

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

April 28, 2014

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:11 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	<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 Wetzal, Director of Buildings and Grounds
- ✓ Mr. Josh Ziatyk, Assistant High School Principal

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

**Visitors:** Kevin Dolan, Bucks County, Frank Gallagher, Breinigsville, Wendy Pristash, Allentown, Gary Gordon, Shillington, Ron Devlin, Reading, Jess Lapinski, Quakertown, Dax Funderburk, Mertztown.

**ACKNOWLEDGEMENT** – Mr. Potteiger announced that United Way of Berks County had presented Brandywine Heights Area School District with the Carl E. LeVan Award. The award is presented in memory of Carl E. LeVan and his 35 years of dedicated service to the Red Cross to a nonprofit organization that has shown outstanding dedication to United Way of Berks County. The District United Way representatives are Mr. Gary Gordon and Ms. Karey Dirsas Andrejack.

**PRESENTATIONS** - Mr. Voelker, Director of Curriculum, Instruction and Technology introduced subject area department chairs to present an overview of state standards and revisions to each department's newly revised curricula. Presenters were Dr. Kevin Dolan, Science Department Chair, Mrs. Jessica Lapinski, Health/Physical Education Department Chair, Mrs. Wendy Pristash, Computer/Information Technology Department Chair, and Mr. Frank Gallagher, Mathematics Department Chair.

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 8:52 pm to 8:58 pm, the meeting proceeded to the action items.

**BOARD OF DIRECTORS REPORT**

A motion was made by Mr. Porr, 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 7, 2014 as attached and marked Board A.

**B. Resolution Opposing Restricting Federal Medical Assistance Reimbursement**

Approve a Resolution Opposing Restricting Federal Medical Assistance Reimbursement as attached and marked Board B.

**C. Appointment of Board Treasurer**

Appoint Mr. Bryan Rothermel as Board Treasurer for a one year term beginning July 1, 2014 ending June 30, 2015.

**D. Appointment of Board Secretary**

Appoint Ms. Nancy K. Krauss as Board Secretary for a four year term beginning July 1, 2014 and ending June 30, 2018.

**E. 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 launch of a redesigned website. Business included the approval of new and proposed budgets, rate schedules, and various agreements. The BCIU also approved a resolution opposing the restriction of federal medical assistance reimbursement through the Medical Assistance School Based Access program for essential services to Pennsylvania’s students with disabilities. Mrs. Huhn reminded the board the Annual School Board of Director’s Convention is scheduled for May 1, 2014. The next BCIU Board Meeting is scheduled for May 15, 2014.

**BCTC – Mr. Groff** – Absent – No report.

**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** - No report.

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

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

**Community Engagement Committee – Mrs. Huhn** No report.

**Student Representatives** – Absent – No report.

Mr. Potteiger updated the Board on the progress of the Community Task Force meetings. The next meeting is scheduled for April 29, 2014 and will include informative presentations from the District Attorney’s office and from Council on Chemical Abuse. Following the presentations, participants will break up into the five action groups.

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

Y Mr. Bieber

Y Ms. Eyrich

   Mr. Groff

Y Mrs. Grossman

Y Mr. Heffner

Y Mrs. Huhn

Y Mrs. MacMillan

Y Mr. Porr

Y Mr. Rothermel

Motion Carried – 8 Yeas/1 Absent

**BUDGET/FINANCE/PROPERTY/TRANSPORTATION**

A motion was made by Ms. Eyrich, seconded by Mr. Rothermel to accept the Budget/ Finance/ Property/ Transportation Report. There was a request to vote separately on Items D. 2014-15 Proposed Final Budget, O. Elementary School Lighting Replacement and R. High School Tennis Court Repairs and Surface Repainting Project.

**A. General Fund Bills**

To approve general fund bills for the month of March totaling \$1,438,016.35 per attachment Budget A.

**B. Food Service Bills**

To approve food service fund bills for the month of March totaling \$31,304.97 per attachment Budget B.

**C. Financial Reports**

To accept the following Financial Reports through March 31, 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 General Fund Proposed Final Budget**

To approve the 2014-2015 general fund proposed final budget (PDE #2028) totaling \$29,810,938 reflecting a 0.7% real estate tax increase of 0.232 mills (from 32.3 mills 2013-14 to 32.532 mills 2014-15) per attachment Budget D.

**E. School Physician**

To appoint Dr. Mary D Fabian, MD of Allentown, PA, as the school physician for the 2014-2015, 2015-2016, and 2016-2017 school years at the following rates:

2014-2015: \$13.00 per physical, \$50.00 per hour for other services

2015-2016: \$14.00 per physical, \$52.00 per hour for other services

2016-2017: \$15.00 per physical, \$54.00 per hour for other services

**F. School Dentist**

To appoint Alan J. Robertson, D.D.S. of Kutztown, PA, as the school dentist for the 2014-2015, 2015-2016 and 2016-2017 school years at a rate of \$4.00 per exam for 2014-2015, \$4.50 per exam for 2015-2016, and \$5.00 per exam for 2016-2017. (Proposal tabulation Budget F.)

**G. Vision Insurance**

To renew the contract with the PSEA Health and Welfare Funds for Vision Insurance for administrative and professional personnel for 24 months effective July 1, 2014 through June 30, 2016 at monthly contribution rates of \$3.04 for single coverage and \$7.10 for family coverage. (The rates are 2% less than previous contract, \$3.10 single/\$7.24 family)

**H. Bank Depositories**

To designate The National Penn Bank, Pennsylvania School District Liquid Asset Fund, Valley Green Bank, and Wilmington Savings Fund Society Bank of Delaware as 2014-15 depositories for district funds.

**I. Insurance Broker**

To designate CBIZ Benefits & Insurance Services of PA as the 2014-15 insurance broker of record.

**J. Elementary School Gym Wall Padding**

To authorize the Business Manager to seek bids for Elementary School Gym Wall Padding repair or replacement (maximum cost \$25,000 in maintenance plan, to be completed summer 2014).

**K. Maintenance Contracts**

To approve the 2014-2015 Maintenance Contracts per attachment marked Budget K. a-g:

1. Fire Extinguisher and Hood Inspection and Service: Falcon Fire & Safety Co., Downingtown, PA, \$1,544.10, plus hydro/recharge costs
2. Kitchen Exhaust Hood Cleaning: Falcon Fire & Safety Co., Downingtown, PA, \$1,400.00
3. Shop Specialties Incorporated Machinery Maintenance of Nazareth, PA, covering the High School general shop: \$1,480 plus any parts which may be required.
4. Generators: Reading Electric of Reading, PA, at a total annual cost of \$1,700.00
5. High School Dust Collector Fire Suppression System: SSI Fire & Explosion Protection of Pennsburg, PA, at a total annual cost of \$660.00.
6. Comprehensive Service Agreement and Preventative Maintenance Agreements: Communication Systems, Inc. (CSI) , Allentown, PA \$16,403.00 as itemized below:
  - a. Comprehensive Service Agreement High School IWATSU telephone and Rauland intercom & master clock systems \$4,839.00
  - b. Preventative Maintenance Agreement High School Auxiliary Sound systems and TV distribution \$884.00
  - c. Preventative Maintenance Agreement High School CCTV system \$1,656.00
  - d. Preventative Maintenance Agreement Intermediate/Middle School CCTV & security system \$1,440.00
  - e. Comprehensive Service Agreement Elementary School IWATSU telephone system \$3,800.00
  - f. Preventative Maintenance Agreement Elementary Intercom system \$396.00
  - g. Preventative Maintenance Agreement & Manufacturer Software Assurance District-wide Genetec Access Control \$3,288.00

**L. Flooring Installation**

To contract with Martin’s Flooring, Inc. of Lancaster, PA, for the removal of carpet, and the purchase and installation of VCT tile in the Middle School Faculty Room and Athletic Office/Sound System Room as detailed in Budget L. at a cost of \$3,280.00 (\$2,415.00 faculty room, \$865.00 athletic office).

**M. Security Cameras and Keypad Service**

To contract with CSI Integrated Security & Communications of Allentown, PA,(CoStars Contract #003-081) to provide and install additional security cameras and alarm keypad at the Intermediate/ Middle School at a cost of \$7,011.00 as detailed below and in Budget M. a.-d. (capital project fund):

1. Camera in Gym Hallway facing outside entrance: \$2,257.00
2. Camera in corner of Auditorium facing outside entrance: \$1,437.00
3. Camera in hallway in Special Education Office wing facing outside entrance: \$2,227.00
4. Alarm Keypad at Maintenance Entrance: \$1,090.00

**N. Turf Maintenance**

To contract with Hursh’s Landscaping, Inc. of Emmaus, PA, to provide 2014-2015 turf maintenance and service per specifications for the low bid of \$22,899.00 as detailed in Budget N.

**O. Elementary School Lighting Replacement**

To contract with Ace Electric, Inc. of Allentown, PA, for the Elementary School Lighting Replacement Project at a base proposal cost of \$14,635.00, any additional work would be at an hourly rate of \$87.00, proposal tabulation Budget O.

**P. Water Heater Replacement**

To contract with Evans Mechanical Inc. of Wyomissing Hills, PA, for Elementary School Water Heater Replacement (2) at a cost of \$19,000.00 (\$9,500.00 each), proposal tabulation Budget P.

**Q. Sidewalk Repairs**

To contract with Rubright Construction of Shoemakersville, PA, for concrete sidewalk repairs at the Elementary School and Intermediate/Middle School at a cost of \$10,900.00, proposal tabulation Budget Q.

**R. Macadam Repairs/Replacement**

To award the contract for macadam repairs/replacement at the Intermediate/Middle & Elementary Schools to EJB Paving and Materials Company of West Lawn, PA at a base bid of \$158,085.00 plus additional services as needed based on price schedule included in bid. The bid opening was held Friday, April 25, 2014 at 9:05 AM. Bid tabulation and recommendation by Liberty Engineering - Budget R.

**S. Tennis Court Repairs and Surface Repainting Project**

To contract with the Breneman Company of Lancaster, PA, for the Phase I of the High School Tennis Court Repairs and Surface Repainting Project at a cost of \$18,950.00 (COSTARS Contract #008-128) as detailed in Budget S.

**T. Information Technology Support Agreement**

To approve a thirty-seven month agreement for Information Technology Support with Higher Information Group, LLC of Harrisburg, PA effective July 1, 2014 at a monthly cost of \$15,380.13 as detailed in the Budget T. This agreement would add a third technician, replace the third year of the existing agreement, and extend the agreement for services until July 31, 2017 to coincide with the expiration of the existing network equipment lease.

**U. 2014-15 Solicitor**

To appoint John M. Stott of Brumbach, Mancuso & Fegley P.C. as the 2014-15 BHASD solicitor for a retainer of \$9,500 and hourly fee of \$125.00 for negotiations, hearings and other special assignments. (Retainer increase from \$8,500 – first retainer increase in 10 years, no change in hourly rates.)

Mrs. Krauss announced that the 2014-2015 budget is scheduled for final adoption on June 2, 2014 at 6:00 pm. The 2014-2015 General Fund Budget will be available for inspection on Tuesday, April 29, 2014 in the business office and on the District’s website [www.bhasd.org](http://www.bhasd.org).

Roll call was taken to accept Items A-C, E-N, P-Q, and S-U of the Budget/ Finance/ Property/ Transportation Report.

Y Mr. Bieber

Y Ms. Eyrich

    Mr. Groff

Y Mrs. Grossman

Y Mr. Heffner

Y Mrs. Huhn

Y Mrs. MacMillan

Y Mr. Porr

Y Mr. Rothermel

Motion Carried – 8 Yeas/1 Absent

Roll call was taken to accept Item D. 2014-15 Proposed Final Budget of the Budget/ Finance/ Property/ Transportation Report.

<u>Y</u> Mr. Bieber	<u>Y</u> Ms. Eyrich	<u>   </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 – 8 Yeas/1 Absent

Roll call was taken to accept Item O. Elementary School Lighting Replacement of the Budget/ Finance/ Property/ Transportation Report.

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

Motion Carried – 5 Yeas/3 Nays/1 Absent

Roll call was taken to accept Item R. High School Tennis Court Repairs and Surface Repainting Project of the Budget/ Finance/ Property/ Transportation Report.

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

Motion Carried – 5 Yeas/3 Nays/1 Absent

Mr. Funderburk commented on the 2014-15 projected budget.

## SUPERINTENDENT’S REPORT

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

### A. Curricula Approval

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. *Final approval of curricula will be requested at the June 2, 2014 meeting.*

### B. Accept the Informational Reports

**Food Services Audit** – Mrs. Krauss reported that the recent food service audit was successful with no findings. In addition, the 2014-15 food service budget is balanced without any general fund transfer.

**Biomass Boiler Heating System Presentation** – Mr. Potteiger reported that in response to a suggestion made at a budget meeting, he, Mrs. Krauss and Mr. Wetzel visited East Lycoming School District on April 4, 2014 for an informational tour of a biomass boiler system, a green energy alternative. East Lycoming School District uses a wood chip burning biomass boiler system to heat and provide hot water to their Junior-Senior High School. The result not only yields savings but it is efficient, clean, and environmentally friendly. If grant monies become available the district can consider this as an alternative energy solution.

**Athletic Report** – Mr. Kurzweg

**Instructional Technology Report** – Mr. Voelker

**District Enrollment Report**

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

<u>Y</u> Mr. Bieber	<u>Y</u> Ms. Eyrich	<u>   </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 – 8 Yeas/1 Absent

## PERSONNEL REPORT

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

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

### B. Change of Status

1. Professional Staff – None

2. Support Staff

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Mrs. Rosanne Kegerise	District Registration Secretary (7.5 hrs/10 month)	HS Asst. Principal/ Attendance Secretary (8 hrs/10 month)	7/1/2014

**C. Appointments**

1. Professional Staff – None
2. Support Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Mr. Ronald Howells	HS PT 2 <sup>nd</sup> Shift 4/hr Custodian	\$9.50/hr	3/21/2014

3. Long Term Substitute – Professional – None
4. Short Term Substitute – Professional – None
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 – None**

**E. Leaves**

1. Approve the request for FMLA unpaid medical leave for Mrs. Pamela Karom, Elementary Library Aide from April 9, 2014 through approximately April 30, 2014 as attached and marked Personnel E.1.

**F. Other Personnel Items**

1. Approve the new position of Special Education Transition Coordinator as attached and marked Personnel F.1.

Roll call was taken to approve the Personnel Report.

<u>Y</u> Mr. Bieber	<u>Y</u> Ms. Eyrich	<u>    </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 – 8 Yeas/1 Absent

**OTHER BUSINESS**

**Public comment:**

Mr. Funderburk thanked Mrs. MacMillan for her comments following the curricula presentations relative to teaching to the test for standardized assessments and shared statistics in opposition of Common Core Standards.

**ADJOURNMENT**

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

A motion was made by Ms. Eyrich, seconded by Mr. Porr, to adjourn the meeting at 9:29 p.m.

Motion Carried

\_\_\_\_\_  
Approved

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