

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

September 8, 2014

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:26 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
- ✓ 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: Edward Carter, Topton, Dawn Conner, Topton, Emily Cipa, 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 7:10 pm to 7:17 pm, the meeting proceeded to the action items.

BOARD OF DIRECTORS REPORT

A motion was made by Mr. Rothermel, seconded by Mrs. Grossman 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 August 4, 2014 and the Special Board Meeting held August 18, 2014 as attached and marked Board A.

B. 2014-15 District Goals

Approve the 2014-15 District Goals as attached and marked Board B.

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

BCIU – Mrs. Huhn reported on the meeting held on August 21, 2014. Business included the approval of initial budgets, the ratification of several agreements and contracts for various educational programs and professional services. Upcoming events include the annual Keeping Kids Safe workshop on October 2, 2014 entitled “A Dose of Reality: Prescription Drugs and Heroin Abuse in Our Schools” and the Leadership Series of three Professional Development workshops, “Essential for Instruction: Assessment Practice Aligned to the

PA Common Core” with notable educator and author Jay McTighe. The next meeting is scheduled for September 18, 2014.

BCTC – Mr. Groff – Absent, no report.

Berks EIT/Berks TCC – Mrs. Krauss reported on the September 3, 2014 TCC meeting. Discussion continued about the merger between TCC and Berks EIT. Business included two revisions to the merger document; the first stating if the TCC would ever dissolves the founding districts would be paid back their start-up contribution, and second, a clause was added to indemnify the executive panel if the BEIT could not acquire insurance. The next meeting is scheduled for September 23, 2014 for both the EIT and TCC. Upon the agreement ratification, Berks County School Districts will be asked to vote on the merger in October, for the merger to be final by January 1, 2015.

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

Policy Committee – Mrs. Grossman – No report.

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

Community Engagement/Community Task Force – Mrs. Huhn reported on recent events organized by the Task Force. On September 2nd during the Middle School Open House, two representatives from the Berks County DA’s office were present to set up a mock bedroom with hidden drug paraphernalia. There was an informative display table of items parents should be aware of when learning to spot the signs of teen drug use. A similar event for the High School Open House will be held on September 10th. There is general task force meeting on September 9, 2014. Mrs. Huhn encouraged everyone to consult the website at BHCTaskforce.com.org for upcoming events.

Mr. Heffner announced the opportunity for comments from the public, and then board members. There were no comments.

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

<u> </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 – 7 Yeas/2 Absent

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

A motion was made by Ms. Eyrich, seconded by Mr. Porr to accept the Budget/ Finance/ Property/ Transportation Report.

A. **General Fund Bills**

To approve general fund bills for the month of August totaling \$2,276,475.02 per attachment Budget A.

B. **Food Service Bills**

To approve food service fund bills for the month of August totaling \$10,117.93 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.
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 Funds - No report.

D. **Budget Transfers**

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

E. **2014-15 Student Assistance Program Services Agreement**

To approve an agreement with Richard J Caron Foundation, Wernersville, PA for Student Assistance Program services at the Elementary, Intermediate, Middle and High School for 2014-15 at a cost to the District of \$7,283 for extended services at the High School of one day per week (6-1/2 hours) see Budget E. The Elementary, Intermediate and Middle School programs are funded through the Council on Chemical Abuse at no cost to the district.

F. Resolution to amend School District Loan Agreement

Pursuant to the new rating agency criteria regarding “Events of Default and Remedies”, approve the attached Resolution authorizing an amendment to the School District’s Loan Agreement (with Delaware Valley Regional Finance Authority). Budget F.

G. 2014-15 Special Education Services Contracts

To approve Special Education contracts for services for the 2014-15 school year as follows:

1. Tuition Agreements with Hogan Learning Academy of Fleetwood, PA, to provide special education services for two students at a cost of \$365 per day per student, Budget G.1.
2. Rita Robertson of Kutztown, PA, for Vision Support Services at a cost of \$100.00/hour per, Budget G.2.
3. BCIU for Special Education Services for the 2014-15 school year at an estimated cost \$35,119.00 as detailed in Budget G.3.
4. Carbon Lehigh Intermediate Unit (CLIU) for Special Education Related Services for the 2014-15 school year at a cost of \$90 per enrolled day as detailed in Budget G.4.

H. 2015 Dental Plan

To approve renewing United Concordia of Harrisburg, PA, as dental plan administrator through the Lehigh Valley Business Consortium for calendar year 2015 with no change in the fee of \$2.25 per employee per month.

I. 2014-15 Security Services for Athletic Events

To approve a contract with KRE Security/Investigations, Inc. of Hamburg, PA, to provide security services at athletic events as detailed in Budget I.

J. Intermediate/Middle School Refrigerator Purchase

To approve the purchase of a True Food Service Equipment Model #TAC-14GS-LD Open Merchandiser refrigerator as detailed in Budget J. for the Intermediate/Middle School food service program from Singer Equipment Company of Elverson, PA, at a cost to the food service fund of \$3,187.42 installed, through State Contract # 4400011968.

K. 2014-15 Longswamp Learning Center Agreement

To approve the agreement with Longswamp Learning Center to operate before and after school child care at the Elementary School for the 2014-2015 school year as detailed in Budget K.

Mr. Heffner announced the opportunity for comments from the public, and then board members. There were no comments.

Roll call was taken to approve items under the Budget/ Finance/ Property/ Transportation Report.

<u> </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 – 7 Yeas/2 Absent

SUPERINTENDENT’S REPORT

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

A. 2014 BCIU Superintendents' Academy

Approve Mr. Andrew Potteiger, Superintendent, to attend the BCIU 2014 Superintendents' Academy at the University of Pennsylvania on October 29, 30, and 31, 2014 at the cost of mileage.

B. 2014-15 Dual Enrollment Agreement with Reading Area Community College

Approve the 2014-15 Dual Enrollment Agreement between Reading Area Community College (RACC) and Brandywine Heights Area School District as attached and marked Superintendent B.

C. 2014-15 Dual Enrollment Agreement with Lehigh Carbon Community College

Approve the 2014-15 Dual Enrollment Agreement between Lehigh Carbon Community College (LCCC) and Brandywine Heights Area School District as attached and marked Superintendent C.

Informational Reports were presented.

Instructional Technology Report – Mr. Voelker

Athletic Report – Mr. Kurzweg reported that participation in fall girls and boys sports has declined. The decline may be because the sports season schedules overlap.

District Enrollment Report – Mr. Potteiger

Virtual Academy Report – Mrs. Hanych reported approximately 85 students have been enrolled in the BVA program.

Mr. Heffner announced the opportunity for comments from the public, and then board members. There were no comments.

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

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

Motion Carried – 7 Yeas/2 Absent

PERSONNEL REPORT

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

Resignations/Retirements/Terminations

1. Accept the resignation of Mrs. Sarah Bettenhausen, Elementary Second Grade Teacher, effective August 20, 2014 as attached and marked Personnel A.1.
2. Accept the resignation of Mrs. Jessica Justiniano, High School Mathematics Teacher, effective August 11, 2014 as attached and marked Personnel A.2.

B. Change of Status

1. Professional Staff

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Mrs. Mary Darrach	Director of Special Education	Director of Pupil Services	8/25/2014

C. Appointments

1. Professional Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Ms. Stephanie Cullen	MS Music/Band (German)	B, Step 2	8/18/2014

2. Support Staff

Mr. Eric Stoudt	Maintenance/Courier 8hrs/260 days	\$12.50/hr	TBA pending clearances
Mr. Guy Trengue	IS/MS Dishwasher 2 hrs/day, 2 days/wk	\$7.25/hr	9/9/2014 pending clearances

3. Long Term Substitute – Professional

Ms. Emily Cipa	ES 2 nd Grade (Bettenhausen)	M, Step 1	8/18/2014
Mrs. Rikki Savidge	IS 5 th Grade (Reifsnyder)	B+24, Step 1	8/18/2014
Ms. Morgan Fox Geske	HS .5 Mathematics (Small)	B, Step 1	8/18/2014-1/15/2015
Ms. Rebecca Guzie (Levengood)	IS 5 th Grade Learning Support	B, Step 1	approx. 10/9-12/23/2014

4. Short Term Substitute – Professional – None

5. Co-Curricular Appointments

- a. Instructional Co-Curricular appointments – None
- b. Athletic Co-Curricular appointments per the BHASD School Board salary schedule as attached and marked Personnel C.5.b.
- c. Approve the salary schedule for Instructional and Athletic Co-Curricular positions established by the Board of Directors as attached and marked Personnel C.5.c.

D. Approval of additions to the 2014-15 Substitute Lists

1. Professional Substitutes

Ms. Rachel Belletiere, English 7-12
 Ms. Sarah Brown, BCIU Guest Teacher
 Ms. Michele DeLillo, Elementary K-6, Special Education N-12
 Ms. Kelly Detweiler, Elementary PK-4
 Ms. Bethany DeWalt, Elementary PK-4

- Ms. Diane Fitti, BCIU Guest Teacher
- Ms. Lisa Gauker, BCIU Guest Teacher
- Ms. Rebecca Guzie, Elementary K-6, Middle Level English 7-9
- Ms. Colleen Hayduk, Mathematics 7-12
- Ms. Adrienne Ketterer, Elementary K-4
- Ms. Ms. Wendy Linton Lessar, BCIU Guest Teacher
- Mr. Kenneth Martin, BCIU Guest Teacher
- Ms. Ainsley Matz, Elementary K-6
- Ms. Megan Ramirez, Elementary K-6
- Ms. Cynthia Santos, BCIU Guest Teacher
- Ms. Kayla Welsh, BCIU Guest Teacher
- Ms. Kerianne Veltri, Early Childhood PK-4, Special Ed PK-8
- Ms. Lindsay Yeakel, Elementary K-6
- Mr. Leonard Yerger, BCIU Guest Teacher
- Ms. Bonnie Yurvati, BCIU Guest Teacher

2. Support Staff Substitutes

E. Leaves

1. Accept the FMLA unpaid leave of absence for Mr. Troy Adam, Maintenance/Courier, beginning August 1, 2014. Mr. Adam will exhaust accumulated paid days followed by unpaid days until his anticipated retirement on September 22, 2014.
2. Accept the medical leave of absence for Mr. Bo Ortt, IS/MS Custodian, beginning July 31, 2014. Mr. Ortt will exhaust accumulated paid days followed by unpaid days until his anticipated return September 15, 2014.

F. Other Personnel Items

1. Approve the practice of allowing part time support staff employees to work as support staff substitutes as needed, at the discretion of the administration.
2. Approve the following professional staff members to serve as mentors to new teachers during the 2014-15 school year. A stipend of \$650 will be prorated based on the duration of the assignment.

<u>Mentor</u>	<u>New Teacher (in place of)</u>
Mrs. Lisa Bieber, IS/MS Learning Support	(1 st Sem) Ms. Jennie Hoose, IS 5th Gr Learn. Sup. (Kelly)
Mrs. Lisa Bieber, IS/MS Learning Support	(1 st Sem) Ms. Rebecca Guzie, LTS IS 5 th Gr. Learn. Sup. (Levengood)
Mrs. Nancy Chmielewski, MS Music	Ms. Stephanie Cullen, MS Music (German)
Mrs. Nancy Graber, ES 2 nd Grade	Mr. Robert Hogan, LTS ES 3rd Grade (Keller)
Mrs. Lyndsay Levengood, IS 4 th Learning Support	(2 nd Sem) Ms. Jennie Hoose, IS 5th Gr Learn. Sup. (Kelly)
Mrs. Cathy Ohl, ES 3 rd Grade	Ms. Kelly Detweiler, LTS 3 rd Grade (Womack)
Mrs. Kirsten Paxson, HS English	Ms. Laura Bryzski, HS .375 English (DeLong)
Mrs. Cynthia Rissmiller, ES 2 nd Grade	Ms. Emily Cipa, LTS ES 2 nd Grade (Bettenhausen)
Mrs. Jennifer Snyder, ES Reading	Ms. Lindsay Yeakel, LTS Reading (Farina)
Mrs. Susan Thomas, HS German	Mrs. Mary Gomez-Sollenberger, HS Spanish (Brown)
Mrs. Susan Trupp, IS 5 th Grade	Mrs. Rikki Savidge, LTS IS 5th Grade (Reifsnyder)
Mrs. Angela Warsing, HS Spanish	Mrs. Lauren Gardner, DW ESL (Warsing)

Mr. Heffner announced the opportunity for comments from the public, and then board members. There were no comments.

Roll call was taken to approve the Personnel Report.

<u> </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 – 7 Yeas/2 Absent

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Mr. Heffner announced there was an executive session prior to the board meeting to discuss a special education legal issue. Mr. Heffner also announced there would be an executive session following the board meeting to discuss personnel and litigation.

A motion was made by Mrs. Grossman, seconded by Ms. Eyrich, to adjourn the meeting at 7:38 p.m.
Motion Carried

Approved

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