

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

December 2, 2014

The Reorganization and Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:04 p.m. by Vice President Mrs. Elizabeth Huhn.

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, High School Principal

Solicitor: Mr. John M. Stott, Esquire

Student Representatives: Robert Turbett and Madelyne Grim

Visitors: Dawn Conners, Diakon.

REORGANIZATION

Procedural Notes

Mr. Stott reminded the Board of the following Reorganization Procedural Notes:

1. Nominations do not require a second.
2. If only one person is nominated for a position, there needs to be a motion and second for the Secretary to cast a unanimous ballot for the person nominated.
3. If more than one person is nominated for a position there needs to be a roll call vote with members stating the name of the person they are voting for.

Election of a Temporary President

A motion was made by Ms. Eyrich nominate Mr. Rothermel as the Temporary President.

There were no other nominations.

A motion was made by Mrs. Huhn, seconded by Mr. Groff to close the nominations and to have the secretary cast a unanimous ballot for Mr. Rothermel as the Temporary President.

Roll call was taken to accept Mr. Rothermel as the Temporary President.

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 – 8 Yeas/1 Absent

Election of a President

A motion was made by Ms. Eyrich to nominate Mr. Heffner as the President.

A motion was made by Mr. Porr to nominate Mrs. Huhn as the President.

A motion was made by Mrs. Grossman, seconded by Mr. Bieber to close the nominations.

The motion to close nominations carried with all yeas.

Roll call was taken for a voice vote for President.

Huhn Mr. Bieber

Heffner Ms. Eyrich

Huhn Mr. Groff

Huhn Mrs. Grossman

Y Mr. Heffner

Heffner Mrs. Huhn

Heffner Mrs. MacMillan

Huhn Mr. Porr

Heffner Mr. Rothermel

Motion Did Not Carry – 4 Votes for Mr. Heffner/4 votes for Mrs. Huhn/1 Absent

Mr. Stott advised to repeat the process for electing a President.

A motion was made by Ms. Eyrich to nominate Mr. Heffner as the President.

A motion was made by Mr. Porr to nominate Mrs. Huhn as the President.

A motion was made by Mrs. Grossman, seconded by Ms. Eyrich to close the nominations.

The motion to close nominations carried with all yeas.

Roll call was taken for a voice vote for President.

Huhn Mr. Bieber

Heffner Ms. Eyrich

Huhn Mr. Groff

Huhn Mrs. Grossman

Y Mr. Heffner

Heffner Mrs. Huhn

Heffner Mrs. MacMillan

Huhn Mr. Porr

Heffner Mr. Rothermel

Motion Did Not Carry – 4 Votes for Mr. Heffner/4 votes for Mrs. Huhn/1 Absent

Mr. Stott advised to proceed to the election of the Vice President.

Election of a Vice President

A motion was made by Ms. Eyrich to nominate Mrs. Huhn as the Vice President.

A motion was made by Mr. Groff to nominate Mr. Rothermel as the Vice President.

A motion was made by Mrs. Grossman, seconded by Ms. Eyrich to close the nominations.

The motion to close nominations carried with all yeas.

Roll call was taken for a voice vote for Vice President.

Huhn Mr. Bieber

Huhn Ms. Eyrich

Rothermel Mr. Groff

Huhn Mrs. Grossman

Y Mr. Heffner

Huhn Mrs. Huhn

Huhn Mrs. MacMillan

Rothermel Mr. Porr

Huhn Mr. Rothermel

Motion Carried – 6 Votes for Mrs. Huhn/2 votes for Mr. Rothermel/1 Absent

Election of a President

A motion was made by Ms. Eyrich to nominate Mr. Heffner as the President.

There were no other nominations.

A motion was made by Ms. Eyrich, seconded by Mr. Groff to close the nominations.

The motion to close nominations carried with all yeas.

Roll call was taken to elect Mr. Heffner as the President.

N Mr. Bieber

Y Ms. Eyrich

Y Mr. Groff

Y Mrs. Grossman

 Mr. Heffner

Y Mrs. Huhn

Y Mrs. MacMillan

N Mr. Porr

Y Mr. Rothermel

Motion Carried – 6 Yeas/2 Nays/1 Absent

Mrs. Huhn, Vice President, led the remainder of the meeting in the absence of the President.

APPOINTMENT OF DELEGATES

Mrs. Huhn announced the following appointments:

Mrs. Elizabeth Huhn is the district’s Berks County Intermediate Unit (BCIU) delegate, approved April 2, 2012, serving a 3-year term that expires June 30, 2015.

Mr. David Bieber is the primary voting delegate and Mrs. Rosemary Lamaestra is the alternate voting Delegate to the Berks County Tax Collection Committee (TCC) and the Berks County Earned Income Tax Collection Bureau (EIT) effective upon the closing of the merger, anticipated January 1, 2015 for a 1-year term which expires December 31, 2015.

Mr. William Groff is the district’s delegate and Mr. Travis Porr is the alternate delegate to the Joint Operating Committee, Berks Career and Technology Center, each serving a 3-year term which expires December 31, 2017.

Mr. Nolan Shaub is the district representative to the Berks Vocational Technical School Authority, approved November 3, 2014, serving a four year term which expires December 31, 2018.

Mr. Kenneth Heffner as the district’s Council on Legislative Action representative to serve a 1-year term which expires December 31, 2015.

Mrs. Ellen Grossman as the district’s Policy Committee representative to serve a 1-year term which expires December 31, 2015.

Mrs. Elizabeth Huhn as the district’s Strategic Planning/Goals Committee representative to serve a 1-year term which expires December 31, 2015.

2015 BOARD MEETING SCHEDULE

A motion was made by Mr. Groff and seconded by Ms. Eyrich to approve the 2015 Board Meeting Schedule and authorize the administration to advertise and post all board meetings in accordance with Sunshine Laws (Right to Know):

All meetings to be held at 6:00 pm in the Intermediate/Middle School Large Group Instruction Room #229

Monday, January 5, 2015	Regular Board Meeting
Monday, January 26, 2015	Budget Work Session - General Overview Expend/Revenue, Taxes, & Options
Monday, February 2, 2015	Regular Board Meeting - Adopt Preliminary Budget
Monday, February 9, 2015	Budget Work Session - Curriculum/Instruct, Special Ed, Technology, Other Instruction
Monday, February 23, 2015	Budget Work Session - Maintenance, Transportation, Business/Board, Athletics
Monday, March 2, 2015	Regular Board Meeting
Monday, March 9, 2015	Budget Work Session - Salary and Benefits
Monday, March 16, 2015	Potential Budget Work Session - if needed, snow make-up
Monday, March 23, 2015	Budget Work Session - Final Review, Taxes & Options, 5-Year Projection
Monday, March 30, 2015	Budget Work Session - Discussion
Monday, April 20, 2015	Regular Board Meeting - Adopt Proposed Final Budget
Monday, May 4, 2015	Potential Budget Work Session - if needed
Monday, June 1, 2015	Regular Board Meeting - Adopt Final Budget
Monday, June 22, 2015	Regular Board Meeting
Monday, August 17, 2015	Regular Board Meeting
Monday, September 14, 2015	Regular Board Meeting
Monday, October 5, 2015	Regular Board Meeting
Monday, October 19, 2015	*Tentative* Academic Presentation pending release of state data (alternate date 11/16/15)
Monday, November 2, 2015	Regular Board Meeting
Monday, November 16, 2015	*Tentative* Budget Work Session (alternate date 12/14/15)
Tuesday, December 1, 2015	Regular Board Meeting - Reorganization

Mrs. Huhn asked for comments from the public and board members. There were no comments.

Roll call was taken to approve the 2015 Board Calendar.

Y Mr. Bieber

Y Ms. Eyrich

Y Mr. Groff

Y Mrs. Grossman

 Mr. Heffner

Y Mrs. Huhn

Y Mrs. MacMillan

Y Mr. Porr

Y Mr. Rothermel

Motion Carried – 8 Yeas/1 Absent

A motion was made by Mrs. Grossman and seconded by Mr. Rothermel to adjourn the Reorganization portion of the meeting.

Motion Carried.

REGULAR SCHOOL BOARD MEETING

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 7:59 p.m. by Vice President Mrs. Elizabeth Huhn.

Recording Secretary called the roll:

✓ Mr. Bieber

✓ Ms. Eyrich

✓ Mr. Groff

✓ Mrs. Grossman

 Mr. Heffner

✓ Mrs. Huhn

✓ Mrs. MacMillan

✓ Mr. Porr

✓ Mr. Rothermel

Mr. Potteiger read the Obituary Minute and Resolution for Mrs. Tracy Reifsnyder.

The Vice 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 7:59 p.m. to 8:09 p.m., the meeting proceeded to the action items.

BOARD OF DIRECTORS REPORT

A motion was made by Ms. Eyrich and seconded by Mr. Rothermel 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 November 3, 2014 as attached and marked Board A.

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

BCIU – Mrs. Huhn reported on the meeting held on November 20, 2014. Business included approval of agreements and contracts including an agreement with PDE for BCIU to administer the driver’s skills tests, the 2015 calendar for board meetings and budget adoption. There was a presentation on the PA education funding formula and the Homeless Program in Berks County. The December 18, 2014 meeting was cancelled, therefore the next meeting is scheduled for January 15, 2015.

BCTC – Mr. Groff – No report.

Berks EIT/Berks TCC – Mr. Bieber reported on the merger meeting held November 25, 2014. The TCC and EIT will be legally merged by January 1, 2015.

Council on Legislative Action – Mr. Heffner – Absent, no report.

Policy Committee – Mrs. Grossman – No report.

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

Community Engagement/Community Task Force – Mrs. Huhn announced the next meeting is December 9, 2014. More than 60 students participated in a recent line dance event. There is another line dancing event scheduled in January. The Task Force leaders are coordinating a Middle School after school program. The Education Committee is now chaired by Jackie Steed, COCA representative. Mr. Potteiger added that the Task Force Board met on December 2, 2014 and the initiatives and events will be announced at the upcoming December 9 Community Task Force Meeting to be held in the Middle School Auditorium.

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

Mrs. Huhn asked for comments from the public and board members. Mr. Potteiger announced there was a meeting held on November 10 to educate Berks municipal and educational leaders about the proposed Local Economic Revitalization Tax Assistance Program (LERTA), which offers tax break incentives for industrial, commercial, or business property owners to encourage them to open or remain in municipalities. Mr. Potteiger had offered his support to our school district municipalities, however, representatives of Topton Borough, District, Longswamp and Rockland Townships did not attend.

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

Y Mr. Bieber

Y Ms. Eyrich

Y Mr. Groff

Y Mrs. Grossman

 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 Mr. Groff to accept the Budget/ Finance/ Property/ Transportation Report.

A. General Fund Bills

To approve general fund bills for the month of November totaling \$1,819,188.17 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills for the month of November totaling \$39,996.89 per attachment Budget B.

C. Financial Reports

To accept the following Financial Reports through October 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. Service Agreement with Diakon Family Life Services

To approve a Purchase of Service Agreement with Diakon Family Life Services of Topton, PA, for on-site therapist services as detailed in Budget D.

E. eSchoolPLUS Consortium Service Level Agreement to add-on the Family Mobile App Service

To approve an addendum to the Berks County eSchoolPLUS Consortium Service Level Agreement to add-on the Family Mobile App Service through the end of the 2014-15 school year for \$388.80 (first year). There is an annual estimated cost in subsequent years of \$58.32. See details in Budget E.

F. Special Education Legal Council

To approve continuation of Sweet, Stevens, Katz & Williams, L.L.P. as special counsel for matters related to special education for 2015-2016 (increase of \$10/hour over 2014-2015 rates):

- Routine matters attorney rate \$150/hr., legal assistant \$125/hr.
- Non-routine matters attorney rate \$195/hr., legal assistant \$125/hr.

G. School Based ACCESS Program Attorney Retainer

To approve a Retainer Agreement with Sweet, Stevens, Katz & Williams, L.L.P. to provide representation of the district in its School Based ACCESS Program 2012-2013 Cost Settlement Appeal before the Pennsylvania Department of Public Welfare at a cost of \$5,000 as detailed in Budget G.

H. Tuition Agreement with Hogan Learning Academy

To approve a Tuition Agreement with Hogan Learning Academy of Fleetwood, PA, to provide special education services for one student at a cost of \$365 per day per student, Budget H.

I. Student Transportation Contract

To approve an extension of the Student Transportation contract with Brandywine Transportation, Inc. of Mertztown, PA for 2015-2016 through 2019-2020 as detailed in Budget I.

J. Fuel Oil Bid Award

To approve the Berks County Joint Purchasing Board 2015-16 Bid Awards for Fuel Oil as detailed in Budget J.

K. Participation in Berks Joint Food Purchasing

To authorize participation by the food program in the Tristate Food Service Group (TSFSG) buying group as detailed in Budget K.

L. Used Van Bid Awards

To approve the sale of two used vans as follows (Bid tabulation Budget L.):

1. 2001 Ford Windstar to Floyd Falcone of Fleetwood, PA, for the high bid of \$355.00.
2. 2003 Ford Windstar to Robert James of Kutztown, PA, for the high bid of \$1,256.00

M. Mowing Services Bid Award

To contract with Hursh’s Landscaping, Inc. of Emmaus, PA, for lawn mowing services as itemized below and per attached bid tabulation marked Budget M.

Service	2015	2016	2017
Elementary School Cut & Trim	\$100.00	\$105.00	\$110.00
Intermediate/Middle School Cut & Trim	\$320.00	\$336.00	\$352.00
Intermediate/Middle School Banks	\$120.00	\$126.00	\$132.00
Intermediate/Middle School Athletic - Cut Only	\$60.00	\$63.00	\$66.00
High School Cut & Trim	\$360.00	\$378.00	\$396.00
High School Athletic - Cut Only	\$60.00	\$63.00	\$66.00
Hourly Rate for Additional Work	\$40.00hr	\$40.00hr	\$40.00hr

N. Postage Meter Equipment Rental

To approve a 60-month lease through state contract #4400008702 for one Neopost IN-700AF Mail Machine from Document Systems Ltd. Of Allentown, PA, at a monthly cost of \$176.54 to include equipment, on-line rate protection, postage meter rental and maintenance as detailed in Budget N.

O. Request for Waiver of Tax Penalty

To deny Mr. Jim Heckenberger’s request for the Longswamp Township Tax Collector to accept payment at face amount for 2014-15 school taxes for reasons detailed in Budget O.

Mrs. Huhn 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> </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

SUPERINTENDENT’S REPORT

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

A. 2015-16 High School Program of Studies

Approve the 2015-16 High School Program of Studies as attached and marked Superintendent A.

B. Alternative School Settlement Agreement

Approve a Settlement Agreement and Release for an out-of-district placement for a student in an alternative school as attached and marked Superintendent B.

Informational Reports were presented.

Instructional Technology Report – Mr. Voelker

Athletic Report – Mr. Kurzweg

District Enrollment Report – Mr. Potteiger

Mrs. Huhn asked for comments from the public and board members. There were no comments.

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

<u>Y</u> Mr. Bieber	<u>Y</u> Ms. Eyrich	<u>Y</u> Mr. Groff
<u>Y</u> Mrs. Grossman	<u> </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 Mr. Porr and seconded by Mr. Bieber to approve the Personnel Report.

A. Resignations/Retirements/Terminations

1. Eliminate the position of 3.5/hr Part Time High School Cafeteria/Food Service Worker and layoff Ms. Dawn Derstine, High School Cafeteria/Food Service Worker, effective December 23, 2014.

B. Change of Status

1. Professional Staff – None
2. Support Staff
 - a. Approve the change of status for Mrs. Susan Sibley from Support Staff Substitute to part time 5 hours/day Intermediate School 206 day Secretary at a rate of \$12.50 per hour effective December 3, 2014 as attached and marked Personnel B.2.a.
 - b. Approve the change of status for Mrs. Michele Vandevender from Support Staff Substitute to part time 5 hours/day Intermediate School 206 day Secretary at a rate of \$12.50 per hour effective December 3, 2014 as attached and marked Personnel B.2.b.

C. Appointments

1. Professional Staff
 - a. Appoint Mrs. Stacey Carpenito as High School Assistant Principal at a pro-rated salary of \$68,000 effective on or before January 5, 2015 as attached and marked Personnel C.1.a.
2. Support Staff – None
3. Long Term Substitute – Professional – None
4. Co-Curricular Appointments
 - a. Approve the Paid Instructional (Non-Athletic) Co-Curricular appointments per the BHEA and BHASD School Board Salary Schedules – None
 - 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.4.c.

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

1. Professional Substitutes
 - Mr. Scott Wagaman, 7-12 General Science, Biology, Earth/Space, Physics
 - Ms. Debra Bassler, Registered Nurse
2. Support Staff Substitutes
 - Ms. Debra Bassler

E. Leaves – None

F. Other Personnel Items

1. Approve Mr. Jeffrey Sheeler, High School Science Teacher as a 2014-15 Home Bound Instructor.
2. Approve Mrs. Jonell Kiechel, Athletic Trainer, as a support staff substitute for Ms. Marie Eckhart, Athletic Secretary, at a rate of \$12.50 per hour effective November 13, 2014 through approximately January 2, 2015.
3. Approve the rate adjustment for employees based on their performance evaluations and an increase in responsibilities as described in Personnel F.3.

Mrs. Huhn 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 – 8 Yeas/1 Absent

OTHER BUSINESS

There was no other business.

Mrs. Huhn asked for comments from the public and board members. There were no comments.

ADJOURNMENT

A motion was made by Ms. Eyrich, seconded by Mr. Bieber to adjourn the meeting at 8:33 p.m.
Motion Carried

Approved

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