

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

March 7, 2016

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:03 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	<u>✓</u> Mrs. Huhn	<u>✓</u> Mrs. MacMillan
<u>✓</u> Mr. Rothermel	<u>✓</u> Mr. Scheetz	<u>✓</u> 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. James Mancuso, Esquire

**Student Representative:** Preston MacLean, Caylee Lasko

**Visitors:** Lauren Smith, Convern Counseling Services, Fleetwood, Heidi Porr, Donna Miller, Mertztown, Jeff Lapp, Breinigsville, Tracy Fandl, Mertztown, John Bortz, Topton, Guy Miller, Topton, Mike Freeby, Mertztown, Jonelle Kiechel, Topton, Amanda Johnson, Lyons, Sherry and Brian Sexton, Mertztown, Jim Ludwig, Fleetwood, Kristin Ludwig, Fleetwood, Bonnie Harrison, Mertztown, Cheryl Bleiler, Rockland, Val Laxis, Reading Eagle, Reading, Derek Strunk, Mertztown, Jason Miller, Topton, Marie Eckhart, Topton.

**ACKNOWLEDGEMENT**

Mr. Potteiger announced that Brandywine Elementary School has been recognized by the Pennsylvania Department of Education as a Federal Programs Title I top performing school.

**PRESENTATIONS**

**Health Occupation Students of America (HOSA) Service Project** – McKenna Tinsman, Valerie Warmkessel and Lauren Olsen presented a summary of their Service Project on Heroin Awareness targeted to Middle School students and community members. The fourth student, Victoria Leh, is part of the group but was unable to attend the board meeting. The HOSA Service Project educated younger students about addiction and side effects. The group also organized an indoor soccer tournament to raise \$1,200 which they donated to the Brandywine Community Task Force. The girls will present their Service Project at BCTC and

at the HOSA State Conference in Lancaster PA where they will compete for the opportunity to advance and present their Service Project at the HOSA National Conference in Nashville, Tennessee.

**School Based Outpatient Services** – Ms. Lauren Smith of Concern, described the proposed School Based Outpatient Services partnership between Concern and Brandywine Heights Area School District. The district will provide office space for Concern therapists to conduct sessions throughout the school day, making professional services available and more accessible to students and their families.

## **BOARD OF DIRECTORS REPORT**

A motion was made by Mr. Scheetz 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 January 25, 2016 as attached and marked Board A.

**B. BCIU Mandated Services Budget**

Approve the 2016-2017 Berks County Intermediate Unit Mandated Services Budget in the amount of \$1,824,658.00 of which \$23,754.17 is Brandywine Heights' share as attached and marked Board B.

**C. Second Reading of Policies**

Approve the second 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

**D. First Reading of Policies**

Approve the first reading of the following policies:

1. Policy 606. Tax Collection
2. Policy 607. Tuition Income
3. Policy 608. Bank Accounts

**E. Retirement Incentive**

Authorize the administration to execute a Retirement Incentive with eligible staff members in the Brandywine Heights Education Association (previously distributed).

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

**BCIU** – Mrs. Huhn reviewed business conducted at the February 18, 2016 BCIU Board meeting, which included acceptance of the annual financial audit, approval of a new rate schedule for technology products and services, telecommunications and service agreement, employee recognitions and other personnel matters. Highlights included a recap of the state budget and impact on education, an update of the Kutztown ASD Superintendent search and an update on the Superintendent's Academy. Mrs. Huhn reminded board about the BCIU Annual Board of Directors Convention on April 28 at BCTC West with keynote speaker PA State Education Secretary Pedro Rivera. The next meeting is scheduled for March 17, 2016.

**BCTC** – Mr. Scheetz reported on the February 24, 2016 meeting which included a Food Service Program Presentation. BCTC budget information is forthcoming. Highlights also included student recognitions. The next meeting is scheduled for March 30, 2016.

**Berks TCC** – Mr. Bieber – No report. The next meeting is scheduled for March 31, 2016.

**Council on Legislative Action** – Mr. Heffner reported on the 2015-16 state budget impasse. Mr. Heffner also reported that the proposed 2016-17 state budget only includes 10 months of budgeted social security, with the remaining 2 months falling into next fiscal year. He pointed out that it is just one example of the challenges and intricacies of school budgeting in relation to the state budget.

**Policy Committee** – Mrs. Grossman announced the second reading of policies 601-605 and the first reading of policies 606-608.

**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                      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**

Mr. Scott Kramer, RBC Capital Markets, and Mr. Peter Edelman, Bond Council, presented the results of the potential refunding and distributed documents to members of the board.

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

**A. General School Bills**

To approve general fund bills through February 2016 totaling \$2,682,468.43 per attachment Budget A.

**B. Food Service Bills**

To approve food service fund bills through February 2016 totaling \$27,131.75 per attachment Budget B.

**C. Financial Reports**

To accept the following Financial Reports through January 31, 2016, 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. Fitness Equipment Semi-annual Preventative Maintenance**

To approve an agreement with Heartline Fitness Systems of Gaithersburg, MD, to perform semi-annual preventative maintenance of cardiovascular and strength equipment as detailed in Budget D. at a cost of \$383.50 per visit.

**E. LanSchool Professional Development Training**

To approve an agreement for professional development services by Lenovo Software, Inc. for an on-site LanSchool training at a cost of \$2,500.00 per quote marked Budget E.

**F. Communications Systems, Inc. Service and Preventative Maintenance**

To approve the Comprehensive Service Agreement and Preventative Maintenance Agreements with Communication Systems, Inc. (CSI) , Allentown, PA at a cost of \$16,587.00 as itemized below and detailed in Budget F.1-7:

1. Comprehensive Service Agreement High School IWATSU telephone and Rauland intercom & master clock systems \$4,839.00
2. Preventative Maintenance Agreement High School Auxiliary Sound systems and TV distribution \$888.00
3. Preventative Maintenance Agreement High School CCTV system \$1,656.00
4. Preventative Maintenance Agreement Intermediate/Middle School CCTV & security system \$1,440.00
5. Comprehensive Service Agreement Elementary School IWATSU telephone system \$3,804.00
6. Preventative Maintenance Agreement Elementary Intercom system \$396.00
7. Preventative Maintenance Agreement & Manufacturer Software Assurance District-wide Genetec Access Control \$3,564.00

**G. Security Systems Service Contract**

To approve the District-wide Alarm Monitoring, Intermediate/Middle School Entry System, and Elementary School Entry System and Cameras service contract with Protect Alarms of Allentown, PA at a cost of \$4,587 as detailed in Budget G.

**H. Copier/Printing Equipment Service Agreement**

To approve a 48-month agreement with Higher Information Group of Harrisburg, PA, at a monthly cost of \$5,347.00 for copier/printing equipment, service and supplies as detailed in Budget H.

**I. Sewing Machine Service Agreement**

To contract with Don Kauffman's Sewing Machines of Temple, PA, to service sewing machines for 2016-17 at a cost of \$35.00 per machine, estimated total cost for 17 machines is \$595.00 per proposal Budget I.

**J. Bond Refunding**

To approve a resolution authorizing (a) the issuance of two series of General Obligation Notes to finance the refunding of the School District's General Obligation Bonds, Series A of 2011; (b) the acceptance of a commitment letter from Fulton Bank for the purchase of the Notes on the terms and conditions established in the Resolution, and (c) the execution and delivery of all agreements, certificates and documents necessary in connection with the issuance of the Notes.

**K. Network Upgrade**

To award the PEPPM bid for Network Upgrade (network hardware, cabling, and installation) to Zones, Inc. at a total cost of \$324,799.71 contingent upon the school district receiving eRate Category 2 funding for the 2016-2017 year per Budget K.

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

March 14, 2016 – Budget Discussion and Special Meeting – ESCO/Air Conditioning Project

March 21, 2016 – Budget Work Session, 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.

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. Bieber and seconded by Mr. Rothermel to accept the Superintendent's Report.

**A. Curricula Approval**

Approve the newly written and/or revised Fine Arts and Practical Arts Curricula as attached and marked Superintendent A. The initial presentation was at the January 4, 2016 meeting.

**B. Concern Partnership**

Approve a partnership with CONCERN for School Based Outpatient Services for Brandywine Heights Area School District students and families by providing a private location for counseling sessions at each school building level at no cost to the district as described in Superintendent B.

**C. Field Trip Request – FBLA State Leadership Conference, Hershey PA**

Approve the High School Field Trip Request for approximately 16 business students to travel with 3 teacher chaperones to the FBLA State Leadership Conference in Hershey PA from April 10-13, 2016 as attached and marked Superintendent C.

**D. Field Trip Request – SADD National Conference, Pittsburgh PA**

Approve the High School Field Trip Request for approximately 20 SADD students to travel with 2 teacher chaperones to the 2016 SADD National Conference in Pittsburgh, PA from June 26-29, 2016 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 reported on technology focused teacher visitations to Downingtown School District. Mrs. Hanych reported on recent professional development opportunities for our teachers including Google Docs and Google Aps. Mrs. Hanych also announced there will be a Brandywine Virtual Academy Open House on April 19.

**Athletic Report** – Mr. Kurzweg

**District Enrollment Report** – Mr. Potteiger

**Community Engagement/Task Force Report** – Mr. Potteiger reported on upcoming events:

- March 8 – Community Task Force Committee Meeting
- March 17 – Start the Conversation workshop designed to give parents and caregivers the tools to talk to their children about drugs and alcohol at any age. Prevention experts will discuss how and when to start the conversation with the young people in your life.
- March 19 – Polar Plunge

Future events include a partnership with the High School for post prom activities, enhancement of the YMCA after school program, a new Community event in June, Battle of the Bands in the summer, and a 5K Run in the fall.

Mr. Robert Kurzweg, Director of Athletics, presented the Future Goals of Bullet Athletics. Highlights include a new athletic website, criteria for student recognition, a coach mentor program, a focus on athlete academic achievement, student athlete recruitment and community involvement.

Mr. Heffner asked for comments from the public and board members. Community members Guy Miller, Dawn Wertz, Kristin Ludwig, Derek Strunk, and Jim Ludwig commented on the athletic presentation.

Mrs. Huhn suggested the athletic department and administration consider review of athletic event admission charges because admission is charged for some sporting events and not others.

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. Scheetz and seconded by Mr. Bieber 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**

<i>Name</i>	<i>Position</i>	<i>Rate</i>	<i>Effective</i>
a. Ms. Angela Bucci-Herb	ES PT .5 Title I Reading (Haas)	B. Step 1	approx 3/18/2016-EOY
b. Ms. Marissa Kauffman	ES K-2 Learning Support (Davis)	B, Step 1	approx. 3/31/2016-EOY
c. Mrs. Melissa Molis	IS 5 <sup>th</sup> Learning Support (Hoose)	B, Step 1	retro. 2/8/2016-EOY

**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 as attached and marked Personnel C.4.c.

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

**E. Leaves – None**

**F. Other Personnel Items - None**

Mr. Heffner asked for comments from the public and board members. Mrs. Huhn encouraged the administration to hire coaches well in advance of the sports seasons and suggested utilizing additional methods of recruiting coaches, such as web blasts and phone announcements.

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 on February 8, 2016 to discuss administrative salaries and another on February 29, 2016 to discuss legal counsel representation and a retirement incentive.

**ADJOURNMENT**

A motion was made by Mr. Scheetz, seconded by Mr. Rothermel to adjourn the meeting at 8:48 p.m.  
Motion Carried

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Approved

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