

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

June 22, 2015

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:18 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 checked="" type="checkbox"/> Mrs. MacMillan (via Skype)	<input checked="" 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

**Solicitors:** Mr. John Stott, Esquire, Mr. James Mancuso, Esquire

**Visitors:** Robert Farina, Blandon, Lauren Farina, Blandon, Patricia Farina, Charles Farina, Stephanie Diehl, Alburdis, Paula Vercammer, Severna Park, MD (Source4Teachers).

Mr. Potteiger acknowledged the retirement of Dr. Kathy Johnson, Middle School Principal, and presented her with a plaque for 18 years of dedicated service.

Mr. Potteiger recognized the Topton American Legion Community Ambulance Service (representative not present). A certificate acknowledging their dedicated service will be mailed.

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 8:34 p.m. to 8:42 p.m., the meeting proceeded to the action items.

**BOARD OF DIRECTORS REPORT**

A motion was made by Mr. Porr and seconded by Ms. Eyrich 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 June 1, 2015 as attached and marked Board A.

**B. Appointment of Board Treasurer**

Appoint Mr. Bryan Rothermel as Board Treasurer for a one year term beginning July 1, 2015 ending June 30, 2016.

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

**BCIU – Mrs. Huhn** reported on the BCIU Board meeting held on June 18, 2015. Business included the approval of policies, salaries, and contracts including driver’s education courses. Future events include a public meeting on Public School Funding in Berks County scheduled for June 23, 2015. The next BCIU Board meeting is scheduled for August 20, 2015.

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

**Berks TCC – Mr. Bieber** reported on the meeting held June 4, 2015. The TCC will be moving to a new facility in the fall.

**Council on Legislative Action – Mr. Heffner** reported the state will announce new lower rates for employment background checks, the state panel’s proposed education funding formula, and proposed legislation to postpone Keystone Exams as a graduation requirement until 2018-19.

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

**Strategic Planning/Goals – Mrs. Huhn** noted that the board should finalize district goals for the next school year.

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.

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. Rothermel and seconded by Ms. Eyrich to accept the Budget/ Finance/ Property/ Transportation Report.

**A. General Fund Bills**

To approve general fund bills through June 22, 2015 totaling \$3,533,692.91 per attachment Budget A.

**B. Food Service Bills**

To approve food service fund bills through June 22, 2015 totaling \$21,919.82 per attachment Budget B.

**C. Financial Reports**

To accept the following Financial Reports through April 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. 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. Educational Contract Approval**

To approve renewal of the contract with Renaissance Learning, Inc. of Wisconsin Rapids, WI, for 2015/2016 STAR Early Literacy Renaissance Place at a cost of \$4,314.00 as detailed in Budget D.

**E. Food Service Consulting Services**

To approve an agreement with School Operations Services Group, Inc. of Malvern, PA, to provide food service consulting services July 1, 2015 through June 30, 2016 at a monthly cost of \$3,500 as outlined in Budget E. (no increase)

**F. 2015-2016 Food Service Budget Approval**

To approve the 2015/2016 BHASD Food Service Budget in the amount of \$668,015 per Budget F.

G. **2015-2016 School Breakfast and Lunch Prices**

To approve the 2015-2016 School Breakfast and Lunch Prices as follows:

<b>Full Price Meal</b>	<b>2015-2016 Price</b>	2014-2015 Price
<b>Student Breakfast</b>		
Elementary School	<b>\$1.75</b>	\$1.75
Intermediate School	<b>\$1.75</b>	\$1.75
Middle School	<b>\$2.00</b>	\$2.00
High School	<b>\$2.00</b>	\$2.00
<b>Adult Breakfast</b>	<b>\$3.00</b>	\$3.00
<b>Student Lunch</b>		
Elementary School	<b>\$2.60</b>	\$2.60
Intermediate School	<b>\$2.60</b>	\$2.60
Middle School	<b>\$2.85</b>	\$2.85
High School	<b>\$2.85</b>	\$2.85
<b>Adult Lunch</b>	<b>\$4.50</b>	\$4.50

H. **2015-2016 Agreement for Participation in Child Nutrition Programs**

To approve the 2015-2016 Agreement for Participation in Child Nutrition Programs between the Berks Career & Technology Center and the Brandywine Heights Area School District as detailed in Budget H.

I. **Food Service Bids**

To authorize the administration to seek quotations for the purchase of Milk and Milk Products, Beverages, and Bread Products for the 2015/2016 school food program. (Milk and milk products, beverages and bread products will be a joint quote with Antietam and Oley Valley school districts.)

J. **Recruitment Software Subscription**

To approve a Master Subscription Agreement with Netchemia, LLC of Prairie, KS for TalentEd Recruit & Hire Professional Edition with training at a first year cost of \$2,500 (\$1,500 annual license, \$1,000.00 one-time implementation support and training) and \$1,500 annual license thereafter as detailed in Budget J.

K. **Benefits and Insurance Services Agreement**

To approve a service agreement with CBIZ Benefits & Insurance Services, Inc., of Leawood, Kansas, CBIZ ACA CheckPoint Services as described in Budget K. at a first year cost of \$2,545 (Annual base fee \$1,045 plus a one-time set-up fee \$1,500). This software and service will provide the record keeping system and reports forms 1094 & 1095) for the new requirements of the ACA.

L. **Substitute Teacher Service Contract**

To contract with Source4Teachers of Cherry Hill, NJ, for Substitute Teachers beginning with the 2015-2016 school year. Budget L. – Proposal excerpts.

M. **PSBA Membership**

To approve 2015-2016 Pennsylvania School Board Association membership dues (option 2) of \$9,064.94, plus \$999.00 for Policy Maintenance Program (option 2 - standard membership, same price as 2014-15, option 1 – all access package \$11,519.94). Budget M.

N. **Insurance Coverage**

To approve the 2015-2016 Property and Casualty Insurance through the PSBA Insurance Trust for all coverage except Boiler and Machinery coverage through Hartford Steam Boiler as recommended by the District's insurance broker and detailed in Budget N. for a total premium of \$110,631.00.

O. **Special Education Contracts**

To approve Special Education contracts for services for extended school year and the 2015-2016 school year as follows:

1. Out of district Extended School Year programs for four students as follows:

- a. The Vanguard School, Paoli, PA, five-week program (July 6 – August 7, 2015) for one student at a cost of \$7,545.00 for the five-week program, Budget O.1.a.
- b. Hogan Learning Academy LLC., Fleetwood, PA, six-week program (June 23 – August 5, 2015) for three students at a cost of \$365.00/day/student (cost per student \$11,315.00), budget O.1.b.
- 2. Enrollment Agreement with Valley Forge Educational Services of Paoli, PA, to provide special education services through The Vanguard School for one student at an annual tuition rate of \$51,575.00, Budget O.2.
- P. **Education Technology Pool Consortium Participation**  
To authorize a letter of intent with BCIU for district participation in the Education Technology Pool consortium at an estimated annual cost of \$700 as described in Budget P.
- Q. **Professional Development Program**  
To approve a professional services agreement with Dave Burgess Consulting, Inc. of San Diego, CA for Digital PIRATE Professional Development Program on August 18, 2015 at a cost of \$2,900.00 as detailed in Budget Q.
- R. **Google Certification Training**  
To approve an agreement with Kiker Learning of Richboro, PA, to provide a two day Google Certification Training on July 1-2, 2015 for up to 30 staff members at a cost of \$5,000.00 as detailed in Budget R.
- S. **Graduation Facilities Contract**  
To retroactively approve a facilities use contract with Kutztown University for the High School to use Schaeffer Auditorium for graduation June 4, 2015 at a cost of \$500.00, Budget S.
- T. **Virtual Academy Summer School Program**  
To approve addendum 1 to the Brandywine Heights Virtual Academy contract with Connections Learning to reduce the summer school pricing from \$175 to \$160 as detailed in Budget T.
- U. **AESOP and Veritime Subscriptions**  
To approve continuing the following services through Frontline Technologies, Inc. of Exton, PA:
  - 1. AESOP Automated Substitute Placement and Absence Management system - Annual fee based on current staffing the maximum cost is estimated at \$5,096.00 (\$2.60 per employee with sub-calling and \$1.82 per employee with absence reporting only, no change).
  - 2. Veritime Automated Time and Attendance system - Annual fee of \$3,000.00.
- V. **Agreement with BCIU to Administer Federal Programs**  
To approve a Statement of Work Agreement with Berks County Intermediate Unit to administer Federal Programs on behalf of the District from June 15, 2015 through June 15, 2016 for a fee not to exceed \$6,000 as detailed in Budget V.
- W. **Paper Bid**  
To award the 2015-2016 paper purchase contracts totaling \$11,197.31 to the low bidders meeting specifications as bid through the Berks County Joint Purchasing Board per attachments marked Budget W. (Bid documents are available at BCIU.)

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 Mrs. Grossman to accept the Superintendent’s Report.

### A. **2015-2016 High School Graduates**

Acknowledge the list of 2015 Brandywine Heights High School Graduates as attached and marked Superintendent A.

**B. Business Textbook Adoption**

Adopt recommended textbooks to support the newly aligned curricula for 9-12 Business (first introduced at the June 1, 2015 meeting) as described in Superintendent B.

**C. Contract for Pre-Kindergarten Program**

Approve a one-year contract with ReadyRosie for \$1,000 as detailed in Superintendent C.

**D. Unneeded/Unnecessary Equipment**

Approve the list of unneeded/unnecessary equipment marked Superintendent D., and authorize the administration to recycle/dispose of the items.

**Discussion** – Foreign Travel Field Trips (school-sponsored versus non-affiliated)

Mr. Potteiger summarized comparative data collected from other Berks school districts. After discussion there was consensus for the administration to revise the current field trip policy to include foreign trips.

**Informational Reports were presented.**

Instructional Technology Report – Mr. Potteiger on behalf of Mr. Voelker (absent)

District Enrollment Report – Mr. Potteiger

Community Engagement/Task Force – Mr. Potteiger reported on the recent panel discussion, and the upcoming is Battle of the Bands event on August 29, 2015.

Facilities Update – Mr. Potteiger described an opportunity to acquire a building to Mr. Potteiger presented the topic of public relations to the board.

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

Y Mrs. MacMillan

Y Mr. Porr

Y Mr. Rothermel

Motion Carried – 8 Yeas/1 Absent

**PERSONNEL REPORT**

A motion was made by Ms. Eyrich and seconded by Mr. Rothermel to approve the Personnel Report. A request was made to vote on Item B.1. Change of Status for Professional Staff and C.1.d. Professional Appointment of Mr. Robert Farina separately.

**A. Resignations/Retirements/Terminations/Furloughs**

1. Accept the resignation of Mrs. Paige Kowolewski, Part Time Elementary Recess Aide, effective June 2, 2015 as attached and marked Personnel A.1.
2. Accept the resignation of Mrs. Jessica Cramsey, High School 12 month Secretary effective June 26, 2015 as attached and marked Personnel A.2.
3. Approve the furlough of Mrs. Nedra Koller, Elementary School Nurse, effective June 5, 2015.

**B. Change of Status**

1. Professional Staff

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Mrs. Karen Long	ES/IS Principal	ES Principal	7/1/2015
Ms. Stephanie Kelly	ES/IS Assistant Principal	IS/MS Assistant Principal	7/1/2015
Mrs. Lisa Bieber	IS Learning Support	MS Learning Support	2015-16 SY

2. Support Staff

Ms. Kimberly Unger	4 hr PT Nurse Aide	5 hr PT Nurse Aide	2015-16 SY
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**C. Appointments**

1. Professional Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
a. Mr. Robert Hogan	ES 3 <sup>rd</sup> Grade (Repko)	B, Step 2	2015-16 SY
b. Miss Lindsay Yeakel	ES 2 <sup>nd</sup> Grade (Bettenhausen)	B, Step 2	2015-16 SY
c. Mrs. Lynn Mayer	MS Learning Support (Flamm/Monaghan)	M, Step 1	2015-16 SY
d. Mr. Robert Farina	IS/MS Principal	\$97,500/yr	7/13/2015

2. Support Staff – None
3. Long Term Substitute

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Ms. Katherine Grow	ES Kindergarten (Hess)	B, Step 1	2015-16 SY
Miss Rebecca Guzie	ES 3 <sup>rd</sup> Grade (Womack)	M, Step 1	1 <sup>st</sup> semester 2015-16 SY

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 as attached and marked Personnel C.4.c.

**D. Approval of additions to the 2014-15 Substitute Lists – None**

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

**E. Leaves**

1. Approve the extension to the unpaid maternity leave of absence requested by Mrs. Alicia Mata, High School Social Studies Teacher, effective the first semester of the 2015-16 school year (to return on the first day of the second semester, approximately January 15, 2016) as attached and marked Personnel E.1.
2. Approve the extension to the unpaid maternity leave of absence for Mrs. Lauren Farina, Reading Specialist, effective through December 23, 2015 (to return January 4, 2016) as attached and marked Personnel E.2.

**F. Other Personnel Items**

1. To grant tenure to the following professional employees:  
Mrs. Nedra Koller, Elementary School Nurse  
Mr. Jeffrey Sheeler, High School Science  
Mrs. Angela Warsing, High School Spanish
2. Approve the 2015-16 salaries for the Act 93 Administrators, Managers and Support Staff as attached and marked Personnel F.2.
3. Approve the 2015-16 salary of \$114,000 for Mrs. Nancy Krauss, Business Manager, effective July 1, 2015.
4. Approve the 2015-16 Substitute Support Staff Rates as follows:

<b>Support Staff Substitute Rates</b>	2014-15 Rates (Board App. 6/30/14)	<b>2015-16 Suggested Rates</b>
Aide, Cafeteria Worker	\$9.50 per hour	<b>\$9.75 per hour</b>
Custodian	\$9.50 per hour	<b>\$9.75 per hour</b>
RN/LPN Nurse Aide	\$11.25 per hour	<b>\$11.50 per hour</b>

5. Approve the 2015-16 Starting Rates for Support Staff as follows:

<b>Starting Rates for Support Staff</b>	2014-15 Rates (Board App. 6/30/14)	<b>2015-16 Suggested Rates</b>
Aides, Custodians, Cafeteria	\$9.50 per hour	<b>\$9.75 per hour</b>
Secretaries, Maintenance/ Courier	\$12.50 per hour	<b>\$12.75 per hour</b>
Maintenance Worker, Skilled	\$15.00 per hour	<b>\$15.25 per hour</b>
RN/LPN Nurse Aide	\$15.00 per hour	<b>\$15.25 per hour</b>

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

Roll call was taken to approve items all personnel items except B.1. and C.1.d. of the Personnel 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

Roll call was taken to approve items B.1. of the Personnel Report.

<u>Abstain</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 – 7 Yeas/1 Abstain/1 Absent

Roll call was taken to approve items C.1.d. of the Personnel 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>N</u> Mrs. Huhn
<u>Y</u> Mrs. MacMillan	<u>N</u> Mr. Porr	<u>Y</u> Mr. Rothermel

Motion Carried – 6 Yeas/2 Nays/1 Absent

#### **OTHER BUSINESS**

Mr. Heffner announced an executive session would be held immediately following the meeting for the purpose discussing personnel matters.

#### **ADJOURNMENT**

A motion was made by Ms. Eyrich, seconded by Mrs. Grossman to adjourn the meeting at 9:08 p.m.  
Motion Carried

\_\_\_\_\_  
Approved

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