

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

February 10, 2014

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:06 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 (6:38 pm)
<u>✓</u> Mrs. Grossman	<u>✓</u> Mr. Heffner	<u>✓</u> Mrs. Huhn
<u>✓</u> Mrs. MacMillan	<u>✓</u> Mr. Porr	<u>✓</u> Mr. Rothermel (6:12 pm)

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. Mark J. Merolla, Esquire

Visitors: Dax Funderburk, Mertztown, Erin Cohick, Mertztown, Michael Vandervender, Fleetwood, Jeff Lapp, Breinigsville, Misty Johnson, Macungie, Edward Carter, Topton, Tyler Carter, Topton.

ACKNOWLEDGEMENT

Mr. Potteiger recognized Brandywine Heights graduate, Tyler Carter, who was selected to represent the USA as part of the Alpine Skiing Team scheduled to compete in the Paralympic games in Sochi this March 2014.

The President led review and discussion of each section of the agenda. Opportunity was provided for Board and public comment after each section. Following the agenda review and discussion the meeting proceeded to the action items.

Mrs. Huhn agreed to serve as the board liaison to explore the feasibility of a Community Engagement Committee. A Community Engagement Committee would help brainstorm avenues in which the School District can further create activities to engage the community, as well as develop budget suggestions. Mr. Heffner recommended that members of this committee attend Budget Workshops in order to fully understand the district fiscal process.

BOARD OF DIRECTORS REPORT

A motion was made by Mr. Rothermel, seconded by Ms. Eyrich 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 January 6, 2014 as attached and marked Board A.

B. Berks TCC Alternate Delegate

Approve Mrs. Rosemary Lamaestra to serve as a Berks TCC alternate delegate through December 31, 2014.

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

BCIU – Mrs. Huhn reported on the BCIU Board Meeting held January 16, 2014. Business included budget approvals, awarding of bids and contracts, approval of calendars, the BCIU Technology rate schedule and personnel matters. Reading Area School District has entered into a contract with BCIU for Dr. John George, Executive Director, to provide leadership in the absence of their Superintendent. Dr. Jill Hackman, BCIU Asst. Executive Director will step in to cover the absence of Dr. George. Upcoming events include the International Film Festival, February 13, 20, 27 and March 13, and an Art Exhibition of student work to be displayed at the GoggleWorks from April 4-29, 2014.

BCTC – Mr. Groff – No report.

Berks EIT/Berks TCC – Mr. Bieber shared notes from the January 15, 2014 TCC meeting which included the approval of minutes, financial reports, and the 2013-14 budget. There was continued discussion of a merger of EIT and TCC. The executive committee was authorized to further explore and make recommendations at the next meeting.

Mr. Bieber shared that the Berks EIT has made additional post office boxes available for processing tax returns. Issues with the new computer system implemented last year have now been resolved. The next EIT Meeting is scheduled for May 27, 2014.

Council on Legislative Action – Mr. Heffner asked the administration to draft a resolution against Senate Bill 1085, a charter school reform bill that will create new and substantial costs for taxpayers, take control of public schools away from local communities, and limit the ability of school districts to effectively plan for student enrollment changes and staffing needs. Additionally, a resolution can be written for the opposition of Cyber Charter School Funding Formula. Mr. Potteiger will draft these for the next board meeting.

Policy Committee – Mrs. Grossman shared that three policies are currently in review. She anticipates three policies will be on the March 3, 2014 agenda for a first reading.

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

Student Representatives – Matei Jordache reported recent and upcoming events at the Elementary, Intermediate, Middle and High Schools. He also recognized many student awards and achievements.

Mr. Heffner read an email to the Board from a concerned parent related to the monitoring and implementation of the K-8 tablets. The concern had not been brought to the attention of the Administration previously. Following the protocol, Mr. Heffner will forward the correspondence to Mr. Voelker, who will address the concern appropriately.

Public Comment: Ms. Erin Cohick, Mertztown, addressed the board relative to the tablets and web filtering. Mr. Potteiger explained that internet at school is filtered and use at home is under parent responsibility. He also noted there are filter products being developed for individual tablets that may become available in the future.

Mr. Dax Funderburk, Mertztown, commented on the costs of Cyber/Charter Schools.

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

Y Mr. Bieber
Y Mrs. Grossman
Y Mrs. MacMillan

Y Ms. Eyrich
Y Mr. Heffner
Y Mr. Porr

Y Mr. Groff
Y Mrs. Huhn
Y Mr. Rothermel

Motion Carried – 9 Yeas/0 Nays

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

A motion was made by Ms. Eyrich, seconded by Mr. Rothermel to accept the Budget/ Finance/ Property/ Transportation Report. Ms. Eyrich requested to vote on Item C.6. separately.

A. General Fund Bills

Approve general fund bills for the month of December totaling \$3,714,938.73 per attachment Budget A.

B. Food Service Bills

Approve food service fund bills for the month of December totaling \$23,628.55 per attachment Budget B.

C. Financial Reports

Accept the following Financial Reports through December 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.
6. Athletic Program Report (Fall Season) – Budget C.6.

D. Preliminary General Fund Budget for fiscal year July 1, 2014 to June 30, 2015

Approve the PDE 2028 Preliminary General Fund Budget for fiscal year July 1, 2014 to June 30, 2015 with expenditures totaling \$30,583,389 per attachment marked Budget D (to be distributed at the January 27 budget work session), and to authorize the Business Manager to apply for referendum exceptions from the PA Department Education.

E. eRate Reimbursable Communications Contracts

Award the e-rate reimbursable communications contracts effective July 1, 2014 to the following low bidders meeting specifications:

- | | | |
|--------------------------------------|-----------------------|-----------------|
| 1. Cellular Service (1-year) | AT&T | \$ 420.00/month |
| 2. Local Area Network Fiber (5-year) | Service Electric Inc. | \$ 605.00/month |

F. 2014-15 Athletic Supplies/Equipment Bids

Authorize the business manager to bid Athletic Supplies/Equipment for the 2014-15 school year.

G. GASB 45 Group Insurance Actuarial Valuation

To contract Conrad Siegel Actuaries through agreement with the Pennsylvania Trust to perform a GASB 45 group insurance actuarial valuation for a fee not to exceed \$6,000 (\$6,175 after July 1, 2014) per Budget G.

H. Macadam Project

To approve continuation of the contract with Liberty Engineering of Allentown, PA, to provide design, bid specifications, and engineering services and site supervision for the Macadam Replacement Projects at the Intermediate/Middle School (Phase 2) and Elementary School at a cost of \$14,500.00 as detailed in Budget H.

Roll call was taken to accept Items A.-C.5., D.-H. of the Budget/ Finance/ Property/ Transportation Report.

Y Mr. Bieber
Y Mrs. Grossman
Y Mrs. MacMillan

Y Ms. Eyrich
Y Mr. Heffner
Y Mr. Porr

Y Mr. Groff
Y Mrs. Huhn
Y Mr. Rothermel

Motion Carried – 9 Yeas/0 Nays

Roll call was taken to accept Item C.6. Athletic Program Financial Report (Fall Season) of the Budget/ Finance/ Property/ Transportation Report.

Y Mr. Bieber
Y Mrs. Grossman
Y Mrs. MacMillan

N Ms. Eyrich
N Mr. Heffner
Y Mr. Porr

Y Mr. Groff
Y Mrs. Huhn
Y Mr. Rothermel

Motion Carried – 7 Yeas/2 Nays

SUPERINTENDENT'S REPORT

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

A. State Farm Charitable Contribution

Acknowledge receipt of a charitable contribution of \$25,000 from State Farm Mutual Automobile Insurance Company (through the *Celebrate My Drive* campaign) for the High School SADD (Students Against Destructive Decisions) organization to fund post-prom activities over the next 5-years.

B. PLTW (Project Lead the Way) Program

Approve the 2014-15 PLTW (Project Lead the Way) Program proposal and agreement for students in grades 9-12 as attached and marked Superintendent B.

C. Revised 2013-14 District Calendar

Approve the revised 2013-14 District Calendar to reflect snow/emergency days as attached and marked Superintendent C.

D. Accept the Informational Reports

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

Mr. Potteiger congratulated the High School for winning the Celebrate My Drive grant which funds post-prom activities over the next 5 years.

Mr. Potteiger explained the revisions to the District Calendar for 2013-14 which identified additional snow make-up days for inclement weather. The Board and Administration discussed the student instruction time and graduation requirements with respect to the planned day of graduation. After further discussion, the board added Easter Monday as an additional snow make-up day.

Mr. Potteiger addressed the board to gauge their interest in the recommendation to purchase a used skid loader for the maintenance staff to use to assist with snow removal in the winter and unloading trucks in the off season. After much discussion it was suggested that the administration also look into the cost of subcontracting snow removal services.

Mrs. Piperato answered questions from Mrs. Huhn about the PLTW (Project Lead the Way) program. A broader historical summary of the PLTW program in the district will be provided by Mrs. Piperato in the near future.

Public Comment: Mr. Jeff Lapp, Breinigsville commented about the school calendar and snow make-up days. Mr. Funderburk posed questions about the school internet filter and the option for filters loaded on the individual devices.

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; 0 Nays

PERSONNEL REPORT

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

A. Resignations/Retirements/Terminations

1. Accept the resignation of Mrs. Becky Jachimowicz, Part-Time 4-hour High School Cook/Café Worker effective January 31, 2014 as attached and marked Personnel A.1.
2. Accept the retirement of the following teachers under the terms of the Retirement Incentive which was board approved on January 6, 2014:
 - a. Mr. Robert Allison, High School Guidance Counselor, effective the end of the 2013-14 school year as attached and marked A.2.a.

- b. Mr. Joseph Brown, High School Spanish Teacher, effective the end of the 2013-14 school year as attached and marked A.2.b.
- c. Mrs. Judith Repko, Elementary Third Grade Teacher, effective the end of the 2013-14 school year as attached and marked A.2.c.
- d. Mrs. Suzanne Oswald, High School Art Teacher, effective the end of the 2013-14 school year as attached and marked A.2.d.
- e. Mrs. Gail Egan, High School World Language Teacher, effective the end of the 2013-14 school year as attached and marked A.2.e.

B. Change of Status – None

C. Appointments

- 1. Professional Staff – None
- 2. Support Staff – None
- 3. Long Term Substitute – Professional
- 4. Short Term Substitute – Professional – None
- 5. Co-Curricular Appointments – None
- 6. Co-Curricular Athletic Appointments – None

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Mr. Brad Luckenbill	3/8 LTS HS Soc St (Warsing)	B, Step 1	01/23/14-6/5/14

D. Approval of additions to the Substitute Lists

- 1. Professional Substitutes for 2013-14:
 Ms. Michelle Biehl, PreK-4 Early Childhood/Elementary
 Mrs. Becky Jachimowicz, Guest Teacher
- 2. Support Staff Substitutes
 Mrs. Becky Jachimowicz

E. Leaves

- 1. Approve the approximate end date of March 30, 2014 for the medical leave of absence for Mrs. Tracy Reifsnnyder, 5th Grade Teacher, that began November 22, 2013.
- 2. Approve the request for medical leave, using available sick days, for Mrs. Karen K. Long from February 3 – 28, 2014 as attached and market Personnel E.3.

F. Other Personnel Items

- 1. Approve the following teachers to serve as Home Bound Instructors for the 2013-14 school Year:
 Mr. Karl Kotsch, 7-12 Social Studies
 Mrs. Michele Moore, 7-12 Business
 Ms. Kathryn Small, 7-12 English
- 2. Approve Mr. Doug Felegy, Elementary Guidance Counselor and Head Teacher, to fulfill specific building level duties under the direction of the Superintendent in the absence of Mrs. Karen Long, Interim Elementary Principal, for a stipend of \$500/week for approximately 4-6 weeks beginning February 3, 2014.

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 Yeas/0 Nays

OTHER BUSINESS

Public comment: Mr. Funderburk, Mertztown, commented on the School Performance Profile, defining success, and urged the board to consider having separate meeting nights for Committee of the Whole meetings.

Mrs. Huhn commented on the defining “what success looks like” for students and suggested board members take time to think about that question relative to curriculum. She suggested it could be a topic of discussion for the yearly board retreat.

Mr. Heffner thanked the administration, teachers and students for the handmade cards, posters and thank you notes that were sent to the board members for School Board Director Recognition Month.

Mr. Heffner solicited input from all board members to determine what board meeting format is preferred. The consensus of board members was a meeting that allows for discussion of the entire agenda first, followed by voting.

ADJOURNMENT

Mr. Heffner announced there was an executive session on January 27, 2014 to discuss personnel and negotiations.

A motion was made by Mr. Bieber, seconded by Mr. Groff, to adjourn the meeting at 8:44 p.m.
Motion Carried

Approved

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