

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

May 2, 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	<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

**Visitors:** Brian Pawling, Blandon, Gina Master, Topton, Jeff Lapp, Breinigsville, Amy Rohrbach, Mertztown, John Chenosky, Huffs Church, John Parish, Fleetwood, Tracy Fandl, Mertztown, Lori Robinson, Mertztown, Marilyn Haroy, Mertztown.

**PRESENTATION**

**Grades K-3 and 4-12 Alternative Bus Transportation Configuration**

Mr. Potteiger presented an alternative bus transportation plan for board consideration. Mr. Farina described the schedule details and Mrs. Krauss described the cost savings. There was brief discussion and board members voiced their support for the new configuration. The administration will continue communication with parents and finalize the details for a vote at the next meeting.

**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 April 4, 2016 as attached and marked Board A.

**B. Appointment of Board Treasurer**

To re-appoint Mr. Bryan Rothermel as Board Treasurer for a one year term beginning July 1, 2016 ending June 30, 2017.

**C. Resignation and Appointment of Board Secretary**

To accept the resignation of Mrs. Nancy Krauss as Board Secretary effective May 31, 2016 and to appoint Mr. Brian Pawling as Board Secretary from June 1, 2016 through June 30, 2018 (remainder of the four-year term 7/1/14 through 6/30/18).

**D. Berks Health Trust Representative**

To appoint Mr. Brian Pawling, Business Manager, as the district’s Berks Health Trust representative to serve beginning July 1, 2016 through June 30, 2017 (remainder of the two-year term 7/1/15 through 6/30/17).

**E. Berks Tax Collection Committee Resolution**

To approve a resolution permitting the Berks Tax Collection Committee (TCC) to hire third-party collection agencies to pursue unpaid earned income taxes, as attached and marked Board E.

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

**BCIU** – Mrs. Huhn reported on the meeting held on April 21, 2016. Topics included the BCIU Budget Approval from all districts, budget funds arriving from state, receipt of a grant for the Head Start Program as well as a grant for StarTalk 2016 which supports the Mandarin Chinese Program. The Leadership Series has been announced for 2017. Mr. Potteiger and Mrs. Huhn attended the BCIU Board of Directors Convention at the BCTC. The next meeting will be held on May 19, 2016.

**BCTC** – Mr. Rothermel reported on the meeting held on April 27, 2016 which was held at RACC and board members toured the Mechatronics facility. Business included program transitions, student acknowledgements, IRS monies received, and the BCTC 2016-17 calendar approval. An upcoming event will be a BCTC golf tournament. The next meeting will be on May 25, 2016 and include a house tour. After a brief discussion, there was consensus for scheduling an upcoming BHASD public board meeting at BCTC in the fall, which would include a tour of the facility.

**Berks TCC** – Mr. Bieber – No report.

**Council on Legislative Action** – Mr. Heffner reported on the following legislative items: Proposed legislation urging all Pennsylvania's public schools to display the national motto “In God We Trust”; Proposed Senate Bill 298 that would require new school board members to attend a 40-hour training class and pass a certification test; House Bill 1907 proposes significant reform to the truancy system in Pennsylvania; and, House Bill 1168 (Rep. Maloney) which requires school districts to provide their facilities, free of charge, to the PA Game Commission for the purpose of holding hunter education classes. Mr. Heffner noted also reported on House Bill 805, which would allow districts to engage in economic furloughs based on the performance ratings of teachers and require the furloughing of a corresponding percentage of administrative staff.

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

Motion Carried – 8 Yeas/1 Absent

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

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

**A. General Fund Bills**

To approve general fund bills through April 2016 totaling \$1,729,926.86 per attachment Budget A.

**B. Food Service Bills**

To approve food service fund bills through April 2016 totaling \$22,330.51 per attachment Budget B.

**C. Financial Reports**

To accept the following Financial Reports through March 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. 2016-2017 Proposed Final Budget Approval**

To approve the 2016-2017 general fund proposed final budget (PDE-2028) totaling \$32,410,498 reflecting a 0.4% real estate tax increase of 0.13 mills (32.43 mills) per attachment Budget D.

*Note: The 2016-2017 budget is scheduled for final adoption on June 6, 2016 at 6:00 pm. The 2016-2017 General Fund Budget will be available for inspection on Tuesday, May 3, 2016 in the business office and on the District's website [www.bhasd.org](http://www.bhasd.org). Call (610) 682-5141 or email [nankra@bhasd.org](mailto:nankra@bhasd.org) with questions.*

**E. 2016-2017 Bank Designation**

To designate The National Penn Bank/Branch Banking & Trust Company, Pennsylvania School District Liquid Asset Fund (with PNC Bank), Uninvest Bank and Trust Co., and Wilmington Savings Fund Society Bank of Delaware as 2016-2017 depositories for district funds.

**F. 2016-2017 Insurance Broker**

To designate CBIZ Benefits & Insurance Services of PA as the 2016-2017 insurance broker of record.

**G. 2016-17 Solicitor Designation**

To appoint the law firm of Brumbach, Mancuso & Fegley PC with John M. Stott and James Mancuso as the assigned attorneys as the 2016-17 BHASD solicitor for an annual retainer of \$9,500 for meetings and an hourly fee of \$130.00 for labor, hearings and other special assignments.

**H. Resolution for 2015-2016 Tax Bill**

To approve a Resolution for 2015-16 Tax Bill (53 WILLINGTON DRIVE, MACUNGIE, PA):  
RESOLVED that in accordance with the Pennsylvania Abandon Home Laws (Manufactured Home Community Rights Act – Act 261) the 2015-16 real estate tax bill issued to Wayne R. Rowen is hereby exonerated for purposes of the Berks County Tax Claim Bureau.

BE IT FURTHER RESOLVED that a revised tax bill for this property be issued to the new owner, Melissa Ohlinger for the period from September 30, 2015 to June 30, 2016.

**I. Long Term Disability Plan**

To approve extending the district's Long Term Disability plan through National Insurance Services to full-time support staff (10 and 12 month) capped at \$25,000 (same rate per 1,000 of .096) effective July 1, 2016.

**J. 2016-2017 Vision Insurance**

To renew the contract with the PSEA Health and Welfare Funds for Vision Insurance for administrative and professional personnel for 24 months effective July 1, 2016 through June 30, 2017 at monthly contribution rates of \$3.04 for single coverage and \$7.10 for family coverage, Budget J. (No increase from current rates)

**K. 2016-2017 Fifth Grade Environmental Camp Program**

To contract with South Mountain YMCA, Wernersville, PA for the 2016-2017 Intermediate School fifth-grade environmental camp at a total fee of \$11,500.00 per attachment marked Budget K.

**L. Agreement for Speech Therapy Services**

To approve a Client Agreement with Therapy Source of Plymouth Meeting, PA, for speech therapy services at an hourly rate of \$76.00 as detailed in Budget L. (This is for the extended school year program.)

**M. TalentEd Annual License**

To approve the annual license fee of \$1,575.00 with Netchemia, LLC of Prairie, KS for TalentEd Recruit & Hire Professional Edition (a \$75 increase).

**N. High School Auditorium Microphone System**

To contract with CSI Integrated Security & Communications of Allentown, PA, (Costars Contract #008-081) to provide and install wireless headset microphones, wireless lapel microphones, handheld wireless microphones, antenna management of all new and existing wireless microphone systems and a seven-user wireless intercom system for production use at the High School auditorium at a cost of \$22,466.00 as detailed in Budget N.

**O. High School Security System Upgrades**

To approve the following security upgrades to the High School:

1. Contract with CSI Integrated Security & Communications of Allentown, PA, (Costars Contract #008-326) to provide, install and program 9 new security cameras and new archive server with Genetec software at the High School at a cost of \$22,510.00 as detailed in Budget O.1.
2. Accept the proposal from The Bardman Co, LLC of Barto, PA, to supply and install 6-Sargent 8700 Exit Devices for the rotunda internal doors at a cost of \$8,122.00 as detailed in Budget O.2.

**P. High School Bleacher Repair**

To approve the repair proposal from Modernfold of Topton, PA, to replace 440 bleacher support wheels on the High School gymnasium bleachers at a cost of \$9,500.00 as detailed in Budget P.

**Q. High School Shop and Art Room Equipment Maintenance Contract**

To approve the 2016-2017 Maintenance Contract from Shop Specialties Incorporated Machinery Maintenance of Nazareth, PA, covering the High School general shop and art room equipment: \$1,820 plus any parts which may be required, Budget Q.

**R. Flooring Projects**

To contract with Martin's Flooring, Inc. of Lancaster, PA, through NJPA cooperative purchasing quotations for the following projects:

1. Furnish and install rubber tread on the Elementary School stage steps at a cost of \$6,076.83, Budget R.1. (Worker Compensation Safety Committee recommendation.)
2. Furnish and install rubber tread on the Intermediate/Middle School auditorium steps at a cost of \$7,071.00, Budget R.2.
3. Remove and dispose of tile, grind flooring and install transitions to the Maintenance Shop hallway in the Intermediate/Middle School at a cost of \$3,544.04, Budget R.3.

**S. Item removed.**

**T. Concrete and Sidewalk Repairs**

To contract with Bertolet Construction Corporation of Wernersville, PA, for concrete sidewalk repairs at the Intermediate/Middle School and High School at a cost of \$17,305.00, proposal tabulation Budget T.

**U. Macadam Repair and Replacement**

To award the contract for macadam repairs/replacement at the High Schools to EJB Paving & Materials Company of West Lawn, PA at a base bid of \$115,277.00 plus additional services as needed based on price schedule included in bid. The bid opening was Wednesday, April 27, 2016 at 1:05 PM. Bid tabulation and recommendation by Liberty Engineering - Budget U.

**V. Chinese Language Distance Learning Agreement**

To approve the Service Level Agreement with Berks County Intermediate Unit, Reading, PA, for 2016-2017 Distance Learning Option for Chinese Language Instruction at a cost of \$11,000.00 as detailed in Budget V.

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

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. Mrs. Grossman requested clarification on the training provided for the new High School Sound System. Mr. Ziatyk noted that the

company visits the school to conduct a training session. The training is recorded so it is available for other staff members and students. Mrs. Krauss further clarified the co-op purchasing process for security and electronic products.

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

Motion Carried – 8 Yeas/1 Absent

## **SUPERINTENDENT’S REPORT**

A motion was made by Mr. Scheetz and seconded by Mrs. Huhn to accept the Superintendent’s Report. Mr. Heffner requested Items A. and B. be voted on separately.

### **A. Overseas Field Trip Request**

Approve the High School Field Trip Request for students to travel overseas to Italy in March of 2017 as described in Superintendent A.

### **B. Camp Invention Program**

Approve the Camp Invention program to be held at the Brandywine Heights Middle School for students entering grades 1-6 from June 13-17, 2016 at no cost to the district as attached and marked Superintendent B.

### **Accept the Superintendent informational reports and make them part of the minutes.**

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

**Academic/Instructional Technology Report** – Mr. Voelker and Mrs. Hanych

**Athletic Report** – Mr. Kurzweg

**District Enrollment Report** – Mr. Potteiger

**Community Engagement/Task Force** – Mr. Potteiger noted upcoming events, including May 10: Task Force meeting; May 21: Topton Street Fair & Classic Car Cruise; June 5: Task Force 2nd Anniversary Celebration; September 17 - 2nd Annual Battle of the Bands.

Mr. Heffner asked for comments from the public and board members. There was clarification and discussion about the Overseas Field Trip request to Italy scheduled for the Spring of 2017. Mrs. Huhn commented on the Athletic report and requested a year-to-date budget be shared with the board. Mr. Sterner confirmed with Mr. Kurzweg that board members were eligible to participate in the athletic advisory committee.

Roll call was taken to approve Item A. Overseas Field Trip Request on the Superintendent Report.

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

Motion Carried – 7 Yeas/1 Nay/1 Absent

Roll call was taken to approve Item B. Camp Invention Program on the Superintendent Report.

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

Motion Carried – 8 Yeas/1 Absent

**PERSONNEL REPORT**

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

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

- 1. Accept the retirement of Mr. Michael Babb, High School Science Teacher, effective at the end of the 2015-16 school year as attached and marked Personnel A.1.
- 2. Accept the retirement of Mrs. Sally Mittl-Herbine, High School Life Skills Teacher, effective at the end of the 2015-16 school year as attached and marked Personnel A.2.
- 3. Accept the retirement of Mrs. Lori Walsh, High School Learning Support Teacher, effective at the end of the 2015-16 school year as attached and marked Personnel A.3.
- 4. Accept the resignation of Miss Eliza Frederick, Third Shift Custodian, effective April 20, 2016.

**B. Change of Status**

- 1. Professional Staff

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Mrs. Kelly Womack	3 <sup>rd</sup> Grade Teacher, ES	.5 STEM Teacher (new), ES	2016-17 SY

- 2. Support Staff – None

**C. Appointments**

- 1. Professional Staff – None
- 2. Support Staff
  - a. Approve the following support staff members and support staff substitutes for summer custodial work:
 

Mary Arndt	Dawn Derstine	Tammy Dunning	Tina Levan
Cheryl Melander	James Mickey	Linda Reinert	
- 3. Long Term Substitute – None
- 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 – None
  - d. Approve Athletic Event Staff and Athletic Game Managers (ticket sellers, score keepers, timers) as attached and marked Personnel C.4.d.

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

**E. Leaves**

- 1. Approve the revised request for a maternity leave of absence for Mrs. Erin Davis, Elementary School Learning Support Teacher from March 22 through May 26, 2016. Mrs. Davis will return to work on Tuesday, May 31, 2016 as attached and marked Personnel E.1.

**F. Other Personnel Items – None**

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.

<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>  </u> Mrs. MacMillan	<u>Y</u> Mr. Rothermel	<u>Y</u> Mr. Scheetz	<u>Y</u> Mr. Sterner	

Motion Carried – 8 Yeas/1 Absent

**RATIFICATION OF COLLECTIVE BARGAINING AGREEMENT**

A motion was made by Mr. Scheetz, and seconded by Mr. Rothermel to approve the Collective Bargaining Agreement between the Brandywine Heights Area School Board and the Brandywine Heights Education Association from July 1, 2016 through June 30, 2020, as attached and marked Collective Bargaining Agreement A.

Mr. Heffner asked for comments from the public and board members. Mr. Chenosky, District-Township, commented on the ESCO Air Conditioning Project. Mr. Lapp reported that the BHEA members voted in favor of the collective bargaining agreement.

Roll call was taken to approve the Collective Bargaining Agreement.

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

Motion Carried – 8 Yeas/1 Absent

**OTHER BUSINESS**

Mr. Heffner announced there would be an executive session after the meeting to discuss the Act 93 Agreement and a personnel issue.

**ADJOURNMENT**

A motion was made by Mr. Scheetz, seconded by Mr. Rothermel to adjourn the meeting at 8:51 p.m.  
Motion Carried

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Nancy K. Krauss, Board Secretary  
Katharine Ege, Recording Secretary