

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

April 7, 2014

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 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
<u>✓</u> Mrs. Grossman (6:04 p.m.)	<u>✓</u> Mr. Heffner	<u>✓</u> Mrs. Huhn
<u>✓</u> Mrs. MacMillan	<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. Mark J. Merolla, Esquire

Student Representative: Tyler Reighn

Visitors: Karl Kotch, Blandon, Dawn Schwenk, Mertztown, Joyce Esser, Kempton, Larry Schumacher, Kutztown, Erin Davis, Pottstown, Suzanne Oswald, Mertztown, Shara Swinehart, Elverson, Mark Graham, Emmaus, Terry Flamm, Blandon, Kathy Rabert, Fleetwood, Jenna Hart, Barto, Cheryl Bleiler, Rockland Twp., Michael Daddario, Katie Hess, Sarah Bettenhausen, Stephanie Kelly, Sally Herbine, Kutztown, Lori Walsh, Leesport, Lisa Ehrets, Breinigsville, Alicia Mata, Leesport, Ben Stephens, Tom Whalen, Tamaqua, Amy Rohrbach, Mertztown, Jo Telenko, Fleetwood, Galen Wood, Fleetwood, Mandi Kercher, Schnecksville, Matt Donato, Breinigsville, Kimberly Remp, Shillington, Jennifer Snyder, Blandon, Heidi Porr, Fleetwood, Emilie Adam, East Greenville, Cathy Ohl, Allentown, Nancy Graber, Pennsburg, Jennifer Johnson, Fleetwood, Shannon Sanders, Kutztown, Heather Damato, Michelle McMullen, Blandon, Nancy Chmielewski, Quakertown, Ronlyn Harner, Palm, Jean Condos, Robesonia, Lisa Turner, Schnecksville, Janelle Moser, Mertztown, Melanie Sheetz, Mertztown, Kevin Schmidt, Blandon, Paul Gottlieb, PSEA, Janet Huston, Blandon, Gary Gordon, Shillington, Brenda Hovis, Coopersburg, Karey Andrejack, Alburtis, Christa Heagerty, Boyertown, Frank Gallagher, Breinigsville, Marian Smith, Allentown, Nicole Konyak, New Tripoli, Michele Thompson, Allentown, Nancy Hearn, Macungie, Rebecca Miell, Lake Road, Megan Miller, Highland Drive, Bernice Klein, Topton, Chris Reed, Allentown, Kristin Neary, Kutztown, Kevin Dolan, Doylestown, Tracy Fandl, Mertztown, Trevor DeLong, Mertztown, Tim Sexton, Mertztown, Elaine Schwien, Alburtis, Jon Scheuer, New Ringgold, Marie Ballantyne, Fleetwood, Jenny Swartzentruber, Alburtis, Joanne Madsen, Mertztown, Dax Funderfurk, Mertztown, Edward Carter, Topton, Michele Moore, Burrell Blvd., Jeff Lapp, Lisa Weidemoyer, Blandon, Nate Bentley, Blandon, Colleen Dreisbach, Lenhartsville, Susan Panuski, Alburtis, Kaye Sward, Mertztown, Erick Hauck, Boyertown.

The President led review and discussion of each section of the agenda. Opportunity was provided for Board and public comment after each section. The Board called an executive session for personnel matters at 6:30 pm. The board reconvened at 6:44 pm. After a brief recess from 6:49 pm to 6:56 pm, the meeting proceeded to the action items.

An Obituary Minute was read in memory of James D. Leshner, Jr.

Mr. Robert Kurzweg, Director of Athletics, presented an overview of state reporting for Athletics. State mandated annual reporting began in 2013 detailing boys' and girls' sports opportunities in middle and high schools, including the numbers of participants and teams, coaches and trainers' compensation, and spending on equipment, travel and uniforms. Compiling the data is a tedious, time consuming and costly task which has become a burden for school districts across the state. In response, Senate Bill 1734 has been introduced which will put limits on the data required. Mr. Heffner suggested the administration draft a resolution to support the passing of Senate Bill 1734 to be adopted at a future board meeting.

BOARD OF DIRECTORS REPORT

A motion was made by Mrs. Grossman, seconded by Mr. Rothermel 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 March 3, 2014 as attached and marked Board A.

B. BCTC 2014-15 Budget

Approve the Berks Career and Technology Center 2014-2015 budget in the amount of \$15,759,724.00 of which \$593,012.00 (regular programs \$524,221.00, special education programs estimated \$68,791.00) is Brandywine Heights' share. The district is also responsible for \$99,042.00 of the Berks Career and Technology Center debt service.

C. Second Reading of Policies

Approve the Second Reading of the following policies marked Board C.1 – C.5.:

- a. 006 Meetings (revision)
- b. 220 Student Expression/Distribution of Materials (revision)
- c. 913 Nonschool Organizations/Groups/Individuals (revision)
- d. 826 Records Retention (new)
- e. 827 Records Destruction (new)

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

BCIU – Mrs. Huhn reported on the BCIU Board Meeting held on March 20, 2014. Highlights included a presentation about the Ready, Set, Read program which aims to improve elementary reading proficiency levels. Business included personnel items and ratification of contracts. The transportation policy is under revision due to the new state regulations acknowledging audio recordings on busses. Discussion included the Governor's budget, and the continued financial struggle for districts and intermediate units due to delayed Access funding payments. Upcoming events include the Annie Sullivan Award presentation on April 8 and the Annual Conference for School Board Directors on May 1. The next BCIU Board Meeting is scheduled for April 17, 2014.

BCTC – Mr. Groff noted that Mr. Roger Bollinger, former School Board Director, had been recognized as the 2014 recipient of the BCTC Friend of Career and Technical Education Award. The next BCTC Joint Operating Committee meeting is scheduled for April 23, 2014.

Berks EIT/Berks TCC – Mr. Bieber – No report. The next TCC and EIT meetings are scheduled for the evening of May 27, 2014.

Council on Legislative Action – Mr. Heffner noted that there has been legislation passed by the state senate that would prevent future employees of PSBA from PSERS eligibility.

Policy Committee – Mrs. Grossman – No report.

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

Community Engagement Committee – Mrs. Huhn announced she is still in the process of trying to form a committee.

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.

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

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

A motion was made by Mrs. Huhn, 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 February totaling \$2,205,103.83 per attachment Budget A.

B. **Food Service Bills**

To approve food service fund bills for the month of February totaling \$32,566.81 per attachment Budget B.

C. **Financial Reports**

To accept the following Financial Reports through February 28, 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.
6. Athletic Report – Budget C.6.

D. **Budget Transfer**

To approve the 2013-2014 budget transfer per attachment marked Budget D.

E. **Audit Services**

To contract Gorman & Associates, P.C. of Northampton, PA, to audit the general purpose financial statements and perform the audit required by the Single Audit Act of 1996 for the year ending June 30, 2014 for a base fee of \$17,400, Single Audit Fee of \$2,100 and hourly rate of \$72.00 for additional services per attachment marked Budget E. (\$500 increase over 2013-14)

F. **Integra Once Service Agreement**

To approve a service agreement with Integra One of Allentown, PA, for Lenovo equipment repairs as detailed in attachment Budget F.

G. **BCIU IEPplus Service Level Agreement**

To approve a Service Level Agreement for Special Education Application Services with the BCIU for Sungard K-12 Education IEPplus application July 1, 2014 through June 30, 2015 as described in Budget G. (The one year agreement will allow us to align/combine this agreement with our eSchoolPLUS agreement starting with the 2015-16 school year.)

H. **Pre-Vocational Services for a Student**

To authorize pre-vocational services February through June, 2014 for one special needs student with Threshold Rehabilitation Service of Reading, PA, at a cost of \$54.60 per day (estimated total cost \$3,221.40 based on 59 days).

I. **Burner Replacement Proposals**

To authorize the Business Manager to seek proposals for Elementary School Burner Replacement (estimated cost \$15,000, to be completed summer 2014).

J. **Sewing Machine Maintenance**

To contract with Don Kauffman's Sewing Machines of Temple, PA, to service sewing machines for 2014-15 at a cost of \$30.00 per machine, estimated total cost for 17 machines is \$510.00.

K. **BCIU Education Technology Pool Consortium**

To authorize a letter of intent with BCIU for district participation in the Education Technology Pool consortium as described in Budget K.

Mrs. Krauss reported that Board members should have received a copy of the April 2014 PA Auditor General's Performance Audit Report. There was one teacher certification clarification finding that was resolved while the auditors were present. A copy of the report will be added to the board minutes.

Roll call was taken to accept the Budget/ Finance/ Property/ Transportation 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

SUPERINTENDENT'S REPORT

A motion was made by Mr. Bieber, seconded by Mr. Rothermel to approve the Superintendent's Report.

A. **Photography Services**

Approve the agreement with Christmas City Studios for photography services effective July 1, 2014 through High School Graduation, June 4, 2015, as detailed and marked Superintendent A.

B. **Field Trip Approval**

Approve the request for an overnight Field Trip for approximately 25 Indoor Guard and Percussion students and 10 chaperones to travel to Wildwood, New Jersey, for the All Chapter Championships from May 1 – 5, 2014 as attached and marked Superintendent B.

C. **Special Education Professional Development Services Agreement**

Approve the agreement with Ms. Kathleen Edelstein to provide up to 15 hours of deaf and hard of hearing contracted professional development services for an identified student for the remainder of the 2013-14 school year at \$95.00 per hour as detailed and marked Superintendent C.

D. **Accept the Informational Reports**

Athletic Report – Mr. Kurzweg

Instructional Technology Report – Mr. Voelker

District Enrollment Report

Mr. Heffner read a letter to the Board from Senator Judith Schwank that recognized Mr. Andrew Potteiger, Superintendent, as a key participant in a meeting she attended to discuss the problem of drug abuse in the community. In addition, Senator Schwank acknowledged Mr. Potteiger's quick actions to administer life-saving CPR to a gentleman at the meeting who suffered from a serious heart problem. Senator Schwank's letter of commendation will be made part of the board minutes.

Mr. Potteiger announced that East Penn Manufacturing contacted the district to confirm the company intends to occupy the Topton facility into the future and there are no plans to relocate or close the facility at this time.

Mr. Potteiger reported that in response to a budget meeting suggestion to explore alternative energy use in the district, himself, Mrs. Krauss and Mr. Wetzel visited East Lycoming School District where they are using a biomass boiler to heat their high school. Mr. Potteiger will share more details of the visit at the April 28, 2014 Board Meeting.

Mr. Potteiger noted that Mr. Heffner attended the PSBA Board President Training Camp and incurred all costs himself, including the \$159 registration fee.

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. Bieber, seconded by Mr. Porr to approve the Personnel Report. There was a request for item C.6. Co-Curricular Athletic Appointments be voted on separately.

A. Resignations/Retirements/Terminations

1. Accept the resignation of Mrs. Melissa Moyer, PT High School Café/Cook, effective February 28, 2014 as attached and marked Personnel A.1.
2. Accept the retirement of Mr. Kenneth Smith, Van Driver, effective the last day of the 2013-14 school year as attached and marked Personnel A.2.

B. Change of Status

1. Professional Staff
 - a. Approve the change of status of Mrs. Karen K. Long from Elementary/Intermediate School Assistant Principal to Elementary/Intermediate School Principal for salary of \$86,000 effective April 7, 2014.
2. Support Staff – None

C. Appointments

1. Professional Staff – None
2. Support Staff – None
3. Long Term Substitute – Professional – None
4. Short Term Substitute – Professional – None
5. Co-Curricular Appointments – None
6. Co-Curricular Athletic Appointments – as attached and marked Personnel C.6. (*Salaries to be determined per contract settlement.*)

D. Approval of additions to the Substitute Lists

1. Professional Substitutes for 2013-14:
Ms. Heather Krey, Mathematics 7-12
Ms. Jennilee Miller, Art K-12
Mr. Bryan Zeiner, BCIU Guest Teacher
2. Support Staff Substitutes – None

E. Leaves

1. Accept the FMLA maternity leave of absence for Mrs. Lisa Ehrets, High School Social Studies Teacher, from approximately May 19, 2014 through the end of the 2013-14 school year, as attached and marked Personnel E.1.
2. Accept the worker's compensation medical leave of absence for Mr. Jeffrey Lapp, Middle School Physical Education Teacher, effective April 23, 2014 through approximately May 21, 2014.
3. Approve the request for a medical sabbatical for Ms. Susan Small for the second semester of the 2013-14 school year, effective January 23 through June 9, 2014, as attached and marked Personnel E.3.

Roll call was taken to approve Items A-C.5., D-F. of 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

Roll call was taken to approve Item C.6. Co-Curricular Athletic Appointments of the Personnel Report.

<u>Y</u> Mr. Bieber	<u>N</u> Ms. Eyrich	<u>Y</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 – 7 Yeas/2 Nays

OTHER BUSINESS

Public comment:

Mr. Jeff Lapp, Mrs. Katie Hess and Mrs. Jennifer Johnson addressed the board about the teacher contract negotiations. Dr. Kevin Dolan presented the board with petition signatures from BHEA members urging the settlement of the contract.

ADJOURNMENT

Mr. Heffner announced executive sessions as follows: March 10 and March 24, 2014 for personnel, March 21 and April 2, 2014 for negotiations, April 7, 2014 during and after the meeting for personnel.

A motion was made by Mr. Groff, seconded by Mr. Rothermel, to adjourn the meeting at 7:53 p.m.
Motion Carried

Approved

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