

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

June 2, 2014

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:08 p.m. by President Kenneth Heffner.

The meeting opened with Pledge of Allegiance.

Recording Secretary called the roll:

<u>✓</u> Mr. Bieber	<u>✓</u> Ms. Eyrich	<u>✓</u> Mr. Groff (6:15 p.m.)
<u>✓</u> Mrs. Grossman	<u>✓</u> Mr. Heffner	<u>✓</u> Mrs. Huhn
<u>✓</u> Mrs. MacMillan (6:31 p.m.)	<u>✓</u> Mr. Porr	<u>✓</u> Mr. Rothermel

Administration Present:

- ✓ Mr. Andrew Potteiger, Superintendent
- ✓ Mrs. Nancy Krauss, Business Manager/Board Secretary
- ✓ 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, Interim Elementary/Intermediate Principal
- ✓ Mrs. Heather Piperato, High School Principal
- ✓ Mr. Thomas Voelker, Director of Curriculum, Instruction and Technology
- ✓ Mr. Michael Wetzel, Director of Buildings and Grounds
- ✓ Mr. Josh Ziatyk, Assistant High School Principal

Solicitor: Mr. John M. Stott, Esquire

Visitors: Jeff Lapp, Breinigsville, Tracy Fandl, Jilian Keller, Breinigsville, Bonnie Moyer, Dax Funderburk, Mertztown.

ACKNOWLEDGEMENTS

Mr. Potteiger acknowledged the retirement of the following Brandywine Heights Area School District employees. Each teacher will be presented with a plaque for their dedicated service:

Mr. Robert Allison	High School Guidance Counselor	32 years
Mr. Joseph Brown	High School Spanish Teacher	9 years
Mrs. Judith Repko	Elementary Third Grade Teacher	31 years
Mrs. Suzanne Oswald	High School Art Teacher	36 years
Mrs. Gail Egan	High School World Language Teacher	20 years

Mr. Heffner recognized the 2013-14 School Board Student Representatives, Matei Jordache and Tyler Reighn. Each student will receive a certificate of appreciation for their dedicated service.

PRESENTATIONS – Dr. Kathy Johnson and Mrs. Heather Piperato presented information on Mid-Term and Final Examinations. The administrative recommendation is to eliminate mid-term and final exams for Middle School grades 6-8, and eliminate mid-term exams for High School grades 9-12.

The President led review and discussion of each section of the agenda. Opportunity was provided for Board and public comment after each section. After a brief recess from 8:29 pm to 8:38 pm, the meeting proceeded to the action items.

BOARD OF DIRECTORS REPORT

A motion was made by Ms. Eyrich, seconded by Mr. Bieber to approve the Board of Directors Report.

A. Approval of Minutes

To dispense with the reading and accept the minutes from the Board Meeting held April 28, 2014 as attached and marked Board A.

B. Athletic Resolution

Approve a Resolution Supporting Removal of Article XVI-C from the Public School Code of 1949 as attached and marked Board B.

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

BCIU – Mrs. Huhn reported on the BCIU Board Meeting held on April 17, 2014. Highlights included the approval of new board members. Business included the approval of budget items and SafeSchools grant acceptance. Upcoming events include a Bereavement Camp for children in June and the Professional Development Leadership Series of three workshops is scheduled for Fall 2014 and Spring 2015. The next BCIU board meeting is scheduled for June 19, 2014.

BCTC – Mr. Groff – Reported on the meeting held on May 28, 2014 which included the recognition of five Brandywine students.

Berks EIT/Berks TCC – Mr. Bieber – TCC meeting was not held due to merger issues. There will be a TCC meeting sometime in August 2014. Mrs. Krauss attended the EIT meeting held on May 27, 2014. Business included approval of minutes, financial reports and bills. Additionally, the 2013 audit report was presented. There were 2 audit findings which the EIT addressed and implemented to the satisfaction of the auditors. Discussion focused on the need for additional office space for the EIT and alternative location considerations. The merger of the TCC and EIT was also discussed, including bylaws, meeting procedures, legal documentation and asset acquisition. The next EIT meeting is scheduled for Sept 23, 2014.

Council on Legislative Action – Mr. Heffner – Legislation has been introduced to eliminate Keystone Exams as a graduation requirement. More information is to come. Possible resolution in the future.

Policy Committee – Mrs. Grossman – Audio/Video Policy is in review.

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

Community Engagement Committee – Mrs. Huhn – No report.

Community Task Force – Mrs. Huhn reported on the progress of this new task force and noted the great participation of community members. There are several sub-committees functioning independently. Officers have been elected and the organization has formed a board and is seeking non-profit status.

Student Representatives – Absent – No report.

Public Comment

Mr. Funderburk offered information relative to the schedule of upcoming meetings for the Community Task Force. Mr. Funderburk commented on the PSSA and Keystone testing relative to the financial burden, unfunded mandates by the state, and ability to exercise local decision.

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

Y Mr. Bieber

Y Ms. Eyrich

Y Mr. Groff

Y Mrs. Grossman

Y Mr. Heffner

Y Mrs. Huhn

Y Mrs. MacMillan

Y Mr. Porr

Y Mr. Rothermel

Motion Carried – 9 Yeas

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

A motion was made by Mr. Porr, seconded by Mr. Groff to accept the Budget/ Finance/ Property/ Transportation Report. Mr. Rothermel requested to vote on Budget D separately. Mr. Heffner requested to vote on Budget P separately.

A. General Fund Bills

- To approve general fund bills for the month of April totaling \$1,788,907.74 per attachment Budget A.
- B. **Food Service Bills**
To approve food service fund bills for the month of April totaling \$36,404.62 per attachment Budget B.
- C. **Financial Reports**
To accept the following Financial Reports through April 30, 2014, 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.
- D. **2014-2015 Budget Adoption**
To approve the following 2014-2015 Budget adoption and tax items:
1. To approve the 2014-2015 Budget in the amount of \$29,993,609 which reflects a real estate tax levy of 32.3 mills as attached and marked Budget D.1.
 2. To adopt the 2014-2015 Tax Resolutions as attached and marked Budget D.2.
 3. To adopt the 2014-2015 Homestead and Farmstead Exclusion Resolution that provides for a maximum \$220.96 real estate tax reduction for approved homesteads and farmsteads funded by gambling tax funds of \$787,573.24 per attachment marked Budget D.3.
 4. To approve a resolution providing an option for installment payment of real estate taxes per attachment marked Budget D.4.
 5. To approve commitment of fund balance for future retirement rate increases as calculated by the business manager (\$2,112,000 2014/15 budget), commitment of fund balance for health self-insurance start-up as calculated by the business manager (\$200,000 2014/15 budget), authorize the business manager to assign fund balance for future maintenance projects (\$3,000,000 2014/15 budget), authorize the business manager to assign fund balance for future technology upgrades (\$200,000 2014/15 budget), and authorize the business manager to assign fund balance to use to balance the 2014/15 budget (\$200,000). Total committed and assigned fund balance of \$3,450,000 for 2014-15. In addition, the board authorizes the business manager to assign fund balance as needed to balance the net of revenue and expenditures in the 2013-2014 fiscal year. The amount, if any, will be determined at the completion of the audit process.
- E. **2014-2015 Earned Income Tax Collector**
To appoint the Berks County Earned Income Tax Bureau as the District's 2014-2015 Earned Income Tax Collector per Berks TCC agreement.
- F. **2014-2015 Delinquent Real Estate Tax Collector**
To appoint the Berks County Tax Claim Bureau (BCTCB) as the District's 2014-2015 Delinquent Real Estate Tax Collector for a commission of five percent of collections if tax is paid by taxpayer within 31 days of legal notice by the BCTCB. Taxpayer is responsible for the 5% commission if tax is paid after 31 days of legal notice.
- G. **Delinquent Per Capita Tax Collectors**
To appoint Lorraine Meck (Longswamp Township), Nancy Heffner (Topton Borough), George Babilon (District Township) and Mollie Prey (Rockland Township) as the Delinquent Per Capita Tax Collectors for a fee of \$1.65 per bill collected plus a commission of five percent of collections.
- H. **Real Estate and Per Capita Tax Collectors Bond**
To approve the Real Estate and Per Capita Tax Collectors Bond at 33% of the estimated tax collections.
- I. **Bill Payments**
To authorize the Business Manager to pay bills as necessary during the 2014-2015 fiscal year to meet deadlines, avoid late charges and take advantage of early payment discounts.
- J. **Budget Transfers**
To authorize the Business Manager to make 2013-2014 budget transfers after June 30, 2014 as required to prevent year-end over expenditure of sub function/object account codes.
- K. **BCIU Supply Contracts**
To award the 2014-2015 supply purchase contracts to the low bidders meeting specifications as bid through the Berks County Joint Purchasing Board per attachment marked Budget K.1-5.: (Bid documents are available at BCIU.)

1. Classroom and office supply purchase contracts totaling \$19,787.72
 2. Art supply purchase contracts totaling \$1,485.83
 3. Physical Education equipment and supply contracts totaling \$60.59
 4. Custodial supply purchase contracts totaling \$25,849.90
 5. Medical and Nurse supply purchase contracts totaling \$1,709.61
- L. **Athletic and First Aid Purchase Contracts**
To award the 2014-2015 Athletic and First Aid supply purchase contracts totaling \$13,337.09 to the low bidders meeting specifications per attachment marked Budget L. (Bid documents are available for inspection in the athletic office.)
- M. **Sports Medicine Services**
To approve a two-year renewal agreement (July 1, 2014 through June 30, 2016) with The Reading Hospital Medical Group –Sports Medicine to provide sports medicine services for the district athletic program as detail in Budget M. at an annual cost of \$47,740.00 and \$45.00 per hour for additional services.
- N. **Ice Machine Replacement**
To approve replacement of the ice machine in the Intermediate/Middle School for the athletic program with a Hoshizaki ice machine with bin and water filtration system from Penn United Restaurant Supply, LLC of Harrisburg, PA, at a cost of 3,800.00 installed., Budget N.
- O. **5th Grade Environmental Camp**
To contract with South Mountain YMCA, Wernersville, PA for the 2014-2015 Intermediate School fifth-grade environmental camp at a total fee of \$11,620.00 per attachment marked Budget O.
- P. **PSBA Membership**
To approve 2014-2015 Pennsylvania School Board Association membership dues of \$9,064.94.
- Q. **Child Nutrition Programs**
To approve the 2014-2015 Agreement for Participation in Child Nutrition Programs between the Berks Career & Technology Center and the Brandywine Heights Area School District as detailed in Budget Q.
- R. **School Food Products Purchases**
To authorize the administration to seek quotations for the purchase of Milk and Milk Products, Ice Cream Products and Bread Products for the 2014/2015 school food program.
- S. **Burner Replacement**
To contract with Evans Mechanical, Inc. of Wyomissing Hills, PA, for the purchase and installation of one Webster burner replacement at the Elementary School at a cost of \$9,850.00, Budget S.
- T. **Tile Installation**
To contract with Martin’s Flooring, Inc. of Lancaster, PA, for the removal of carpet and the purchase and installation of VCT Tile for the Intermediate/Middle School Library as detailed in Budget T. at a cost of \$38,396.35 through NJPA Contract #40000703.
- U. **High School Exterior Vestibule Installation**
To contract with Morris Black & Sons, Inc. of Lehigh Valley, PA HS to supply and install a custom exterior vestibule at the High School main entrance at a cost of \$8,561.00 as detailed in Budget U.
- V. **Maintenance Contracts**
To approve the 2014-2015 Maintenance Contracts per attachment marked Budget V.1-4:
1. Revise the maintenance contract with Shop Specialties Incorporated Machinery Maintenance of Nazareth, PA, covering the High School general shop (approved 4/28/14 at \$1,480) to also include the art department shop equipment at a cost of \$1,780 plus any parts which may be required. (This is an additional cost of \$300 to add the art department shop equipment.)
 2. District-wide Alarm Monitoring Intermediate/Middle School Entry System, and Elementary School Entry System and Cameras: Protect Alarms Service Contract, Allentown, PA \$4,587.
 3. Annual Boiler Maintenance: Evans Mechanical, Inc., Wyomissing Hills, PA \$2,185
 4. To approve a preventative maintenance agreement for commercial refrigeration in the food service department with The Longacre Company of Bally, PA, at an annual cost of \$4,350.00.
- W. **Special Education Contracts**
To approve Special Education contracts for services for the 2014-15 school year as follows:
1. Out of district Extended School Year programs for three students as follows:

- a. The Vanguard School, Paoli, PA, five-week program (July 7 – August 8, 2014) for one student at a cost of \$7,360.00 for the five-week program, Budget W.1.a.
 - b. Hogan Learning Academy LLC., Fleetwood, PA, six-week program (June 23 – August 8, 2014) for two students at a cost of \$350.00/day/student (cost per student \$11,550.00), budget W.1.b.
 2. Enrollment Agreement with Valley Forge Educational Services of Paoli, PA, to provide special education services through The Vanguard School for one student at an annual tuition rate of \$49,115.00, Budget W.2.
 3. Virginia Grim of Kutztown, PA, for Audiology Services at a cost of \$100.00/hour per Budget W.3.
- X. **Refunding General Obligation Series 2011 Bond**
To authorize RBC Capital Markets to proceed with refunding the General Obligation Series 2011B Bond Issue.

Mr. Scott Kramer, RBC Capital Markets, presented information to the board on Potential Bond Refunding.

Mr. Potteiger recognized Mrs. Krauss for her tremendous efforts working on the 2014-15 budget. Mr. Potteiger and Mr. Wetzel addressed a question from Mrs. Huhn relative to the purchase of a skid loader. Mr. Funderburk questioned reasoning behind Item F., the appointment of Berks County Earned Income Tax Bureau as the Delinquent Real Estate Tax Collector and the necessity of paying for W.1.a. and b. Alternative Special Education program placements.

Roll call was taken to accept Items A.- C., E.-O., and Q.-X. of the Budget/ Finance/ Property/ Transportation Report.

<u>Y</u> Mr. Bieber	<u>Y</u> Ms. Eyrich	<u>Y</u> Mr. Groff
<u>Y</u> Mrs. Grossman	<u>Y</u> Mr. Heffner	<u>Y</u> Mrs. Huhn
<u>Y</u> Mrs. MacMillan	<u>Y</u> Mr. Porr	<u>Y</u> Mr. Rothermel

Motion Carried – 9 Yeas

Roll call was taken to approve Item D.1.-4. 2014-15 Budget Adoption of the Budget/ Finance/ Property/ Transportation Report.

<u>Y</u> Mr. Bieber	<u>Y</u> Ms. Eyrich	<u>Y</u> Mr. Groff
<u>Y</u> Mrs. Grossman	<u>Y</u> Mr. Heffner	<u>Y</u> Mrs. Huhn
<u>Y</u> Mrs. MacMillan	<u>Y</u> Mr. Porr	<u>Y</u> Mr. Rothermel

Motion Carried – 9 Yeas

Roll call was taken to approve Item P. 2014-15 PSBA Membership Dues of the Budget/ Finance/ Property/ Transportation Report.

<u>Y</u> Mr. Bieber	<u>N</u> Ms. Eyrich	<u>N</u> Mr. Groff
<u>Y</u> Mrs. Grossman	<u>N</u> Mr. Heffner	<u>Y</u> Mrs. Huhn
<u>Y</u> Mrs. MacMillan	<u>Y</u> Mr. Porr	<u>Y</u> Mr. Rothermel

Motion Carried – 6 Yeas, 3 Nays

SUPERINTENDENT’S REPORT

A motion was made by Ms. Eyrich, seconded by Mr. Bieber to approve the Superintendent’s Report.

A. **K-12 Curricula Adoption**

Adopt newly written and revised curricula for K-12 Science, Health/Physical Education, Computer/Information Technology courses as presented at the meeting and described in Superintendent A. *Curricula was presented at the April 28, 2014 meeting.*

B. **QUEST Employee Assistance Program**

Approve purchasing the QUEST Employee Assistance Program as detailed in Superintendent B through the Berks County School Districts Health Trust effective July 1, 2014 at a cost of \$1.45/employee/month.

C. **2014 Extended School Year Program**

Approve the 2014 ESY (Extended School Year) Program as detailed in Superintendent C. The 2014 extended school year program is offered to students who meet eligibility requirements and will run July 1 through July 31, 2014. The program will offer five AM sessions (8:30-11:30) and five PM sessions (12:30-3:30). There is also a required in-service day for the teachers prior to the start of ESY.

D. 2014 Summer Work Experience Assessment Program

Approve the 2014 Summer Work Experience Assessment Program (SWEAP) Program for eleven Special Education students and job coach as detailed in Superintendent D.

E. Grades 6-8 Emotional Support Classroom

Approve the implementation of an Emotional Support Classroom to service Grades 6-8 as detailed in Superintendent E.

F. 2014 Summer Reading Program

Approve the 2014 Summer Reading Program for K-2 students as detailed in Superintendent F.

G. K-12 Science Textbook Adoption

Adopt recommended textbooks to support the newly aligned curricula for K-12 Science as attached and marked Superintendent G. *Final approval will be at the June 30, 2014 meeting.*

H. Health Textbook Adoption

Adopt recommended textbooks to support the newly aligned curricula for K-12 Health as attached and marked Superintendent H. *Final approval will be at the June 30, 2014 meeting.*

I. 2014 Graduates

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

Informational Reports were presented.

Athletic Report – Mr. Kurzweg

Instructional Technology Report – Mr. Voelker

District Enrollment Report

Mr. Potteiger noted the Brandywine Heights students honored by Best of Berks award recipients and BCTC student acknowledgements.

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

Y Mr. Bieber

Y Ms. Eyrich

Y Mr. Groff

Y Mrs. Grossman

Y Mr. Heffner

Y Mrs. Huhn

Y Mrs. MacMillan

Y Mr. Porr

Y Mr. Rothermel

Motion Carried – 9 Yeas

PERSONNEL REPORT

A motion was made by Mr. Bieber, seconded by Mrs. Grossman to approve the Personnel Report.

A. Resignations/Retirements/Terminations – None

B. Change of Status

1. Professional Staff

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Mrs. Marcella Acosta	ES 2 nd Grade	IS 4 th Grade	2014-15 SY
Mr. Nathaniel Bentley	MS Life Skills	HS Life Skills	2014-15 SY
Mrs. Shannon Burghardt	HS PT .625 Soc. St.	HS FT Soc. St.	2014-15 SY
Mrs. Colleen Dreisbach	MS Learning Support	MS Emotional Support	2014-15 SY
Dr. Mark Graham	HS Soc. St./Gifted	HS Art/Gifted	2014-15 SY
Mr. Michael Kistler	HS Business	HS PT .875 Business	2014-15 SY
Mrs. Tonya LeVan	MS 6 th Grade	IS 5 th Grade	2014-15 SY
Mrs. Anne Moll	HS Learning Support Transition Coordinator	HS Learning Support/	2014-15 SY
Mrs. Susan Panuski	ES 2 nd /3 rd Autistic Support	IS 4 th /5 th Autistic Support	2014-15 SY
Mrs. Cynthia Rissmiller	ES 1 st Grade	ES 2 nd Grade	2014-15 SY
Ms. Joanne Telenko	MS Learning Support	MS Life Skills	2014-15 SY

Mrs. Angela Warsing HS .625 Soc. St./ESL HS FT Spanish/ESL 2014-15 SY

2. Support Staff

- a. Approve the following support staff members and support staff substitutes for summer custodial work:

Ms. Mary Arndt	Mrs. Dawn Derstine	Mrs. Tammy Dunning
Mr. Robert Krasley	Ms. Tina Levan	Mrs. Cheryl Melander
Mr. James Mickey	Ms. Sarah Mickey	Mrs. Linda Reinert
Mrs. LouAnn Wessner		

C. Appointments

1. Professional Staff – None
2. Support Staff – None
3. Long Term Substitute – Professional – None
4. Short Term Substitute – Professional

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Mrs. Marcy Shoemaker-Bates	HS Spanish Teacher (Brown)	\$125/day	4/22/2014-6/6/2014
Mr. Tyler Nolan	HS Social Studies (Ehrets)	\$125/day	5/12/2014-6/6/

5. Co-Curricular Appointments – None
6. Co-Curricular Athletic Appointments – None

D. Approval of additions to the Substitute Lists

1. Professional Substitutes
Mr. Tyler Nolan, 7-12 Social Studies
2. Support Staff Substitutes – None

E. Leaves

1. Accept the request for a maternity leave of absence during the 2014-15 school year for Mrs. Terry Flamm, Middle School Learning Support Teacher, from approximately October 27, 2014 through approximately January 5, 2015, as attached and marked Personnel E.1.
2. Accept the medical leave of absence of Mr. Joseph Brown, High School Spanish Teacher from April 22, 2014 through June 6, 2014.

F. Other Personnel Items

1. Approve the Support Staff Working Conditions as attached and marked Personnel F.1.
2. Approve Mr. Jason VanVoorhis, High School Music Teacher to fulfill specific building level duties under the direction of the Superintendent in the absence of Dr. Kathy Johnson, Middle School Principal, for a stipend of \$500.00 from April 25, 2014 through approximately May 29, 2014.
3. Approve Psychologists and Guidance Counselors to work up to the following number of days to fulfill summer related work from July 1, 2014 through June 30, 2015:

<u>Name</u>	<u>Position</u>	<u>Days</u>
Mr. Matthew Smith	Secondary Psychologist	10
Ms. Mila Hendrickson	Elementary Psychologist	10
Mr. David Favata	HS Guidance Counselor	9
Mrs. Kelly Pearsall	HS Guidance Counselor	9
Mr. Lawrence Schumacher	MS Guidance Counselor	3
Ms. Heather Kulp	IS Guidance Counselor	2
Mr. Doug Felegy	ES Guidance Counselor	2

Roll call was taken to approve the Personnel Report.

<u>Y</u> Mr. Bieber	<u>Y</u> Ms. Eyrich	<u>Y</u> Mr. Groff
<u>Y</u> Mrs. Grossman	<u>Y</u> Mr. Heffner	<u>Y</u> Mrs. Huhn
<u>Y</u> Mrs. MacMillan	<u>Y</u> Mr. Porr	<u>Y</u> Mr. Rothermel

Motion Carried – 9 Years

OTHER BUSINESS

Public comment:

Mr. Funderburk commented on the successful start-up of the Community Task Force and thanked Mr. Potteiger for his support and involvement. He also suggested the district have board representation for meetings about the County Comprehensive Plan. Mr. Funderburk also requested an update on the teacher contract, and Mr. Heffner responded that they are still in negotiations.

ADJOURNMENT

Mr. Heffner announced there would be an executive session following the board meeting to discuss personnel.

A motion was made by Mrs. Grossman, seconded by Mr. Groff, to adjourn the meeting at 9:09 p.m.
Motion Carried

Approved

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