

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

August 17, 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 type="checkbox"/> Ms. Eyrich	<input checked="" type="checkbox"/> Mr. Groff
<input type="checkbox"/> Mrs. Grossman	<input checked="" type="checkbox"/> Mr. Heffner	<input checked="" type="checkbox"/> Mrs. Huhn
<input type="checkbox"/> Mrs. MacMillan	<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
- 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

Visitors: Nicole Derr, Fleetwood, Garrett Derr, Fleetwood, Heidi Porr, Fleetwood, Viktorie Rimankova, (Ostrava, Czech Republic), Fleetwood.

Mr. Potteiger introduced a foreign exchange student from the Czech Republic who will be attending the High School for her senior year. She will be living with three different host families throughout the duration of her stay. Mr. Potteiger also acknowledged a student in the audience who was taking notes to earn his Boy Scout Communications merit badge.

Mr. Potteiger read aloud the obituary minute and resolution for Mr. Richard C. "Lefty" Oswald and Mr. Heffner read aloud the obituary minute and resolution for Mrs. Evelyn H. Moyer.

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 8:27 p.m. to 8:38 p.m., the meeting proceeded to the action items.

BOARD OF DIRECTORS REPORT

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

B. PSBA Officer Vote

No action. Postponed until September 14, 2015 to give the board an opportunity to review candidates.

C. PSBA Voting Delegate

Voted not to appoint a Voting Delegate to the Pennsylvania School Boards Association 2015 Delegate Assembly.

First Reading of Policies

Approve the first reading of the following policies as attached and marked Board D.1.-D.10.:

1. Policy TBA (PSBA To Assign #) Employee Use Of Electronic Devices
2. Policy 819. Suicide Awareness, Prevention and Response
3. Policy 121. Field Trips
4. Policy 111. Lesson Plans
5. Policy 225. Relations With Law Enforcement Agencies
6. Policy 218.1. Weapons
7. Policy 323., 423., 523. Tobacco Use
8. Policy 309., 409., 509. Assignment and Transfer
9. Policy 434. Sick Leave
10. Policy 436. Personal Necessity Leave

After brief discussion, the board recommended minor wording changes to Policies 121. Field Trips and 434. Sick Leave, which will be incorporated into the policies for the second reading.

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

BCIU – Mrs. Huhn – No report. The next BCIU Board meeting is scheduled for August 20, 2015.

BCTC – Mr. Groff – No report.

Berks TCC – Mr. Bieber – No report.

Council on Legislative Action – Mr. Heffner reported on the state budget which has not yet been passed.

Policy Committee – Mrs. Grossman – Absent, no report.

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

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.

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

Motion Carried – 6 Yeas/3 Absent

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

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

A. General Fund Bills

To approve general fund bills through August 17, 2015 totaling \$4,163,837.45 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills through August 17, 2015 totaling \$12,365.98 per attachment Budget B.

C. Financial Reports

To accept the following Financial Reports through May 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. Food Vendor Approval

To approve the following vendors for the purchase of Food and Non-Food Products, Milk and Milk Products, Fruit Juice Products, Ice Cream Products, and Bread Products for the 2015/2016 school food program, Budget D.

Food and Non-Food Product (Tri-State Joint Cooperative Bid): US Foods of Allentown, PA
 Milk and Juice Products Quote: Clover Farms Dairy of Reading, PA
 Ice Cream Quote: Jack & Jill of Mooresville, NJ
 Bread Quote: Morabito Baking Company of Norristown, PA
 Paper Product Quote: Camden Bag and Paper of Mt. Laurel, NJ

E. Special Education Tuition Agreements

To approve Special Education Tuition Agreements for the 2015-16 school year with Hogan Learning Academy of Fleetwood, PA, to provide special education services for three students at a cost of \$375 per day per student, Budget F.1.

F. Online Education Contracts

To approve an extension of existing contracts for online education services through the 2015-2016 school year as follows:

1. Connections Learning of Baltimore, MD, contract renewal for virtual education services for K-12 students at an annual cost of \$3,750 per seat, course fee of \$750 per student per year (second of five one-year renewals in existing contract, original contract approved for 2013-2014).
2. Edgenuity Inc., of Scottsdale, AZ, continuation of agreement for virtual instructional services for grade 6-12 students at a cost of \$6,000 based on 10 students per semester. (formerly Education 2020)
3. Elementary & Secondary Program (Kdg. - 12): Fuel Education LLC of Herndon, VA, fulltime 6 concurrent credits \$2,500/student, 5 concurrent credits \$2,160/student, 4 concurrent credits \$1,820/student, grades Kdg - 8 full year single courses \$250/student, grades 9-12 semester single courses \$200/student as detailed in Budget F.3.
4. Special Education Program: Educere, LLS of Ambler, PA, for Educere K-12 Virtual Education Services including Founders Education program for special needs students at a cost of \$399-499 for complete, full-year course (half for half-year courses), \$29/week/course for partial course, and \$195 for abbreviated course. (approved 6/30/2014, agreement renews annually unless changed)

G. Professional Development Service Agreements

To approve the following agreements for professional development services:

1. Microsoft Store for Assure Training for 15 at a cost of \$2,235.00 per quote marked Budget G.1.
2. Berks County Intermediate Unit for SAMR Model and 45-in-45 training at a cost of \$1,500.00 per Statement of Work marked Budget G.2.

H. Participation in Joint Purchasing Program

To approve participation Collaborative Purchasing Solutions (CPS) through Lancaster Lebanon IU a purchasing program created for the benefit of schools/colleges, non-profits, and other governmental entities nationwide as described in Budget H.

I. 2015-2016 Caron Foundation Agreement

To approve an agreement with Richard J Caron Foundation, Wernersville, PA for Student Assistance Program services at the Elementary, Intermediate, Middle and High School for 2015-16 at a cost to the District of \$7,355 for extended services at the High School of one day per week (6-1/2 hours) see Budget I. The Elementary, Intermediate and Middle School programs are funded through the Council on Chemical Abuse at no cost to the district.

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.

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

Motion Carried – 6 Yeas/3 Absent

SUPERINTENDENT'S REPORT

A motion was made by Mr. Bieber and seconded by Mr. Porr to accept the Superintendent's Report.

A. RACC Dual Enrollment Agreement

Approve the 2015-16 Dual Enrollment Agreement between Reading Area Community College (RACC) and Brandywine Heights Area School District as attached and marked Superintendent A.

B. LCCC Dual Enrollment

Approve the 2015-16 Dual Enrollment Agreement between Lehigh Carbon Community College (LCCC) and Brandywine Heights Area School District as attached and marked Superintendent B.

C. 2015-16 Lehigh University Study Council Membership

Approve a 2015-16 Lehigh University Study Council membership for Mr. Andrew Potteiger, Superintendent, which includes two seats at five professional development programs throughout the year for a fee of \$1,250 as attached and marked Superintendent C.

D. 2015-16 Technology Fee and Maintenance Agreement

To set the optional student technology fee for 2015-16 at \$25.00 per student and to authorize the appropriate officers to execute a contract with Trinity-3 for maintenance and repair of the student laptops based on \$32.00 per laptop for the 2015-16 school year.

Discussion Items were presented.

Security Options/School Resource Officer – Mr. Potteiger shared school resource officer proposals with the board. Upon discussion there was no board consensus to pursue the security officer position.

Technology Fee – Mr. Voelker shared background information and options for setting the technology fee for the new school year.

Academic Results – Mr. Voelker presented the 2014-15 district assessment scores. Brandywine Heights' student scores were comparable to the trend in lower scores statewide, particularly in math. Mr. Voelker explained that the 2014-15 school year was the first in which every question aligned with the Pennsylvania Core Standards, which are similar, but not identical to the National Common Core standards. Pennsylvania Department of Education officials attribute the declines to the increased rigor of the state standardized tests. In addition, the Pennsylvania Board of Education voted to readjust/increase the cut scores for the newly aligned and more rigorous tests. Looking ahead, our teachers will be analyzing the assessment data to better align course content with the standards assessed, reflect on our own instructional practices, and reach out to other school districts finding success adjusting to the new State assessments.

Informational Reports were presented.

Instructional Technology Report – Mr. Voelker

Athletic Report – Mr. Kurzweg – Absent. Mr. Potteiger noted that new coaches receive training specific to their new role as a coach, similar to how new teachers receive specialized training through the new teacher induction program.

Community Engagement/Task Force – Mr. Potteiger noted upcoming events including the Battle of the Bands on August 29 at the High School. Like last year, the PA State Police will conduct mock bedroom paraphernalia searches for parents at the Open House events scheduled for Middle School parents on September 3 and High School parents on September 9. The next Community Task Force Committee meeting will be September 8. The committee is planning a 5K Red Ribbon Run to coincide with Red Ribbon (Drug Awareness) Week on November 7.

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.

Mr. Bieber

Ms. Eyrich

Mr. Groff

Mrs. Grossman

Mr. Heffner

Mrs. Huhn

Mrs. MacMillan

Mr. Porr

Mr. Rothermel

Motion Carried – 6 Yeas/3 Absent

PERSONNEL REPORT

A motion was made by Mr. Porr and seconded by Mr. Bieber to approve the Personnel Report. A request was made to vote on Item F.3. Superintendent Contract and F.4. 2015-16 Superintendent Salary separately.

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

1. Ms. Rebecca Guzie, board approved on June 22, 2015 for the first semester Elementary School Third Grade Long Term Substitute for Mrs. Kelly Womack, has declined the position.
2. Accept the resignation of Mrs. Melissa Gerhart, High School Principal Secretary, effective July 16, 2015 as attached and marked Personnel A.2.
3. Accept the resignation of Mrs. Shannon Burghardt, High School Social Studies Teacher, effective August 3, 2015 as attached and marked Personnel A.3.
4. Accept the retirement of Mrs. Wanda Zierdt, part time Intermediate/Middle School Custodian effective after August 14, 2015 as attached and marked Personnel A.4.
5. Accept the resignation of Mr. Jason VanVoorhis, High School Band/Instrumental Music Teacher effective August 17, 2015 as attached and marked Personnel A.5.
6. Accept the resignation of Miss Laura Brzyski, part time .375 High School English Teacher School, effective August 7, 2015 as attached and marked Personnel A.6.

B. **Change of Status**

1. Professional Staff

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Mrs. Lauren Farina	Full Time IS/MS Reading Specialist	.5 ES Reading Specialist	2015-16 SY
Mrs. Lauren Haas	2 nd Grade Teacher	.5 ES Reading Specialist	2015-16 SY
Mrs. Jennifer Snyder	ES Reading Specialist	ES/IS Reading Specialist	2015-16 SY

2. Support Staff

Mr. Neil Yuran	2 nd Shift 4 hr IS/MS Custodian	2 nd Shift ES Custodian	8/3/2015
Mrs. Connilee Hafer	IS/MS 5hr Office Aide	HS 5hr Library Aide	2015-16 SY

C. **Appointments**

1. Professional Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Ms. Brittany Cassarella	HS TPE .375 English (Burghardt)	B/Step 1	8/18/2015
Mr. Charles DiCarne	HS Band/Instrumental Music (VanVoorhis)	B/Step 3	8/18/2015
Mrs. Jessica Kost	HS TPE .375 Social Studies (Burghardt)	B/Step 1	8/18/2015
Mrs. Rikki Savidge	ES TPE 1 st Grade (Haas)	B+24/Step 2	8/18/2015
Mr. Jon Timmons	HS TPE Choral Music (Rhodes)	M+30/Step 1	8/18/2015
Ms. Casey Weaknecht	ES PT TPE .6 Art (Gilbert)	B/Step 1	8/18/2015

2. Support Staff

Mr. Elmer High	HS PT 2 nd Shift 4/hr Custodian (Howells)	\$9.75/hr	7/28/2015
Mrs. Laura Farkas	HS Principal Secretary (Cramsey)	\$12.75/hr	8/10/2015
Mrs. Deborah Fleming	PT 4/hr Business Office Asst. (new)	\$12.75/hr	8/18/2015
Mrs. Melissa Gerhart	HS Principal Secretary (Cramsey)	\$12.75/hr	(one day) 7/15/2015
Mrs. Crystal McCarty	ES PT Café/Recess Aide (Kowolewski)	\$9.75/hr	8/25/2015 <i>pending clearances</i>

3. Long Term Substitute

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Ms. Angela Bucci-Herb	ES .5 Reading Specialist (Farina)	B/Step 1	8/18-12/23/2015
Ms. Michelle Hoppes	HS Social Studies (Mata)	B/Step 1	1 st sem. 2015-16 SY 8/13/2015-1/14/2016
Ms. Tabatha Murante	ES 3 rd Grade (Womack)	B/Step 1	1 st sem. 2015-16 SY 8/13/2015-1/14/2016

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 the 2015-16 Support Staff Substitutes:

Mrs. Debra Bassler	Mrs. Becky Jachimowicz	Mr. James Mickey
Mrs. Dawn Derstine	Ms. Crystal Jeschonek	Ms. Sarah Mickey
Ms. Tammy Dunning	Mr. Robert Krasley	Ms. Heather Moyer
Ms. Jodi Fedorowicz	Ms. Amanda Krupp	Ms. Teresa Pietruszewicz
Mr. Ronald Guinther	Mrs. Heather Lampron	Mrs. Sue Sandom
Ms. Mary Henry	Mrs. Gina Master	
Ms. Brenda Hopkins	Ms. Cheryl Melander	

E. Leaves

- 1. Approve the request for a maternity leave of absence for Mrs. Jennifer Swartzentruber effective approximately October 19, 2015 through the end of the 2015-16 school year as attached and marked Personnel E.1.

F. Other Personnel Items

- 1. Approve the current Brandywine Heights Area School District Professional Teaching Staff Members and approved Professional Substitute Teachers as Home Bound Instructors as needed throughout the 2015-16 school year.
- 2. Approve the following professional staff members to serve as mentors to new teachers during the 2015-16 school year. A stipend of \$650 will be prorated based on the duration of the assignment.

<u>Mentor</u>	<u>New Teacher. Position, (in place of)</u>
Mrs. Lisa Ehrets, HS Soc St	Mrs. Jessica Kost, HS TPE .375 Soc St (Burghardt)
Mrs. Cathy Ohl, ES 3 rd Grade	Ms. Tabatha Murante, LTS ES 3 rd Gr 1st Sem (Womack)
Mrs. Kirsten Paxson, HS English	Ms. Brittany Cassarella, TPE HS .375 English (Burghardt)
Ms. Kathy Rabert, IS/MS Art	Ms. Casey Weaknecht, TPE ES .6 Art (Gilbert)
Mrs. Cindy Rissmiller, ES 2 nd Grade	Ms. Lindsay Yeakel, TPE ES 2 nd (Bettenhausen)
Mrs. Lori Savidge, ES Kindergarten	Ms. Katherine Grow, LTS ES Kindergarten (Hess)
Mr. Jon Scheuer, MS Learn. Support	Mrs. Lynn Mayer, TPE MS Learning Support (Flamm)
Mr. Kevin Schmidt, HS Tech Ed	Mr. Charles DiCarne, TPE HS Music/Band (VanVoorhis)
Mrs. Jen Snyder, ES Title I Reading	Mrs. Angela Bucci-Herb, LTS .5 1 st Semester (Farina)
Ms. Susan Thomas, HS Soc St	Ms. Michelle Hoppes, LTS HS Soc St 1 st Sem (Mata)
Mrs. Karen Walia, HS English	Mr. Jon Timmons, TPE HS Music/Vocal (Rhodes)
- 3. Elect Mr. Andrew M. Potteiger as Superintendent of Schools for a five year term effective July 1, 2016 through June 30, 2021. Be it further resolved that the appropriate officers are hereby authorized to enter into a five year employment agreement with Mr. Potteiger as attached and marked Personnel F.3. and made a part of this resolution.
- 4. Approve the 2015-16 salary of \$135,000 for Mr. Andrew Potteiger, Superintendent, effective July 1, 2015.

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

Roll call was taken to approve items A.-F.2. of the Personnel Report.

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

Motion Carried – 6 Yeas/3 Absent

Roll call was taken to approve items F.3. Superintendent Contract of the Personnel Report.

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

Motion Carried – 6 Yeas/3 Absent

Roll call was taken to approve item F.4. 2015-16 Superintendent Salary of the Personnel Report.

Mr. Bieber

Ms. Eyrich

Mr. Groff

Mrs. Grossman

Mr. Heffner

Mrs. Huhn

Mrs. MacMillan

Mr. Porr

Mr. Rothermel

Motion Carried – 6 Yeas/3 Absent

OTHER BUSINESS

Mr. Heffner announced an executive session was held on July 21, 2015 and another immediately before the board meeting for the purpose discussing personnel matters.

ADJOURNMENT

A motion was made by Mr. Groff, seconded by Mr. Rothermel to adjourn the meeting at 8:55 p.m.

Motion Carried

Approved

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