

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

October 3, 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.

**Board 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

**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 Wetzal, Director of Buildings and Grounds  
✓ Mr. Josh Ziatyk, High School Principal

**Solicitor:** Mr. John Stott

**Visitors:** Nicole Kauker, Fleetwood, Donna Novakovich, Blandon, Melissa Molis, Kutztown, Beth Gaul, Emmaus, Daniel Mark, Reading, Vince Dabrowski, Allentown, Tracy Fandl, Mertztown.

**BOARD OF DIRECTORS REPORT**

A motion was made by Mr. Scheetz 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 September 12, 2016 as attached and marked Board A.

**B. PSBA Vote**

Acknowledge the 2017 PSBA Officers and At-Large Representatives ballot was cast by the Board Secretary on September 14, 2016 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.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 September 15, 2016. Highlights included the recognition of Senator Judith L. Schwank as the 2016 recipient of the BCIU Outstanding Community Partner Award. BCIU and Alvernia College have partnered to provide three evening Chinese Language dual enrollment courses to better fit in student’s schedules. The BCIU will host a workshop, Keeping Kids Safe: Reevaluating School Emergency Plans & Lockdown Procedures on October 5. The next meeting will be held on October 20, 2016.

**BCTC** – Mr. Scheetz reported on the meeting held on September 28, 2016. Highlights included recognition of student achievements, a tour of the health occupations department at the West Campus, proposed curriculum revisions in coordination with the School Improvement Plan, Oley Valley Fair – BHASD winner. The next meeting will be held on October 26, 2016.

**Berks TCC** – Mr. Bieber (absent) – No report.

**Council on Legislative Action** – Mr. Heffner shared the Senate passed Bill 1212 that creates the School Aged Children Opioid Awareness Education Program. School entities must develop an age-appropriate opioid awareness program into their existing curriculum for students in grades 6-12. The school also must provide four hours of training every five years to educators assigned to teach those courses. Model curriculum, guidelines and materials will be made available to schools. Senate Bill 1048 updates Pennsylvania's Breach of Personal Information Notification Act by narrowing the time line to seven days to notify affected individuals following a breach of personal information. The district attorney must be notified within three days of discovery of a breach.

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

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

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

     Mr. Bieber                           Mrs. Grossman                           Mr. Heffner                           Mr. Heydt                           Mrs. Huhn  
     Mrs. MacMillan                           Mr. Rothermel                           Mr. Scheetz                           Mr. Sterner

Motion Carried – 8 Yeas/1 Absent

**BUDGET/FINANCE/PROPERTY/TRANSPORTATION**

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

**A. General Fund Bills**

To approve general fund bills through October 3, 2016 totaling \$2,253,500.82 per attachment Budget A.

**B. Food Service Bills**

To approve food service fund bills through October 3, 2016 totaling \$24,302.03 per attachment Budget B.

**C. Financial Reports**

To accept the following Financial Reports through August 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 ratify the 2016-17 Agreement for Participation in Child Nutrition Programs between the Daniel Boone Area School District and the Berks Career & Technology Center with the Brandywine Heights Area School District as detailed in Budget D.

**E. Special Education/Pupil Services**

1. To approve the contract with Rita Robertson of Kutztown, PA, for Vision Support Services for the 2016-17 school year at a cost of \$100.00/hour per, Budget E.1.
2. To approve the contract with Virginia Grim of Kutztown, PA, for Audiology Services for the 2016-17 school year at a cost of \$100.00/hour per Budget E.2.
3. To approve the contract with River Rock Academy of Hellam, PA, for one student slot for the 2016-17 school year at a per diem rate of \$128.75 for an annual cost of \$23,818.75 per Budget E.3.
4. To approve the contract with the Berks County Intermediate Unit, Reading, PA, for special education services for the 2016-17 school year at a cost of \$32,205.00 per Budget E.4

**F. Professional Development Services**

1. To approve the contract with the Berks County Intermediate Unit, Reading, PA, for professional development services on October 10, 2016 at a cost of \$750 per Budget F.1

**G. Disability Insurance**

To approve the National Insurance Services 2016 Renewal Participation Agreement for the 2013 Disability Insurance Consortium for a two year period beginning November 1, 2016 and ending November 1, 2018 at a rate of .124% of covered payroll per Budget G.1.

**H. Life Insurance**

To approve the National Insurance Services 2016 Renewal Participation Agreement for the 2013 Life Insurance Consortium for a two year period beginning November 1, 2016 and ending November 1, 2018 at current rates guaranteed for the next two year period per Budget H.1

**I. Property and Casualty Insurance**

To ratify the 2016-17 Property and Casualty Insurance through the PSBA Insurance Trust for all coverage except Boiler and Machinery coverage through Hartford Steam Boiler as recommended by the District’s insurance broker and detailed in Budget N. for a total premium of \$110,719.

**J. Sale of Used Truck**

To authorize the administration to proceed with selling a used 2004 F250 standard cab 4x4 truck with an 8’ bed and v-plov (43,330 miles) replaced by a 2017 Ford F250 4x4 super cab truck with 6-3/4’ bed (approved for purchase June 6, 2016.)

**K. Annuity/403B Vendor**

To approve The Vanguard Group, Inc. as a tax sheltered annuity/Section 403B tax deferred plan vendor.

Mr. Heffner shared correspondence related to tax installment payments and compensation to the tax collectors.

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      Y Mr. Scheetz      \_\_\_Mr. Sterner

Motion Carried – 8 Yeas

**SUPERINTENDENT’S REPORT**

A motion was made by Mr. Heydt and seconded by Mr. Scheetz to approve the Superintendent’s Report. Administration presentation of items for approval under the Superintendent’s Report.

**A. Pennsylvania State Police Memorandum of Understanding**

Accept the Memorandum of Understanding between the Pennsylvania State Police and Brandywine Heights Area School District effective for two years beginning June 30, 2016 as attached and marked Superintendent A.

**B. Longswamp Learning Center Agreement**

Approve the agreement with Longswamp Learning Center to operate before and after school child care at the Elementary School for the 2016-17 school year as detailed in Superintendent B.

**Board Presentation – Graduation Project Proposal** – Mr. Ziatyk noted revisions to the Pennsylvania graduation requirements, which no longer includes a graduation project. The administration feels a culminating project has many educational benefits and should remain a district graduation requirement. A graduation project focused on altruism was proposed.

**Informational Reports**

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

**Athletic Report** – Mr. Kurzweg (absent) – No report.

**Enrollment Report** – Mr. Potteiger

**Community Engagement/Task Force** – Mr. Potteiger reminded the Board of the Red Ribbon Run (Drug and Alcohol Awareness) is scheduled for October 22.

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

Roll call was taken to accept the Superintendent’s Report.

\_\_\_Mr. Bieber      Y Mrs. Grossman      Y Mr. Heffner      Y Mr. Heydt      Y Mrs. Huhn  
Y Mrs. MacMillan      Y Mr. Rothermel      Y Mr. Scheetz      Y Mr. Sterner

Motion Carried – 8 Yeas/1 Absent

**PERSONNEL REPORT**

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

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

- 1. Accept the resignation of Mrs. Alicia Mata, High School Social Studies Teacher, effective October 14, 2016, as attached and marked Personnel A.1.
- 2. Accept the resignation of Mr. Robert Kurzweg, Athletic Director, effective October 28, 2016, as attached and marked Personnel A.2.
- 3. Accept the resignation of Mr. Damon Fluharty, .375 High School Science Teacher, effective September 21, 2016, as attached and marked Personnel A.3.

**B. Change of Status**

- 1. Professional Staff

<u>Name</u>	<u>From:</u>	<u>To:</u>	<u>Effective</u>
a. Ms. Jessica Kost	.5 HS Social Studies	1.0 HS Social Studies	10/14/2016

**C. Appointments**

- 1. Professional Staff – None
- 2. Support Staff – None
- 3. Long Term Substitutes
  - a. Ms. Michelle Hoppes            HS .5 Social Studies (Mata) B/Step 1 prorated    10/17/2016 - EOY
- 4. Co-Curricular – None
  - a. Approve the Paid Instructional (Non-Athletic) Co-Curricular appointments – None
  - b. Approve the Unpaid Instructional Co-Curricular Student Activity Group Advisor Recommendations – None
  - c. Approve the Athletic Co-Curricular appointments – None
  - d. Approve the Athletic Event Staff – None

**D. Support Staff Substitutes – None**

**E. Leaves – None**

**F. Other Personnel Items – None**

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>  </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 – 8 Yeas/1 Absent

**OTHER BUSINESS**

The Board discussed a memorial for Mr. Lovello. Some of the ideas discussed were a permanent memorial, a plaque, naming of the gymnasium or wrestling room, and naming of the annual wrestling tournament. Mr. Potteiger stated he would speak to the family regarding the ideas and provide a later update.

Mr. Heffner announced an executive session was held on September 12, 2016 to discuss personnel, and another will be held after the meeting to discuss the athletic director position.

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

**ADJOURNMENT**

A motion was made by Mrs. Grossman, seconded by Mr. Rothermel to adjourn the meeting at 7:45 p.m.  
Motion Carried

\_\_\_\_\_  
Approval Date

\_\_\_\_\_  
Brian Pawling, Board Secretary  
Katharine Ege, Recording Secretary