

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

October 5, 2015

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:07 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"/> 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
<input checked="" type="checkbox"/> Mr. Porr	<input checked="" type="checkbox"/> Mr. Rothermel	<input type="checkbox"/> Vacancy

**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:** Shawn Sterner, Mertztown, John Scheetz, Alburtis, Tracy Fandl, Mertztown, and new teachers to the district: Michelle Hoppes, Jessica Kost, Brittany Cassarella, Jon Timmons, Charlie DiCarne, Tabatha Murante, Angela Bucci-Herb, Casey Bond, Lindsay Yeakel, Katie Grow, Lynn Burrows.

**BOARD OF DIRECTOR CANDIDATE INTERVIEWS**

Candidates for the vacant board position were given the opportunity to share their experiences and interest in joining the school board followed by questions by current board members.

1. Mr. Rick Seidel (call in) 6:10-6:18 p.m.
2. Mrs. Christine MacMillan 6:18-6:19 p.m.
3. Mr. John Scheetz 6:20-6:25 p.m.
4. Mr. Shawn Sterner 6:26-6:43. p.m.

Moved by Mr. Porr, seconded by Mr. Rothermel to accept the resignation of Mrs. MacMillan as School Board Director (current position, term expires in December 2015), conditional upon appointment to fill the vacant unexpired term of Ms. Cheryl Eyrich.

By unanimous voice vote, Mrs. MacMillan's conditional resignation was accepted.

**Election of a School Board Director to fill a vacancy for the remainder of a four year term ending December 2017.**

A motion was made by Mr. Rothermel and seconded by Mr. Heffner to nominate Mrs. MacMillian as a School Board Director.

A motion was made by Mr. Porr and seconded by Mrs. Huhn to nominate Mr. Sterner as a School Board Director.

There were no other nominations. A motion was made by Mrs. Grossman, seconded by Mr. Bieber to close the nominations. Motion carried by unanimous voice vote.

Roll call was taken to vote for School Board Director for the Brandywine Heights Area School District to fulfill a vacancy for the remainder of a four year term ending December 2017.

<u>MacMillan</u> Mr. Bieber	_____ Mr. Groff	<u>Sterner</u> Mrs. Grossman
<u>MacMillan</u> Mr. Heffner	<u>MacMillan</u> Mrs. Huhn	_____ Vacancy
<u>Sterner</u> Mr. Porr	<u>MacMillan</u> Mr. Rothermel	_____ Vacancy

Mrs. MacMillan was appointed with 4 votes. (2 votes for Mr. Sterner/1 Absent/2 Vacancies)

**Administration of the Oath**

President Heffner administered the oath to Mrs. MacMillan:

I do solemnly swear that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity.

**Election of a School Board Director to fill the vacancy of Mrs. MacMillan through December 2015.**

A motion was made by Mrs. Huhn and seconded by Mr. Bieber to nominate Mr. Sterner as a School Board Director to fill the unexpired term vacated by Mrs. MacMillan ending in December 2015.

There were no other nominations.

A motion was made by Mrs. Grossman, seconded by Mr. Bieber to close the nominations and appoint Mr. Sterner to the Board.

Motion carried with a voice vote of all yeas.

**Administration of the Oath**

President Heffner administered the oath to Mr. Sterner:

I do solemnly swear that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity.

Mr. Sterner was seated with the Board.

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 8:28 p.m. to 8:36 p.m., the meeting proceeded to the action items.

**BOARD OF DIRECTORS REPORT**

A motion was made by Mr. Rothermel 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 September 14, 2015 as attached and marked Board A.

**B. 2016 PSBA Officers Vote**

Acknowledge the 2016 PSBA Officers and At-Large Representatives ballot was cast by the Board

Secretary on September 14, 2015 as attached and marked Board B.

**C. First Reading of Policies**

Approve the first reading of Policies 334, 434 and 534 Sick Leave as attached and marked Board C.

**D. Date Change for December Reorganization Meeting**

Approve a change of the date of the Reorganization Board meeting from Tuesday, December 1, 2015 to Monday, December 7, 2015 and authorize the administration to advertise the meeting in accordance with the Sunshine Law (Right to Know).

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

**BCIU** – Mrs. Huhn reported on the BCIU Board meeting held on September 17, 2015. Highlights included the passing of a resolution authorizing a delay in the payment of the September 2015 employer quarterly PSERS payment due to the ongoing state budget impasse and the nonpayment of the Commonwealth’s share of the employer PSERS contribution. The Board also approved Conrad Siegel Actuaries to provide professional services for the completion of Affordable Care Act (ACA) reporting for the 2015 calendar year. Mrs. Huhn also shared highlights of the Annual Report. The next meeting is scheduled for October 15, 2015.

**BCTC** – Mr. Groff – Absent. Mr. Potteiger reported that four Brandywine Heights BCTC students were scheduled to be inducted into the National Technical Honor Society including Grace Dunning, Reed Ellis, Mykalan Mendoza and Erin Rapp. These students are recognized for exemplary accomplishments in the areas of academic achievement, BCTC program achievement, attendance, character, leadership, and community service.

**Berks TCC** – Mr. Bieber – No report.

**Council on Legislative Action** – Mr. Heffner – No report.

**Policy Committee** – Mrs. Grossman – There are policies on the agenda for a first reading. Additional policy revisions are scheduled for the near future.

**Strategic Planning/Goals** – Mrs. Huhn reported that she received a draft of the goals from the administrative team and they are currently under review.

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.

✓ Mr. Bieber

       Mr. Groff

✓ Mrs. Grossman

✓ Mr. Heffner

✓ Mrs. Huhn

✓ Mrs. MacMillan

✓ Mr. Porr

✓ Mr. Rothermel

✓ Mr. Sterner

Motion Carried – 8 Yeas/1 Absent

**BUDGET/FINANCE/PROPERTY/TRANSPORTATION**

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

**A. General Fund Bills**

To approve general fund bills through October 5, 2015 totaling \$1,977,435.34 per attachment Budget A.

**B. Food Service Bills**

To approve food service fund bills through October 5, 2015 totaling \$15,274.61 per attachment Budget B.

**C. Financial Reports through August 31, 2015**

To accept the following Financial Reports through August 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. Student Activity & Trust Funds - Budget C.3.

4. General Fund Schedule of Outstanding Investments - Budget C.4.

**D. Financial Reports - Post Audit - through June 30, 2015**

To accept the following Financial Reports - Post Audit - through June 30, 2015:

- 1. General Fund - Revenue/Expenditure/Fund Balance – Budget D.1
- 2. Food Service Fund - Revenue/Expenditure – Budget D.2.
- 3. Construction Fund - Revenue/Expenditure – Budget D.3.

**E. 2015-16 Agreement for Participation in Child Nutrition Programs**

To approve the 2015-16 Agreement for Participation in Child Nutrition Programs between the Daniel Boone Area School District and the Brandywine Heights Area School District as detailed in Budget E.

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>✓</u> Mr. Bieber	<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	<u>✓</u> Mr. Sterner

Motion Carried – 8 Yeas/1 Absent

**SUPERINTENDENT’S REPORT**

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

**A. Act 80 Day Exception**

Authorize administration to submit an application for use of an Act 80 Exception for October 12, 2015 and apply the day to the currently approved 2015-16 school calendar in order for twelfth grade students to meet the minimum day requirements for graduation.

**B. Address for Community Task Force**

Authorize the Brandywine Heights Community Task Force to use 200 West Weis Street, Tipton PA 19562 as the official mailing address of the organization.

Mr. Voelker presented an overview of the District Comprehensive Plan, July 1, 2016 through June 30, 2019. The District Comprehensive Plan requires presentation at a school board meeting, followed by a 28 day public review, and subsequent board approval scheduled for November 2, 2015.

**Informational Reports**

**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 presented a summary of the district 2014-15 assessment results. He informed the Board that the PSSA results this past year took a sharp decline; on average a 35% reduction in Mathematic scores across the state. He explained the reason for the statewide drop in scores is primarily because of two major changes related to the PSSA. It is a new test mandated by the state which was changed to align to the new Pennsylvania Standards, and the passing grade or cut score was increased by the state thus raising the levels students must reach to pass a more difficult test.

Mr. Voelker reminded the Board that on Monday, October 19th at 6:00 pm there will be a School Board Academic Overview Presentation in Room 229 of the Middle School. The goal of this presentation is to inform our parents and community of the academic performance of our children, the steps currently in place and the initiatives which are on the horizon.

**Instructional Technology Report** – Mr. Voelker

**Athletic Report** – Mr. Kurzweg

**Community Engagement/Task Force Report** – Mr. Potteiger announced the Task Force is planning a 5K Red Ribbon Run to coincide with Red Ribbon (Drug Awareness) Week on November 7. The YMCA Middle School After-School Program has started. Also, Mr. Potteiger noted that Mr Funderburk resigned his position as President of the Community Task Force. Mr. Potteiger was elected as the new President. The next Task Force meeting is scheduled for October 13.

**District Enrollment Report** – Mr. Potteiger

Mr. Potteiger announced that on October 22 at 6:00 pm In the Intermediate/Middle School Auditorium there will be a community presentation on the invasive Spotted Laternfly presented by Penn State Extension, the Pennsylvania Department of Agriculture, Penn State’s College of Agricultural Sciences’ Department of Entomology, and the Department of Biology at Kutztown University. Experts will provide information regarding the eradication efforts to date as well as answer any questions regarding the related quarantine order.

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  
✓ Mr. Heffner  
✓ Mr. Porr

    Mr. Groff  
✓ Mrs. Huhn  
✓ Mr. Rothermel

✓ Mrs. Grossman  
✓ Mrs. MacMillan  
✓ Mr. Sterner

Motion Carried – 8 Yeas/1 Absent

**PERSONNEL REPORT**

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

- A. Resignations/Retirements/Terminations/Furloughs** – None
- 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 as attached and marked Personnel C.4.c.
    - d. Approve Athletic Event Staff and Athletic Game Managers (ticket sellers, score keepers, timers) as attached and marked Personnel C.4.d.
- D. Approve additions to the 2015-16 Support Staff Substitute list** – None
- E. Leaves** – None
- F. Other Personnel Items** – None

Mr. Heffner asked for comments from the public and board members. There was Board discussion about paying athletic event staff and the role of the booster clubs.

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

✓ Mr. Bieber  
✓ Mr. Heffner  
✓ Mr. Porr

    Mr. Groff  
✓ Mrs. Huhn  
✓ Mr. Rothermel

✓ Mrs. Grossman  
✓ Mrs. MacMillan  
✓ Mr. Sterner

Motion Carried – 8 Yeas/1 Absent

**OTHER BUSINESS**

There was no motion and therefore no action taken on a September 7, 2015 letter from a community member, Angela Sutliff, pertaining to the payment of property taxes.

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

**ADJOURNMENT**

A motion was made by Mrs. Grossman, seconded by Mr. Porr to adjourn the meeting at 8:49 p.m.  
Motion Carried

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Approved

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

