

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

February 11, 2015

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:06 p.m. by President Kenneth Heffner.

The meeting opened with Pledge of Allegiance.

**Recording Secretary called the roll:**

<input checked="" type="checkbox"/> Mr. Bieber	<input checked="" type="checkbox"/> Ms. Eyrich	<input type="checkbox"/> Mr. Groff
<input checked="" type="checkbox"/> Mrs. Grossman	<input checked="" type="checkbox"/> Mr. Heffner	<input checked="" type="checkbox"/> Mrs. Huhn
<input type="checkbox"/> Mrs. MacMillan	<input type="checkbox"/> Mr. Porr	<input checked="" type="checkbox"/> Mr. Rothermel

**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
- 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. Jim Mancuso, Esquire

**Student Representatives:** Robert Turbett, Madelyne Grim

**Visitors:** Dax Funderburk, Mertztown, Jeffrey Lapp, Mertztown, Roland Von Togle, Ron Devlin, Reading Eagle

Mrs. Krauss presented the rescheduled Budget Work Session: General Overview Expenditures/Revenue, Taxes and Options.

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 7:15 p.m. to 7:22 p.m., the meeting proceeded to the action items.

**BOARD OF DIRECTORS REPORT**

A motion was made by Mrs. Huhn 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 Regular Board Meeting held January 5, 2015 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 January 15, 2015. Mr. Jason Bottiglieri was appointed Assistant Executive Director to begin in March. Business included the approval of the general fund budget, personnel items, the 2015-16 Early Intervention Calendar, and the ratification of various agreements. Mrs. Huhn announced the 45<sup>th</sup> Annual Convention of Berks County School Directors will be held on May 7, 2015 at Perry Elementary Center in the Hamburg School District. The next meeting is scheduled for February 19, 2015.

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

**Berks TCC – Mr. Bieber** reported on the meeting held on January 15, 2015. Business included the resignation of the Executive Director, Cathy Weist, naming of an Interim Executive Director, consideration of new office space, the identification and voluntary assignment of various administrative responsibilities to committee members, and a discussion about unidentified funds. The next meeting is scheduled for February 26, 2015.

**Council on Legislative Action – Mr. Heffner** reported on legislative topics including a bill that would repeal the state mandated graduation test requirement. Mr. Potteiger added that the Keystone remediation requirements are a burden to staff.

**Policy Committee – Mrs. Grossman** – No report.

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

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

    Mrs. MacMillan

    Mr. Porr

Y Mr. Rothermel

Motion Carried – 6 Yeas/3 Absent

**BUDGET/FINANCE/PROPERTY/TRANSPORTATION**

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

**A. General Fund Bills**

To approve general fund bills for the month of January totaling \$2,652,369.54 per attachment Budget A.

**B. Food Service Bills**

To approve food service fund bills for the month of January totaling \$21,160.46 per attachment Budget B.

**C. Financial Reports**

To accept the following Financial Reports through December 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. 2015-16 Preliminary General Fund Budget**

To approve the PDE 2028 Preliminary General Fund Budget for fiscal year July 1, 2015 to June 30, 2016 with expenditures totaling \$30,812,443 per attachment marked Budget D, and to authorize the Business Manager to apply for referendum exceptions from the PA Department Education.

**E. Athletic Supplies/Equipment Bids**

To authorize the business manager to bid Athletic Supplies/Equipment for the 2015-16 school year.

**F. Deputy Tax Collector**

To acknowledge the appointment by the elected tax collector of the following Deputy Tax Collectors as required under Act 164 of 2014:

<u>Township or Borough</u>	<u>Elected Tax Collector</u>	<u>Deputy Tax Collector</u>
District Township	George H. Babilon	Joy Weida
Longswamp Township	Lorraine Meck	Michael Meck
Rockland Township	Mollie A. Prey	Carol S. Fox
Topton Borough	Nancy E. Heffner	Bonnie Stauffer

**G. Tennis Court Repairs**

To contract with the Breneman Company of Lancaster, PA, for the Phase II of the High School Tennis Court Repairs and Surface Repainting Project at a cost of \$17,800.00 (COSTARS Contract #008-128) as detailed in Budget G.

**H. Flooring Removal and Installation**

To contract with Martin’s Flooring, Inc. of Lancaster, PA, for the removal of existing tile, and the purchase and installation of VCT tile in the Intermediate/Middle School special education hallway/ stairwell, and two janitor closets as detailed in Budget H. at a cost of \$9,971.50 (NJPA Contract 40000703).

Mrs. Krauss announced to the Board that the following Budget Workshops have been advertised:

- January 26, 2015 – General Overview Expenditures & Revenues, Taxes and Options
- February 9, 2015 – Curriculum/Instruction, Special Education, Technology, Other Instruction
- February 23, 2015 – Maintenance, Transportation, Business/Board, Athletics
- March 9, 2015 – Salary & Benefits
- March 16, 2015 – Snow Make-up Date - if needed
- March 23, 2015 – Final Review, Taxes & Options, 5-Year Projection, Fund Balance
- March 30, 2015 – Budget Discussion

All meetings start at 6:00 PM in the Intermediate/Middle School Large Group Instruction Room

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

Motion Carried – 6 Yeas/3 Absent

**SUPERINTENDENT’S REPORT**

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

**A. High School Field Trip Approval**

Approve the High School Field Trip Request for approximately 7 business students to travel with teacher chaperones to the State Leadership Conference in Hershey PA from April 13-15, 2015 as attached and marked Superintendent A.

**B. 2015-16 District Calendar**

Approve the 2015-16 Brandywine Heights Area School District Calendar as attached and marked Superintendent B.

**C. Conference Attendance**

Approve the Superintendent to attend the 2015 Pennsylvania Association of Rural and Small Schools (PARSS) Annual Meeting/Conference in State College, PA on April 23-24, 2015 for a cost not to exceed \$299.00 plus mileage and hotel accommodations as attached and marked Superintendent C.

**Informational Reports were presented.**

- Student Representative Reports – Robert Turbett and Madelyne Grim
- Instructional Technology Report – Mr. Voelker
- Athletic Report – Mr. Kurzweg
- District Enrollment Report – Mr. Potteiger

**Community Engagement/Task Force** – Mr. Potteiger announced the district and Community Task Force are partnering with the YMCA to provide an afterschool program to our Middle School students starting February 17 through the end of the school year. The program is free for students due to a \$10,000 donation from The United Way of Berks County and a \$1,000 donation from Loaves N Fishes.

Upcoming Community Task Force events are listed on the website. This includes a joint panel discussion with Kutztown ASD on substance abuse with representatives from law enforcement, the medical profession and Congressman Dent on March 11, and Berks County resident Diane Shepley speaks on the epidemic of addiction and the hold heroin had on her son Tyler through her presentation, “A Mothers Voice - One to Remember” on April 23.

**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. There were no comments.

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

Y Mr. Bieber

Y Ms. Eyrich

   Mr. Groff

Y Mrs. Grossman

Y Mr. Heffner

Y Mrs. Huhn

   Mrs. MacMillan

   Mr. Porr

Y Mr. Rothermel

Motion Carried – 6 Yeas/3 Absent

## PERSONNEL REPORT

A motion was made by Ms. Eyrich and seconded by Mr. Bieber to approve the Personnel Report.

### A. Resignations/Retirements/Terminations

1. RESOLVED that the employment of Ms. Susan Small, High School Mathematics Teacher, is terminated effective February 2, 2015.

BE IT FURTHER RESOLVED that Ms. Small shall continue to be provided with health insurance coverage (premium payment share based on Collective Bargaining Agreement) pending the disposition of a grievance filed on her behalf.

### B. Change of Status – None

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

### C. Appointments – None

1. Professional Staff – None
2. Support Staff – None
3. Long Term Substitute – None
4. Co-Curricular Appointments – None
  - 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 Student Activity Group Advisor Recommendations – None
  - c. Approve the Athletic Co-Curricular appointments per the BHASD School Board Salary Schedule – None

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

1. Professional Substitutes  
Ms. Brittany Kauffman, Elementary PK-4
2. Support Staff Substitutes – None

### E. Leaves

1. Accept the maternity leave of absence for Mrs. Cristina Jroski, Secretary to the Director of Curriculum, Instruction and Technology, from approximately April 10 through July 3, 2015 as attached and marked Personnel E.1.

2. Accept the maternity leave of absence for Mrs. Alicia Mata, High School Social Studies teacher, from approximately April 25, 2015 through the end of the 2014-15 school year as attached and marked Personnel E.2.

**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

    Mr. Groff

Y Mrs. Grossman

Y Mr. Heffner

Y Mrs. Huhn

    Mrs. MacMillan

    Mr. Porr

Y Mr. Rothermel

Motion Carried – 6 Yeas/3 Absent

**OTHER BUSINESS**

There was no other business.

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

Mr. Heffner announced an executive session would take place following the meeting for the purpose of negotiations.

**ADJOURNMENT**

A motion was made by Ms. Eyrich, seconded by Mr. Bieber to adjourn the meeting at 8:18 p.m.

Motion Carried

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Approved

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