

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

December 7, 2015

The Reorganization and 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 (holdover)	<input checked="" type="checkbox"/> Mrs. Grossman (holdover)
<input checked="" type="checkbox"/> Mr. Heffner (reelected)	<input type="checkbox"/> Mr. Heydt (holdover)
<input checked="" type="checkbox"/> Mrs. Huhn (reelected)	<input checked="" type="checkbox"/> Mrs. MacMillan (reelected) (via Skype 6:06-6:26 p.m.)
<input checked="" type="checkbox"/> Mr. Rothermel (reelected)	<input checked="" type="checkbox"/> Mr. Scheetz (newly elected) (via Skype 6:08-6:26 p.m.)
<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. James Mancuso, Esquire

Student Representatives: Preston MacLean, Caylee Lasko

Visitors: Mr. John Chenosky, District Township, Mr. Shawn Sterner, Mertztown, Mr. Jeff Lapp, Breinigsville, Angela Sutliff, Macungie.

RESIGNATION

A motion was made by Mrs. Huhn and seconded by Mr. Bieber to accept the resignation of Mrs. Christine MacMillan, from the remainder of the four year School Board Director term ending December 2017 as attached and marked Resignation A. Mrs. MacMillan was elected to another position as School Board Director for the Brandywine Heights Area School District for a four year term to expire December 2019.

The motion carried with a unanimous voice vote.

ANNOUNCEMENT OF ELECTION RESULTS

The following individuals were elected to the Brandywine Heights Area School District Board of Directors at the annual election held November 3, 2015:

Mr. Ken Heffner, incumbent 4 year term to expire December 2019

Mrs. Elizabeth Huhn, incumbent, 4 year term to expire December 2019
Mrs. Christine MacMillan, incumbent, 4 year term to expire December 2019
Mr. Bryan Rothermel, incumbent, 4 year term to expire December 2019
Mr. John Scheetz, newly elected, 4 year term to expire December 2019

Election of a Temporary President

The solicitor opened the nominations for the election of a Temporary President.

A motion was made by Mrs. Huhn to nominate Mrs. Grossman as the Temporary President.

A motion was made by Mr. Scheetz, seconded by Mr. Bieber to close the nominations and to intrust the secretary to cast a unanimous ballot for Mrs. Grossman as the Temporary President.

Roll call was taken to accept Mrs. Grossman as the Temporary President.

Y Mr. Bieber Y Mrs. Grossman Y Mr. Heffner Mr. Heydt Y Mrs. Huhn
Y Mrs. MacMillan Y Mr. Rothermel Y Mr. Scheetz Vacancy

Motion Carried – 7 Yeas/1 Absent/1 Vacancy

ADMINISTRATION OF OATH

Mrs. Grossman administered the oath to newly elected and reelected board members. In anticipation of his absence, Mr. Scheetz procured his Oath of Office on December 2, 2015 by the Honorable Victor M. Frederick, IV, Magisterial District Justice.

REORGANIZATION

Election of President

Temporary President Mrs. Grossman opened the nominations for the election of President.

A motion was made by Mr. Scheetz to nominate Mr. Heffner as the President.

A motion was made by Mrs. Grossman to nominate Mrs. Huhn as the President.

A motion was made by Mr. Bieber, seconded by Mr. Rothermel to close the nominations.

The motion to close nominations carried with all yeas.

Roll call was taken for a voice vote for President.

Huhn Mr. Bieber Huhn Mrs. Grossman Heffner Mr. Heffner Mr. Heydt
Huhn Mrs. Huhn Heffner Mrs. MacMillan Heffner Mr. Rothermel Heffner Mr. Scheetz
 Vacancy

Motion Carried for Mr. Heffner as President – 4 Votes for Mr Heffner/3 Votes for Mrs. Huhn/1 Absent/1 Vacancy

Mr. Heffner was seated as President of the Board.

Election of Vice President.

President Heffner opened the nominations for the election of Vice President.

A motion was made by Mr. Rothermel to nominate Mrs. Huhn as Vice President.

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

The motion to close nominations carried with all yeas.

Roll call was taken to accept Mrs. Huhn as the Vice President.

Y Mr. Bieber Y Mrs. Grossman Y Mr. Heffner ___ Mr. Heydt Y Mrs. Huhn
Y Mrs. MacMillan Y Mr. Rothermel Y Mr. Scheetz ___ Vacancy

Motion Carried – 7 Yeas/1 Absent/1 Vacancy

Mrs. Huhn was seated as Vice President of the Board.

APPOINTMENT OF DELEGATES

Mrs. Elizabeth Huhn is the district’s Berks County Intermediate Unit (BCIU) delegate, serving a three (3) year term beginning July 1, 2015 through June 30, 2018.

Mr. David Bieber was appointed as the primary voting delegate and Mrs. Rosemary Lamaestra as the alternate voting Delegate to the Berks County Tax Collection Committee (TCC) and the Berks County Earned Income Tax Collection Bureau (EIT) effective January 1, 2016 for a one (1) year term which expires December 31, 2016.

Mr. John Scheetz was appointed as the district’s delegate and Mr. Bryan Rothermel as the alternate delegate to the Joint Operating Committee, Berks Career and Technology Center each to serve the remainder of a three (3) year term which expires December 31, 2016.

Mr. Nolan Shaub is the district representative to the Berks Vocational Technical School Authority, approved November 3, 2014, serving a four (4) year term which expires December 31, 2018.

Mr. Kenneth Heffner was appointed as the district’s Council on Legislative Action representative to serve a one (1) year term which expires December 31, 2016.

Mrs. Ellen Grossman was appointed as the district’s Policy Committee representative to serve a one (1) year term which expires December 31, 2016.

Mrs. Elizabeth Huhn was appointed as the district’s Strategic Planning/Goals Committee representative to serve a one (1) year term which expires December 31, 2016.

MEETING DATES

A motion was made to approve the 2016 Board Calendar by Mrs. Huhn, seconded by Mr. Scheetz.

To approve the Proposed 2016-17 Budget Adoption Schedule and 2016 Board Meeting Dates and authorize the administration to advertise and post all board meetings in accordance with Sunshine Laws (Right to Know):

All meetings to be held at 6:00 pm in the Intermediate/Middle School Large Group Instruction Room #229

Monday, January 4, 2016	Regular Board Meeting - approve resolution limiting tax increase to index OR determine that a preliminary budget will be adopted at the January 25, 2016 board meeting
Monday, January 11, 2016	Budget Work Session - General Overview Expend/Revenue, Taxes, & Options
Monday, January 25, 2016	Regular Board Meeting - Adopt Preliminary (if no resolution to limit tax increase to index)
Monday, February 1, 2016	Budget Work Session - Curriculum/Instruct, Special Ed, Technology, Other Instruction
Monday, February 8, 2016	Budget Work Session - Maintenance, Transportation, Business/Board, Athletics
Monday, February 22, 2016	Budget Work Session - Salary and Benefits
Monday, February 29, 2016	Budget Work Session - Final Review, Taxes & Options, 5-Year Projection
Monday, March 7, 2016	Regular Board Meeting
Monday, March 14, 2016	Budget Work Session - Discussion
Monday, March 21, 2016	Reserved for Budget Work Session in case weather cancels scheduled sessions
Monday, April 4, 2016	Regular Board Meeting
Monday, May 2, 2016	Regular Board Meeting - Proposed Final Budget Adoption
Monday, May 9, 2016	Potential Budget Work Session - if needed

Monday, June 6, 2016	Regular Board Meeting - Final Budget Adoption
Monday, June 20, 2016	Regular Board Meeting
Monday, August 15, 2016	Regular Board Meeting
Monday, September 12, 2016	Regular Board Meeting
Monday, October 3, 2016	Regular Board Meeting
Monday, October 24, 2016	Public Meeting - Academic Presentation
Monday, November 7, 2016	Regular Board Meeting
Monday, November 14, 2016	Initial Budget 2017-18 Presentation
Monday, December 5, 2016	Annual Board Reorganization and Regular Board Meeting

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

Roll call was taken to approve the 2016-17 Budget Adoption Schedule and 2016 Board Meeting Dates.

Y Mr. Bieber Y Mrs. Grossman Y Mr. Heffner ___ Mr. Heydt Y Mrs. Huhn
Y Mrs. MacMillan Y Mr. Rothermel ___ Mr. Scheetz - Vacancy

Motion Carried – 7 Yeas/1 Absent/1 Vacancy

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

A motion was made by Mr. Rothermel and seconded by Mr. Scheetz to approve Item D. Budget Transfers of the Budget/Finance/Property/Transportation Report.

D. Budget Transfers

To approve the final 2014-2015 closing budget transfers in the amount of \$27,400.00 per attachment marked Budget D.

Roll call was taken to approve Item D Budget Transfers under the Budget/ Finance/ Property/ Transportation Report.

Y Mr. Bieber Y Mrs. Grossman Y Mr. Heffner ___ Mr. Heydt Y Mrs. Huhn
Y Mrs. MacMillan Y Mr. Rothermel Y Mr. Scheetz - Vacancy

Motion Carried – 7 Yeas/1 Absent/1 Vacancy

Mrs. MacMillan and Mr. Scheetz, who both called into the meeting via Skype, were excused at 6:26 p.m.

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 7:45 p.m. to 7:54 p.m., the meeting proceeded to the action items.

BOARD OF DIRECTORS REPORT

A motion was made by Mr. Bieber and seconded by Mr. Rothermel 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 November 2, 2015 and the Special Board Meeting held November 16, 2015 as corrected, attached and marked Board A.

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

BCIU – Mrs. Huhn reported on the BCIU Board meeting held on November 19, 2015. A summary of business was submitted and made part of the minutes. The next meeting is scheduled for January 21, 2016.

BCTC – Mr. Rothermel – No Report.

Berks TCC – Mr. Bieber – No Report. The next meeting is on December 17, 2015.

Council on Legislative Action – Mr. Heffner has been monitoring the status of the state budget and will share details once it is approved.

Policy Committee – Mrs. Grossman – 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.

Y Mr. Bieber Y Mrs. Grossman Y Mr. Heffner ___ Mr. Heydt Y Mrs. Huhn
___ Mrs. MacMillan Y Mr. Rothermel ___ Mr. Scheetz - Vacancy

Motion Carried – 5 Yeas/3 Absent/1 Vacancy

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

A motion was made by Mr. Bieber and seconded by Mr. Rothermel to accept Items A.-C. and E.-J. of the Budget/ Finance/ Property/ Transportation Report. Item D. was voted upon earlier in the meeting.

A. General Fund Bills

To approve general fund bills through November 2015 totaling \$1,750,452.47 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills through November 2015 totaling \$32,084.84 per attachment Budget B.

C. Financial Reports

A. To accept the following Financial Reports through October 31, 2015, unless otherwise noted:

- a. General Fund - Revenue/Expenditure/Fund Balance – Budget C.1.
- b. Food Service Fund - Revenue/Expenditure – Budget C.2.
- c. Student Activity & Trust Funds - Budget C.3.
- d. General Fund Schedule of Outstanding Investments - Budget C.4.

D. Budget Transfers – Voted on earlier in the meeting.

E. Student Activity Groups

To approve the 2015-2016 List of Student Activity Groups as detailed in Budget E.

F. 2016/17 Budget Process Timetable

Establish 2016/17 budget process timetable & discussion to determine if seeking exceptions or if limiting tax increase to Act 1 Index. The deadline to the 2016-2017 proposed preliminary budget available for public inspection OR adopt a resolution pursuant to Section 311(d)(1) indicating that the district will not raise the rate of any tax by more than the index is January 7, 2016.

G. Sale of Truck

To approve the sale of one 2005 Ford F-250 Truck to the highest bidder at \$4,160, bid tabulation Budget G.

H. Building Automation System Upgrade

To approve an upgrade to the existing CM3 Building Automation System to Tridium Niagara 4.0 as detailed in Budget H. at a cost of \$39,500.

I. Air Conditioning Project

To authorize the administration to proceed with the Air Conditioning Project for the Elementary and Intermediate/Middle Schools and approve Rider 1 to the Provident Energy Consulting Client Services Agreement for Energy Project Development & Management as attached in Budget I.

J. Revision of Telecommunication Services Order

To approve a revision to the 2015-2016 RWAN Telecommunications Services Order Form - Regional Wide Area Network (RWAN) consortium through BCIU – increasing the monthly cost to \$3,497.75 (an increase of \$47.99/month) as detailed in Budget J.

Mr. Heffner asked for comments from the public and board members.

Mr. Chenosky commented on the Air Conditioning Project for the Elementary and Intermediate/Middle Schools.

There was Board discussion about the steps involved to select contractors for the Air Conditioning Project. Mrs. Krauss clarified the Energy Service Companies (ESCO) Law, noting that Provident Energy will seek proposals from ESCO companies, and an engineer would be selected during the process.

Roll call was taken to approve items A.-C. and E.-J. of the Budget/ Finance/ Property/ Transportation Report.

Y Mr. Bieber Y Mrs. Grossman Y Mr. Heffner Mr. Heydt Y Mrs. Huhn
 Mrs. MacMillan Y Mr. Rothermel Mr. Scheetz Vacancy

Motion Carried – 5 Yeas/3 Absent/1 Vacancy

SUPERINTENDENT’S REPORT

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

A. **Approval of 2016-17 High School Program of Studies**

Approve the 2016-17 Brandywine Heights High School Program of Studies with amendments discussed at the meetings as attached and marked Superintendent A.

Informational Reports

Student Representative Report – Caylee Lasko and Preston MacLean reported on recent and upcoming events at the Elementary, Intermediate, Middle and High Schools.

Academic/Instructional Technology Report – Mr. Voelker spoke about “BrightBytes”. Mrs. Hanych spoke about technology coaches.

Athletic Report – Mr. Kurzweg

District Enrollment Report – Mr. Potteiger

Community Engagement/Task Force Report – Mr. Potteiger shared upcoming Task Force events including: a Town Hall Meeting with Senator Schwank on December 3 at 6:00 pm at the High School to address substance abuse; the YMCA After-School Program continues to be successful with participation from Middle School students; December 8 is the Task Force Monthly Meeting; and on December 13 the Task Force is hosting a Community Christmas Caroling event.

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 Mrs. Grossman Y Mr. Heffner Mr. Heydt Y Mrs. Huhn
 Mrs. MacMillan Y Mr. Rothermel Mr. Scheetz Vacancy

Motion Carried – 5 Yeas/3 Absent/1 Vacancy

PERSONNEL REPORT

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

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

B. **Change of Status – None**

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

C. **Appointments**

1. Professional Staff – None
2. Support Staff – None
3. Long Term Substitute

- | | <u>Name</u> | <u>Position</u> | <u>Rate</u> | <u>Effective</u> |
|----|--------------------|-----------------------------------|-------------|-------------------------|
| a. | Miss Amie Benfield | IS 5 th Grade (Tucker) | B, Step 1 | 11/23/2015 – 12/23/2015 |
4. Co-Curricular Appointments
- a. Approve the Paid Instructional (Non-Athletic) Co-Curricular appointments – 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 2015-16 Support Staff Substitutes – None

E. Leaves

- a. Accept the medical leave of absence for Mrs. Audrey Tucker, Fifth Grade Intermediate School Teacher, from October 1 through approximately December 23, 2015.
- b. Approve the request for a maternity leave of absence for Mrs. Erin Davis, Elementary Learning Support Teacher, from approximately March 31, 2016 through the end of the 2015-16 school year as attached and marked Personnel E.2.

F. Other Personnel Items

- a. Approve Mrs. Mary Ann Lambert, High School Science Teacher, to serve as a mentor to Dr. Daniel Sauers, Long Term Substitute High School Science Teacher (in for Mr. Babb) retroactively from October 19, 2015 through the end of the 2015-16 school year. A stipend of \$650 will be prorated based on the duration of the assignment.

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

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

Y Mr. Bieber Y Mrs. Grossman Y Mr. Heffner ___ Mr. Heydt Y Mrs. Huhn
 ___ Mrs. MacMillan Y Mr. Rothermel ___ Mr. Scheetz = Vacancy

Motion Carried – 5 Yeas/3 Absent/1 Vacancy

OTHER BUSINESS

Mr. Potteiger invited everyone to stay for the 2016-2017 Budget Overview presentation by Mrs. Krauss.

Mr. Heffner asked for comments from the public and board members.

Ms. Sutliff addressed the Board about a student transportation issue.

Mr. Heffner announced there would be an executive session following the meeting and Budget presentation to discuss personnel and negotiation matters.

ADJOURNMENT

A motion was made by Mr. Bieber, seconded by Mr. Rothermel to adjourn the meeting at 8:10 p.m.

Motion Carried

 Approved

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