

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

November 3, 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 (6:02 p.m.)	<u>✓</u> Mr. Heffner	<u>✓</u> Mrs. Huhn
<u>✓</u> Mrs. MacMillan (6:20 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 Wetzel, Director of Buildings and Grounds
- ✓ Mr. Josh Ziatyk, High School Principal

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

**Visitors:** Troy Adam, Mertztown, Elaine Adam, Mertztown, Dax Funderburk, Mertztown.

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 7:11 p.m. to 7:21 p.m., the meeting proceeded to the action items.

**ACKNOWLEDGEMENT**

Mr. Potteiger acknowledged the retirement of Mr. Troy Adam, Maintenance/Courier, and presented him with a plaque for seven years of dedicated service.

**BOARD OF DIRECTORS REPORT**

A motion was made by Ms. Eyrich and 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 October 6, 2014 as attached and marked Board A.

B. **Approval of Merger Plan of the Berks County Tax Collection Committee (TCC) and the Berks County Earned Income Tax Collection Bureau (EIT)**

To approve a resolution to approve the Plan of Merger of the Berks County Tax Collection Committee (TCC) and the Berks County Earned Income Tax Collection Bureau (Bureau) including the dissolution of the Bureau, direct the school district's representative on the Bureau's Executive Committee to vote in favor of the merger and take any and all necessary actions to effectuate the intent of the resolution, and

appoint Mr. David Bieber as the Primary Voting Delagate and Mrs. Rosemary Lamaestra as the Alternate Voting Delegate to the TCC effective upon the closing of the merger as attached and marked Board B.

**C. PSBA Ballot Acknowledgement**

To acknowledge the PSBA ballot was cast by the Board Secretary on October 6, 2014 as attached and marked Board C.

**D. Appointment of Berks Vocational Technical School Authority Representative**

To reappoint Mr. Nolan Shaub as Brandywine Height’s representative to the Berks Vocational Technical School Authority for a four year term ending December 31, 2018.

**E. SEC “Self-Report” Resolution**

To approve a resolution authorizing the filing of a “self-report” with the SEC on or before December 1, 2014 in accordance with the MCKC Initiative, as detailed in Board E.

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

**BCIU – Mrs. Huhn** reported on the meeting held on October 16, 2014. Highlights included update on interview process for the Assistant Executive Director position, approval of collective bargaining agreement between BCIU and the Berks County Intermediate Unit Education Association, agreements with child care providers and licensed day care centers and permission for the auction sale of the Alsace School Building and property. Mrs. Huhn reported that the state borrowed \$1.5 billion recently to meet educational funding obligations, of which the BCIU is pending receipt of about \$7.7 million for past Early Intervention and IDEA reimbursements. The next meeting is scheduled for November 20, 2014.

**BCTC – Mr. Groff** – Absent, no report.

**Berks EIT/Berks TCC – Mr. Bieber** noted the item already on the agenda for approval of the Plan of Merger of the Berks County Tax Collection Committee (TCC) and the Berks County Earned Income Tax Collection Bureau (EIT) effective 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 the Community Task Force. Upcoming events include speakers on addiction on November 3 and 12; a Task Force Committee Meeting on November 11; Line Dancing on November 30. Mr. Funderburk added that approximately 50 people turned out for the Anonymous People movie and panel discussion on October 8, 2014.

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

Mr. Heffner asked for comments from the public and board members. Mr. Potteiger, Mr. Heffner, Mrs. Huhn and Mrs. MacMillan all shared positive feedback about the success of the High School Trick-or-Treat night that took place at the high School on October 30, 2014. Compliments included the participation of both students and patrons, excellent organization and coordination of activities for children, candy donations, a costume contest, and carnival games which earned approximately \$250 for the Make A Wish Foundation. It was suggested the students consider making it a yearly event.

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 Mr. Bieber and seconded by Mrs. Huhn to accept the Budget/ Finance/ Property/ Transportation Report.

**A. General Fund Bills**

To approve general fund bills for the month of October totaling \$2,625,926.05 per attachment Budget A.

**B. Food Service Bills**

To approve food service fund bills for the month of October totaling \$35,102.87 per attachment Budget B.

**C. Financial Reports**

To accept the following Financial Reports through September 30, 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. Financial Reports - Post Audit - through June 30, 2014**

To accept the following Financial Reports - Post Audit - through June 30, 2014:

1. General Fund - Revenue/Expenditure/Fund Balance – Budget D.1
2. Food Service Fund - Revenue/Expenditure – Budget D.2.
3. Construction Fund - Revenue/Expenditure – Budget D.3.
4. Athletic Program Report – Budget D.4.

**E. 2013-2014 Closing Budget Transfers**

To approve the 2013-2014 closing budget transfers in the amount of \$76,000.00 per attachment marked Budget D.

**F. 2014-15 Student Activity Groups**

To approve the 2014-2015 List of Student Activity Groups as detailed in Budget F.

**G. Berks County Joint Purchasing Board 2015-16 Bid Awards for Fuels and Natural Gas**

To approve the Berks County Joint Purchasing Board 2015-16 Bid Awards for Fuels and Natural Gas as detailed in Budget G.

**H. Lancaster-Lebanon IU#13 Environmental Services Program**

To authorize participation in the Lancaster-Lebanon IU#13 Environmental Services Program, Budget H.

**I. Food Service Agreement with Subway Franchise**

To authorize an agreement between the BHASD food service program and Subway franchisee Michelle Sitoski of Allentown, PA, to sell National School Lunch approved Subway sandwiches periodically through the district's school lunch program, Budget I.

**J. Integra One Agreement**

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

Mr. Heffner asked for comments from the public and board members.

Mr. Funderburk commented on budget savings for the 2013-14 school year and for the food service department to offer nutrient dense whole foods to students.

Roll call was taken to approve items under 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

## SUPERINTENDENT'S REPORT

There were no action items.

Mr. Potteiger presented two 2015-16 school calendar options August 31, 2015 – June 7, 2016 or August 24, 2015 through approximately May 1, 2016. Mr. Potteiger plans to talk with teachers during faculty meetings to gain their input before recommending a 2015-16 calendar for board approval in either December 2014 or January 2015.

Mr. Potteiger noted that the administration continues to work on recommendations for the relocation and consolidation of Administration Offices.

### **Informational Reports were presented.**

Instructional Technology Report – Mr. Voelker

Athletic Report – Mr. Kurzweg

District Enrollment Report – Mr. Potteiger

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

## PERSONNEL REPORT

A motion was made by Ms. Eyrich and seconded by Mrs. Grossman to approve the Personnel Report.

### **1. Resignations/Retirements/Terminations – None**

### **2. Change of Status – None**

1. Professional Staff – None
2. Support Staff – None

### **3. 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>
<i>Salary correction from 9/8/2014 board approval.</i>			
Ms. Rebecca Guzie	IS 5 <sup>th</sup> Grade Learning Support (Levengood)	<del>B, Step 1</del> M, Step 1	10/9-12/23/2014

### **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.

### **4. Approval of additions to the 2014-15 Substitute Lists**

1. Professional Substitutes
  - Mrs. Kelly Alderfer, Elementary PK-4
  - Ms. Rachel Edelstein, BCIU Guest Teacher
  - Mr. Shawn Frye, Jr., Social Studies 7-12
  - Mr. Spencer Kelly, BCIU Guest Teacher
  - Ms. Emily Kokinda, BCIU Guest Teacher
  - Mr. Zachary McDonough, BCIU Guest Teacher
  - Ms. Megan Sabo, Elementary PK-4
  - Mrs. Suzan Wetherhold, BCIU Guest Teacher
2. Support Staff Substitutes
  - Ms. Brenda Hopkins
  - Ms. Susan Sibley

**5. Leaves**

- 1. Accept the medical leave of absence for Mrs. Tracy Reifsnyder, Fifth Grade Intermediate School Teacher, from August 18, 2014 through approximately December 23, 2014. Duration of leave may be extended pending physician recommendation.

**6. Other Personnel Items**

- 1. Approve the following teachers as 2014-15 Home Bound Instructors:  
Ms. Cheryl Bleiler, Secondary English  
Mrs. Shannon Burghardt, Secondary Social Studies  
Miss Maryellen Monaghan, Special Education  
Miss Megan Trupp, Elementary

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

   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

**OTHER BUSINESS**

There was no other business.

Mr. Heffner asked for comments from the public and board members. Mrs. Grossman announced that the Brandywine Minstrels will present ‘A Night at the Tonys’: A comedic and theatrical look at Broadway Tony Award winning musicals. The performance is at the High School November 6-9, 2014. Dr. Johnson announced that the Middle School will host their annual Veteran’s Day Assembly on November 11, 2014 and invited board members to attend.

**ADJOURNMENT**

A motion was made by Ms. Eyrich, seconded by Mrs. Grossman to adjourn the meeting at 7:43 p.m.  
Motion Carried

\_\_\_\_\_  
Approved

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