

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

September 9, 2013

The regular meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:22 p.m. by President John Scheetz.

The meeting opened with Pledge of Allegiance.

Recording Secretary called the roll: Mr. Bollinger, Ms. Eyrich, Mr. Groff, Mrs. Huhn, Mrs. Lamaestra, Mrs. MacMillan, Mr. Rothermel, Mr. Scheetz
Absent: Mr. Heffner

Administration Present: Mr. Andrew Potteiger, Interim 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, Mrs. Heather Piperato, High School Principal, Mr. Thomas Voelker, Elementary/ Intermediate Assistant Principal, Mr. Michael Wetzel, Director of Buildings and Grounds, Mr. Josh Ziatyk, Assistant High School Principal.

Solicitor: Mr. John Stott, Esquire

Visitors: Nancy Heffner, Topton, LuAnne Bennecoff, Fleetwood, Edward Carter, Topton, Ellen Grossman, Topton.

ACKNOWLEDGEMENTS

Mr. Scheetz acknowledged the retirement of the following Brandywine Heights Area School District employees. Plaques were personally presented to Mrs. LuAnn Bennecoff and Mrs. Nancy Heffner. Mrs. Kathy Hassler, Mr. Larry Kern and Mr. Dennis Ward were unable to attend.

Mrs. LuAnn Bennecoff	Paraprofessional	30 years of dedicated service
Mrs. Kathy Hassler	Business Office Secretary	26 years of dedicated service
Mrs. Nancy Heffner	Paraprofessional	23 years of dedicated service
Mr. Larry Kern	Custodian	10 years of dedicated service
Mr. Dennis Ward	Maintenance Mechanic	25 years of dedicated service

BOARD OF DIRECTORS REPORT

A motion was made by Mrs. Lamaestra, seconded by Mr. Bollinger to accept the Board of Directors Report.

A. Approval of Minutes

To dispense with the reading and accept the minutes from the Regular Board Meeting held August 5, 2013 as attached and marked Board A

B. Resolution

Approve a Resolution of the Brandywine Heights Area School District Board of School Directors in support of the Property Tax Independence Act as attached and marked Board B.

C. Second Reading of Policies

Approve the second reading of the following policies as attached and marked Board C.1.-C.6.:

- a. Policy 006.2 Attendance at Meetings via Electronic Communications
- b. Policy 218 Student Discipline
- c. Policy 339 Uncompensated Leave, Administrative Employees (revised)
- d. Policy 439 Uncompensated Leave, Professional Employees (revised)
- e. Policy 539 Uncompensated Leave, Classified Employees (revised)
- f. Policy 815 Technology Acceptable Use Policy (revised)

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

BCIU – Mrs. Huhn reported on the meeting held August 15, 2013. Business included the first reading of policies, the approval of various agreements including the BCTC transportation agreement and BCIU support service agreements for a variety of services to school districts. The next meeting is September 19, 2013.

BCTC – Mr. Bollinger reported on the meeting held on August 28, 2013. Business included the approval of a policy on food allergies, rejected bids for a used school bus for not meeting specifications, approved the administration to dispose of equipment, and approved participation in the BCIU supply bid consortium. The next meeting will be on September 25, 2013.

Berks EIT/Berks TCC – Mrs. Lamaestra – No report. She announced if any board member wished to volunteer to take her place on the committee that they contact her for details and she would encourage them to attend the meeting to see what the position would involve. The next Berks EIT meeting will be on September 24, 2013 at 7:00 pm.

Council on Legislative Action – Mr. Heffner Absent, no report.

Policy Committee – Mr. Groff – No Report.

Strategic Planning/Goals – Mrs. Huhn – No report. However Mrs. Huhn suggested the board schedule the annual retreat and review the goals which had been distributed via email.

The Board discussed item B, Resolution for Property Tax Reform. Mr. Rothermel suggested that perhaps the resolution could be revised to support property tax reform in general and not specifically support the current Property Tax Independence Act. Upon further discussion, and considering Mr. Heffner was not present, the Board decided to table the item and take more time to consider the resolution and/or any revisions.

A motion was made by Mrs. Lamaestra, seconded by Mr. Rothermel to table Item B Resolution to Support Property Tax Independence Act.

A voice vote was taken.

All Yeas.

Motion Carried – Item B Resolution to Support Property Tax Independence Act tabled.

Roll call was taken to approve items A, and C-D of the Board of Directors Report.

Yeas: Mr. Bollinger, Ms. Eyrich, Mr. Groff, Mrs. Huhn, Mrs. Lamaestra, Mrs. MacMillan, Mr. Rothermel, Mr. Scheetz

Nays: None

Absent: Mr. Heffner

Motion Carried

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

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

A. Approval of General Fund Bills

To approve general fund bills for the month of August totaling \$3,228,868.17 per attachment Budget A.

B. Approval of Food Service Bills

To approve food service fund bills for the month of August totaling \$13,211.98 per attachment Budget B.

C. Acceptance of Financial Reports

To accept the following Financial Reports through July 31, 2013, unless otherwise noted:

1. General Fund - Revenue /Expenditure/Fund Balance – no report
2. Food Service Fund - Revenue /Expenditure – no report
3. Construction Fund - Revenue/Expenditure – no report
4. General Fund Schedule of Outstanding Investments - Budget C.4.

5. Student Activity & Trust Fund – Budget C.5.

D. Enrollment Agreement

To approve an Enrollment Agreement with Valley Forge Educational Services of Paoli, PA, to provide special education services through the Vanguard School for one student at an annual tuition rate of \$47,000.00, Budget D.

E. Tuition Agreements

To approve Tuition Agreements with Hogan Learning Academy of Fleetwood, PA, to provide special education services for two students at a cost of \$350 per day per student, Budget E.

F. Transportation Management System License Agreement

To approve a two-year license agreement with Transfinder of Schenectady, NY, for RoutefinderPro Transportation Management System at a total cost of \$15,495.00 (\$7,748.50 2013/14, \$7,748.50 2014/15) and an annual support/maintenance fee each year thereafter of \$3,000.00, as detailed in Budget F.

G. Security Services Contract

To approve a contract with KRE Security/Investigations, Inc. of Hamburg, PA, to provide security services at athletic events as detailed in Budget G.

H. Audiometer Calibration

To approve Audiological Service of Harrisburg, PA, to provide annual calibration of the district's three audiometers at a cost of \$48.50 per meter.

Nancy Krauss presented information about the recommended license agreement with Transfinder, provider of RoutefinderPro Transportation Management System. The current software does not have features that are available from Transfinder. A few improvements from the old system would be refined routing, elimination of bussing post cards and the interface with our eSchoolPlus data management software.

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

Yeas: Mr. Bollinger, Ms. Eyrich, Mr. Groff, Mrs. Huhn, Mrs. Lamaestra, Mrs. MacMillan, Mr.

Rothermel, Mr. Scheetz

Nays: None

Absent: Mr. Heffner

Motion Carried

SUPERINTENDENT'S REPORT

A motion was made by Mr. Groff, seconded by Mr. Bollinger to accept the Superintendent's Report.

A. Dual Enrollment Agreement with RACC

Approve the 2013-14 Dual Enrollment Agreement between Reading Area Community College (RACC) and Brandywine Heights Area School District as attached and marked Superintendent A.

B. Dual Enrollment Agreement with LCCC

Approve the 2013-14 Dual Enrollment Agreement between Lehigh Carbon Community College (LCCC) and Brandywine Heights Area School District as attached and marked Superintendent B.

C. Chinese Language Instruction Agreement with BCIU

Approve the 2013-14 Service Level Agreement for Chinese Language Instruction between Berks County Intermediate Unit and Brandywine Heights Area School District at a cost of \$10,000.00 as attached and marked Superintendent C.

D. Development of an agreement with other Districts to utilize the BVA services

Authorize the administration to develop and implement an agreement for districts to utilize services from the Brandywine Heights Virtual Academy as attached and marked Superintendent D.

E. PDE Electronic Signature Resolution

Authorize a Resolution for Mr. Andrew Potteiger, Superintendent, to use an electronic signature to sign contracts, execute agreements, grants and/or licenses with the Pennsylvania Department of Education as attached and marked Superintendent E.

F. Accept the following Informational Reports and make them part of the minutes.

2013-14 Enrollment Report

Technology Report – Mr. Thomas Voelker

Roll call was taken to approve items of the Superintendent's Report.

Yeas: Mr. Bollinger, Ms. Eyrich, Mr. Groff, Mrs. Huhn, Mrs. Lamaestra, Mrs. MacMillan, Mr. Rothermel, Mr. Scheetz

Nays: None

Absent: Mr. Heffner

Motion Carried

PERSONNEL REPORT

A motion was made by Mrs. Huhn, seconded by Mrs. Lamaestra to accept the Personnel Report. Ms. Eyrich requested item C.6. be voted on separately.

A. Resignations/Retirements/Terminations

1. Accept the resignation of Michelle Warneke, High School Cafeteria Worker, effective August 21, 2013 as attached and marked Personnel A.1.

B. Change of Status

1. Professional Staff
 - a. Approve the change of status of Mr. Thomas Voelker from Elementary/Intermediate Assistant Principal to Director of Curriculum, Instruction & Technology for a salary of \$92,500 effective August 19, 2013.

2. Support Staff

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Ms. Shelly Adam	PT HS Café 4 hr	PT HS Café 5 hr	9/10/13

C. Appointments

1. Professional Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Ms. Mila Hendrickson	School Psychologist	M+12, Step 10	9/10/13
Miss Megan Trupp	2 nd Grade Teacher	B, Step 2	8/21/13

pending clearances

2. Support Staff

Ms. Melissa Moyer	PT HS Cook/Café Worker	\$9.50/4hr	8/26/13
Mrs. Gina Master	PT HS Cook/Café Worker	\$9.50/4hr	8/26/13
Ms. Becky Jachimowicz	PT HS Cook/Café Worker	\$9.50/4hr	9/3/13
Mr. Jose Rodriguez	FT ES 2 nd Shift Custodian	\$9.50/8hr	9/11/13
Mrs. Teresa Pietruszewicz	PT LPN Van Aide	\$15.00/5-¾hr	9/3/13

3. Long Term Substitute – Professional

Ms. Amie Benfield	LTS ES 3 rd Grade (Repko)	B, Step 1	8/21/13-1/16/14
Mrs. Rikki Savidge	LTS ES 1 st Grade (Fluharty)	B+24, Step 1	9/30/13-1/2/14
Ms. Kathryn Small	LTS MS 8 th English (Baker)	B, Step 1	8/21/13-6/5/2014

4. Short Term Substitute – Professional

Ms. Noreen Cosgrove	ES STS Spec Ed (Moser)	\$125/day	8/26/13-9/30/2013
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5. Co-Curricular Appointments as attached and marked Personnel C.5. – Salaries to be determined per contract settlement.

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. Amanda Albright, K-6 Elementary
- Ms. Rebekah Aston, 7-12 Mathematics
- Ms. Maria Avila, K-6 Elementary
- Ms. Taryn Bauer, K-6 Elementary
- Ms. Meghan Dwyer, Middle Level English
- Ms. Caitlyn Hinkle, PK-4 Early Childhood
- Ms. Katie Kehm, 7-12 Biology, 7-12 General Science
- Ms. Loretta Marrone, K-6 Elem., N-12 Special Ed.
- Ms. Alyssa Ruzicka, PK-4 Elementary
- Ms. Lauren Wilttrout, PK-4 Elementary

2. Support Staff Substitutes – None

E. Leaves

1. Approve the request for an unpaid leave of absence for Mrs. Jennifer Baker, 8th Grade MS English Teacher, effective for the 2013-14 school year as attached and marked Personnel E.1.
2. Approve the request for a leave of absence for Mrs. Judith Repko, 3rd Grade Teacher, effective 8/21/13 through approximately January 16, 2014.

F. Other Personnel Items

1. Approve a change of title in the Act 93 Agreement from Assistant to the Superintendent to Director of Curriculum, Instruction & Technology effective August 19, 2013.
2. Approve Mrs. Ruth Bloom as Interim Elementary/Intermediate Principal at a rate of \$350/day effective September 3, 2013 through January 2, 2014 (PSERS Emergency Approval received September 3, 2013).
3. Furlough Mr. Daniel Pauley, Van Driver, effective August, 26, 2013.

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

Yeas: Mr. Bollinger, Ms. Eyrich, Mr. Groff, Mrs. Huhn, Mrs. Lamaestra, Mrs. MacMillan, Mr. Rothermel, Mr. Scheetz

Nays: None

Absent: Mr. Heffner

Motion Carried

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

Yeas: Mr. Bollinger, Mr. Groff, Mrs. Huhn, Mrs. Lamaestra, Mrs. MacMillan, Mr. Rothermel,

Nays: Ms. Eyrich, Mr. Scheetz

Absent: Mr. Heffner

Motion Carried

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Mr. Scheetz noted there would be a special meeting about the Elementary School Facility flooring during the week of September 16, 2013.

Mr. Scheetz announced there was an executive session prior to tonight's meeting for a personnel matter and there will be an executive session immediately following the meeting to discuss personnel, legal issues and negotiations.

A motion was made by Mrs. Lamaestra, seconded by Ms. Eyrich, to adjourn the meeting at 9:12 p.m.

Motion Carried

Approved

Nancy K. Krauss, Secretary
Katharine Seip, Recording Secretary