

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

October 6, 2014

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:05 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 (6:21 p.m.)	<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 Wetzal, Director of Buildings and Grounds
✓ Mr. Josh Ziatyk, High School Principal

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

Visitors: Matt Smith, Fleetwood, Tina Grim, Fleetwood, Edward Carter, Topton, Dax Funderburk, Mertztown, and new teacher inductees: Laura Bryski, Mary Sollenberger, Lauren Gardner, Jennie Hoose, Emily Cipa, Rikki Savidge.

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 6:37 pm to 6:44 pm, the meeting proceeded to the action items.

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 September 8, 2014 as attached and marked Board A.

B. Election of PSBA Officers

Elect the following PSBA (Pennsylvania School Board Association) officers, and authorize the board secretary to cast votes electronically on behalf of the school board. Elected officers take their positions January 1, 2015.

Mr. Charles H. Ballard, East Penn SD (Lehigh County), President-elect

Mr. Mark B. Miller, Centennial SD (Bucks County), Vice President

Mr. Otto W. Voit, III, Muhlenberg SD (Berks County), Treasurer

Mr. Michael Faccinnetto, Chinchester SD (Delaware County), At-large Representative (*East*)

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

BCIU – Mrs. Huhn reported on the meeting held on September 18, 2014. Business included the approval of initial budgets, the ratification of several agreements and contracts for various educational programs and professional services. Agreements were authorized for educational services provided by BCIU to the County of Berks for youth taken into custody by Immigration Customs Enforcement personnel. Organizational changes were approved relative to the IU’s involvement with Reading ASD. Dr. Jill Hackman was appointed as Executive Director of the BCIU following the resignation of Dr. John George. Mrs. Huhn noted the 2013-14 BCIU Annual Report was recently released. The BCIU hosted the annual Keeping Kids Safe workshop on October 2, 2014 entitled “A Dose of Reality: Prescription Drugs and Heroin Abuse in Our Schools”. Upcoming events include 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 October 16, 2014.

BCTC – Mr. Groff reported on the meeting held September 24, 2014. Business included ratification of the bills and financial reports, the acknowledgement of the resignation of Dr. John George as Executive Director and appointment of Dr. Jill Hackman as new Executive Director. Other items included the approval of administrative salaries effective July 2014, approval of the BCTC 2015-16 calendar, review of the 2014 school improvement plan and a review of the plans for the new 2015-16 student house which will begin construction in November or December 2014. The next meeting is scheduled for October 22, 2014.

Berks EIT/Berks TCC – Mr. Bieber reported on the EIT and TCC meetings held September 23, 2014. The TCC and Berks EIT merger is close to becoming final. Upon the agreement ratification, Berks County School Districts will be asked to approve the merger (expected in November). The anticipated date for completion of the merger process is January 1, 2015.

Council on Legislative Action – Mr. Heffner – Reported on House Bill 2049, which if passed will allow school bus drivers to use epipens on students who are experiencing an allergic reaction while in their care. The proposed legislation requires bus drivers to first complete a training program, which would be provided by the state Department of Health. Drivers will also need to abide by a school district's policy in order to use the epipens. Civil immunity would be provided to bus drivers who apply the epipens. Mr. Heffner asked the Administration and Mrs. Grossman to consider adding this to Board Policy once the legislation is approved.

Policy Committee – Mrs. Grossman – No report.

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

Community Engagement/Community Task Force – Mrs. Huhn noted that the Community Task Force, which is made up of five community groups, has been meeting regularly. Task Force organizers noticed a decline in participation and are actively trying to promote community involvement. The latest event is a public showing of the movie “Anonymous People” on October 6, 2014 in the Middle School auditorium. Mr. Funderburk added the movie was sponsored by the Council on Chemical Abuse (COCA) and advertised to Brandywine and nearby communities. Future events include a Pork Barbeque fundraising event planned for October 11, 2014, to coincide with the Topton Halloween Parade.

Student Representatives – Robert Turbett and Madelyne Grim reported on recent and upcoming events at the Elementary, Intermediate, Middle and High Schools.

Mr. Potteiger noted the High School is entered in the “Celebrate My Drive” contest sponsored by State Farm Insurance. Last year the High School won a \$25,000 grant to fund five years of post-prom activities. Mr. Potteiger encouraged everyone to visit the district website and click on the link for the “Celebrate My Drive” webpage in order to take a short driving quiz and cast a vote for Brandywine Heights High School.

Mr. Heffner asked for comments from the public and board members. There were no comments.

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

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

A motion was made by Mr. Rothermel, seconded by Mrs. Grossman to accept the Budget/ Finance/ Property/ Transportation Report.

A. General Fund Bills

To approve general fund bills for the month of September totaling \$1,289,625.36 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills for the month of September totaling \$17,875.69 per attachment Budget B.

C. Financial Reports

To accept the following Financial Reports through August 31, 2014, unless otherwise noted:

1. General Fund - Revenue/Expenditure/Fund Balance – Budget C.1.
2. Food Service Fund - Revenue/Expenditure – Budget C.2.
3. Construction Fund - Revenue/Expenditure – Budget C.3.
4. General Fund Schedule of Outstanding Investments - Budget C.4.
5. Student Activity & Trust Funds - Budget C.5.

D. Special Education Contract Service Agreement

To approve a Special Education contract for services for the 2014-15 school year with Ellen Kwiatkowski of Mertztown, PA, for Speech/Language Support Services at a cost of \$100.00/hour per, Budget D.

E. Authorization to seek bids/proposals for Contract Services

To authorize the Business Manager to seek bids/proposals for the following services:

1. Lawn Mowing (contract ends 11/15/2014) – three year proposal (calendar years 2015, 2016, 2017)
2. HVAC Maintenance Contract (contract ends 6/30/15) – three year proposal (2015/16, 2016/17, 2017/18)
3. Macadam Project Phase III (Design, Engineering and Bidding) – Final Phase Elementary School & High School Curbing/Minor Repairs, estimated cost \$150,000 - \$200,000

Mr. Heffner asked for comments from the public and board members. There were no comments.

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

SUPERINTENDENT’S REPORT

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

A. Conference Attendance

Approve Mr. Andrew Potteiger, Superintendent, to attend the BCIU Leadership Series of three Professional Development workshops, *Essential for Instruction: Assessment Practice Aligned to the PA Common Core* on October 20, 2014, November 18, 2014 and March 3, 2015 for a total cost of \$260.00 plus mileage as attached and marked Superintendent A.

Informational Reports were presented.

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

Mr. Potteiger announced there will be a public Budget Meeting on Monday, November 17, 2014 at 6:00 pm in Room #229 of the Intermediate/Middle School. The purpose of the meeting is to begin the 2015-16 budget adoption process, review the budget calendar and discuss potential alternate revenue sources and cost reduction ideas.

Mr. Potteiger announced that the district received correspondence from the Pennsylvania Department of Education noting Brandywine Heights Area School District has met the requirements for the 2012 IDEA

Compliance evaluation. He congratulated the Special Education Department and Mrs. Mary Darrach, Special Education Director, and thanked them for their continued hard work.

Mr. Heffner asked for comments from the public and board members. There were no comments.

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

PERSONNEL REPORT

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

A. Resignations/Retirements/Terminations – None

B. Change of Status

1. Professional Staff

- a. Approve the change of status for Mr. Joshua Ziatyk from High School Interim Principal/Assistant Principal to High School Principal at a salary of \$93,000 effective October 6, 2014.

2. Support Staff – None

C. Appointments

1. Professional Staff – None

2. Support Staff – None

3. Long Term Substitute – Professional

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Mrs. Lynn Burrows	MS 8 th Learning Support (Flamm)	M, Step 1	approx. 10/27/2014- 12/23/2014

4. Short Term Substitute – Professional – None

5. Co-Curricular Appointments

- a. Approve the Paid Instructional (Non-Athletic) Co-Curricular appointments per the BHEA and BHASD School Board Salary Schedules as attached and marked Personnel C.5.a.
- b. Approve the Unpaid Instructional Co-Curricular Club Advisor Recommendations – None
- c. Approve the Athletic Co-Curricular appointments per the BHASD School Board Salary Schedule as attached and marked Personnel C.5.c.

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

1. Professional Substitutes

Ms. Heather Krey, Mathematics 7-12

Ms. Samantha Starr, Middle Level Mathematics 4-8, Middle Level Language Arts 4-8

Ms. Amber Neetz, Social Studies 7-12

2. Support Staff Substitutes – None

E. Leaves – None

F. Other Personnel Items – None

Mr. Heffner asked for comments from the public and board members. There were no comments.

Roll call was taken to approve the Personnel 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

OTHER BUSINESS

There was no other business.

ADJOURNMENT

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

A motion was made by Ms. Eyrich, and supported by a voice vote of all yeas, to adjourn the meeting at 7:14 p.m.

Motion Carried

Approved

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