

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

January 4, 2016

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 President Kenneth Heffner.

The meeting opened with Pledge of Allegiance.

**Recording Secretary called the roll:**

<u>✓</u> Mr. Bieber	<u>✓</u> Mrs. Grossman	<u>✓</u> Mr. Heffner
<u>✓</u> Mr. Heydt (via Skype)	<u>✓</u> Mrs. Huhn	<u>✓</u> Mrs. MacMillan
<u>✓</u> Mr. Rothermel	<u>-</u> 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. Shawn Sterner, Mertztown, Mr. Jeff Lapp, Breinigsville, Dr. Mark Graham, Emmaus.

**ACKNOWLEDGEMENTS**

Mr. Potteiger made the following announcements:

Mr. Joe Stark, owner of Top Star Inc., announced that Brandywine Heights Middle School is one of this year's recipients of the ExxonMobil Educational Alliance \$500 Grant . The money can be used to support science and/or math programs.

For the second year in a row the Brandywine Heights Elementary School has been selected to be a Title I Distinguished School in the 2015-2016 school year. The school district will be honored at the 2016 Title I Improving Schools' Performance Conference on February 8th.

**PRESENTATION**

Updates and revisions to the Practical Arts and Fine Arts curricula were presented by Mr. Voelker and Dr. Graham, Fine Arts Department Chair.

**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. Bieber and seconded by Mr. Scheetz to nominate Mr. Sterner as a School Board Director.

There were no other nominations. A motion was made by Mr. Bieber and seconded by Mr. Rothermel to close the nominations. The motion carried by unanimous voice vote.

Roll call was taken to elect Mr. Shawn Sterner as a School Board Director to fill the vacancy for the remainder of a four year term ending December 2017.

Y Mr. Bieber            Y Mrs. Grossman            Y Mr. Heffner            Y Mr. Heydt            Y Mrs. Huhn  
Y Mrs. MacMillan    Y Mr. Rothermel            Y Mr. Scheetz            - Vacancy  
Motion Carried – 8 Yeas

**Administration of the Oath**

President Heffner administered the oath to Mr. Sterner.

Mr. Sterner was seated with the Board at 6:54 p.m..

**Discussion**

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 7:43 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. Scheetz to approve the Board of Directors Report.

**A. Approval of Minutes**

To dispense with the reading and accept the minutes from the Reorganization and Regular Board Meeting held December 7, 2015 as attached and marked Board A.

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

**BCIU** – Mrs. Huhn – No report. The next meeting is scheduled for January 21, 2016.

**BCTC** – Mr. Rothermel (BCTC Alternate Representative) reported on the meeting held December 10, 2015. Highlights included board reorganization and meeting dates for 2016. Discussion included the results of a Civil Rights Audit, which the auditor commented BCTC had the best student diversity population in the state. An update was given on the house construction project in Oley. Mr. Rothermel noted that BCTC was pleased to have representation by Brandywine Heights. They are willing to host one of our board meetings if that would be of interest to the board. The next meeting will be held on January 27, 2016.

**Berks TCC** – Mr. Bieber reported on the meeting held on December 17, 2015. Business included approval of the June 2015 minutes, 2016 budget and funds for a technology upgrade. Mr. Bieber explained that the office move was successful, however additional funds were needed to upgrade the internet and telephone services in the new building. The next meeting date is to be determined.

**Council on Legislative Action** – Mr. Heffner noted a partial passing of the state budget which will release some funding to schools. Otherwise, the final state budget is still under discussion.

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

**Strategic Planning/Goals** – Mrs. Huhn – No report, the news of Mrs. Krauss' retirement will prompt Mr. Potteiger to devise plan for recruitment of a new Business Manager.

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                      Y Mr. Heydt                      Y Mrs. Huhn  
Y Mrs. MacMillan                      Y Mr. Rothermel                      Y Mr. Scheetz                      Y Mr. Sterner

Motion Carried – 9 Yeas

## **BUDGET/FINANCE/PROPERTY/TRANSPORTATION**

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

**A. General Fund Bills**

To approve general fund bills through December 2015 totaling \$1,815,617.64 per attachment Budget A.

**B. Food Service Bills**

To approve food service fund bills through December 2015 totaling \$23,593.06 per attachment Budget B.

**C. Financial Reports**

To accept the following Financial Reports through November 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. Student Activity & Trust Funds - Budget C.3.
4. General Fund Schedule of Outstanding Investments - Budget C.4.

**D. Authorizing to Adopt a 2016-17 Preliminary Budget at the January 25, 2016 Board Meeting**

To approve the 2016/2017 Budget resolution (Budget D.) authorizing the adoption of a 2016-17 Preliminary Budget at the January 25, 2016 Board Meeting, the intent to seek referendum exceptions from the PA Department Education, and the option to seek budget approval through voter referendum if necessary.

**E. Accept the Single Audit Report for the fiscal year ended June 30, 2015**

To accept the Single Audit Report for the fiscal year ended June 30, 2015 as submitted by Gorman & Associates, P.C. Certified Public Accountants. (Budget E. – Official copies to be distributed at the meeting.)

**F. Macadam and Curb Project at the High School**

To approve continuation of the contract with Liberty Engineering of Allentown, PA, to provide design, bid specifications, and engineering services and site supervision for the Macadam and Curb Project at the High School (phase 2) at a cost of \$12,000 (\$7,500 design & bid services, \$4,500 construction services) detailed in Budget G.

**G. SchoolDude Maintenance Direct Renewal**

To approve a one year renewal/upgrade effective July 1, 2016 of SchoolDude Maintenance Direct for work orders and preventative maintenance tracking/scheduling at a cost of \$2,374.10 as detailed in Budget G.

**H. Participation in the BrightBytes Clarity for Schools Initiative with BCIU**

To approve an agreement with the Berks County Intermediate Unit to participate in the BrightBytes Clarity for Schools initiative, including the parent survey option, through June 30, 2016 at a cost of \$2,022.70 (based on K-12 student enrollment of 1,461) as detailed in Budget H.

**I. Sports Medicine Services Agreement**

To approve a three-year renewal agreement (July 1, 2016 through June 30, 2019) with The Reading Hospital Medical Group –Sports Medicine to provide sports medicine services for the district athletic program as detail in Budget I. at an annual cost of \$48,934.00 and \$45.00 per hour for additional services.

**J. 2016-17 Legal Counsel for Special Education Matters**

To approve continuation of Sweet, Stevens, Katz & Williams, L.L.P. as special counsel for matters related to special education for 2016-2017 (no change from 2015-2016): Routine matters attorney rate \$150/hr., legal assistant \$125/hr. Non-routine matters attorney rate \$195/hr., legal assistant \$125/hr.

**K. Electricity Purchasing Contract**

To approve an electricity purchasing contract as a participant in the Berks County Schools Electricity Purchasing Group through Provident Energy Consulting for the period of January 2017 through June

2019 with Constellation Newenergy, Inc. of Houston, TX, at \$0.03935 per kWh excluding utility distribution fees per attachment marked Budget K.

L. **IT Support Technician**

To approve an additional IT Support Technician through Higher Information Group (HIG), LLC of Harrisburg, PA effective on or after January 5, 2016 (as soon as HIG is able to provide the technician) through June 30, 2016 at a monthly cost of \$3,500.00, Budget L.

M. **Title I Reading Program Agreement**

To approve an agreement with the Berks County Intermediate Unit for Title I Reading Program services for BHASD resident students attending St. Francis Academy for the 2015/2016 school year at a cost of \$766.00 (\$737.00 program services plus \$29 administrative costs) as detailed in Budget M.

N. **Appointment of Attorney for Teacher Negotiations**

To appoint Benjamin L. Pratt of Obermayer, Rebmann, Maxwell & Hippel (formerly CGA Law Firm) as the attorney for BHASD teacher negotiations for an hourly fee of \$160.00.

**Note: The following Budget Workshops have been advertised:**

January 11, 2016 – General Overview Expenditures & Revenues, Taxes and Options

February 1, 2016 – Curriculum/Instruction, Special Education, Technology, Other Instruction

February 8, 2016 – Maintenance, Transportation, Business/Board, Athletics

February 22, 2016 – Salary & Benefits

February 29, 2016 – Final Review, Taxes & Options, 5-Year Projection, Fund Balance

March 14, 2016 – Budget Discussion

March 21, 2016 – Snow Make-up Date - if needed

All meetings start at 6:00 PM in the Intermediate/Middle School Large Group Instruction Room

Mr. Heffner asked for comments from the public and board members. Mrs. Huhn congratulated Mrs. Krauss and her staff and thanked them for their continued hard work that resulted in another year end audit report with no findings.

Roll call was taken to approve items on the Budget/ Finance/ Property/ Transportation Report.

Y Mr. Bieber            Y Mrs. Grossman            Y Mr. Heffner            Y Mr. Heydt            Y Mrs. Huhn

Y Mrs. MacMillan            Y Mr. Rothermel            Y Mr. Scheetz            Y Mr. Sterner

Motion Carried – 9 Yeas

## SUPERINTENDENT'S REPORT

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

A. **Approve newly written and/or revised Fine Arts and Practical Arts Curricula**

Approve the first reading of the newly written and/or revised Fine Arts and Practical Arts Curricula as attached and marked Superintendent A. *Final approval will be requested at the March 7, 2016 meeting.*

### **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 and Mrs. Hanych

**Athletic Report** – Mr. Kurzweg

**District Enrollment Report** – Mr. Potteiger

**Community Engagement/Task Force Report** – Mr. Potteiger noted the next Task Force meeting is on January 12.

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      Y Mr. Heydt      Y Mrs. Huhn  
Y Mrs. MacMillan      Y Mr. Rothermel      Y Mr. Scheetz      Y Mr. Sterner

Motion Carried – 9 Yeas

**PERSONNEL REPORT**

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

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

1. Accept the resignation of Randi Kaldrovics, High School Food Service staff member, effective December 8, 2015 as attached and marked Personnel A.1.
2. Accept the retirement of Mrs. Nancy Krauss, Business Manager, effective June 30, 2016 as attached and marked Personnel A.2.

**B. Change of Status**

1. Professional Staff

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
a. Ms. Susan Small		HS Mathematics	1/15/2016
b. Mrs. Jenna Hart	HS Math (Small)	HS Math (Swartzentruber)	1/15/2016-EOY

2. 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>
c. Mr. Thomas Paulson	HS Math (Swartzentruber)	B, Step 1	12/10/2015-1/15/2016

4. Co-Curricular Appointments – None

- 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 – None

**D. Approval of 2015-16 Support Staff Substitutes – None**

**E. Leaves**

1. Approve the request for a medical leave of absence for Mrs. Lori Savidge, Elementary Kindergarten Teacher, from January 19 for a duration of approximately 4-6 weeks, as attached and marked Personnel E.1.
2. Approve the request for a maternity leave of absence for Mrs. Lauren Hass, part time .5 Title I Reading Teacher, from approximately March 18, 2016 through the end of the 2015-16 school year as attached and marked Personnel E.2.
3. Approve the request to extend the maternity leave of absence for Mrs. Jennifer Swartzentruber, High School Mathematics Teacher, from October 19, 2015 through the end of the 2015-16 school year as attached and marked Personnel E.3.

**F. Other Personnel Items**

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      Y Mr. Heydt      Y Mrs. Huhn  
Y Mrs. MacMillan      Y Mr. Rothermel      Y Mr. Scheetz      Y Mr. Sterner

Motion Carried – 9 Yeas

**OTHER BUSINESS**

Mr. Heffner announced there was an executive session following the board meeting on December 7, 2015 to discuss personnel and negotiation matters. He also announced that the first negotiations session with BHEA is scheduled for January 5, 2016.

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

**ADJOURNMENT**

A motion was made by Mr. Scheetz, seconded by Mrs. Grossman to adjourn the meeting at 8:05 p.m.  
Motion Carried

---

Approved

---

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