

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

September 12, 2016

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:00 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 (6:00 – 6:59 p.m.)

**Administration Present:**

- ✓ Mr. Andrew Potteiger, Superintendent
- ✓ Mrs. Stacey Carpenito, High School Assistant Principal
- ✓ Mrs. Mary Darrach, Director of Special Education
- ✓ Matthew Dziuyncz, Intermediate/Middle School Assistant Principal
- ✓ 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:** James Wilson, KRE Security, Norrine Armbruster, Mertztown, Andy Armbruster, Mertztown.

Mr. Heffner read aloud the Obituary Minute and Resolution for Mr. Samuel Lovello.

**BOARD OF DIRECTORS REPORT**

A motion was made by Mr. Bieber and seconded by Mr. Rothermel 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 August 15, 2016 as attached and marked Board A.

**B. PSBA Vote**

Elect PSBA (Pennsylvania School Board Association) officers by majority vote for each office, and authorize the board secretary to cast votes electronically on behalf of the school board. Elected officers take their positions January 1, 2017. PSBA Ballot, 2017 Slate of Candidates and PSBA Voting Guidelines are attached and marked Board B.

President Elect Michael Faccinetto, Bethlehem Area School District (Northampton County)

Vice President David Hutchinson, State College Area School District (Centre County)

Trustee – William LaCoff, Kathy Swope, Mark Millar, Marianne Neel, Michael Faccinetto

**C. First Reading of Policies**

Approve the first reading of the following policies as attached and marked Board C.1.-C.9. There are new policies per state and federal guidelines.

1. Policy 609 Investments
2. Policy 626 Federal Fiscal Compliance
3. Policy 626.1 Travel Reimbursement - Federal Programs (new)
4. Policy 701 Facility Planning
5. Policy 703 Sanitary Management
6. Policy 704 Maintenance
7. Policy 705 Safety
8. Policy 808 Food Service
9. Policy 828 Conflict of Interest (new)

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

**Student Board Representatives** – McGuire Galing, Caylee Lasko, and Andrew Armbruster reported on recent and upcoming events at each school building.

**BCIU** – Mrs. Huhn reported on the meeting held on August 18, 2016. Highlights include the ratification of agreements, approval of an employee union agreement, personnel items, and approval of budget funds as well as funds for Childcare Information Services. Mrs Huhn noted that there was very positive feedback about the BCIU Administrators Conference at Penn State Berks Campus, which included 200 Berks County key school leaders. The BCIU began their 45<sup>th</sup> year of operation by conducting office meetings with employees, and presenting BCIU 2016-17 *State of the Unit*. The theme for the up-coming year is “Innovate to Educate.” Dr. Jill Hackman was asked to serve on the Pennsylvania Senate Education Committee by Chairman Senator Lloyd Smucker, and be his designee to make recommendation on public school data collection requirements. The next meeting will be held on September 15, 2016.

**BCTC** – Mr. Scheetz reported on the meeting held on August 24, 2016. Highlights included a slight change to the organizational chart and approval of an MOU to benefit teachers. The next meeting will be held on September 28, 2016.

**Berks TCC** – Mr. Bieber – No report. The next meeting will be held on September 30, 2016.

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

**Policy Committee** – Mrs. Grossman reminded the board there are 9 policies on the agenda for first reading approval.

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

Mr. Heffner read aloud to the board a letter from Dr. Hackman, Executive Director, BCIU thanking Mr. Potteiger for serving as a mentor for Dr. Fiore, who will be the new Superintendent for Kutztown Area School District.

Mr. Potteiger reported to the Board that he received a request from Mr. Lovello’s family to hold the viewing and funeral services at the High School. After brief discussion there was a voice vote of all yeas in support of the Lovello family using the High School for services.

Roll call was taken to accept the Board of Directors 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>Y</u> Mrs. MacMillan	<u>Y</u> Mr. Rothermel	<u>Y</u> Mr. Scheetz	<u>Y</u> Mr. Sterner	

Motion Carried – 9 Yeas

**BUDGET/FINANCE/PROPERTY/TRANSPORTATION**

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

**A. General Fund Bills**

To approve general fund bills through September 12, 2016 totaling \$1,647,574.02 per attachment Budget A.

**B. Food Service Bills**

To approve food service fund bills through September 12, 2016 totaling \$14,421.65 per attachment Budget B.

**C. Financial Reports**

To accept the following Financial Reports through July 31, 2016, unless otherwise noted:

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

**D. Budget Transfers**

To approve the 2015-2016 closing budget transfers per attachment marked Budget D.

**E. Security Services Agreement**

To approve a one year extension of the agreement with KRE Security/Investigations, Inc. of Hamburg, PA, to provide security services at athletic events at a cost of \$25.00/hour.

**F. Funds Transfer**

To authorize the transfer of \$306,420.62 from the General Fund to the Capital Project Fund in the 2015-16 school year to account for expenses incurred on the ESCO-AC project that occurred before June 30, 2016.

**G. Investment Depositories**

To approve the following depositories for the investment of district funds for the 2016-17 school year:

1. First Priority Bank, Malvern, Pennsylvania
2. Royal Bank America, Bala Cynwyd, Pennsylvania

Mr. Potteiger updated the Board on the status of the ESCO Lighting and AC Project.

Roll call was taken to approve the Budget/ Finance/ Property/ Transportation 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>Y</u> Mrs. MacMillan	<u>Y</u> Mr. Rothermel	<u>Y</u> Mr. Scheetz	<u>   </u> Mr. Sterner	

Motion Carried – 8 Yeas

**SUPERINTENDENT’S REPORT**

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

**A. BCIU Driver Education Course**

Approve the Driver Education Testing Course Agreement dated September 1, 2016 (renews automatically each year) with the Berks County Intermediate Unit which allows Brandywine Heights Area School District students the option to participate in Behind-the-Wheel instruction and/or the opportunity to take the End of Course Skills test as part of the Driver Education Program at no cost to the District, as attached and marked Superintendent A.

**B. K-5 Mathematics Professional Development**

Approve an Agreement with Berks County Intermediate Unit for onsite professional development for grades K-5 specifically focused on mathematics as we transition to the new program and instructional technology integration as described in Superintendent B.

**Informational Reports**

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

**Athletic Report** – Mr. Kurzweg

**Enrollment Report** – Mr. Potteiger

**Community Engagement/Task Force** – Mr. Potteiger reminded the Board of the 2<sup>nd</sup> Annual Battle of the Bands scheduled for September 17, and a Red Ribbon Run (Drug and Alcohol Awareness) is scheduled for October 22.

Roll call was taken to accept the Superintendent’s 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>Y</u> Mrs. MacMillan	<u>Y</u> Mr. Rothermel	<u>Y</u> Mr. Scheetz	<u>   </u> Mr. Sterner	

Motion Carried – 8 Yeas

**PERSONNEL REPORT**

A motion was made by Mr. Scheetz and seconded by Mr. Bieber to accept the Personnel Report. Mr. Heffner asked for comments from board members and the public. There were no comments.

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

- 1. Accept the resignation of Mrs. Brittany Cassarella Christensen, .375 High School English Teacher, effective August 25, 2016 as attached and marked Personnel A.1.

**B. Change of Status**

- 1. Professional Staff

<u>Name</u>	<u>From:</u>	<u>To:</u>	<u>Effective</u>
a. Mrs. Joyce Esser	.25 Title I Reading	.375 Title I Reading	8/23/2016

**C. Appointments**

- 1. Professional Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
a. Mr. Adam Rabenold	HS Choral Instructor (Timmons)	B, Step 1 (prorated)	9/14/2016

*Correct the salary for the following employee previously board approved 8/15/2016:*

b. Mrs. Melissa Molis	IS 5 <sup>th</sup> Learning Support (Hoose)	<del>B/Step 1</del> B+24/Step 1	8/16/2016
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- 2. Support Staff – None

- 3. Long Term Substitutes

a. Mr. Damon Fluharty	HS .375 Science (Babb)	B/Step 1 prorated	8/24/2016 SY
b. Mrs. Laura Musser	ES Kindergarten (Dirsa)	B/Step 1	8/23/2016- approx. 10/14/2016

- 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 Athletic Co-Curricular appointments as attached and marked Personnel C.4.c.
- d. Approve the Athletic Event Staff as attached and marked Personnel C.4.d.

**D. Support Staff Substitutes**

- 1. Approve Mrs. Dawn Derstine as a Support Staff Substitute for 2016-17 school year.

**E. Leaves**

- 1. Approve the request for an FMLA maternity leave of absence for Mrs. Lyndsay Levensgood, Intermediate School Learning Support Teacher, effective approximately January 3, 2017 with an anticipated return date of March 29, 2017 as attached and marked Personnel E.1.

**F. Other Personnel Items**

- 1. 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. Mary Ann Lambert, HS Science	Mr. Damon Fluharty, HS LTS .375 Science (Babb)
Mrs. Karen Walia, HS English	Mr. Adam Rabenold, HS Choral Instructor (Timmons)
Ms. Heidi Hoff, ES Kindergarten	Mrs. Laura Musser, ES Kindergarten LTS (Dirsa)

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

Roll call was taken to accept 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>Y</u> Mrs. MacMillan	<u>Y</u> Mr. Rothermel	<u>Y</u> Mr. Scheetz	<u>  </u> Mr. Sterner	

Motion Carried – 8 Yeas

**OTHER BUSINESS**

Mr. Potteiger commented that the start of year transportation procedures and bussing of students went very smoothly. He also updated the Board on the status of mold discovered on some books in the High School Library. The area was cleaned and disinfected and the books were sorted and many discarded. Some of the books will be replaced. Air testing results will be received this week.

**ADJOURNMENT**

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

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Approval Date

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Brian Pawling, Board Secretary  
Katharine Ege, Recording Secretary