

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

April 4, 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:

<u>✓</u> Mr. Bieber	<u>✓</u> Mrs. Grossman	<u>✓</u> Mr. Heffner
<u>✓</u> Mr. Heydt	<u>✓</u> Mrs. Huhn	<u>✓</u> Mrs. MacMillan (6:09 p.m.)
<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. John Stott, Esquire

Student Representative: Preston MacLean, Caylee Lasko

Visitors: Brian Pawling, Blandon, Tracy Fandl, Mertztown.

PRESENTATION

The Memory Project – Brandywine Heights High School Art Department

High School students Caroline Weidner and Vanessa Ramsaywack showcased the artwork created by the students involved in The Memory Project, a nonprofit organization that invites art teachers and their students to create portraits for youth around the world who have faced substantial challenges. The portraits act as meaningful pieces of personal history in the future and help the children feel valued and important. For the art students, it is an opportunity to creatively practice kindness and global awareness.

BOARD OF DIRECTORS REPORT

A motion was made by Mr. Bieber and seconded by Mr. Scheetz to approve the Board of Directors Report. Mr. Heffner requested Item D be voted on separately.

A. Approval of Minutes

To dispense with the reading and accept the minutes from the Regular Board Meeting held March 7, 2016 and Special Board Meeting held March 14, 2016 as attached and marked Board A.

B. Second Reading of Policies

Approve the second reading of the following policies:

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

C. 2016-17 BCTC Budget

Approve the Berks Career and Technology Center 2016-2017 budget in the amount of \$17,022,276 of which \$708,937 (regular programs \$609,613, special education programs estimated \$101,324) is Brandywine Heights Area School District’s share. The district is also responsible for an estimated \$90,456 of the Berks Career and Technology Center debt service.

D. High school Facility Use by Community Groups

Approve routine use of the High School facility by community organizations on weekends and authorize the administration to proceed with the necessary security upgrades as described in Board D.

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

BCIU – Mrs. Huhn reported on the meeting held on March 17, 2016. Topics included budget funds arriving from state, union negotiations, personnel approvals and a grant for StarTalk 2016, Language Learning through Performing Arts. Upcoming events include The Annual Convention of School Board Directors on April 28, presentation of the Annie Sullivan Award on April 6, and Core Connections to Instructional Technology on June 14-15. The next meeting will be held on April 21, 2016.

BCTC – Mr. Scheetz reported on the meeting held on March 30 which focused on budget approval and noted the Brandywine portion of the BCTC Budget is an item on this evening’s agenda. Next meeting will be on April 27, 2016.

Berks TCC – Mr. Bieber – reported on the meeting held on March 31, 2016. Business included approval of meeting minutes and Per Capita Tax collections for certain municipalities. The new building has security features including panic buttons, and employee took part in active shooter training. Construction is completed, however they are working with the contractor to correct a lighting issue. A resolution will be on the next agenda for approval of third party collection of delinquent earned income taxes.

Council on Legislative Action – Mr. Heffner reported on the status of the state budget. Also, House Bill 63 proposes an amendment to the Pennsylvania Prevailing Wage Act, raising threshold for public work. House Bill 352 was proposed to require less signatures for individuals running for public office. House Bill 425 is being considered which holds bus drivers harmless for administering auto-injectors.

Policy Committee – Mrs. Grossman announced the second reading of policies 606-608.

Strategic Planning/Goals – Mrs. Huhn noted an administrative meeting was held recently to start the process.

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

Roll call was taken to accept Items A.-C of 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

Roll call was taken to accept Item D. High School Facility Use by Community Groups of the Board of Directors Report.

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

Motion Carried – 6 Yeas/3 Nays

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

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

A. General Fund Bills

To approve general fund bills through March 2016 totaling \$2,507,817.33 per attachment Budget A.

- B. **Food Service Bills**
To approve food service fund bills through March 2016 totaling \$28,174.15 per attachment Budget B.
- C. **Financial Reports**
To accept the following Financial Reports through February 29, 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. **Funds Transfer**
To authorize the transfer of \$723,813.00 from the General Fund to the Capital Project Fund. (First installment on \$3.7 million ESCO-AC project.)
- E. **2016-2017 BCIU Office of Innovation and Technology Services Product/Service Rate Schedule**
To approve the 2016-2017 BCIU Office of Innovation and Technology Services Product/Service Rate Schedule as detailed in Budget E.
- F. **Medical Waste Removal Service**
To approve a \$1.25 increase per box (from \$50.00 to \$51.25) for biomedical waste removal by Curtis Bay Medical Waste Services of Baltimore, MD, effective June 1, 2016 through May 31, 2017. The estimated annual cost is 11 months \$563.75.
- G. **Group Insurance Actuarial Valuation**
To contract Conrad Siegel Actuaries through agreement with the Pennsylvania Trust to perform a GASB 45 and GASB 75 group insurance actuarial valuation for a fee not to exceed \$6,175 per Budget G.
- H. **High School Security Camera**
To contract with CSI Integrated Security & Communications of Allentown, PA,(Costars Contract #008-326) to provide and install one additional security camera at the High School loading dock, add Security Center Mobile App Connection License and upgrade Genetec Security Center to newest version (5.4) at a cost of \$6,217.00 as detailed in Budget H.
- I. **Preventative Maintenance for High School Dust Collector**
To contract with SSI Fire & Explosion Protection of Breinigsville, PA, to provide 2016-17 preventative maintenance for the High School Dust Collector at a cost of \$660.00 as detailed in Budget I.
- J. **Compressor Replacement for Intermediate/Middle School Salad Bar Refrigerator**
To approve the proposal from The Longacre Company of Bally, PA, to replace the compressor on the Intermediate/Middle School salad bar refrigerator at a cost of \$1,293.00 (includes 4-year compressor warranty) as detailed in Budget J.

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

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

There were no items for approval.

Presentation

GED Report/Recommendation – Mrs. Carolyn Hanych, Director of Brandywine Heights Virtual Academy

Informational Reports

Student Representative Reports – Caylee Lasko and Preston MacLean

Academic/Instructional Technology Report – Mr. Voelker

Athletic Report – Mr. Kurzweg

District Enrollment Report – Mr. Potteiger

Community Engagement/Task Force – Mr. Potteiger noted a recent presentation Adolescents and the Myths of Addiction held March 31, 2016 at East Penn Mfg. The Caron Foundation will present Time to Talk on April 28. Upcoming events include Battle of the Bands in September, and a Fall 5K run.

Mr. Potteiger asked the Board to discuss changing the configuration of the Intermediate School and Middle School from two to one entities for reporting to the Pennsylvania Department of Education purposes only. The current separation of Intermediate School grades 4-5 and Middle School grades 6-8 would remain. There is double reporting for both schools with one location.

Mr. Scheetz commented on the perception of elementary school, noting grades 4-5 are still elementary, not middle level.

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

PERSONNEL REPORT

A motion was made by Mr. Rothermel and seconded by Mr. Bieber to approve the Personnel Report. Mr. Bieber requested Item F.1. be voted on separately.

A. Resignations/Retirements/Terminations/Furloughs

1. Accept the resignation of Mrs. Cristina Jroski, Secretary to the Director of Curriculum, Instruction and Technology effective at a date to be determined as attached and marked Personnel A.1.

B. Change of Status – None

1. Professional Staff– None
2. Support Staff – None

C. Appointments

1. Professional Staff – None
2. Support Staff

	<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
a.	Ms. Maria Winkler	Secretary to the Director of Curriculum, Instruction and Technology	\$14.50/hr	4/7/2016 <i>pending clearances</i>

3. Long Term Substitute

	<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
a.	Ms. Ashleigh Lambert	ES K-3 Learning Support Long Term Substitute	B, Step 1 prorated	4/11/2016
b.	Ms. Donna Novakovich	ES/IS K-5 Floater Long Term Substitute	M, Step 1 prorated	4/5/2016

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 as attached and marked Personnel C.4.b.
- c. Approve the Athletic Co-Curricular appointment of Mr. Anthony Jarret as the Spring Season Middle School Baseball Assistant Coach for a base stipend of \$1,500.00.

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

E. Leaves – None

F. Other Personnel Items

1. Approve the following professional staff members to serve as mentors to new teachers during the 2015-16 school year. A stipend of \$650 will be prorated based on the duration of the assignment.

Mentor
Mrs. Lisa Bieber, IS Learning Support

Mrs. Jen Snyder, ES Title I Reading

Mrs. Brenda Hovis, ES Learning Support

New Teacher. Position, (in place of)
Mrs. Melissa Molis, LTS 5th Grade Learning Support
(Hoose resignation; 2/8/16-EOY)
Mrs. Angela Bucci-Herb, LTS .5 Title I Reading
(Haas leave; 3/14/16-EOY)
Miss Marissa Kauffman, LTS ES Learning Support
(Davis leave; approx. 3/22/16-EOY)

2. To employ Mr. Brian Pawling as Business Manager effective on or before May 31, 2016 for a salary of \$107,000 prorated for the 2015-16 school year, and that the appropriate officers are authorized to execute a three year employment agreement as attached and marked F.2.

Mrs. Huhn reminded administration to be consistent on position titles and suggested job descriptions be shared with the board with a candidate's recommendation for employment.

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

Roll call was taken to approve items under the Personnel Report except F.1.

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

Roll call was taken to approve item F.1. under the Personnel Report.

Abstain 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 – 8 Yeas, 1 Abstention

OTHER BUSINESS

Mr. Scheetz addressed the board about Policy 916 Unpaid Assistants. He suggests that board members obtain background checks and tuberculin test to set a good precedent for community-school involvement.

Mr. Heffner announced there was an executive session on March 21, 2016 to discuss the business manager contract and there will be an executive session on April 18, 2016 to discuss the teacher contract negotiations and administrative Act 93 Agreement.

ADJOURNMENT

A motion was made by Mr. Scheetz, seconded by Mr. Bieber to adjourn the meeting at 8:23 p.m.
Motion Carried

Approved

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