

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

August 4, 2014

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:01 p.m. by President Kenneth Heffner.

The meeting opened with Pledge of Allegiance.

Recording Secretary called the roll:

<input checked="" type="checkbox"/> Mr. Bieber	<input checked="" type="checkbox"/> Ms. Eyrich	<input type="checkbox"/> Mr. Groff
<input checked="" type="checkbox"/> Mrs. Grossman	<input checked="" type="checkbox"/> Mr. Heffner	<input checked="" type="checkbox"/> Mrs. Huhn
<input checked="" type="checkbox"/> Mrs. MacMillan (6:39 p.m.)	<input checked="" type="checkbox"/> Mr. Porr	<input checked="" type="checkbox"/> Mr. Rothermel (6:02 p.m.)

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
- Ms. Stephanie Kelly, Elementary/Intermediate Assistant Principal
- Mr. Robert Kurzweg, Director of Athletics
- Mrs. Karen Long, Elementary/Intermediate 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, Emily Cipa, Reading, Valdis Lacis, Reading.

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 6:45 pm to 6:53 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 June 30, 2014 as attached and marked Board A.

B. Policy Approval

To approve the second reading of Policy 810.2 Transportation – Video/Audio Recordings as attached and marked Board B.

C. PSBA Voting Delagate

Select a Voting Delegate to the Pennsylvania School Boards Association 2014 Delegate Assembly. The representative must attend a meeting on Tuesday, October 21, 2014, the day prior to the PASA-PSBA School Leadership Conference. The opportunity was discussed and there were no appointments.

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

BCIU – Mrs. Huhn – The BCIU Board of Directors did not have a meeting in July. August 18 is the opening Day for BCIU employees. The next meeting is scheduled for August 21, 2014.

BCTC – Mr. Groff – Absent, no report.

Berks EIT/Berks TCC – Mr. Bieber reported that Berks EIT conducted an executive session regarding the merger of EIT and TCC. There will be TCC meeting on September 3, 2014 to continue merger discussions.

Council on Legislative Action – Mr. Heffner – No report.

Policy Committee – Mrs. Grossman reported the second reading of the Transportation – Video/Audio Recordings policy is scheduled for approval on tonight’s agenda.

Strategic Planning/Goals – Mrs. Huhn – The school board will meet to discuss District Goals after tonight’s board meeting.

Community Engagement/Community Task Force – Mrs. Huhn encouraged everyone to consult the website BHCTaskforce.com.org for Community Task Force events. Recently, the Task Force hosted a movie night at the Intermediate/Middle School which was well attended. There is a Take Back Our Park event scheduled for the near future to clean up the community park.

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

Y Mr. Bieber

Y Ms. Eylich

 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 Mr. Bieber, seconded by Mr. Porr to accept the Budget/ Finance/ Property/ Transportation Report. Mr. Heffner requested that Item D., Truck Purchase, be voted upon separately.

A. General Fund Bills

To approve general fund bills for the month of June totaling \$2,477,935.58 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills for the month of June totaling \$6,901.78 per attachment Budget B.

C. Financial Reports

To accept the following Financial Reports through June 30, 2014 unaudited, unless otherwise noted:

1. General Fund - Revenue/Expenditure/Fund Balance - C.1 – no report.
2. Food Service Fund - Revenue/Expenditure - C.2 – no report.
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. Truck Purchase

To authorize the purchase of a 2015 Ford F350 truck with 8’ bed, plow, spreader, bed liner and LED strobe bar through COSTARS #25-Municipal Work Vehicles, Supplier Contract #025-018 Manderbach Ford of Temple, PA (plow, spreader, bed liner and strobe bar supplier contract #25-053 E.M. Kutz, Inc.) at a cost of \$33,909.00 per attachment marked Budget D. (replaces 2004 F250)

E. Electric Purchase Contract

To approve a twenty-four month electric purchase contract with Direct Energy Business of Woodbridge, NJ, based on approximate annual usage of 3.7 million kWh at 6.53 cents per kWh excluding utility distribution fees, effective January 1, 2015 per attachment marked Budget E.

F. Petty Cash and Register Changes

To establish/re-establish petty cash and register change effective August 4, 2014 per Board Policy No. 617 and as detailed in Budget F.

G. Purchasing Program Participation

To authorize participation in the National Cooperative Purchasing Alliance (NCPA) a purchasing program created for the benefit of school districts and other governmental entities nationwide per Budget G.

H. Content Filtering Contract

To approve a five-year agreement with Higher Information Group of Harrisburg, PA, for ContentKeeper Content Filtering Solution at a total cost of \$78,002.55 (annual installments of \$15,600.51) as described in attachment Budget H. and contingent on correcting contract language to reflect annual rather than monthly payments.

I. Food and Non-Food Product Vendors

To approve the following vendors for the purchase of Food and Non-Food Products, Milk and Milk Products, Fruit Juice Products, Ice Cream Products, and Bread Products for the 2014/2015 school food program. Quotes are due from vendors July 29, 2014. Budget H. to be distributed at the meeting.

Food and Non-Food Product Quote: ESPN Joint Cooperative Bid: US Foods of Allentown, PA and Feeser’s Food Distributors of Harrisburg, PA 17111

Milk and Juice Products Quote: Clover Farms Dairy of Reading, PA

Ice Cream Quote: Jack & Jill of Mooresville, NJ

Bread Quote: Morabito Baking Company of Norristown, PA

J. eSchoolPLUS Mobile App Services

To approve an addendum to the Berks County eSchoolPLUS Consortium Service Level Agreement to add-on Mobile App Services through the end of the 2014-15 school year. The Mobile App Services include Mobile Connector for \$437.40 (first year) and Mobile Admin for \$259.20 (first year). There is an annual estimated cost in subsequent years of \$65.61 (Mobile Connector) and \$38.88 for Mobile Admin). See details in Budget J.

K. Keystone Assessment Remediation Online Curricula

To approve the purchase of secondary Keystone Assessment student remediation online curricula from USA Test Prep for the courses of Literature, Algebra I and Biology for a cost of \$975 (for 1 year, 2014-15) as detailed in Budget K.

Roll call was taken to approve Items A-C and E-K 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 approve Item D Truck Purchase 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>N</u> Mrs. Huhn
<u>Y</u> Mrs. MacMillan	<u>Y</u> Mr. Porr	<u>Y</u> Mr. Rothermel

Motion Carried – 7 Yeas/1 Nay/1 Absent

SUPERINTENDENT’S REPORT

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

A. Mathematics Curricula Approval

Approve Mathematics curricula for the courses Foundations of Algebra, Algebra I and Algebra II as presented on April 28, 2014 as a result of the realignment of secondary math courses due to state assessment requirements. Curricula was introduced at the June 30, 2014 meeting.

B. 2014-15 BCIU Chinese Language Agreement

Approve the 2014-15 Service Level Agreement for Chinese Language Instruction between Berks County Intermediate Unit and Brandywine Heights Area School District at a cost of \$10,000.00 as attached and marked Superintendent B.

C. BCTC Nursing Service Agreement

Approve the Agreement for Nursing Services between the Berks County Career and Technology Center, Brandywine Heights Area School District and Brandywine Heights Education Association as attached and marked Superintendent C.

Informational Reports were presented.

Instructional Technology Report – Mr. Voelker

Athletic Report – Mr. Kurzweg

Roll call was taken to approve the Superintendent's 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

PERSONNEL REPORT

A motion was made by Mr. Bieber, seconded by Mr. Rothermel to approve the Personnel Report. Mr. Heffner requested that Item E.1., Teacher Request for a Sabbatical Leave of Absence, be voted upon separately.

A. Resignations/Retirements/Terminations

1. Accept the retirement of Mr. Troy Adam, Maintenance/Courier, effective September 22, 2014 as attached and marked Personnel A.1.
2. Accept the resignation of Ms. Erin DeLong, High School English teacher, effective August 18, 2014 as attached and marked Personnel A.2.
3. Accept the resignation of Mr. Andrew German, Middle School Music/Band Teacher, effective June 24, 2014 as attached and marked Personnel A.3.
4. Accept the resignation of Mrs. Jilian Keller, Elementary Teacher, effective July 17, 2014 as attached and marked Personnel A.4.
5. Eliminate the position of Van Aide and terminate Ms. Karla Kuser, Part Time Van Aide, effective August 25, 2014.

B. Change of Status

1. Professional Staff

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Mr. Josh Ziatyk	HS Assistant Principal	Interim HS Principal/ HS Assistant Principal	7/21/14

2. Support Staff – None

Mrs. Sheree Bieber	ACCESS Secretary	ACCESS and Registration Secretary	8/5/2014
Ms. Dawn Derstine	Support Staff Substitute	HS PT Food Service/ Cafeteria Worker 3.5 hr, 181 days	8/25/2014

C. Appointments

1. Professional Staff

Ms. Jennie Hoose	IS 5 th Gr. Learning Support (Kelly)	B+24, Step 1	8/18/2014
Ms. Kathryn Small	MS 8 th Grade English (Baker)	B, Step 2	8/18/2014
Mrs. Mary Gomez-Sollenberger	HS PT .5 Spanish (Brown)	B, Step 1	8/18/2014
Ms. Lauren Gardner	District-Wide ESL	B+24, Step 4	8/18/2014
Ms. Jessica Benner	HS English (Santoro)	B, Step 2	8/18/2014
Miss Laura Brzyski	HS PT .375 English (DeLong)	M, Step 1	8/18/2014

2. Support Staff

Mrs. Jennifer Langan	FT District Data Manager 8hrs/day, 260 days	\$14.00/hr	8/11/2014
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3. Long Term Substitute – Professional

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Ms. Maria Levidis	IS 4 th Gr. Learn. Sup. (Levengood)	B+24, Step 1	10/9/2014-12/23/2014
Ms. Lyndsay Yeakel	ES/IS Title I Reading (Farina)	B, Step 1	10/27/2014-EOY
Mr. Robert Hogan	ES 3 rd Grade (Keller)	B, Step 1	8/18/2014-EOY
Ms. Kelly Detweiler	ES 3 rd Grade (Womack)	B, Step 1	9/22/2014-EOY

4. Short Term Substitute – Professional – None

5. Co-Curricular Appointments – None

6. Co-Curricular Athletic Appointments – None

D. Approval of the 2014-15 Substitute Lists as attached and marked Personnel D.1. Professional Substitutes and D.2. Support Staff Substitutes.

E. Leaves

1. Approve a request for a sabbatical leave of absence for the purpose of restoration of health for Ms. Susan Small for the first semester of the 2014-15 school year, effective August 18, 2014 through January 15, 2015, as attached and marked Personnel E.1.

F. Other Personnel Items

1. To grant tenure to Mr. Michael Kistler, High School Business Teacher.
2. To approve the evaluation rating of "Excellent" for Mr. Andrew Potteiger, Superintendent, for the 2013-14 school year and subsequent salary increase for the 2014-15 school year.

Public Comment:

Valdis Lacis of the Reading Eagle asked the amount of the Superintendent's salary. Mr. Heffner stated the salary is \$131,000.

Roll call was taken to approve Items A.-D. and F. of 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

Roll call was taken to approve Item E.1., Teacher Request for Sabbatical Leave of Absence, of the Personnel Report.

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

Motion Carried – 5 Yeas/3 Nays/1 Absent

OTHER BUSINESS

Public Comment:

Mr. Jeffrey Lapp thanked the Board for their efforts with regard to the recent approval of the collective bargaining agreement.

ADJOURNMENT

Mr. Heffner announced there was an executive session on July 14, 2014 to discuss personnel. Mr. Heffner also announced there would be an executive session following the board meeting to discuss personnel issues and an informational conference on district goals.

A motion was made by Ms. Eyrich, seconded by Mrs. Grossman, to adjourn the meeting at 7:02 p.m.
Motion Carried

Approved

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