

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

**August 5, 2013**

The regular meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:00 p.m. by President John Scheetz.

The meeting opened with Pledge of Allegiance.

**Recording Secretary called the roll:** Mr. Bollinger, Ms. Eyrich, Mr. Heffner, Mrs. Huhn, Mrs. Lamaestra, Mrs. MacMillan, Mr. Rothermel, Mr. Scheetz  
Absent: Mr. Groff

**Administration Present:** Mr. Andrew Potteiger, Interim Superintendent, Mrs. Nancy Krauss, Business Manager/Board Secretary, Dr. Kathy Johnson, Middle School Principal, 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.

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

**Visitors:** Reymon Astacio, BTI Intern of Sinking Spring, Dylan Weaknecht, Mertztown, Edward Carter, Topton, Ellen Grossman, Topton, David Baldinger, Richard Krumrine, Malvern

Mr. Scheetz announced there were executive sessions held on June 24, 2013 at 9:00 p.m., July 25, 2013 at 6:00 p.m. and July 29, 2013 at 7:00 p.m. to discuss contracts, negotiations and personnel issues. Mr. Scheetz also announced there would be an executive session held after the August 5, 2013 meeting to discuss contracts and personnel.

Mr. Scheetz announced a modified meeting format to include administrative presentation, discussion, motion and voting on each section of the agenda, rather than a discussion of the entire agenda followed by the voting.

**PRESENTATIONS**

Elimination of Property Tax – Mr. David Baldinger of the Pennsylvania Tax Payers Cyber Coalition (PTCC)  
SOS Paraprofessional Update – Mr. Richard Krumrine, Vice President, SOS Group Inc.  
Technology Presentation – Mr. Thomas Voelker

**BOARD OF DIRECTORS REPORT**

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

**A. Minutes**

To dispense with the reading and accept the minutes as corrected (BCTC Report corrected to change next meeting date to 6/26/13) from the Regular Board Meeting held June 24, 2013 as attached and marked Board A.

**B. Resolution**

Approve a Resolution of the Brandywine Heights Area School District Board of School Directors in support of the Property Tax Independence Act as attached and marked Board B.

**C. First Reading of Policies**

Approve the first reading of the following policies as attached and marked Board C:

- a. Policy 006.2 Attendance at Meetings via Electronic Communications
- b. Policy 218 Student Discipline

- c. Policy 339 Uncompensated Leave, Administrative Employees (revised)
- d. Policy 439 Uncompensated Leave, Professional Employees (revised)
- e. Policy 539 Uncompensated Leave, Classified Employees (revised)
- f. Policy 815 Technology Acceptable Use Policy (revised) – to be implemented after approval of first reading

**D. Appointment of PSBA Voting Delegate**

Appoint Mr. John Scheetz as the voting delegate to attend the PASA/PSBA State Leadership Conference on October 18, 2013 in Hershey, PA.

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

**BCIU – Mrs. Huhn**– No report. The next meeting will be on August 15, 2013.

**BCTC – Mr. Bollinger** reported on the meeting held on June 26, 2013. Business included the reading of a new policy on food allergies, the approval of the insurance broker of record, transfer of adult education to the West Center, personnel issues including the elimination of the Director of Continuing Education, revision of the BCTC Organizational Chart, and approval of 2013-14 lunch prices. The next meeting will be on August 28, 2013.

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

**Council on Legislative Action – Mr. Heffner** shared that there are legislative concerns about the Common Core Standards. There is a push for more local control of curriculum, rejection of the national standardization of assessments, and assurance that student privacy is maintained without additional data reported to the government. The issue is not yet resolved and the Board and administrators should continue to remain informed.

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

**Strategic Planning/Goals – Mrs. Huhn** – No Report. Ms. Huhn noted that the strategic goals of the Superintendent are currently under review, and she suggested the Board schedule the annual goal-setting workshop soon.

The Board discussed item B, Resolution for Property Tax Reform, and concluded more time is needed to consider the resolution.

A motion was made by Mr. Heffner, and seconded by Mr. Bollinger to table item B.

Roll call was taken to table item B Resolution to Support Property Tax Independence Act of the Board of Directors Report.

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

Nays: Ms. Eyrich, Mr. Scheetz

Absent: Mr. Groff

Motion Carried – Item B Resolution to Support Property Tax Independence Act tabled.

The Board discussed Policies 339, 439 and 539 on Uncompensated Leave. Mr. Potteiger explained that the policy revision defines a short-term (less than 5 days) and long-term (more than 5 days) uncompensated leave of absence. The policies would allow administration to approve short term uncompensated leave, therefore eliminating the need for the Board to approve all uncompensated leave days. The Board will continue to approve unpaid leave of absences that exceed 5 days. Mrs. Huhn questioned why employees might request to use unpaid days if they have paid days available for use. Mr. Stott clarified the use of uncompensated leaves as it pertains to past practice and bargaining agreements, considering the term of employment and job classification. The Board added language to the policy stating uncompensated leave shall be granted in accordance with the provisions of the collective bargaining agreement and all other leaves must be exhausted prior to approving uncompensated leave.

Public Comment – Mrs. Heidi Porr, elementary teacher, shared with the Board that for teachers there is a limit to using more than three personal days within one year, which may prompt the request for an unpaid day.

The administration addressed questions and accepted minor revisions to 815 Technology Acceptable Use Policy. The policy revision includes attachments relative to the K-8 tablet initiative, with letters to parents describing the optional student technology fee, and letters to address accidental and malicious damage.

Roll call was taken to approve items A, and C-D of the Board of Directors Report.

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

Absent: Mr. Groff

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.

**A. General Fund Bills**

Approve general fund bills for the month of July totaling \$1,221,822.91 marked Budget A.

**B. Food Service Bills**

Approve food service fund bills for the month of July totaling \$5,694.24 marked Budget B.

**C. Financial Reports**

To accept the following Financial Reports through June 30, 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 – No report.
- f. Student Activity & Trust Fund – No report.

**D. Budget Transfers**

To approve the 2012-2013 closing budget transfers per attachment marked Budget D.

**E. Sewing Machine Service Contract**

To contract with Don Kauffman's Sewing Machines of Temple, PA, to service sewing machines at a cost of \$27.00 per machine, estimated total cost for 17 machines is \$378.00 per Budget E.

**F. Security Camera Installation/Replacement**

Approve the purchase and installation of one replacement camera and monitor for the Special Education entrance at the Intermediate/Middle School security system from Protect Alarms of Allentown, PA, at a cost of \$1,625.00 as detailed in Budget F.

**G. Agreement with Longswamp Learning Center**

Approve the agreement with Longswamp Learning Center to operate before and after school child care at the Elementary School for the 2013-2014 school year as detailed in Budget G.

**H. Microsoft Server Product Purchasing Group Participation Agreement**

Approve the Microsoft Server Product Purchasing Group Participation Agreement with the Lancaster-Lebanon Intermediate Unit 13 for a three-year Microsoft Server Platform Academic Volume Licensing Program as detailed in Budget H.

**I. Food Service Supply Vendors**

Approve the following vendors for the purchase of Food and Non-Food Products, Milk and Milk Products, Fruit Juice Products, Ice Cream Products, and Bread Products for the 2013/2014 school food program. Budget I.

Food and Non-Food Product Quote: ESPN Joint Cooperative Bid: US Foods of Allentown, PA and Feeser's Food Distributors of Harrisburg, PA 17111

Milk and Juice Products Quote: Clover Farms Dairy of Reading, PA

Ice Cream Quote: Jack & Jill of Mooresville, NJ

Bread Quote: Morabito Baking Company of Norristown, PA

Mrs. Krauss announced the local auditors will be on site between August 16-21, 2013 for field work for the 2012-13 audit. The state auditors will be auditing 2010-11 and 2011-12 beginning on August 14, 2013.

Mr. Potteiger answered questions posed by Mrs. Huhn relative to the Longswamp Learning Center (LLC) agreement, specifically the reference of LLC staff and facilities.

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

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

Absent: Mr. Groff

Nays: None

Motion Carried

## **SUPERINTENDENT'S REPORT**

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

### **A. K-5 English Language Arts Curricula**

Approve the K-5 English Language Arts Curricula as attached and marked Superintendent A.

### **B. Technology Fee**

To allow administration to establish an optional annual technology fee (\$10 per student for 2013-14) for students for use of district provided devices for curricular implementation as described in Superintendent B.

### **C. Third Grade Position**

Approve the addition of a Third Grade position for the 2013-14 school year due to increased enrollment

### **D. Settlement Agreement**

Approve a Settlement Agreement and Release for an out-of district placement for a student in an attached and marked Superintendent D.

### **Accept the following Informational Reports**

2013-14 Enrollment Report

Technology Report – Mr. Thomas Voelker

Mr. Potteiger acknowledged Brandywine Heights and BCTC student, Aaron Kilgus, who earned silver in the Skills USA competition with a public service announcement promoting BCTC.

Relative to the Technology fee, Mrs. MacMillan encouraged the administration to communicate estimated technology equipment replacement fees. Mr. Rothermel suggested the reference to a price range not to exceed a specified amount. Mr. Voelker and the administrative team will generate a parts replacement list with approximate pricing. Mrs. Huhn suggested the parent sign-off clearly state it is optional. Mr. Voelker plans to meet with parents on scheduled parent nights to explain the technology initiative and answer questions in person so parents have a clear understanding of the student, district and parent responsibilities.

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

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

Nays: None

Absent: Mr. Groff

Motion Carried

## **PERSONNEL REPORT**

A motion was made by Mrs. Lamaestra, seconded by Mr. Bollinger to accept the Personnel Report. Mr. Heffner requested item C.f. be voted on separately. Mrs. Huhn requested that item F.c. be voted on separately.

**A. Resignations/Retirements/Terminations**

- a. Accept the resignation of Mrs. Debby Sabastro, High School Guidance Secretary, effective August 13, 2013, as attached and marked Personnel A.a.
- b. Accept the retirement of Mrs. Kathy Hassler, Secretary to the Business Manager, effective September 5, 2013, as attached and marked Personnel A.b.
- c. Accept the resignation of Mrs. Kellen Gault, Elementary Teacher, effective July 15, 2013, as attached and marked Personnel A.c.
- d. Accept the retirement of Mr. Larry Kern, Middle School Custodian, effective June 28, 2013, as attached and marked Personnel A.d.
- e. Accept the resignation of Ms. Barbara Nester, High School Cook, effective June 6, 2013 as attached and marked Personnel A.e.
- f. Accept the resignation of Maurine Marcellus, School Psychologist, effective September 3, 2013 as attached and marked Personnel A.f.

**B. Change of Status**

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

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Mr. Dale Schlegel	FT ES 2 <sup>nd</sup> Shift Custodian	FT MS 2 <sup>nd</sup> Shift Custodian	7/1/2013
Ms. Lori Miller	10-Month High School Attendance Secretary	FT High School Guidance Secretary	8/19/2013

- c. Approve reduction in hours beginning with the 2013/14 school year for the following support staff positions:

Position	Hours/day 2013/14	Hours/day 2012/13	Current Employee
ES Part-time Recess Aide	2.5	4	Bower, Donna
ES Part-time Recess Aide	2.5	4	Kowoleski, Paige
ES Part-time Library Aide	3	5	Karom, Pamela
MS Office Part-time Aide	5.75	6	Hafer, Connie
IS/MS Part-time Cafeteria Worker	5.75	6	Frederic, Susan
ES Part-time Cafeteria Worker	5.75	6	Lebo, Donna
ES Part-time Cafeteria Worker	5.75	6	Arndt, Mary

**C. Appointments**

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

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Ms. Sarah Brown	SWEAP Program Paraprofessional (replaced Ms. Kayla Peters)	\$9.50/hr	retro 6/24/2013– 7/31/2013
Mr. David Roth	Maintenance Mechanic	\$15.00/8hr	8/12/2013
Ms. Wanda Zierdt	PT 2 <sup>nd</sup> Shift MS Custodian	\$9.50/4hr	8/5/2013
Mrs. Nicole Henne-Brown	HS Principal Secretary	\$12.50/7.5hr	TBA pending clearances
Mrs. Judelka Grande	10-Month High School Attendance Secretary	\$12.50/7.5hr	TBA pending clearances
Ms. Ilyse Moyer	Business Manager’s Secretary	\$16.85/8hr	on or after 8/20/2013 pending clearances

- c. Long Term Substitute – Professional

Ms. Jessica Benner	HS LTS English (Paxson)	B, Step 1	2013-14
Ms. Marlise Shipe	HS LTS Learning Support 1 <sup>st</sup> Semester (Sanders)	M, Step 1	8/21/2013– 1/16/2014

- d. Short Term Substitute – Professional – None
- e. Co-Curricular Appointments – Salaries to be determined per contract settlement. – None

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

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

- a. Professional Substitutes for 2013-14 as attached and marked Personnel D.a.
- b. Support Staff Substitutes  
Ms. Tammy Dunning, Custodial Substitute (retro to 6/17/2013)

**E. Leaves**

- a. Approve the request for a maternity leave of absence for Mrs. Janelle Moser, Elementary Special Education Teacher, from August 26, 2013 through approximately September 30, 2013 as attached and marked Personnel E.a.
- b. Approve the request for FMLA maternity leave of absence for Mrs. Lauren Zuidema, Elementary/Intermediate Principal, from approximately September 30, 2013 through January 2, 2014 as attached and marked Personnel E.b.
- c. Approve the request for FMLA maternity leave of absence for Mrs. Karen Fluharty, Elementary School First Grade Teacher, from approximately September 30, 2013 through January 2, 2014 as attached and marked Personnel E.c.
- d. Approve the request for an unpaid leave of absence from Mr. Daniel Troxel, Part Time Custodian, from July 1, 2013 through August 12, 2013 as attached and marked Personnel E.d.

**F. Other Personnel Items**

- a. Approve the 2013-14 salary for Elementary/Intermediate Principal as \$86,785 which is a correction to the June 24, 2013 Administrator salary grid.
- b. Approve removal of Shelly Adam from the part-time van driver position effective with the 2013/2014 school year due to a conflict in hours with her part-time cafeteria worker position.
- c. To elect Mr. Andrew M. Potteiger as Superintendent of Schools for a three year term effective August 6, 2013 through August 5, 2016. Be it further resolved that the appropriate officers are hereby authorized to enter into a three year employment agreement with Mr. Potteiger as attached and made a part of this resolution except Exhibit B Performance Standards which are under review.

Roll call was taken to approve items A-C.e., and D-F.b. of the Personnel Report.

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

Nays: None

Absent: Mr. Groff

Motion Carried

Roll call was taken to approve item C.f. Co-Curricular Appointments of the Personnel Report.

Yeas: Mr. Bollinger, Mrs. Huhn, Mrs. Lamaestra, Mrs. MacMillan, Mr. Rothermel

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

Absent: Mr. Groff

Motion Carried

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

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

Nays: None

Absent: Mr. Groff

Motion Carried

**OTHER BUSINESS**

A motion was made by Mrs. Lamaestra, seconded by Ms. Eyrich to accept Other Business.

**A. Charter School Hearing Process**

Established Tuesday, September 3, 2013 at 6:00 p.m. in the High School Auditorium for the Pennsylvania Autism Charter School Hearing.

**B. Legal Council for Charter School Hearing**

Approve Masano & Bradley, Attorneys at Law of Birdsboro, PA, to provide the district administration legal counsel involving the PA Autism Charter School application and hearing.

Mr. Stott explained the process and deadlines for the Autism Charter School Hearing.

The Board canceled the Committee of the Whole discussion scheduled for August 26, 2013. The next School Board meeting will be on September 9, 2013 at 6:00 p.m. in the High School Library.

Roll call was taken to approve Other Business.

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

Nays: None

Absent: Mr. Groff

Motion Carried

#### **ADJOURNMENT**

Mr. Scheetz announced there would be an executive session immediately following the meeting to discuss contracts and personnel issues.

A motion was made by Mrs. Lamaestra, seconded by Mr. Bollinger, to adjourn the meeting at 9:35 p.m.

Motion Carried

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Approved

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Nancy K. Krauss, Secretary  
Katharine Seip, Recording Secretary