

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

November 2, 2015

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 (vacation)	<u> </u> Mr. Groff	<input checked="" type="checkbox"/> Mrs. Grossman
<input checked="" type="checkbox"/> Mr. Heffner	<input checked="" type="checkbox"/> Mrs. Huhn	<u> </u> Mrs. MacMillan (car trouble)
<u> </u> Mr. Porr	<input checked="" type="checkbox"/> Mr. Rothermel	<input checked="" type="checkbox"/> Mr. Sterner

Administration Present:

- Mr. Andrew Potteiger, Superintendent
- Mrs. Nancy Krauss, Business Manager/Board Secretary
- Mrs. Stacey Carpenito, High School Assistant Principal
- Mrs. Mary Darrach, Director of Special Education
- Mr. Robert Farina, Intermediate/Middle School Principal
- Mrs. Carolyn Hanych, Director of Brandywine Virtual Academy
- Ms. Stephanie Kelly, Intermediate/Middle School Assistant Principal
- Mr. Robert Kurzweg, Director of Athletics
- Mrs. Karen Long, Elementary 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 Stott, Esquire

Student Representative: Preston MacLean

Visitors: Bonnie Moyer, Mertztown, Tracy Fandl, 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 7:25 p.m. to 7:34 p.m., the meeting proceeded to the action items.

BOARD OF DIRECTORS REPORT

A motion was made by Mrs. Grossman 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 Regular Board Meeting held September 14, 2015 as attached and marked Board A.

B. Second Reading of Policies

Approve the second reading of Policies 334, 434 and 534 Sick Leave as attached and marked Board B.

C. School Board Director Resignation

Accept the resignation of Mr. Travis Porr, School Board Director (four year term expires in 2017), effective October 22, 2015 as attached and marked Board C.

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

BCIU – Mrs. Huhn reported on the BCIU Board meeting held on October 15, 2015. The topic of discussion was the budget impasse. Mrs. Huhn described the new Superintendent program. The next meeting is scheduled for November 19, 2015.

BCTC – Mr. Groff – Absent.

Berks TCC – Mr. Bieber – Absent.

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

Policy Committee – Mrs. Grossman – There are policies on the agenda for a second reading. Additional policy revisions are scheduled for the near future.

Strategic Planning/Goals – Mrs. Huhn presented the draft District Goals that were distributed to board members. The finalized goals document will be approved at the next meeting.

Mr. Potteiger presented Mr. Heffner with a certificate from Pennsylvania School Board Association (PSBA) recognizing his eight years of service as a School Board Director.

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.

<u> </u> Mr. Bieber	<u> </u> Mr. Groff	<input checked="" type="checkbox"/> Mrs. Grossman
<input checked="" type="checkbox"/> Mr. Heffner	<input checked="" type="checkbox"/> Mrs. Huhn	<u> </u> Mrs. MacMillan
<input checked="" type="checkbox"/> Mr. Rothermel	<input checked="" type="checkbox"/> Mr. Sterner	<u> </u> Vacancy

Motion Carried – 5 Yeas/3 Absent/1 Vacancy

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

A motion was made by Mr. Rothermel and seconded by Mr. Heffner to accept the Budget/ Finance/ Property/ Transportation Report.

A. General Fund Bills

To approve general fund bills through November 2, 2015 totaling \$1,829,076.78 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills through November 2, 2015 totaling \$29,448.80 per attachment Budget B.

C. Financial Reports

To accept the following Financial Reports through September 30, 2015, unless otherwise noted:

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

D. No action required - Budget Transfers pulled from agenda.

An affirmative vote of a majority of all the Board members is required for budget transfers. There was not a majority of Board members present.

E. Agreement for Crossing Guards

To approve an agreement with School Operations Services Group of Malvern, PA, for two contracted part-time crossing guards at a cost of \$60.00/day per crossing guard (daily cost for two \$120) as detailed in Budget E (to be distributed at the meeting).

F. Elementary Walk-in Freezer Replacement

To approve the proposal from The Longacre Company of Bally, PA, to replace the condensing unit and evaporator coil in the Elementary School walk-in freezer at a cost of \$8,416.00 (includes 4-year extended warranty) as detailed in Budget F.

G. Joint Purchasing Contracts

To award contracts for the purchase of the following items through Berks County Joint Purchasing:

1. 2016-17 Fuels – Budget G.1.
2. 2017-18 Natural Gas - Budget G.2.

H. Municipal Agreement to Purchase Road Salt

To approve an Inter-Municipal Agreement with the Borough of Topton for the purchase of road salt as detailed in Budget H (to be distributed at the meeting).

I. Virtual Academy Contract with Connections Learning

To approve addendum 2 to the Brandywine Heights Virtual Academy contract with Connections Learning to reduce the premium course fee from \$400 to \$375 as detailed in Budget I.

J. Energy Agreement

To approve the Client Services Agreement with Provident Energy of Media, PA, for energy purchasing as detailed in Budget J.

K. Bid Authorizations

To authorize the administration to bid/seek proposals for the following items:

1. Air Conditioning (including engineering/ESCO request for qualifications) for the Elementary School and Intermediate/Middle School (remaining areas), estimated cost \$1,500,000.
2. Macadam Project Final Phase (design, engineering and bidding) at the High School, estimated cost \$100,000.
3. Turf and Field Maintenance 2016/17 including turf weed spraying in 2016/17 and spring of 2016, annual bid, estimated cost \$30,000.
4. District-wide Concrete Repairs, annual bid, estimated cost \$18,000.
5. District-wide Copier/Printer request for proposals, current contracts expire June 30, 2016, estimated cost \$80,000.

L. Agreement to rent Office Space with SOS, Inc.

To approve an agreement with School Operations Services Group of Malvern, PA, to rent office space at a cost of \$300.00 per month for the 2015-2016 school year as detailed in Budget L (to be distributed at the meeting).

Mr. Potteiger commented on the Agreement with School Operation Services, Inc., for Crossing Guards, and described the rationale behind the addition of a third crossing guard for the district.

A representative from Provident Energy provided a broad summary of what his company offers and the potential costs savings related to Budget Item J Client Services Agreement for board consideration and approval. Provident Energy is not a utility provider, but acts on behalf of clients to implement mutually agreed upon energy cost reduction strategies. Their services include energy project development, energy purchasing and general energy consulting services.

There was Board discussion about authorization to seek bids for the air conditioning project at the Elementary and Intermediate/Middle Schools.

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> </u> Mr. Bieber	<u> </u> Mr. Groff	<u> ✓ </u> Mrs. Grossman
<u> ✓ </u> Mr. Heffner	<u> ✓ </u> Mrs. Huhn	<u> </u> Mrs. MacMillan
<u> ✓ </u> Mr. Rothermel	<u> ✓ </u> Mr. Sterner	<u> — </u> Vacancy

Motion Carried – 5 Yeas/3 Absent/1 Vacancy

SUPERINTENDENT'S REPORT

A motion was made by Mrs. Grossman and seconded by Mr. Sterner to accept the Superintendent's Report.

A. Approval of District Comprehensive Plan

Approve the Brandywine Heights Area School District Comprehensive Plan dated July 1, 2016 through June 30, 2019 as attached and marked Superintendent A. The Comprehensive Plan was presented to the Board at the October 5, 2015 meeting.

B. Conference Attendance

Approve Mr. Potteiger to attend the Pennsylvania Educational Technology Expo and Conference (PETE&C) on Tuesday, February 22 and Wednesday, February 23, 2016 for a cost not to exceed \$165.00 plus mileage.

Informational Reports

Student Representative Report – Preston MacLean reported on recent and upcoming events at the Elementary, Intermediate, Middle and High Schools.

Academic Report – Mr. Voelker

Instructional Technology Report – Mr. Voelker

Athletic Report – Mr. Kurzweg

Community Engagement/Task Force Report – Mr. Potteiger announced the Task Force is planning a 5K Red Ribbon Run and Kids Fun Run to coincide with Red Ribbon (Drug Awareness) Week on November 7. On December 3 Senator Schwank will host a Town Hall Meeting for the community at the High School to address the topic of heroin abuse. The Pennsylvania Attorney General and other prominent guests will be present. With guidance of the Task Force and faculty members, several High School students involved with the Health Occupation Students of America (HOSA) will complete their service hours by working with Middle School students relative to heroin abuse. The next Task Force meeting is scheduled for November 10.

District Enrollment Report – Mr. Potteiger

Mr. Ziatyk announced the upcoming High School production of *Arsenic and Lace* this weekend, November 6-7, as well as the Thanksgiving Luncheon for Senior Citizens on November 18.

Mr. Heffner 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> </u> Mr. Bieber	<u> </u> Mr. Groff	<input checked="" type="checkbox"/> Mrs. Grossman
<input checked="" type="checkbox"/> Mr. Heffner	<input checked="" type="checkbox"/> Mrs. Huhn	<u> </u> Mrs. MacMillan
<input checked="" type="checkbox"/> Mr. Rothermel	<input checked="" type="checkbox"/> Mr. Sterner	<u> </u> Vacancy

Motion Carried – 5 Yeas/3 Absent/1 Vacancy

PERSONNEL REPORT

A motion was made by Mr. Rothermel and seconded by Mr. Sterner to approve the Personnel Report.

A. Resignations/Retirements/Terminations/Furloughs – None

B. Change of Status – None

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

C. Appointments

1. Professional Staff – None
2. Support Staff – None
3. Long Term Substitute

- | | <u>Name</u> | <u>Position</u> | <u>Rate</u> | <u>Effective</u> |
|----|----------------------|----------------------|-------------|------------------|
| a. | Mrs. Robyn Gralinski | ES .6 Phys Ed (Hart) | B, Step 1 | 10/07/2015 – TBA |
| b. | Dr. Dan Sauers | HS Science (Babb) | M+60/Step 1 | 10/19/2015 – EOY |
4. Co-Curricular Appointments

a. Approve a revision to the Paid Instructional (Non-Athletic) Co-Curricular appointments:

Level	Co-curricular Position	Stipend	Teacher	Board Approval
IS	Environmental Camp Leader #12	\$223.61	Mrs. Audrey Tucker	9/14/2015
			Ms. Megan Trupp	11/2/2015

- b. Approve the Unpaid Instructional Co-Curricular Student Activity Group Advisor
 c. Recommendations – None
 d. Approve the Athletic Co-Curricular appointments per the BHASD School Board Salary Schedule as attached and marked Personnel C.4.c.

D. Approve additions to the 2015-16 Support Staff Substitute list – None

E. Leaves

- Accept the FMLA medical leave of absence for Mr. Jeffrey Heffner, High School 2nd Shift Custodian effective August 26, 2015 through December 1, 2015.
- Accept the FMLA medical leave of absence for Mr. Michael Babb, High School Science Teacher, effective September 25, 2015 through December 23, 2015.
- Approve the request for a Restoration of Health Sabbatical Leave for Mr. Michael Babb, High School Science Teacher, effective October 6, 2015 through the end of the 2015-16 school year.

F. Other Personnel Items – None

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

Roll call was taken to approve items under the Personnel Report.

<u> </u> Mr. Bieber	<u> </u> Mr. Groff	<input checked="" type="checkbox"/> Mrs. Grossman
<input checked="" type="checkbox"/> Mr. Heffner	<input checked="" type="checkbox"/> Mrs. Huhn	<u> </u> Mrs. MacMillan
<input checked="" type="checkbox"/> Mr. Rothermel	<input checked="" type="checkbox"/> Mr. Sterner	<u> </u> Vacancy

Motion Carried – 5 Yeas/3 Absent/1 Vacancy

OTHER BUSINESS

Mr. Heffner announced an executive session was held on October 5, 2015 for the purpose discussing personnel matters. He also announced there will be a Special Board Meeting on November 16, 2015 to conduct candidate interviews for the Board vacancy as well as approve the 2015-16 District Goals. The meeting will be followed by the 2016-17 budget overview presentation.

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

ADJOURNMENT

A motion was made by Mrs. Grossman, seconded by Mr. Sterner to adjourn the meeting at 7:53 p.m.
 Motion Carried

 Approved

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