

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

October 7, 2013

The regular meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 7:10 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. Scheetz
Absent: Mr. Rothermel

Administration Present: Mr. Andrew Potteiger, Superintendent, Mrs. Nancy Krauss, Business Manager/Board Secretary, Mrs. Ruth Bloom, Acting Elementary/Intermediate Principal, Mrs. Mary Darrach, Director of Special Education, Mrs. Carolyn Hanych, Director of Brandywine Virtual Academy, Dr. Kathy Johnson, Middle School Principal, Mrs. Heather Piperato, High School Principal, Mr. Thomas Voelker, Director of Curriculum, Instruction and Technology, Mr. Michael Wetzell, Director of Buildings and Grounds, Mr. Josh Ziatyk, Assistant High School Principal.

Solicitor: Mr. John Stott, Esquire

Visitors: Kaye Sward, Topton, Ellen Grossman, Topton.

BOARD OF DIRECTORS REPORT

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

A. Approval of Minutes

To dispense with the reading and accept the minutes from the Special Board Meeting held September 3, 2013, the Regular Board Meeting held September 9, 2013, and the Special Board Meeting held September 19, 2013 as attached and marked Board A.

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

BCIU – Mrs. Huhn reported on the meeting held September 19, 2013. She announced a Writing Seminar on January 27, 2013 and the 5th Annual Keeping Kids Safe Symposium on November 20, 2013. Business included the second reading of policies, including the approval of a policy for part-time employees which offers them the option to opt-out of the PSERS retirement and alternatively in its place the BCIU will set-up an IRA account with an initial contribution of \$100. Additional business included the authorization of agreements for consultation services for different school districts, Title I services for Brandywine Heights and other districts, and the renewal of transportation contracts. Mrs. Huhn noted that the approval of several long term contracts and grants provides funding stability for the BCIU given the major cuts on the federal and state level. The next meeting is scheduled for October 17, 2013.

BCTC – Mr. Bollinger reported on the meeting held on September 25, 2013. Several students were recognized for their achievements at the Skills USA competition, including Aaron Kilgus, a Brandywine Student who won second place at the competition. Business included the approval of the administrative director's salary and the approval of a dual enrollment agreement between BCTC and RACC. The Negotiations Committee approved the collective bargaining agreement between BCTC's Joint Operating Committee and the Berks Career & Technology Center Educators' Association (BCTCEA) effective July 1, 2013 to June 30, 2018. Other business included and review of the 2013-14 BCTC School Improvement plan. The next meeting is scheduled for October 23, 2013.

Berks EIT/Berks TCC – Mrs. Lamaestra reported on the Berks EIT meeting held on September 24, 2013. Discussion focused on whether the Berks EIT and TCC should merge. At this time the legal aspects of the merge are being explored. A committee was also formed to determine if the two should merge. There has not been a

TCC meeting this year because it has been difficult to obtain a quorum. Mrs. Lamaestra announced if any board member wished 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 Berks EIT meeting will be on November 26, 2013 at 6:30 pm.

Council on Legislative Action – Mr. Heffner no report. However, Mr. Heffner noted schools in Pennsylvania are no longer required to meet AYP (Adequate Yearly Progress) as the evaluation procedures have changed.

Mr. Potteiger added that Pennsylvania applied to the federal government for an NCLB waiver and was granted to change the state school achievement and evaluation method to a new evaluative system called the School Performance Profile. Details of this new evaluation system will be presented to the Board at the Committee of the Whole meeting scheduled for October 28, 2013.

Policy Committee – Mr. Groff – No Report.

Strategic Planning/Goals – Mrs. Huhn –Mrs. Huhn reminded the board of the upcoming Goals meeting scheduled for October 9, 2013 at 6:00 pm.

Student Representatives – Tyler Reign and Matei Jordache

Mrs. Piperato introduced the new student representatives, Tyler Reign and Matei Jordache, who were elected by their peers. They reported the start of school went smoothly and Homecoming festivities went well. There was a special visit from Senator Judy Schwank that morning for Social Studies classes. Looking ahead, the Brandywine Minstrel's will perform "Swingin' Safari" from November 7-10, 2013.

Mr. Scheetz made a general announcement requesting board members consider serving as either the Berks EIT/TCC representative or the BCTC JOC (Joint Operating Committee) representative or alternate, as those positions will soon be vacant as board member terms expire December 3, 2013.

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

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

Nays: None

Absent: Mr. Rothermel

Motion Carried

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

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

A. General Fund Bills

To approve general fund bills for the month of September totaling \$1,276,242.08 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills for the month of September totaling \$22,424.95 per attachment Budget B.

C. Financial Reports

To accept the following Financial Reports through August 31, 2013, unless otherwise noted:

1. General Fund - Revenue /Expenditure/Fund Balance – C.1.
2. Food Service Fund - Revenue /Expenditure – C.2.
3. Construction Fund - Revenue/Expenditure – C.3.
4. General Fund Schedule of Outstanding Investments - Budget C.4.
5. Student Activity & Trust Fund – No report.

D. Dental Plan Renewal

To approve renewing United Concordia of Harrisburg, PA, as dental plan administrator for calendar year 2014 with no change in the fee of \$2.30 per employee per month.

E. Special Education Services Agreement with BCIU

To approve a contract with the BCIU for Special Education Services for 2013-14 school year at an estimated cost \$27,339.00 as detailed in Budget E.

F. Speech Language Pathologist Services Contract

To contract with Sunbelt Staffing of Oldsmar, FL, to provide 15 hours per week of Speech Language Pathologist services at a cost of \$74.00 per hour as detailed in Budget F.

G. 403(b) Plan Administration

To approve TSA Consulting Group of Ft. Walton Beach, FL, as the district’s 403(b) plan administrator effective October 2013 at no cost to the district as detailed in Budget G.

H. Lighting Bid Participation

To authorize participation in the Lancaster-Lebanon IU#13 Lighting Bid, Budget H.

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

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

Nays: None

Absent: Mr. Rothermel

Motion Carried

SUPERINTENDENT’S REPORT

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

A. MOU with PA State Police

Accept the Memorandum of Understanding between the Pennsylvania State Police and Brandywine Heights Area School District effective June 30, 2013 – June 30, 2015 as attached and marked Superintendent A.

B. Conference Attendance

Approve Mr. Andrew Potteiger, Superintendent, to attend the Berks County Superintendents’ Academy in Washington, D.C. from October 30-31, 2013 for the cost of mileage.

C. Accept the following Informational Reports and make them part of the minutes.

Elementary & Intermediate Schools - Mrs. Bloom

Middle School - Dr. Johnson

High School - Mrs. Piperato

Athletic Report – Mr. Kurzweg

Instructional Technology Report – Mr. Voelker

Enrollment Report

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

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

Nays: None

Absent: Mr. Rothermel

Motion Carried

PERSONNEL REPORT

A motion was made by Mrs. Lamaestra, seconded by Mr. Groff to accept the Personnel Report.

A. Resignations/Retirements/Terminations

- 1. Accept the resignation of Mrs. Nicole Henne-Brown, High School Principal Secretary effective October 4, 2013 as attached and marked Personnel A.1.

B. Change of Status

- 1. Professional Staff

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Mrs. Angela Warsing	1/4 HS Social Studies	5/8 HS Social Studies	10/8/2013
Mrs. Shannon Burghardt	FT HS Social Studies	5/8 HS Social Studies	10/8/2013

- 2. Support Staff – None

C. Appointments

- 1. Professional Staff

Appoint Ms. Karen Long to the position of Elementary/Intermediate Assistant Principal for a salary of \$77,500 effective as soon as possible pending availability and clearances as attached and marked Personnel C.1.

- 2. Support Staff – None

- 3. Long Term Substitute – Professional – None

- 4. Short Term Substitute – Professional

Ms. Noreen Cosgrove	ES STS Spec Ed (Moser)	\$125/day	8/26/13-10/23/2013 (approximate)
---------------------	------------------------	-----------	-------------------------------------

5. Co-Curricular Appointments as attached and marked Personnel C.5. – Salaries to be determined per contract settlement.
6. Co-Curricular Athletic Appointments – None

D. Approval of additions to the Substitute Lists

1. Professional Substitutes for 2013-14: Ms. Lindsey Graybill, K-6 Elementary
Ms. Rebecca Werstler, 7-12 English
2. Support Staff Substitutes – None

E. Leaves

1. Approve the request to extend the maternity leave of absence for Mrs. Janelle Moser, Elementary Special Education Teacher, through approximately October 23, 2013 as attached and marked Personnel E.1.

F. Other Personnel Items

1. Approve Ms. Marlise Kotrosits as a High School Supplementary Support/In-Home Tutor for two hours per week at \$25/hr. effective September 23, 2013 as attached and marked Personnel F.1.
2. Approve the following teachers to serve as Mentors to New Teachers:
Mr. James Beck, HS English (Ms. Jessica Benner, LTS HS English)
Mrs. Lisa Ehrets, HS Social Studies (Mrs. Shannon Burghardt, HS Social Studies)
Mrs. Brenda Hovis, ES Learning Support (Mrs. Janelle Moser, ES K-1 Learning Support)
Mrs. Anne Moll, HS Learning Support (Ms. Marlise Kotrositz, LTS HS Learning Support)
Mr. Matthew Smith, School Psychologist (Ms. Mila Hendrickson, School Psychologist)
Mrs. Michelle Thompson, MS English (Ms. Kathryn Small, LTS 8th English)
Mrs. Lyndsay Levengood, IS Learning Support (Mrs. Stephanie Kelly, IS Learning Support)
3. Approve Mr. Nathaniel Bentley, Middle School Special Education Teacher, as a Home Bound Instructor for the 2013-14 school year.

Roll call was taken to approve items on the Personnel Report.

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

Nays: None

Absent: Mr. Rothermel

Motion Carried

OTHER BUSINESS

Mr. Potteiger announced there will be a presentation on the School Performance Profile and discussion about the Charter School Application at the October 28, 2013 Committee of the Whole meeting.

Mr. Potteiger reminded the Board that their decision about the PA Autism Charter School Application will be an item on the November 4, 2013 meeting agenda with discussion at the October 28, 2013 Committee of the Whole meeting.

ADJOURNMENT

Mr. Scheetz announced there would be an executive session after the meeting to discuss personnel and contract issues. He also announced that an executive session was held after the special meeting on September 19, 2013 to discuss personnel, legal issues and negotiations.

A motion was made by Mr. Heffner, seconded by Ms. Eyrich, to adjourn the meeting at 7:39 p.m.

Motion Carried

Approved

Nancy K. Krauss, Board Secretary
Katharine K. Seip, Recording Secretary