

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

January 25, 2016

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:01 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 checked="" type="checkbox"/> Mrs. Grossman	<input checked="" type="checkbox"/> Mr. Heffner
<input checked="" type="checkbox"/> Mr. Heydt	<input checked="" type="checkbox"/> Mrs. Huhn	<input checked="" type="checkbox"/> Mrs. MacMillan
<input checked="" type="checkbox"/> Mr. Rothermel	<input checked="" type="checkbox"/> Mr. Scheetz	<input checked="" type="checkbox"/> Mr. Sterner

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 Representative: Preston MacLean

Visitors: None

Mr. Heffner announced the previously scheduled executive session following the regular meeting has been canceled.

ACKNOWLEDGEMENTS

Mr. Potteiger announced that Brandywine Heights Area School District has received \$2,500 from the Berks Business Education Coalition (BBEC) to be used for expenses associated with career education during 2015-16. The money represents a portion of a state grant awarded to BBEC through Berks County Workforce Development Board.

BOARD OF DIRECTORS REPORT

A motion was made by Mr. Scheetz 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 January 4, 2016 as attached and marked Board A.

B. Establish Meeting Date for HVAC Project Vote

Approve to change the February 22, 2016 Budget Meeting to a Special Board Meeting for the purpose of voting on the HVAC Project, and authorize the administration to advertise and post in accordance with Sunshine Laws (Right to Know).

C. First Reading of Policies

Approve the first reading of the following policies:

1. Policy 601. Fiscal Objectives
2. Policy 602. Budget Planning
3. Policy 603. Budget Preparation
4. Policy 604. Budget Adoption
5. Policy 605. Tax Levy

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

BCIU – Mrs. Huhn reviewed business conducted at the January 21, 2016 BCIU Board meeting. A summary of the meeting was submitted and made part of the minutes. The next meeting is scheduled for February 18, 2016.

BCTC – Mr. Scheetz reported that he and Mr. Rothermel attended the BCTC Orientation on January 21, 2016. The next meeting is scheduled for January 27, 2016.

Berks TCC – Mr. Bieber announced the new address for the Berks Earned Income Tax Bureau: 1125 Berkshire Blvd., Suite 115, Wyomissing, PA 19610. The next meeting is scheduled for March 31, 2016.

Council on Legislative Action – Mr. Heffner reported that Senate Bill 880 to delay until the 2018-19 school year the mandate to use the Keystone Exams as a graduation requirement has been passed by the legislature and sent to the governor for signature.

Policy Committee – Mrs. Grossman announced the five policies on the agenda for first reading.

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.

<u>Y</u> Mr. Bieber	<u>Y</u> Mrs. Grossman	<u>Y</u> Mr. Heffner	<u>Y</u> Mr. Heydt	<u>Y</u> Mrs. Huhn
<u>Y</u> Mrs. MacMillan	<u>Y</u> Mr. Rothermel	<u>Y</u> Mr. Scheetz	<u>Y</u> Mr. Sterner	

Motion Carried – 9 Yeas

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

Mr. Scott Kramer, RBC Capital Markets reported on the closing of the General Obligation Note with Fulton Bank to refund the 2011B General Obligation Bonds. In June of 2014 when the advance refunding was approved the savings were estimated at \$240,000. Now that we are at closing on the refunding the savings have improve to about \$260,000, \$20,000 higher than anticipated. He also described an opportunity to advance refund the 2011 A General Obligations Bonds for estimated savings in excess of \$210,000. If interested in exploring that option the board would approve the item on the agenda to authorize RBC Capital Markets to proceed with the refunding.

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

A. General Fund Bills

To approve general fund bills through January 25, 2016 totaling \$1,987,307.10 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills through January 25, 2016 totaling \$30,872.47 per attachment Budget B.

C. Financial Reports

To accept the following Financial Reports through December 31, 2015, unless otherwise noted (to be distributed at the meeting):

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. Preliminary General Fund Budget

To approve the PDE 2028 Preliminary General Fund Budget for fiscal year July 1, 2016 to June 30, 2017 with expenditures totaling \$32,459,957 per attachment marked Budget D, and to authorize the Business Manager to apply for referendum exceptions from the PA Department Education.

E. 2011B General Obligation Bonds Refunding

To authorize RBC Capital Markets to proceed with refunding the General Obligation Series 2011A Bond Issue.

F. Para-Professional Services Agreement

To approve a three-year extension (July 1, 2016 through June 20, 2019) of the Para-Professional Services Agreement with School Operations Services Group Inc. of Malvern, PA, at a rate increase of 2.5% per year, as detailed in Budget F.

G. Athletic and Athletic Trainer Supplies and Equipment Bids

To authorize the business manager to bid Athletic and Athletic Trainer Supplies and Equipment for the 2016-17 school year.

H. Tax Collectors

To acknowledge the appointment by the elected tax collector of the following Deputy Tax Collectors as required under Act 164 of 2014:

<u>Township or Borough</u>	<u>Elected Tax Collector</u>	<u>Deputy Tax Collector</u>
District Township	Mollie A. Prey	George H. Babilon
Longswamp Township	Lorraine Meck	Michael Meck
Rockland Township	Mollie A. Prey	Carol S. Fox
Topton Borough	Nancy E. Heffner	Bonnie Stauffer

I. Berks County Regional Wide Area Network (RWAN) Erate Consortium Service Level Agreement

To approve the five (5) year (beginning July 1, 2016) Berks County Regional Wide Area Network (RWAN) Erate Consortium Service Level Agreement with the Berks County Intermediate Unit as detailed in Budget I.

Note: The following Budget Workshops and Adoption Dates have been advertised:

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

May 2, 2016 – Adopt 2016-17 Proposed Final Budget

May 9, 2016 – Budget Work Session, if needed

June 6, 2016 – Adopt 2016-17 Final Budget

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. There were no comments.

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

<u>Y</u> Mr. Bieber	<u>Y</u> Mrs. Grossman	<u>Y</u> Mr. Heffner	<u>Y</u> Mr. Heydt	<u>Y</u> Mrs. Huhn
<u>Y</u> Mrs. MacMillan	<u>Y</u> Mr. Rothermel	<u>Y</u> Mr. Scheetz	<u>Y</u> Mr. Sterner	

Motion Carried – 9 Yeas

SUPERINTENDENT’S REPORT

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

A. Pre-K Counts Program

Approve a partnership with the BCIU to implement at Pre-K Counts classroom through grant funding for the remainder of the 2015-2016 school year.

B. 2016-17 District Calendar

Approve the 2016-17 District Calendar as attached and marked Superintendent B as revised to move the February 2017 half-day in-service from February 10 to February 17, 2017.

C. Conference Attendance

Approve the Superintendent to attend the 2016 Pennsylvania Association of Rural and Small Schools (PARSS) Annual Meeting/Conference in State College, PA on April 27-29, 2015 for a cost not to exceed \$250.00 plus mileage and hotel accommodations as attached and marked Superintendent C.

D. Google Apps for Education Professional Development Workshop

Approve a three day professional development Google Apps for Education for teachers workshop through Kiker Learning scheduled for June 6, 7 and 8, 2016 for a fee of \$7,500 as attached and marked Superintendent D.

Informational Reports

Student Representative Report –Preston MacLean reported on recent and upcoming events at the Intermediate and Middle Schools.

Academic/Instructional Technology Report – Mr. Voelker

Athletic Report – Mr. Bieber and Mr. Sterner commented on the recent wrestling clinic exclusively for our high school team coached by Sergei Beloglozov, Olympic Gold Medalist Wrestler from Russia. Mr. Beloglozov also watched the Youth Wrestling program. Mr. Bieber expressed appreciation that the Intermediate/Middle School Principal took the time to attend a recent cheerleading tournament.

District Enrollment Report – Mr. Potteiger

Community Engagement/Task Force Report – Mr. Potteiger reported on the recent soccer tournament sponsored by the Future Health Care Professionals. He expressed how proud he is of the four girls that organized the event. It went very smoothly, they had check lists ahead of time, had plenty of volunteers and donations and overall had the event planned out to run smoothly. The event raised \$1,065 which they donated to the Brandywine Community Task Force.

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. Rothermel and seconded by Mr. Scheetz to approve the Personnel Report.

A. Resignations/Retirements/Terminations/Furloughs

1. Accept the resignation of Ms. Jennie Hoose, Intermediate School learning Support Teacher effective January 15, 2016 as attached and marked Personnel A.1.

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 – 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 – None

F. Other Personnel Items

1. Approve Mr. Benjamin Tannous, High School Math Teacher, to serve as a mentor to Ms. Susan Small, Mathematics Teacher from January 15, 2016 through the end of the 2015-16 school year for a prorated stipend of \$325.

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 that the executive session scheduled for after the meeting for personnel matters has been postponed until immediately following the budget work session February 1, 2016.

ADJOURNMENT

A motion was made by Mr. Scheetz, seconded by Mr. Bieber to adjourn the meeting at 7:05 p.m.

Motion Carried

Approved

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

