

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

January 6, 2014

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:02 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"/> Ms. Eyrich	<input type="checkbox"/> Mr. Groff
<input checked="" type="checkbox"/> Mrs. Grossman	<input checked="" type="checkbox"/> Mr. Heffner	<input checked="" type="checkbox"/> Mrs. Huhn
<input checked="" type="checkbox"/> Mrs. MacMillan (6:20 pm)	<input checked="" type="checkbox"/> Mr. Porr	<input checked="" type="checkbox"/> Mr. Rothermel

**Administration Present:**

- Mr. Andrew Potteiger, Superintendent
- Mrs. Nancy Krauss, Business Manager/Board Secretary
- Mrs. Mary Darrach, Director of Special Education
- Mrs. Carolyn Hanych, Director of Brandywine Virtual Academy
- Dr. Kathy Johnson, Middle School Principal
- Mr. Robert Kurzweg, Director of Athletics
- Mrs. Karen Long, Interim Elementary/Intermediate Principal
- Mrs. Heather Piperato, High School Principal
- Mr. Thomas Voelker, Director of Curriculum, Instruction and Technology
- Mr. Josh Ziatyk, Assistant High School Principal

**Solicitor:** Mr. Mark J. Merolla, Esquire

**Visitors:** Dax Funderburk, Mertztown, Jeff Lapp, Breinigsville.

The President led review and discussion of each section of the agenda. Opportunity was provided for Board and public comment after each section. Following the agenda review and discussion the meeting proceeded to the action items.

**BOARD OF DIRECTORS REPORT**

A motion was made by Mr. Rothermel, seconded by Ms. Eyrich to approve the Board of Directors Report.

**A. Approval of Minutes**

To dispense with the reading and accept the minutes from the Board Meeting held December 3, 2013 as attached and marked Board A.

**B. Retirement Incentive**

Authorize the administration to execute a Retirement Incentive with eligible staff members in the Brandywine Heights Education Association as attached and marked Board B.

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

**BCIU** – Mrs. Huhn – There was no meeting in December. The next BCIU Board Meeting is scheduled for January 16, 2014.

**BCTC** – Mr. Groff – Absent. As the alternate representative, Mr. Porr reported there was no December meeting.

**Berks EIT/Berks TCC** – Mr. Bieber – There were no meetings. There is a TCC meeting on January 15 and alternate representative Mrs. Krauss plans to attend. The next EIT Meeting is scheduled for February 25, 2014.

Mrs. Krauss shared that Mrs. Lamaestra is willing to serve as a Berks TCC alternate representative, as she currently serves on the committee representing several municipalities. Hearing no objections an item will be added to the February 3, 2014 agenda to appoint Mrs. Lamaestra as a Brandywine Heights Area School District TCC alternate representative.

**Council on Legislative Action** – Mr. Heffner – No report.

**Policy Committee** – Mrs. Grossman – There were no meetings. Mr. Potteiger noted he plans to forward proposed policy revisions to the committee within the next few weeks. The Policy Committee includes, Mrs. Grossman, Mrs. MacMillan, Mrs. Huhn and Mr. Potteiger.

**Strategic Planning/Goals** – Mrs. Huhn – No report.

**Student Representatives** – Tyler Reighn and Matei Jordache reported recent and upcoming events at the Elementary, Intermediate, Middle and High Schools. He also noted many student awards and recognitions.

Roll call was taken to accept the Board of Directors Report.

Y Mr. Bieber

Y Ms. Eyrich

    Mr. Groff

Y Mrs. Grossman

Y Mr. Heffner

Y Mrs. Huhn

Y Mrs. MacMillan

Y Mr. Porr

Y Mr. Rothermel

Motion Carried – 8 Yeas/0 Nays/1 Absent

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

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

**A. General Fund Bills**

To approve general fund bills for the month of November totaling \$2,127,296.87 per attachment Budget A.

**B. Food Service Bills**

To approve food service fund bills for the month of November totaling \$26,502.71 per attachment Budget B.

**C. Financial Reports**

To accept the following Financial Reports through November 30, 2013, unless otherwise noted:

1. General Fund - Revenue/Expenditure/Fund Balance – C.1.
2. Food Service Fund - Revenue/Expenditure – C.2.
3. Construction Fund - Revenue/Expenditure – C.3.
4. General Fund Schedule of Outstanding Investments - Budget C.4.
5. Student Activity & Trust Fund – Budget C.5.

**D. 2014/2015 Budget Resolution**

To approve the 2014/2015 Budget resolution (Budget D.) authorizing the adoption of a 2014-15 Preliminary Budget at the February 3, 2014 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. Participation in the School-Based ACCESS Program Administrative Claims Program**

To approve an agreement to participate in the School-Based ACCESS Program Administrative Claims Program per the PA Department of Education and described in Budget E.

**F. Bids/Proposals for Services for 2014-2015**

To authorize the Business Manager to seek bids/proposals for the following services for 2014-2015:

1. Intermediate/Middle School & Elementary School Lighting Upgrades - work to be completed Spring break and early summer – construction fund, estimated cost \$20,000

2. High School Tennis Court Repairs and Surface Repainting - work to be completed Spring break and early summer – construction fund, estimated cost \$26,100
3. Turf and Field Maintenance - annual bid, estimated cost \$22,000
4. District Wide Concrete Work - annual bid, estimated cost \$12,000
5. Macadam Project (Design and Engineering & Bidding) – Final Phase Intermediate/Middle School, plus Elementary School & High School Minor Projects, estimated cost \$150,000 - \$200,000
6. Elementary School Dehumidifiers (classrooms and one large unit) and two Air Scrubbers – estimated cost \$11,000
7. Re-side and Re-roof Soccer Sheds - in-house project – not to exceed \$4,000
8. Replace Mini-Split HVAC System in Elementary School Library Office - estimated cost \$4,000 to \$5,000
9. Elementary School Hot Water Heater Replacement – estimated cost \$12,000

**G. Single Audit Report for the Fiscal Year Ended June 30, 2013**

To accept the Single Audit Report for the fiscal year ended June 30, 2013 as submitted by Gorman & Associates, P.C. Certified Public Accountants, marked Budget G.

Mrs. Krauss presented a summary of the Single Audit Report for the fiscal year ended June 30, 2013, and explained many of the standard requirements of the audit for the benefit of the new board members. This audit resulted in no findings. The audit document will be posted as a pdf document on the district web page.

Mrs. Huhn congratulated Mrs. Krauss and her staff and thanked them for their continued hard work to maintain accurate records. She questioned the positive revenue noted in the audit report for 2012-13, along with the projected budget shortfall between this year and next year’s budgets. Mrs. Krauss noted that funding will be addressed at the next budget meeting scheduled for February 10, 2014.

Mrs. Krauss clarified details for Mr. Rothermel about specifications and timing of upcoming facilities maintenance requiring bids or proposals under item F.

Roll call was taken to accept the Budget/ Finance/ Property/ Transportation Report.

<u>Y</u> Mr. Bieber	<u>Y</u> Ms. Eyrich	<u>    </u> Mr. Groff
<u>Y</u> Mrs. Grossman	<u>Y</u> Mr. Heffner	<u>Y</u> Mrs. Huhn
<u>Y</u> Mrs. MacMillan	<u>Y</u> Mr. Porr	<u>Y</u> Mr. Rothermel

Motion Carried – 8 Yeas/0 Nays/1 Absent

**SUPERINTENDENT’S REPORT**

A motion was made by Mr. Porr, seconded by Mrs. MacMillan to approve the Superintendent’s Report.

**A. Conference Attendance**

Approve Mr. Andrew Potteiger to attend the following conferences:

1. Pennsylvania Association of School Administrator’s (PASA) 2014 Education Congress “The Future of Technology in Schools” conference on Thursday, March 6, 2014 in Hershey, PA for a cost not to exceed \$229.00 plus mileage.
2. Pennsylvania Educational Technology Expo & Conference (PETE&C) in Hershey, PA on Tuesday February 11, 2014, for a cost not to exceed \$98.00 plus mileage.

**B. 2014-15 School District Calendar**

Approve the 2014-15 School District Calendar as attached and marked Superintendent B.

**C. Cooperative Athletic Agreements with Oley Valley School District**

Approve agreements between Brandywine Heights Area School District and Oley Valley School District to:

1. Enter into a cooperative agreement sponsorship of a Senior High Boys and Girls Bowling Program beginning with the Winter 2014-15 season, as attached and marked Superintendent C.1.
2. Enter into a cooperative agreement sponsorship of a Senior High Boys Volleyball Program beginning with the Spring 2014 season, as attached and marked Superintendent C.2.

**D. Accept the Informational Reports**

Athletic Report – Mr. Kurzweg  
Instructional Technology Report – Mr. Voelker

## District Enrollment Report

Mr. Potteiger announced that January is School Board Director's Month and thanked our Board for their dedication and service to the district.

Mr. Potteiger noted the School District Calendar for 2014-15 includes full-day staff development days scheduled prior to the start of the school year, instead of during the year, to better address necessary K-12 training for both curricular and district initiatives.

Roll call was taken to approve the Personnel Report.

Y Mr. Bieber

Y Ms. Eyrich

     Mr. Groff

Y Mrs. Grossman

Y Mr. Heffner

Y Mrs. Huhn

Y Mrs. MacMillan

Y Mr. Porr

Y Mr. Rothermel

Motion Carried – 8 Yeas; 0 Nays; 1 Absent

## PERSONNEL REPORT

A motion was made by Mr. Rothermel, seconded by Mr. Porr to approve the Personnel Report. A request was made by Ms. Eyrich to vote on Item C.6. separately.

### A. Resignations/Retirements/Terminations

1. Accept the resignation of Mrs. Lauren Zuidema, Elementary/Intermediate Principal, effective the afternoon of December 19, 2013 as attached and marked Personnel A.1.

### B. Change of Status – None

### C. Appointments

1. Professional Staff
  - a. Approve Mrs. Karen Long, Elementary/Intermediate School Assistant Principal as Interim Elementary/Intermediate School Principal effective January 2, 2014.
2. Support Staff – None
3. Long Term Substitute – Professional

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Ms. Bridgett Hauss	LTS MS Math (Whalen)	B, Step 1	1/2/2014 – apprx.4/22/2014
Ms. Amie Benfield	LTS ES 3 <sup>rd</sup> Grade (Repko)	B, Step 1	1/18/2014 – apprx.3/24/2014
Ms. Amanda Albright	LTS 5 <sup>th</sup> Grade (Reifsnyder)	B, Step 1	11/21/2013 – TBD
4. Short Term Substitute – Professional – None
5. Co-Curricular Appointments – None
6. Co-Curricular Athletic Appointments – as attached and marked Personnel C.6. – *Salaries to be determined per contract settlement.*

### D. Approval of additions to the Substitute Lists

1. Professional Substitutes for 2013-14:
  - Ms. Jennifer Fegley, K-6 Elementary/Special Education
  - Mr. Dustin Gerlach, 7-12 Social Studies
  - Ms. Angel Gerould, K-6 Ele, Mid-Level Eng, K-12 Rdg Spec, K-12 Family & Consumer Sci
  - Ms. Jessica Mauro, K-6 Elementary
2. Support Staff Substitutes
  - Mrs. Heather Lampron, Nurse/Clerical

### E. Leaves

1. Approve the request to continue a leave of absence for Mrs. Judith Repko, 3<sup>rd</sup> Grade Teacher, through the end of the 3<sup>rd</sup> quarter, approximately March 25, 2014.
2. Approve the request to take an FMLA maternity leave of absence for Mrs. Lauren Haas, 1<sup>st</sup> Grade Teacher, beginning approximately March 24, 2014 through June 6, 2014 as attached and marked Personnel E.2.
3. Approve the request for a medical leave of absence for Mrs. Tracy Reifsnyder, 5<sup>th</sup> Grade Teacher, beginning November 22, 2013 for an unspecified duration of time.

### F. Other Personnel Items

1. To approve Mrs. Lyndsay Levensgood and Ms. Stephanie Kelly as Home Bound Instructors for the 2013-14 school year.

Roll call was taken to approve items A.1.-C.5., D-F of the Personnel Report.

<u>Y</u> Mr. Bieber	<u>Y</u> Ms. Eyrich	<u>  </u> Mr. Groff
<u>Y</u> Mrs. Grossman	<u>Y</u> Mr. Heffner	<u>Y</u> Mrs. Huhn
<u>Y</u> Mrs. MacMillan	<u>Y</u> Mr. Porr	<u>Y</u> Mr. Rothermel

Motion Carried – 8 Yeas/0 Nays/1 Absent

Roll call was taken to approve item C.6. Co-Curricular Athletic Appointments of the Personnel Report.

<u>Y</u> Mr. Bieber	<u>  </u> Ms. Eyrich	<u>  </u> Mr. Groff
<u>Y</u> Mrs. Grossman	<u>  </u> Mr. Heffner	<u>Y</u> Mrs. Huhn
<u>Y</u> Mrs. MacMillan	<u>Y</u> Mr. Porr	<u>Y</u> Mr. Rothermel

Motion Carried – 6 Yeas/2Nays/1 Absent

#### **OTHER BUSINESS**

**Public comment:** Mr. Funderburk, Mertztown, distributed a handout to the board and spoke about declining enrollments and building capacity, suggesting the board consider consolidating buildings in the future. Mr. Funderburk encouraged community engagement relative to the budget process, and suggested forming a cost analysis committee. Mr. Lapp, Breinigsville, agreed to serve on the committee suggested by Mr. Funderburk.

#### **ADJOURNMENT**

Mr. Heffner announced an executive session directly following the meeting for personnel and litigation matters.

A motion was made by Mrs. Grossman, seconded by Mr. Bieber, to adjourn the meeting at 8:01 p.m.  
Motion Carried

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Approved

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