/4 HS Spanish | 2013-14 |

- b. Support Staff – None

C. Appointments

- a. Professional Staff – None

- b. Support Staff – None

- c. Long Term Substitute – Professional

| <u>Name</u> | <u>Position</u> | <u>Rate</u> | <u>Effective</u> |
|---------------------|--------------------------------|-------------|------------------|
| Ms. Jill Branch | 4 th Grade (Keller) | B, Step 1 | 2013-14 |
| Ms. Erin DeLong | PT 3/8 HS English (Paxson) | B, Step 1 | 2013-14 |
| Mrs. Andrea Meyers | HS Science/Chem. (Babb) | B, Step 1 | 2013-14 |
| Mrs. Angela Warsing | PT 3/4 HS Soc. St. (Angstadt) | M, Step 1 | 2013-14 |

- d. Short Term Substitute – Professional – None

- e. Additional Co-Curricular Appointments – Salaries to be determined per contract settlement. – None

- f. Additional Co-Curricular Athletic Appointments as attached and marked Personnel C.f. – Salaries to be determined per contract settlement.

| <u>Name</u> | <u>Position</u> | <u>Rate</u> | <u>Effective</u> |
|-----------------------|------------------------------------|-------------|------------------|
| Ms. Erin DeLong | HS Girls' Cheer Head Coach | \$3,132 | 2013-14 |
| Mrs. Angela Warsing | HS Girls' Cheer Asst. Coach | \$1,380 | 2013-14 |
| Ms. Taryn Winterburn | HS Girls' Cheer Asst. Coach | \$1,000 | 2013-14 |
| Ms. Jessica Lapinski | HS Girls' Cheer Asst. Coach | \$ 500 | 2013-14 |
| Mr. Guy Miller | HS Girls' Soccer Head Coach | \$4,920 | 2013-14 |
| Mr. Brian Keeney | HS Girls' Soccer Asst. Coach | \$2,714 | 2013-14 |
| Ms. Amanda Johnsen | HS Girls' Soccer Asst. Coach | \$1,100 | 2013-14 |
| Mr. Matthew Donato | HS Girls' Tennis Head Coach | \$4,032 | 2013-14 |
| Mr. Benjamin Stephens | HS Girls' Tennis Asst. Coach | \$1,995 | 2013-14 |
| Ms. Jessica Franko | HS Girls' Volleyball Head Coach | \$3,226 | 2013-14 |
| Mr. Brent Gechter | HS Girls' Volleyball Asst. Coach | \$2,100 | 2013-14 |
| Ms. Eden Reichard | HS Girls' Volleyball Asst. Coach | \$1,000 | 2013-14 |
| Ms. Jessica Cammarano | MS Girls' Field Hockey Asst. Coach | \$1,411 | 2013-14 |
| Mr. Ryan Wehr | HS Boys' Basketball Head Coach | \$6,344 | 2013-14 |
| Mr. Eric Luckenbill | HS Boys' Basketball Asst. Coach | \$4,386 | 2013-14 |

D. Approval of additions to the Substitute Lists

- a. Professional Substitutes – None

- b. Support Staff Substitutes

Mr. Robert Kresley, Custodial Substitute (pending clearances)
Mr. Harold Madeira, Custodial Substitute

E. **Leaves – None**

F. **Absence Without Pay**

Approve employee days without pay for 2012-13 as attached and marked Personnel F (to be distributed at the meeting).

G. **Other Personnel Items**

- a. Approve the Act 93 Administrator Agreement effective July 1, 2013 through June 30, 2016 as attached and marked Personnel G.a.
- b. Approve the 2013-14 salaries for the Act 93 Administrators, Business Manager and Non-Union personnel as attached and marked G.b.
- c. Approve the 2013-14 Starting Rates for LPN Aide as \$15.00/hr.
- d. To appoint the title of interim “Acting Superintendent” to Mr. Andrew M. Potteiger, Assistant to the Superintendent, beginning July 1, 2013 until August 5, 2013 when it is anticipated a Superintendent is recommended and board approved.

Roll call was taken to approve items A-E and G of the Personnel Report.

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

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

Motion Carried

Roll call was taken to approve item F of the Personnel Report.

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

Nays: None

Abstain: Mr. Groff

Motion Carried

OTHER BUSINESS

A motion was made by Mr. Groff, seconded by Ms. Eyrich to accept Other Business.

A. **Additional Summer Work Days**

Approve Psychologists, Guidance Counselors and the Registration/PIMS Secretary to work up to the following number of days to fulfill summer related work from July 1, 2013 to June 30, 2014:

| <u>Name</u> | <u>Position</u> | <u>Days</u> |
|-------------------------|-----------------------------|-------------|
| Mr. Matthew Smith | Secondary Psychologist | 10 |
| Ms. Maureen Marcellus | Elementary Psychologist | 10 |
| Mrs. Rosanne Kegerise | Registration/PIMS Secretary | 10 |
| Mr. David Favata | HS Guidance Counselor | 9 |
| Mrs. Kelly Pearsall | HS Guidance Counselor | 9 |
| Mr. Robert Allison | HS Guidance Counselor | 2 |
| Mr. Lawrence Schumacher | MS Guidance Counselor | 3 |
| Mrs. Heather Kulp | IS Guidance Counselor | 2 |
| Mr. Doug Felegy | ES Guidance Counselor | 2 |

B. **Tenure**

To grant tenure to the following professional employees:

| | |
|-----------------------|--------------------------|
| Mr. Nathaniel Bentley | MS Life Skills |
| Ms. Christa Heagerty | HS Science |
| Ms. Sarah Malecki | ES 2 nd Grade |
| Mrs. Kristina Perry | HS Learning Support |
| Mrs. Lisa Turner | ES 1 st Grade |
| Mr. Ryan Wehr | HS Learning Support |

Mr. Heffner announced that Ms. Cheryl Eyrich had received many write-in votes during the preliminary election and accepted her nomination to be a candidate for School Board Director on the November 2013 ballot.

On behalf of the Board, Mr. Heffner plans to draft a resolution in support of the Property Tax Independence Act for Board consideration on August 5, 2013. If available, Mr. David Baldinger of the Pennsylvania Tax Payers Cyber Coalition (PTCC) will present information about the Act at the August 5, 2013 meeting.

Roll call was taken to approve Other Business.

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

Nays: None

Motion Carried

ADJOURNMENT

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

A motion was made by Mr. Groff, seconded by Mrs. Lamaestra, to adjourn the meeting at 7:40 p.m.

Motion Carried

Approved

Nancy K. Krauss, Secretary
Katharine Seip, Recording Secretary