

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

November 4, 2013

The regular meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 7:06 p.m. by President John Scheetz.

The meeting opened with Pledge of Allegiance.

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

Administration Present: Mr. Andrew Potteiger, Superintendent, Mrs. Nancy Krauss, Business Manager/Board Secretary, Mrs. Mary Darrach, Director of Special Education, Mrs. Heather Piperato, High School Principal, Mr. Thomas Voelker, Director of Curriculum, Instruction and Technology, Mr. Michael Wetzel, Director of Buildings and Grounds, Mr. Josh Ziatyk, Assistant High School Principal.

Solicitor: Mr. John Stott, Esquire

Visitors: Mike Sacks, Mertztown, Dax Funderburk, Mertztown, Dr. Thomas Lubben, Northampton, PA.

ACKNOWLEDGEMENTS

Mr. Scheetz acknowledged **Ms. Kathleen Rabert**, K-8 Art Teacher, for being selected as Kutztown University's *2013 Outstanding Student Teaching Mentor* for her dedication to foster quality art education experiences for future art educators. Ms. Rabert will be honored on November 22, 2013 during the 55th Annual Kutztown University Art Education Fall Conference.

Mr. Scheetz acknowledged and recognized **Mr. Roger Bollinger**, School Board Director, and presented him with a plaque of appreciation for 17 years of dedicated service.

Mr. Scheetz acknowledged and recognized **Mrs. Rosemary Lamaestra**, School Board Director, and presented her with a plaque of appreciation for 8 years of dedicated service. Also, he presented Mrs. Lamaestra with a certificate of appreciation from the Pennsylvania School Boards Association for 8 years of service as a School Board Director.

Mr. Potteiger acknowledged and recognized **Mr. John Scheetz**, School Board Director, and presented him with a plaque of appreciation for 4 years of dedicated service.

PRESENTATION

School Operation Services update on Paraprofessional Staffing – Mrs. Barbara Nissel updated the Board on the paraprofessional staffing provided by SOS (School Operation Services). Currently, SOS employs 38 paraprofessionals; 19 who are former BHASD employees. Most are local. Paraprofessionals have completed 13.5 of the 20 hours of required training for 2013-14. SOS employed an on-site liaison, Mrs. Pattie Weaver, a former BHASD paraprofessional, to assist with day-to-day on-site staff management. Paraprofessionals will be evaluated twice each year by a certified teacher employed by SOS. SOS continues to recruit new staff members and will be adding more names to the substitute paraprofessional list.

Public Comment: Mr. Dax Funderburk questioned why the number of paraprofessionals was lower than the number of aides specified in the spring during budget planning. Mrs. Krauss explained that the number used for budgeting included office aides, library aides as well as paraprofessionals.

BOARD OF DIRECTORS REPORT

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

A. Approval of Minutes

To dispense with the reading and accept the minutes from the Board Meeting held October 7, 2013 as attached and marked Board A.

B. Charter School Resolution

Approve the resolution to deny the Pennsylvania Autism Charter School application as attached and marked Board B.2.

C. District Goals and 2013-14 Superintendent Performance Standards

Approve the 2013-14 Brandywine Heights Area School District Goals and 2013-14 Superintendent Performance Standards as attached and marked Board C.1. and Board C.2.

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

BCIU – Mrs. Huhn reported on the meeting held October 17, 2013. Business included approval of seven initial budgets, six changes to initial budgets, and 14 budgetary transfers, as well as a resolution for an updated agreement with Quest Behavioral Health. Several agreements were authorized, including those with child care providers and day care centers to provide subsidized child care services; an agreement with Reading Hospital Center for Mental Health (CMH), for the hospital to provide Student Assistant Program (SAP) services to the Learning Academy at Alsace; and an agreement with Berks Community Action Program, Inc., for the BCIU to operate Pre-K Counts Programs. A contract addendum was approved with Windstream Communications. Mrs. Huhn noted the 5th Annual Keeping Kids Safe Symposium is scheduled for November 20, 2013. The next meeting is scheduled for November 21, 2013.

BCTC – Mr. Bollinger reported on the meeting held on October 23, 2013 which included the independent audit report with no findings. Business included authorization for administration to assign funds to the PSERS reserve, authorize the disposal of surplus equipment, approval of the 2014-15 staff salary listing and the 2014-15 calendar. The next meeting is scheduled for December 12, 2013 for the purpose of Reorganization. Mr. Bollinger noted that BCTC will expect 5 new school district representatives.

Mr. Scheetz made a general announcement requesting board members consider serving as the BCTC JOC (Joint Operating Committee) representative or alternate, as those positions will be vacant as board member terms expire December 3, 2013.

Berks EIT/Berks TCC – Mrs. Lamaestra. There was no meeting, however Mrs. Lamaestra announced if any board member wished to take her place on the committee that they are welcome to attend the next meeting to see what the position would involve. The next Berks EIT meeting will be on November 26, 2013 at 6:30 pm.

Council on Legislative Action – Mr. Heffner noted there is proposed legislation which, if passed, would require a two week period of “openness” before school boards could approve collective bargaining agreements with teachers. Also, there is discussion in the house whether to require all public schools to post “In God we trust” in every school building.

Policy Committee – Mr. Groff – No Report.

Strategic Planning/Goals – Mrs. Huhn reported that the 2013-14 Brandywine Heights Area School District Goals and the 2013-14 Superintendent Performance Standards are on the agenda for approval. Upon approval the Goals will be posted on the district website.

Student Representatives – Mr. Tyler Reign and Mr. Matei Jordache

Mr. Jordache shared current events at the Elementary and Intermediate Schools. With help from community and student volunteers, elementary teachers moved their classrooms out of the Kemp building and into the elementary building on November 1. Staff and students celebrated anti-drug awareness during Red Ribbon week. In mid-October, 5th graders enjoyed 3 days away at Environmental Camp. October 31st was the annual Halloween parade around the Kemp building athletic field, accompanied by the High School marching band.

Mr. Jordache shared items of interest happening in the Middle School. 8th grade student Alayna Biltcliff was recognized by the Northeast Berks Chamber of Commerce for overcoming a problem to be successful in school. Alayna managed to keep her grades and spirits high while battling Leukemia. Mr. David Small generously donated 25 new keyboards to the 8th grade to support the district technology initiative. The September and October Middle

School students of the month were announced. Staff and students celebrated anti-drug awareness during Red Ribbon week. The Veteran's Day assembly is scheduled for November 11.

Mr. Reign shared current events at the High School. Corrina Banks was recognized for her achievement on the PSATs. Students Clay Moyer, Benjamin Fegley and Bryce Galczynski were inducted into the National Technical Honor Society for excellence in career and technical education. Senator Judy Schwank visited History III classes on October 7 and shared her personal experience with the fracking legislation she is supporting. The Mock Senate has been formed and will be meeting throughout the year, with a trip to Harrisburg planned in the spring. Students of the Month were acknowledged. At BCTC, student Eric Yoder entered a film short in the Shocktober film festival and won Best Comedy. There was a dance on November 1. The High School Newspaper is operating and will be on-line weekly. The High School will host a visit from the performing group, Colorful China, on November 16. The Brandywine Minstrel's will perform "Swingin' Safari" from November 7-10, 2013.

Mr. Potteiger noted the elementary move from the Kemp building to the Elementary building was successful and supported by community and high school volunteers, and PTC. The K-3 students returned to the Elementary School on November 4. Mrs. Lamaestra and Mr. Sheetz voiced their appreciation to the volunteers for helping support our schools.

Public comment: Dr. Thomas Lubben read a prepared statement to support the Pennsylvania Autism Charter School.

Roll call was taken to approve items on the Board of Directors Report.

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

Nays: None

Abstain: Mr. Scheetz

Absent: Mrs. MacMillan

Motion Carried

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

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

A. **General Fund Bills**

To approve general fund bills for the month of September totaling \$2,413,043.51 per attachment Budget A.

B. **Food Service Bills for September 2013**

To approve food service fund bills for the month of September totaling \$25,497.58 per attachment Budget B.

C. **To accept the following Financial Reports through September 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 – No Report.

D. **To accept the following Financial Reports - Post Audit - through June 30, 2013:**

1. General Fund - Revenue/Expenditure/Fund Balance – D.1.
2. Food Service Fund - Revenue/Expenditure – D.2.
3. Construction Fund - Revenue/Expenditure – D.3.
4. Athletic Program Report – D.4.

E. **Facilities Use Contract with Kutztown University**

Approve a facilities use contract with Kutztown University for the High School to use Schaeffer Auditorium for the annual fashion show May 9 (rehearsal) and May 10, 2014 at a cost of \$200.00 plus personnel costs per schedule, Budget E. Cost to be paid by the High School Art Club.

F. **Disposal of Unneeded Equipment**

To approve the list of equipment and technology items identified in Budget F. as unneeded/ unnecessary equipment and authorize the administration to dispose of the items by sealed bid.

G. **2013-2014 Student Activity Groups**

Approve the 2013-2014 List of Student Activity Groups as detailed in Budget G, including the addition of "Class of 2017" and "Culture Club" and dissolving "Class of 2013," "Bowling Club," "Chess Club," and "Hacky-Sack Club."

Roll call was taken to approve items on the Budget/ Finance/ Property/ Transportation Report.
 Yeas: Mr. Bollinger, Ms. Eyrich, Mr. Groff, Mr. Heffner, Mrs. Huhn, Mrs. Lamaestra, Mr. Rothermel, Mr. Scheetz
 Nays: None
 Absent: Mrs. MacMillan
 Motion Carried

SUPERINTENDENT’S REPORT

A motion was made by Mr. Heffner, seconded by Mrs. Lamaestra to accept the Superintendent’s Report.

A. BCIU Title I Non-Public Services Agreement

Approve the Letter of Agreement between Brandywine Heights Area School District and Berks County Intermediate Unit for Title I Non-Public School Services provided during the 2013-2014 school year as attached and marked Superintendent A.

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

Athletic Report – Mr. Kurzweg

Instructional Technology Report – Mr. Voelker update the Board on the tablet initiative and reported statistics on problem areas and damaged tablets.

Enrollment Report

Public comment: Mr. Dax Funderburk asked how the district plans to collect funds from parents when tablets are lost or maliciously damaged. Mr. Potteiger noted that parents sign a waiver and are aware of the cost for loss or damage to the device. The tablet is treated as district property, similar to a textbook and parents are contacted about money owed to the district. If necessary, student privileges are revoked and as a last resort charges are filed with the PA State Police.

Roll call was taken to approve items on the Superintendent’s Report.

Yeas: Mr. Bollinger, Ms. Eyrich, Mr. Groff, Mr. Heffner, Mrs. Huhn, Mrs. Lamaestra, Mr. Rothermel, Mr. Scheetz
 Nays: None
 Absent: Mrs. MacMillan
 Motion Carried

PERSONNEL REPORT

A motion was made by Mrs. Lamaestra, seconded by Mr. Bollinger to accept the Personnel Report. Mr. Heffner requested item C.6. be voted on separately.

A. Resignations/Retirements/Terminations

1. Accept the resignation of Kathy Deeter, Middle School 3rd Shift Custodian, effective October 11, 2013 as attached and marked Personnel A.1.

B. Change of Status

1. Professional Staff – None
2. Support Staff

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Mr. Dale Heffner	FT 2 nd Shift MS Custodian	FT 1 st Shift MS Custodian	10/01/13

C. Appointments

1. Professional Staff – None
2. Support Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Ms. Eliza Frederic	FT 3 rd Shift MS Custodian	\$9.50/8 hr	10/8/13
Mrs. Jessica Cramsey	FT Secretary to the High School Principal	\$12.50/7.5 hr	11/6/2013

3. Long Term Substitute – Professional

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Mrs. Angela Warsing	PT 3/4 HS Soc. St.	PT 3/8 HS Soc. St.	2013-14 SY
Mrs. Shannon Burghardt	N/A	PT 3/8 HS Soc. St.	10/8/2013

4. Short Term Substitute – Professional – None

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. Alexandra Berish, Guest Teacher
Miss Emily Cipa, Guest Teacher
Ms. Tina Henderson, Guest Teacher
Ms. Dena Hildebrand, Guest Teacher
Ms. Alexis Poore, N-3 Early Childhood, K-6 Elementary
Ms. Rebecca Schaeffer, 7-12 English, 7-12 Communications, K-12 Music
Mr. Harry Schwartz, K-6 Elementary, 7-9 Middle Level English, 7-9 Middle Level Science
Ms. Valerie Welsh, Guest Teacher
2. Support Staff Substitutes – None

E. Leaves

1. Approve the request for a maternity leave of absence for Mrs. Erica Whalen, Middle School Mathematics Teacher, from approximately January 14, 2014 through approximately April 22, 2014 as attached and marked Personnel E.1.

Roll call was taken to approve items A-C.5. and D-E on the Personnel Report.

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

Nays: None

Absent: Mrs. MacMillan

Motion Carried

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

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

Nays: Ms. Eyrich, Mr. Heffner, Mr. Scheetz

Absent: Mrs. MacMillan

Motion Carried

OTHER BUSINESS

Mrs. Lamaestra publicly thanked the Board and Administration for their excellent work and dedication to the school district and wished them well for a successful future.

Public comment: Mr. Mike Sacks thanked the exiting board members for all of their efforts and commitment to the school district.

ADJOURNMENT

Mr. Scheetz announced there was an executive session before the meeting to discuss personnel and negotiations. He also announced that an executive session was held after the October 28, 2013 Committee of the Whole meeting to discuss personnel and negotiations.

A motion was made by Mr. Bollinger, seconded by Mrs. Lamaestra, to adjourn the meeting at 8:22 p.m.

Motion Carried

Approved

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