

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

September 14, 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 Vice President Elizabeth Huhn.

The meeting opened with Pledge of Allegiance.

Recording Secretary called the roll:

<input checked="" type="checkbox"/> Mr. Bieber	<input type="checkbox"/> Ms. Eyrich (resigned)	<input type="checkbox"/> Mr. Groff
<input checked="" type="checkbox"/> Mrs. Grossman	<input type="checkbox"/> Mr. Heffner	<input checked="" type="checkbox"/> Mrs. Huhn
<input checked="" type="checkbox"/> Mrs. MacMillan (6:17 p.m.)	<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

Student Representatives: Caylee Lasko, Preston MacLean

Visitors: Mr. Shawn Sterner, Mertztown.

Mrs. Huhn introduced and welcomed Caylee Lasko and Preston MacLean as the 2015-16 Student Representatives to the Board.

The Vice 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 7:42 p.m. to 7:53 p.m., the meeting proceeded to the action items.

BOARD OF DIRECTORS REPORT

A motion was made by Mr. Bieber and seconded by Mr. Porr 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 August 17, 2015 as attached and marked Board A.

B. Election of PSBA Officers

Elect the following PSBA (Pennsylvania School Board Association) officers, and authorize the board secretary to cast votes electronically on behalf of the school board. Elected officers take their positions January 1, 2016.

1. Mr. Mark B. Miller, Centennial SD (Bucks County), President-elect
2. Mr. John Love, Muhlenberg Township School District (Berks County), Vice President
3. Mr. Larry Feinberg, School District of Haverford Township (Delaware County), Eastern At-large Representative

C. Second Reading of Policies

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

1. Policy TBA (PSBA To Assign #) Employee Use Of Electronic Devices
2. Policy 819. Suicide
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

D. School Board Director Resignation

Accept the resignation of Ms. Cheryl Eyrich, School Board Director, effective September 14, 2015 as attached and marked Board D.

E. PSERS Payment

Approve the quarterly payment of PSERS employer share (District portion only) per PSERS administrative memo and withhold state portion until budget is passed and state share is received by the District.

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

BCIU – Mrs. Huhn reported on the BCIU Board meeting held on August 20, 2015. Highlights included District Attorney Adams recognition as a 2015 Community Partner by BCIU. Upcoming events include the 2015-16 Leadership Series on October 6, November 17, 2015 and March 15, 2016 with Dr. Paula Bevan entitled Rigor: How to Recognize, Plan, Teach, and Sustain It. There will be a BCIU Family Fun Day on Sunday, September 27 at Ozzy’s Family Fun Center. The 7th Annual Keeping Kids Safe Symposium is scheduled for October 8 at the Crowne Plaza Reading. The next meeting is scheduled for September 17, 2015.

BCTC – Mr. Groff – Absent, no report.

Berks TCC – Mr. Bieber – No report.

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

Mrs. Huhn asked for comments from the public and board members. Mr. Sterner expressed his interest in the board vacancy. Mr. Stott explained the process for the appointment of a new school board member. The vacancy will be advertised and letters of interest collected by the Superintendent. Public candidate interviews will be held at the beginning of the next board meeting on October 5, 2015. The board will vote on a recommended candidate that evening.

Roll call was taken to accept the Board of Directors Report.

<u>✓</u> Mr. Bieber	<u> </u> vacant	<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

Motion Carried – 6 Yeas/2 Absent/1 Vacancy

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

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

A. General Fund Bills

To approve general fund bills through September 14, 2015 totaling \$1,629,823.16 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills through September 14, 2015 totaling \$12,931.84 per attachment Budget B.

C. Pre-Audit Financial Reports

To accept the following Pre-Audit Financial Reports through June 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.
6. Construction Fund Final Report – Budget C.6.

D. Budget Transfers

To approve the 2014-2015 closing budget transfers per attachment marked Budget D.

E. Sale of Truck

To approve the sale of a 2005 Ford F250, poor condition with approximately 38,800 miles (plow/controller/wiring harness & salt spreader/controller were removed and will be repurposed).

F. High School Sound Board Replacement

To contract with CSI Integrated Security & Communications of Allentown, PA, (COSTARS Contract) to replace the High School Auditorium Sound Board at a cost of \$6,199.00 as detailed in Budget F.

G. Cell Phone Service Agreement

To accept the proposal from Verizon for cell phone service for five phones at a monthly cost of \$233.39, plus one-time charges and credits as detailed in Budget G., and to authorize the administration to sell the existing cell phone equipment through the buy-back program of Clover Wireless of Irvine, CA.

H. Dental Plan

To approve renewing United Concordia of Harrisburg, PA, as dental plan administrator through the Lehigh Valley Business Consortium for calendar year 2016 with no change in the fee of \$2.25 per employee per month, AND to move eligible support staff from the Basic Option Flex Plan to the High Option Flex Plan effective January 1, 2016. Plans are described in Budget H. Estimated annual additional cost for the added benefit is \$4,084.

I. Special Education Service Agreements

To approve Special Education contracts for services for the 2015-16 school year as follows:

1. Rita Robertson of Kutztown, PA, for Vision Support Services at a cost of \$100.00/hour per, Budget I.1.
2. Virginia Grim of Kutztown, PA, for Audiology Services at a cost of \$100.00/hour per Budget I.2.
3. Ellen Kwiatkowski of Mertzown, PA, for Speech/Language Support Services at a cost of \$100.00/hour per, Budget I.3.
4. BCIU for Special Education Services: one year contract renewal (approved September 8, 2014) at an estimated cost \$73,370.00 as detailed in Budget I.4.

J. BCIU Alternative Education Fees

To approve the BCIU Alternative Education Rates as detailed in Budget J.

K. Security Services Agreement

To approve a one year extension of the agreement with KRE Security/Investigations, Inc. of Hamburg, PA, to provide security services at athletic events at a cost of \$25.00/hour.

L. E-Rate Consortium Participation

To approve the Letter of Intent to Participate in the Berks County Intermediate Unit 14 Wide Area Network E-Rate Consortium marked Budget L.

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

Motion Carried – 6 Yeas/2 Absent/1 Vacancy

SUPERINTENDENT’S REPORT

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

A. Alternative Education Service Agreement

Approve the 2015-16 Alternative Education for Disruptive Youth Program special education services agreement between Brandywine Heights Area School District and River Rock Academy Incorporated as attached and marked Superintendent A.

B. District and State Police Memorandum of Understanding

Accept the Memorandum of Understanding between the Pennsylvania State Police and Brandywine Heights Area School District effective June 30, 2015 – June 30, 2017 as attached and marked Superintendent B.

C. Longswamp Learning Center Agreement

Approve the agreement with Longswamp Learning Center to operate before and after school child care at the Elementary School for the 2015-2016 school year as detailed in Superintendent C.

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

Student Representative Reports – Caylee Lasko and 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 (absent)

Community Engagement/Task Force Report – Mr. Potteiger reported on the recent Battle of the Bands event held on August 29 at the High School. The Middle and High Schools partnered with the State Police to conduct mock bedroom paraphernalia searches for parents at their Open House events. The Task Force is planning a 5K Red Ribbon Run to coincide with Red Ribbon (Drug Awareness) Week on November 7.

District Enrollment Report – Mr. Potteiger

Mrs. Huhn 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.

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

Motion Carried – 6 Yeas/2 Absent/1 Vacancy

PERSONNEL REPORT

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

A. Resignations/Retirements/Terminations/Furloughs

1. Accept the resignation of Mr. Daniel Troxel, Elementary Custodian, effective July 8, 2015 as attached and marked Personnel A.1.

B. Change of Status

- 1. Professional Staff

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Ms. Jennifer Doll	HS Nurse	.4 ES/ .6 HS Nurse	2015-16 SY

- 2. Support Staff – None

C. Appointments

- 1. Professional Staff – None

- 2. Support Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Mrs. Joanna Reitmeyer	ES PT 5/hr Nurse Asst. (RN) (new)	\$15.25/hr	9/14/2015

pending clearances

- 3. Long Term Substitute

Correct the salary for the following employee previously board approved 6/22/2015:

Ms. Katherine Grow	ES Kindergarten (Hess)	B/Step 1 B+24/Step 1	retro. 8/18/2015
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- 4. Co-Curricular Appointments

- a. Approve the Paid Instructional (Non-Athletic) Co-Curricular appointments per the BHEA and BHASD School Board Salary Schedules as attached and marked Personnel C.4.a.

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

E. Leaves – None

F. Other Personnel Items – None

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

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

Motion Carried – 6 Yeas/2 Absent/1 Vacancy

OTHER BUSINESS

There was no other business.

ADJOURNMENT

A motion was made by Mr. Porr, seconded by Mrs. Grossman to adjourn the meeting at 8:21 p.m.

Motion Carried

Approved

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