

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

March 2, 2015

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	<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. 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. John Stott, Esquire

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

**Visitors:** Matt Smith, Matt Donato, Lori Savidge, Rebecca Rhodes, Deanna Daddona, Frank Daddona.

Mr. Potteiger and Mr. Kurzweg recognized and congratulated high school student, **Miss Deanna Daddona**, as the third female athlete in Brandywine Heights Girls' Basketball history to score over 1,000 career points. Miss Daddona also broke the school record and became the highest scoring female basketball player in Brandywine history with 1,253 career points.

Mr. Potteiger and Mr. Ziatyk recognized and congratulated High School Chorus Teacher, **Mrs. Rebecca Rhodes**, as the winner of the Pennsylvania Music Educators Association's 2015 Composition Program for her composition entitled *Nowell Mortals Awake*.

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 7:04 p.m. to 7:13 p.m., the meeting proceeded to the action items.

**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 Regular Board Meeting held February 11, 2015 as attached and marked Board A.

**B. Approval of the BCIU 2015-2016 Mandated Services Budget**

Approve the 2015-2016 Berks County Intermediate Unit Mandated Services Budget in the amount of \$1,796,027.00 of which \$23,367.37 is Brandywine Heights' share. (The BCIU Proposed Budget Summary was distributed at the February 11, 2015 meeting.)

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

**BCIU – Mrs. Huhn** – No report.

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

**Berks TCC – Mr. Bieber** reported on the meeting held February 26, 2015 attended by Mrs. Rosemary Lamaestra, Alternate Representative for Brandywine Heights. Mr. Steve Love was employed as the Executive Director. Discussion included the consideration of new facilities. The next meeting is scheduled for Mid-late April. A date is to be announced.

**Council on Legislative Action – Mr. Heffner** reported on legislative topics including an update on the status of Charter Schools. There was brief discussion on the Senate Bill 501 Fair Share with regard to the collection of union dues which would stop public schools from collecting dues on behalf of the union. Other legislative topics include vaccination requirements and Governor Wolf's proposed solution to the pension crisis.

Mr. Potteiger noted that the board may want to consider a resolution to support the elimination of Keystone Exams as graduation requirement. Based on discussion he will draft such a resolution for consideration at the next meeting.

**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

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. Grossman to accept the Budget/ Finance/ Property/ Transportation Report.

**A. General Fund Bills**

To approve general fund bills for the month of February totaling \$1,625,153.93 per attachment Budget A.

**B. Food Service Bills**

To approve food service fund bills for the month of February totaling \$26,382.61 per attachment Budget B.

**C. Financial Reports**

To accept the following Financial Reports through January 31, 2015, 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. Annual Preventative Maintenance to Middle and High School Gymnasium Bleachers**

To approve annual preventative maintenance to bleachers in the Intermediate/Middle and High School gymnasiums from Modernfold of Topton, PA, at a cost of \$9,000.00 (\$4,000.00 Intermediate/Middle School and \$5,000.00 High School) as detailed in Budget D.

**E. Gymnasium Floor Maintenance**

To approve the proposal from Miller Flooring Company, Inc. of West Chester, PA, for screen sanding and refinishing the High School and Intermediate/Middle School gymnasium floors at a cost of \$7,775.00 (\$3,930.00 Intermediate/Middle and \$3,845.00 High) as detailed in Budget E.

**F. Authorization to Seek Bids for Services**

To authorize the Business Manager to seek bids/proposals for the following services for 2015-2016:

1. Wall padding - Elementary School multipurpose room (estimated cost \$40,000, 2015/16 budget)
2. Phone System – Kemp Building for the Intermediate School, Middle School, and Central Administration located in the Kemp Building (estimated cost \$75,000, 2015/16 budget)

**G. Service Level Agreement for Tax Services**

To approve a Service Level Agreement for Tax Services with the BCIU for 2015 tax billing and payment tracking as detailed in Budget G.

**H. To approve participation in the Amazon.com Associates Program.**

**Note: The following Budget Workshops have been advertised:**

- March 9, 2015 – Salary & Benefits, Business/Board, Athletics
- 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. The 2015/2016 Proposed Final Budget is scheduled for adoption at the April 20, 2015 Board Meeting. The 2015/2016 Final Budget is scheduled for adoption at the June 1, 2015 Board Meeting.

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>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 Ms. Eyrich and seconded by Mr. Rothermel to accept the Superintendent’s Report.

**A. 2015-16 Revised District Calendar**

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

**Informational Reports were presented.**

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

**Instructional Technology Report** – Mr. Voelker

**Science Course Update** – Mr. Voelker and Mr. Donato

**Athletic Report** – Mr. Kurzweg

**District Enrollment Report** – Mr. Potteiger

**Community Engagement/Task Force** – Mr. Potteiger announced several upcoming events including:

- March 11<sup>th</sup> – Congressman Dent in conjunction with the Kutztown Area School District, Kutztown Strong and the Brandywine Community Task Force will be hosting a two-part panel discussion. One part will focus on the law enforcement perspective on the drug issues while the second session will include input from the medical community. The event will be held at Kutztown High School.
- April 14<sup>th</sup> - Community Task Force General Meeting

- April 23 – “A Mother’s Voice” – Berks County resident Diane Shepley will speak on the epidemic of addiction and the hold heroin had on her son Tyler at 6:00 p.m. in Schaeffer Auditorium at Kutztown University.
- April 28-29 Parent Talk – Tips for parents for talking with their children to prevent drug and alcohol abuse.

**Facilities Update** – Mr. Potteiger – No Report.

Mrs. Darrach presented a brief overview of the Brandywine Heights Area School District Special Education Plan (part of the District Comprehensive Plan). The draft Special Education Plan will be available for public review on our website and in the Superintendent’s Office. Final approval will be requested at the April 20, 2015 meeting.

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>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>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 Ms. Eyrich and seconded by Mr. Porr to approve the Personnel Report. A request was made by Mr. Bieber to vote on Item F separately.

**A. Resignations/Retirements/Terminations – None**

**B. Change of Status – None**

- a. Professional Staff – None
- b. Support Staff – None

**C. Appointments – None**

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

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

- a. Professional Substitutes
  - Mr. Scott Uehlinger, BCIU Guest Teacher
  - Mr. Andrew Ward, K-12 Art
- b. Support Staff Substitutes – None

**E. Leaves– None**

**F. Other Personnel Items**

- a. Approve the revision of the mentor assignment for a new teacher during the 2014-15 school year. A stipend of \$650 will be prorated based on the duration of the assignment.

<u>Mentor</u> Mrs. Lisa Bieber, IS/MS Learning Support Mrs. Lyndsay Levengood, IS 4 <sup>th</sup> - Learning Support	<u>New Teacher (in place of)</u> ( <del>1<sup>st</sup> Sem</del> full year) Ms. Jennie Hoose, IS 5th Gr Learn. Sup. (Kelly) (2 <sup>nd</sup> Sem) Ms. Jennie Hoose, IS 5th Gr Learn. Sup. (Kelly)
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Mr. Heffner asked for comments from the public and board members. There were no comments.

Roll call was taken to approve Items A.-E. 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

Roll call was taken to approve Item F.1. Other Personnel Items (Mentor Assignments) of the Personnel Report.

Abstain 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 – 7 Yeas/1 Abstain/1 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 and personnel.

### **ADJOURNMENT**

A motion was made by Ms. Eyrich, seconded by Mr. Rothermel to adjourn the meeting at 7:38 p.m.

Motion Carried

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Approved

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