

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

August 15, 2016

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:12 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 (6:48 p.m.)	<u> </u> Mr. Sterner

Administration Present:

- ✓ Mr. Andrew Potteiger, Superintendent
- ✓ 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, Elementary School Principal
- ✓ Mr. Robert Kurzweg, Director of Athletics
- ✓ Mr. Brian Pawling, Business Manager/Board Secretary
- ✓ 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

Visitors: Edward Carter, Topton, Matthew Dziuyncz, Royersford, James Wilson, KRE Security.

Mr. Heffner read aloud the Obituary Minute and Resolution for Mr. Carl J. Epting.

BOARD OF DIRECTORS REPORT

A motion was made by Mr. Bieber and seconded by Mrs. Huhn 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 June 20, 2016 as attached and marked Board A.

B. 2016-2017 District Goals

To approve the 2016-2017 District Goals as attached and marked Board B.

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

BCIU – No meeting. The next meeting will be held on August 18, 2016.

BCTC – Mr. Scheetz – No meeting. The next meeting will be on August 24, 2016.

Berks TCC – Mr. Bieber reported on the meeting held on June 30, 2016, which was attended by Mrs. Lamaestra. Business included the appointment of Mr. Gehris as the Vice Chairperson, approval of the 2016 financials, and a review of the draft audit report. Updates were presented on the City of Reading’s per capita tax and business privilege tax collections, anticipation of a procedures audit to be performed by KeyMark, and the status of the arbitration complaint against a lighting contractor. The next meeting will be held on September 30, 2016.

Council on Legislative Action – Mr. Heffner reported on several current legislative issues, including the funding formula, which are outlined in a PSBA document that he will share with board members. The state announced that social security payments will be made quarterly effective for the 2016-2017 school year. As of September 11, 2016, there are specific policies that must be posted on a school district’s website. Beginning in 2016-2017, students who complete Computer Science and/or Information Technology courses can apply for 1 credit to be put toward a math or science graduation requirement. Mr. Heffner will forward the details to Mr. Potteiger for distribution to the Administration.

Policy Committee – Mrs. Grossman – No report.

Strategic Planning/Goals – Mrs. Huhn – The 2016-2017 District Goals document is on the agenda for approval.

Mr. Pawling reminded the Board that September 12, 2016 agenda will include an item to elect PSBA (Pennsylvania School Board Association) officers.

Mr. Heffner asked for comments from board members and the public. 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
Y Mrs. MacMillan Y Mr. Rothermel ___ Mr. Scheetz ___ Mr. Sterner
Motion Carried – 7 Yeas/2 Absent

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

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

A. General Fund Bills

To approve general fund bills through August 15, 2016 totaling \$3,179,567.06 per attachment Budget A.

B. Food Service bills

To approve the following food service bills through August 15, 2016

1. Food service fund bills totaling \$7,046.72 per attachment Budget B.1.
2. Capital project fund bills totaling \$471,763.00 per attachment Budget B.2.

C. Financial Reports

To accept the following Financial Reports through June 30, 2016, (unaudited) 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.
5. Capital Project Fund – Revenue/Expenditure – Budget C.5.

D. Technology/Curriculum Service Agreements

1. To Approve An Agreement With Berks County Intermediate Unit To Perform Professional Development Services For District Staff On Wednesday, August 17, 2016 At A Cost Of \$1,500 As Detailed In Budget D.1.
2. To Approve An Agreement With Berks County Intermediate Unit To Perform Professional Services For District Federal Programs (Title I And Title Ii) For The 2016-17 School Year At A Cost Not To Exceed \$6,000 As Detailed In Budget D.2.

E. Facilities/Maintenance Contracts

1. To approve Honeywell Building Solutions to remove temperature controllers at the Brandywine Heights Elementary School and install new controllers to match the existing system at a cost of \$5,458 as detailed in Budget E.1.
2. To approve an agreement with School Operation Services Group, Inc., to assign one full-time third shift custodian at the Brandywine Heights Middle School to fill a vacancy for the 2016-17 school year at a cost of \$33,800 as detailed in Budget E.2.

F. Food Vendors

To approve the following vendors for the purchase of Food and Non-Food Products, Milk Products, Fruit Juice/Beverage Products, Ice Cream Products, Bread and Roll Products, and Paper Products for the 2016-17 school food program, Budget F.

Milk Products: Clover Farms Dairy of Reading, PA

Fruit Juice/Beverage Products: Clover Farms Dairy of Reading, PA

Bread and Roll Products: ATV Bakery of Reading, PA

G. Joint Purchasing

To approve participation in catalog discount bids through the Chester County Intermediate Unit’s Joint Purchasing Marketplace program as described in Budget G.

H. Special Education Tuition Agreements

To approve Special Education Tuition Agreements for the 2016-17 school year with Hogan Learning Academy of Fleetwood, PA, to provide special education services for three students at a cost of \$380 per day per student, Budget H.

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

Roll call was taken to approve 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 ___ Mr. Scheetz ___ Mr. Sterner

Motion Carried – 7 Yeas/2 Absent

SUPERINTENDENT’S REPORT

A motion was made by Mr. Bieber and seconded by Mrs. Huhn to accept the Superintendent’s Report.

A. Curriculum Approval

Approve the second reading of the newly written and revised curricula for Family and Consumer Science as presented at the meeting and described in Superintendent B. *Curricula was introduced at the June 20, 2016 meeting.*

Informational Reports

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

Community Engagement/Task Force – Mr. Potteiger reminded the Board of the 2nd Annual Battle of the Bands scheduled for September 17, and a Red Ribbon Run is scheduled for October 22. In addition, he described the character education program district wide and the implementation of a specific program called Too Good for Drugs in grades K-5. The key attributes focus on resiliency skills for students so they know how to deal with stressful situations and have the skills necessary to manage that stress. There is a component which ensures parents are having the necessary family discussions relative to drugs and alcohol as well as overall coping skills.

Roll call was taken to accept the Superintendent’s 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 ___ Mr. Sterner

Motion Carried – 8 Yeas/1 Absent

PERSONNEL REPORT

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

A. Resignations/Retirements/Terminations/Furloughs

1. Accept the resignation of Ms. Michele Vandevender, Intermediate School 10-Month Part-Time Secretary effective July 21, 2016 as attached and marked Personnel A.1.
2. Accept the resignation of Mrs. Lauren Haas, Elementary School Part-Time .5 Title I Reading Teacher effective August 1, 2016 as attached and marked Personnel A.2.
3. Accept the resignation of Mr. Jon Timmons, High School Choral Instructor, effective August 2, 2016 as attached and marked Personnel A.3.
4. Approve the furlough Mrs. Jenna Hart, Elementary Health/PE and High School Mathematics, effective June 6, 2016.

B. Change of Status

1. Professional Staff

- a. Approve the change of status for Ms. Stephanie Kelly from Intermediate/Middle School Assistant Principal to Elementary Principal at a prorated rate of \$85,000 effective July 25, 2016.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
b. Mrs. Casey Bond	ES .6 Art	ES .5 Art	2016-17 SY
c. Ms. Nancy Hearn	ES .6 Library	ES .5 Library	2016-17 SY
d. Mrs. Saralee Hoover	ES .6 Music	ES .5 Music	2016-17 SY
e. Mrs. Martha Smith	IS/MS Health/PE	ES .5 /IS .5 Health/PE	2016-17 SY
f. Mrs. Jessica Kost	.375 HS Social Studies	HS .5 Soc. St./English	2016-17 SY

2. Support Staff

- a. Approve the change of status for Mrs. Susan Sibley, Intermediate School 10-Month Secretary, from Part-Time 5 hours per day to Full-Time 8 hours per day at her current hourly rate effective August 15, 2016.

C. Appointments

1. Professional Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
a. Mrs. Melissa Molis	IS 5 th Gr Learning Support (Hoose)	B/Step 1	8/16/2016
b. Mrs. Angela Bucci-Herb	K-5 .5 Title I Reading (Haas)	B/Step 1	8/16/2016
c. Mr. Matthew Dziuyncz	IS/MS Assistant Principal (11-month)	\$72,000 prorated	8/15/2016

2. Support Staff – None

3. Long Term Substitutes

a. Mr. Daniel Mark	IS/MS Gr 4-8 STEM Teacher (new)	M/Step 1	2016-17 SY
b. Mr. Vincent Dabrowski	HS Mathematics 1 st Semester (Swartzentruber)	B+24/Step 1	8/16/2016-1/12/2017
c. Ms. Beth Gaul	IS Learning Support (Walsh Retired; position moved HS to IS)	M/Step 1	2016-17 SY
d. Ms. Nicole Kauker	ES Learning Support (Herbine retired; position moved HS to ES)	B/Step 1	2016-17 SY

4. Co-Curricular

- a. Approve the Paid Instructional (Non-Athletic) Co-Curricular appointments as attached and marked Personnel C.4.a.
- b. Approve the Unpaid Instructional Co-Curricular Student Activity Group Advisor Recommendations – None
- c. Approve the following new Athletic Co-Curricular appointments as attached and marked Personnel C.4.c.

D. Approval of the 2016-17 Support Staff Substitutes

Mrs. Tammy Dunning	Mrs. Gina Master	Ms. Cheryl Melander
Mr. James Mickey	Mrs. Sue Sandom	

E. Leaves

1. Approve a request from Mrs. Shannon Sanders, High School Learning Support Teacher, to utilize FMLA leave beginning on August 30, 2016 for approximately five (5) weeks.

F. Other Personnel Items

1. Approve the current Brandywine Heights Area School District Professional Teaching Staff Members and approved Professional Substitute Teachers as Homebound Instructors as needed throughout the 2016-17 school year.
2. Approve the following professional staff members to serve as mentors to new teachers during the 2016-17 school year. A stipend of \$650 will be prorated based on the duration of the assignment.

<u>Mentor</u>	<u>New Teacher. Position, (in place of)</u>
Mrs. Emilie Adam, ES Kindergarten	Mrs. Donna Novakovich, ES TPE Kindergarten (LTS 15/16)
Mrs. Lisa Bieber, IS Learning Support (1 st semester)	Mrs. Melissa Molis, IS TPE 5 th Learning Support (Hoose)
Mrs. Nicole Konyak, IS/MS Computer	Mr. Daniel Mark, IS/MS LTS Gr 4-8 STEM Teacher (new)

Mrs. Lauren Farina, ES Title I Rdg
Mr. Frank Gallagher, HS Mathematics
(1st semester)
Mrs. Lyndsay Levengood, IS Learning
Support (1st semester)
Mrs. Lisa Bieber, IS Learning Support
(2nd semester)

Mrs. Angela Bucci-Herb, K-5 .5 Title I Reading (Haas)
Mr. Vincent Dabrowski, HS LTS Mathematics 1st Sem.
(Swartzentruber)
Ms. Beth Gaul, IS LTS Learning Support
Ms. Beth Gaul, IS LTS Learning Support

3. Approve the 2016-17 pay rate of \$10.15 per hour for Mr. Elmer High, High School Part-Time Custodian effective July 1, 2016.

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

Roll call was taken to accept the Personnel 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 ___ Mr. Sterner
Motion Carried – 8 Yeas/1 Absent

OTHER BUSINESS

None

ADJOURNMENT

A motion was made by Mr. Scheetz, seconded by Mr. Bieber to adjourn the meeting at 7:11 p.m.

Motion Carried

Approval Date

Brian Pawling, Board Secretary
Katharine Ege, Recording Secretary