

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

December 3, 2013

The Reorganization and Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:02 p.m. by Treasurer Bryan Rothermel.

The meeting opened with Pledge of Allegiance.

**Recording Secretary called the roll:**

<u>✓</u> Mr. Bieber (newly elected)	<u>✓</u> Ms. Eyrich (reelected)	<u>✓</u> Mr. Groff (holdover)
<u>✓</u> Mrs. Grossman (newly elected)	<u>✓</u> Mr. Heffner (holdover)	<u>✓</u> Mrs. Huhn (holdover)
<u>✓</u> Mrs. MacMillan (reelected)	<u>✓</u> Mr. Porr (newly elected)	<u>✓</u> Mr. Rothermel (holdover)

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

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

**Visitors:** Dax Funderburk, Mertztown, Tracy Fandl, Mertztown, Edward Carter, Mertztown.

**ANNOUNCEMENT OF ELECTION RESULTS**

Mr. Rothermel announced the following individuals elected to the Brandywine Heights Area School District Board of Directors at the annual election held November 7, 2013:

Mr. David Bieber, 4 year term to expire December 2017  
Ms. Cheryl Eyrich, incumbent, 4 year term to expire December 2017  
Mrs. Ellen Grossman, 4 year term to expire December 2017  
Mrs. Christine MacMillan, incumbent, 2 year term to expire December 2015  
Mr. Travis Porr, 4 year term to expire December 2017

**REORGANIZATION**

**Election of a Temporary President**

A motion was made by Ms. Eyrich to nominate Mr. Rothermel as the Temporary President.

There were no other nominations.

A motion was made by Mrs. Huhn, seconded by Mr. Groff to close the nominations and to have the secretary cast a unanimous ballot for Mr. Rothermel as the Temporary President.

Motion carried with all yeas.

**Administration of the Oath**

Mr. Rothermel, Temporary President, administered the oath for newly elected and reelected board members:  
I do solemnly swear that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity.

### **Procedural Notes**

Mr. Rothermel reminded the Board of the following Reorganization Procedural Notes:

1. Nominations do not require a second.
2. If only one person is nominated for a position, there needs to be a motion and second for the Secretary to cast a unanimous ballot for the person nominated.
3. If more than one person is nominated for a position there needs to be a roll call vote with members stating the name of the person they are voting for.

### **Election of President**

A motion was made by Mrs. Eyrich to nominate Mr. Heffner as President.

There were no other nominations.

A motion was made by Mrs. Huhn, seconded by Mrs. MacMillan to close the nominations and to have the secretary cast a unanimous ballot for Mr. Heffner as the President.

Motion carried with all yeas. The new President, Mr. Heffner, accepted and took the chair.

### **Election of Vice President.**

A motion was made by Mrs. Eyrich to nominate Mrs. Huhn as Vice President.

There were no other nominations.

A motion was made by Mr. Rothermel, seconded by Mr. Groff to close the nominations and to have the secretary cast a unanimous ballot for Ms. Huhn as the Vice President.

Motion carried with all yeas.

### **APPOINTMENT OF DELEGATES**

A motion was made by Ms. Eyrich, seconded by Mr. Rothermel to accept the Appointment of Delegates to Boards and Commissions for the Ensuing Year.

### **Appointment of Delegates to Boards and Commissions for the Ensuing Year**

Mr. Bieber to serve as the district's Berks EIT delegate and Mrs. Krauss as the alternate delegate, each to serve a 1-year term which expires December 31, 2014.

Mr. Bieber to serve as the district's Berks TCC delegate and Mrs. Krauss as the alternate delegate, each to serve a 1-year term which expires December 31, 2014.

Mrs. Huhn is the district's BCIU delegate, approved April 2, 2012 for a 3-year term that expires June 30, 2015.

Mr. Groff to serve as the district's delegate and Mr. Porr as the alternate delegate to the Joint Operating Committee, Berks Career and Technology Center, each to serve a 3-year term which expires December 31, 2016.

Mr. Heffner to serve as the district's Council on Legislative Action representative to serve a 1-year term which expires December 31, 2014.

Mrs. Grossman to serve as the district's Policy Committee representative to serve a 1-year term which expires December 31, 2014.

Mrs. Huhn to serve as the district’s Strategic Planning/Goals Committee representative to serve a 1-year term which expires December 31, 2014.

Roll call was taken to approve the Appointment of Delegates to Boards and Commissions for the Ensuing Year.

Yeas: Mr. Bieber, Ms. Eyrich, Mr. Groff, Mrs. Grossman, Mr. Heffner, Mrs. Huhn, Mrs. MacMillan, Mr. Porr, Mr. Rothermel

Nays: None

Motion Carried

**2014 BOARD MEETING SCHEDULE**

A motion was made by Ms. Eyrich, seconded by Mr. Rothermel to approve the 2014 Board Meeting Schedule and authorize the administration to advertise and post all board meetings in accordance with Sunshine Laws (Right to Know):

*All meetings to be held at 6:00 pm in the Middle School Large Group Instruction Room #229*

Monday, January 6, 2014	Board Meeting
Monday, January 27, 2014	Budget Work Session - General Overview Expend/Revenue, Taxes, & Options
Monday, February 3, 2014	Board Meeting - Adopt Preliminary budget
Monday, February 10, 2014	Budget Work Session - Curriculum/Instruct, Special Ed, Technology, Other Instruction
Monday, February 24, 2014	Budget Work Session - Maintenance, Transportation, Business/Board, Athletics
Monday, March 3, 2014	Board Meeting
Monday, March 10, 2014	Budget Work Session - Salary and Benefits
Monday, March 17, 2014	Budget Work Session - if needed
Monday, March 24, 2014	Budget Work Session - Final Review, Taxes & Options, 5-Year Projection
Monday, March 31, 2014	Budget Work Session - Discussion
Monday, April 7, 2014	Board Meeting
Monday, April 28, 2014	Board Meeting - Proposed Final Budget Adoption
Monday, May 12, 2014	Budget Work Session - if needed
Monday, June 2, 2014	Board Meeting - Final Budget Adoption
Monday, June 30, 2014	Board Meeting
Monday, August 4, 2014	Board Meeting
Monday, September 8, 2014	Board Meeting
Monday, October 6, 2014	Board Meeting
Monday, November 3, 2014	Board Meeting
Tuesday, December 2, 2014	Board Meeting

For the benefit of the new Board members, Mr. Heffner described how the typical board meeting is conducted, which most recently includes both discussion and voting. Formerly, there were two meetings, the Committee of the Whole provided a forum for discussion, followed by a voting meeting a week later. Mr. Heffner noted that combining the discussion and voting may make some meetings longer, however, the agenda is mailed well in advance so board members can take time to review items for action.

**Public Comment:** Mr. Funderburk suggested the Board consider having both a Committee of the Whole discussion meeting and Regular Board Meeting. He also suggested a 7:00 pm start time.

Roll call was taken to approve the 2014 Board Meeting Schedule.

Yeas: Mr. Bieber, Ms. Eyrich, Mr. Groff, Mrs. Grossman, Mr. Heffner, Mrs. Huhn, Mrs. MacMillan, Mr. Porr, Mr. Rothermel

Nays: None

Motion Carried

## BOARD OF DIRECTORS REPORT

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

**A. Approval of Minutes**

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

**B. Approve Settlement Agreement and Release and Third Party Education Trust**

To approve a Settlement Agreement and Release and Third Party Education Trust for student IS #32503.

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

**BCIU** – Mrs. Huhn reported on the meeting held on November 21, 2013. Business included authorizing and ratifying a variety of agreements, contracts, budgets and personnel items. The 2014-15 proposed budget calendar was approved, which will soon be distributed to school districts. The 2014 BCIU Board calendar dates were established. Meetings fall on the third Thursday of each month. The Keeping Kids Safe seminar held on November 20, 2013 which focused on a bus hostage incident, was a great success. The first of three Leadership Series workshops on writing begins January 27, 2014. The next meeting is scheduled for Thursday, January 16, 2014.

**BCTC** – Mr. Groff – There was no meeting. Mr. Potteiger announced the latest BCTC Newsletter was included in board member packets.

**Berks EIT/Berks TCC** – Mr. Bieber – No report. Mr. Heffner asked Mr. Potteiger to make arrangements for Mrs. Lamaestra to consult with or attend the next Berks EIT/Berks TCC meeting with Mr. Bieber to acquaint him with his new representative duties. The next EIT Meeting is February 25, 2014.

**Council on Legislative Action** – Mr. Heffner announced that the PSBA School Leader News has been converted from paper to an email newsletter. Mr. Heffner reported that he received correspondence from Mr. David Baldinger of the Pennsylvania Tax Payers Cyber Coalition (PTCC) stating that Senate Bill 76, which supports the Elimination of Property Tax, now has a majority co-sponsorship. Senator Schwank and Representative Maloney both support the legislation to eliminate property taxes. Mr. Heffner will keep following the progress of this legislation.

**Policy Committee** – Mrs. Grossman – No report.

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

**Student Representatives** – Tyler Reign reported recent and upcoming events at the Elementary, Intermediate, Middle and High Schools. He also noted many student awards and recognitions.

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

Yeas: Mr. Bieber, Ms. Eyrich, Mr. Groff, Mrs. Grossman, Mr. Heffner, Mrs. Huhn, Mrs. MacMillan, Mr. Porr, Mr. Rothermel

Nays: None

Motion Carried

## BUDGET/FINANCE/PROPERTY/TRANSPORTATION

A motion was made by Mrs. Huhn, seconded by Mr. Rothermel to accept the Budget/ Finance/ Property/ Transportation Report. A request was made by Mr. Heffner to vote on Item I separately.

**A. General Fund Bills**

To approve general fund bills for the month of October totaling \$1,692,177.29 per attachment Budget A.

**B. Food Service Bills for October 2013**

To approve food service fund bills for the month of October totaling \$36,100.63 per attachment Budget B.

**C. To accept the following Financial Reports through October 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 – Budget C.5.a.-c.
  - a. August 31, 2013 – C.5.a.
  - b. September 30, 2013 – C.5.b.
  - c. October 31, 2013 – C.5.c.

**D. Budget Transfer**

To approve the 2012-13 closing budget transfer totaling \$430,000.00 as detailed in Budget D.

**E. Berks County Joint Purchasing Board Bid Award for Fuels and Natural Gas**

To approve the Berks County Joint Purchasing Board 2014-15 Bid Awards for Fuels and Natural Gas as detailed in Budget E.

**F. To approve changing the High School Debate Club from non-fundraising to fundraising group.**

**G. Document Management Services**

To approve purchasing document management services (convert paper documents to disc and shred source documents) from Higher Information Group, Harrisburg, PA, at a cost of \$200.00 per carton (estimate 8 cartons per year, estimated annual cost \$1,600). Price firm for three years (2013/14 through 2015/16).

**H. 2014 Dental Plan Administrator**

To approve a price reduction for United Concordia of Harrisburg, PA, as dental plan administrator for calendar year 2014 from \$2.30 to \$2.25 per employee per month.

**I. Tax Collection Payment Request**

To deny Ms. Linda Vroman's request for the Longswamp Township Tax Collector to accept payment at face amount for her 2013-14 school taxes for reasons detailed in Budget I.

**J. Tax Refund Request**

To approve the Topton Community Ambulance Service Inc. request for a refund of their 2013 real estate taxes of \$11,449.25 and exoneration on interim tax bills as detailed in Budget J. The organization has been determined by the Berks Count Assessment Office as exempt from real estate taxes.

Mrs. Krauss reviewed budget items and added information about standard reporting practices and district procedures that would be helpful for the new board members as they review budget items.

Roll call was taken to approve Items A. – H, and J of the Budget/Finance/Property/Transportation Report.  
Yeas: Mr. Bieber, Ms. Eyrich, Mr. Groff, Mrs. Grossman, Mr. Heffner, Mrs. Huhn, Mrs. MacMillan, Mr. Porr, Mr. Rothermel

Nays: None

Motion Carried

Roll call was taken for Item I, to deny Ms. Linda Vroman's request for the Longswamp Township Tax Collector to accept payment at face amount for her 2013-14 school taxes.

Yeas: Mr. Bieber, Ms. Eyrich, Mr. Groff, Mrs. Grossman, Mr. Heffner, Mrs. Huhn, Mrs. MacMillan, Mr. Porr, Mr. Rothermel

Nays: None

Motion Carried

**SUPERINTENDENT'S REPORT**

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

**A. 2014-15 High School Program of Studies**

To approve the 2014-15 High School Program of Studies per the summary of changes attached and marked Superintendent A.

**B. High School Field Trip Request**

To approve the High School Field Trip Request for a small group of Accounting students to travel to Woodloch Pines Resort in Hawley PA from March 16-18, 2014 as attached and marked Superintendent B.

**C. Sick Bank**

To approve the establishment of a voluntary sick bank for a staff member as attached and marked Superintendent C.

**D. Informational Reports**

- Athletic Report – Mr. Kurzweg
- Instructional Technology Report – Mr. Voelker
- District Enrollment Report

Mr. Potteiger shared information about the Keystone Exams, which are now graduation requirements. Our subject area teachers have been meeting to adjust the curricula to better reflect the new course requirements. Mr. Potteiger also noted that some districts are starting to voice concerns about the cost of the new graduation requirements due to mandated remediation costs for students not passing the exam(s).

**Public Comment:** Mr. Funderburk questioned if the High School was looking moving from an 8 period to a 7 period day. Mr. Potteiger noted the administration is currently analyzing options.

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

Yeas: Mr. Bieber, Ms. Eyrich, Mr. Groff, Mrs. Grossman, Mr. Heffner, Mrs. Huhn, Mrs. MacMillan, Mr. Porr, Mr. Rothermel

Nays: None

Motion Carried

**PERSONNEL REPORT**

A motion was made by Ms. Eyrich, seconded by Mr. Groff to accept the Personnel Report.

**A. Resignations/Retirements/Terminations – None**

**B. Change of Status**

- 1. Professional Staff – None
- 2. Support Staff

<u>Name</u>	<u>Position</u>	<u>To</u>	<u>Effective</u>
Mrs. Donna Bower	2 hr ES PT Cafe/Recess	4 hr ES PT Cafe/Recess	12/3/2013
Mrs. Paige Kowolewski	2 hr ES PT Cafe/Recess	4 hr ES PT Cafe/Recess	12/3/2013

**C. Appointments**

- 1. Professional Staff – None
- 2. Support Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Mr. Bo Ortt	MS FT 2 <sup>nd</sup> Shift Custodian	\$9.50/8hrs	11/4/2013
Ms. Deborah Bausch	HS PT 2 <sup>nd</sup> Shift Custodian	\$9.50/4hrs	approx. 12/9/2013

- 3. Long Term Substitute – Professional – None
- 4. Short Term Substitute – Professional – None
- 5. Co-Curricular Appointments
  - a. Change Middle School Yearbook Co-Advisor from Ms. Janet Huston to Ms. Kate Small for the 2013-14 school year at the same compensation of \$468.00.
- 6. Co-Curricular Athletic Appointments – None

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

- 1. Professional Substitutes for 2013-14:
  - Mr. Muhammed Francis Camara, BCIU Guest Teacher
  - Ms. Elisabeth Pruitt, K-12 Art
  - Ms. Loretta Marrone, K-12 Special Education, K-6 Elementary
- 2. Support Staff Substitutes – None

**E. Leaves – None**

**F. Other Personnel Items**

- 1. To approve Mrs. Joyce Esser and Mrs. Melanie Sheetz as Home Bound Instructors for the 2013-14 school year.

Roll call was taken to accept the Personnel Report.

Yeas: Mr. Bieber, Ms. Eyrich, Mr. Groff, Mrs. Grossman, Mr. Heffner, Mrs. Huhn, Mrs. MacMillan, Mr. Porr, Mr. Rothermel

Nays: None

Motion Carried

#### **OTHER BUSINESS**

Mr. Heffner reminded administration to make Board Policies (available via paper and online) and Roberts Rules of Order available to new Board members.

Mrs. Bloom thanked the board and administration for giving her the opportunity to serve as the Interim Elementary/Intermediate School Principal. Mr. Heffner and Mr. Potteiger thanked Mrs. Bloom for her dedicated service.

**Public comment:** Mr. Funderburk suggested the new school board members attend the PSBA New School Board Member Training. He suggested community involvement through post cards, Connect Ed messages and advertising meetings on school and community kiosks. Mr. Funderburk asked who the school district uses as auditor. Mrs. Krauss responded that the district uses Gorman & Associates.

#### **ADJOURNMENT**

Mr. Heffner reminded the board members they will meet with the Solicitor directly following the meeting for an informational session on the legal aspects of board member duties and responsibilities.

A motion was made by Mr. Groff, seconded by Mrs. Grossman, to adjourn the meeting at 7:48 p.m.

Motion Carried

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Approved

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