

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

November 7, 2016

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:04 p.m. by President Kenneth Heffner.

The meeting opened with Pledge of Allegiance.

Board Secretary called the roll:

<input checked="" type="checkbox"/> Mr. Bieber	<input checked="" type="checkbox"/> Mrs. Grossman	<input checked="" type="checkbox"/> Mr. Heffner
<input checked="" type="checkbox"/> Mr. Heydt	<input checked="" type="checkbox"/> Mrs. Huhn	<input type="checkbox"/> Mrs. MacMillan
<input checked="" type="checkbox"/> Mr. Rothermel	<input checked="" type="checkbox"/> Mr. Scheetz (6:05-7:32 p.m.)	<input checked="" type="checkbox"/> 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. 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. James Mancuso

Visitors: Volkmar Ege, Grand Rapids MI, Michael Kistler, New Tripoli, Owen Kerver, Alburtis, Jasmine Miller, Breinigsville, Marie Eckhart, Topton, Rick Romyn, Downingtown, Kelley Romyn, Downingtown.

PRESENTATION – High School Internship Program – Mr. Michael Kistler, Business Teacher, Instructional Technology Coach and Internship Coordinator shared basic information about the scope of the High School’s internship program. Mr. Kistler works with local businesses which provide internship opportunities to our students. There are 19 seniors involved in the program this year. Senior Jasmine Miller spoke about her internship at Rockland Embroidery, where she assists with bookkeeping, invoicing, accounts payable and receivable. Junior Owen Kerver described his internship program with a local plumber, where his job duties include pipe repairs and installations as well as general maintenance and cleaning of boilers and baseboard heating units. Both students spoke very highly of their internship experiences.

BOARD OF DIRECTORS REPORT

A motion was made by Mr. Scheetz and seconded by Mr. Bieber 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 October 3, 2016 as attached and marked Board A.

B. Approve the first reading of the following policies as attached and marked Board B.1.-B.11.

1. 610 – Purchases Subject to Bid/Quotation
2. 611 – Purchases Budgeted
3. 612 – Purchases Not Budgeted
4. 613 – Cooperative Purchasing
5. 614 – Payroll Authorization
6. 615 – Payroll Deductions

7. 702 - Gifts, Grants, Donations
8. 702.1 - Memorials
9. 706 - Property Records
10. 707 - Use of School Facilities
11. 708 - Lending Equipment and Books

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 October 20, 2016. Highlights included the introduction of a newly revised annual report, current development of the 3-year Comprehensive Plan, and the ratification of several agreements including technology lease agreements, an online student learning for Reading ASD, as well as an agreement to provide on-site student services and special education administrative leadership to the Reading ASD until they hire a district student services and/or special education administrator. The BCIU has been asked to assist the state with the implementation of the federal approved ESSA (Every Student Succeeds Act), which replaces No Child Left Behind. Mrs. Huhn also noted the recognition of employee Sharrie Hassler, Purchasing, and suggested the district consider contacting her for opportunities and/or alternatives to discarding unused equipment and excess supplies. The next meeting will be held on November 17, 2016.

BCTC – Mr. Scheetz reported on the meeting held on October 26, 2016. In addition to regular business, highlights included student recognitions. BCTC announced recent enrollment trends, which reports student enrollment increased 3.1%. At this time, there are 24 Brandywine students attend BCTC programs. The next meeting will be held on December 8, 2016.

Berks County EIT Collection Bureau – Mr. Bieber reported on the meeting held September 29, 2016. John Gerner was approved as the new IT Manager. There had been a cyber-attack, therefore protective software was installed. An audit review revealed EIT collections are up 4.9%. The arbitration for the lighting issue is complete, with a monetary settlement.

Council on Legislative Action – Mr. Heffner shared the governor vetoed House Bill 245 relative to state earned income tax as the bill would have had a negative financial implications on school districts. Several other bills have now become acts, including Act 118 which extends continuing education compliance deadlines, and Act138 which changes truancy penalties. Mr. Heffner noted that the PlanCon reimbursements will be paid to districts by the end of the year, as the state plans to borrow funds to meet obligations.

Policy Committee – Mrs. Grossman reminded the board there are 11 policies on the agenda for first reading approval.

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

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> </u> Mrs. MacMillan	<u>Y</u> Mr. Rothermel	<u>Y</u> Mr. Scheetz	<u>Y</u> Mr. Sterner	

Motion Carried – 8 Yeas/1 Absent

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

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

A. General Fund Bills

To approve general fund bills through November 7, 2016 totaling \$1,939,149.36 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills through November 7, 2016 totaling \$30,333.41 per attachment Budget B.

C. Financial Reports

To accept the following Financial Reports through September 30, 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. Investment Schedule - Budget C.4.
5. Student Activity & Trust Funds - Budget C.5.

D. Special Education/Pupil Services - None

E. Curriculum – None

F. Facilities/Maintenance

1. To authorize the administration to bid/seek proposals for the following items:
 - a. Turf and Field Maintenance for the 2017-18 school year including turf weed spraying, annual bid, estimated cost \$30,000.
 - b. District-wide Concrete Repairs, annual bid, estimated cost \$18,000.
2. To approve the purchase of new security cameras at Brandywine Heights Area IS/MS from Communication Systems, Inc., Allentown, PA not to exceed \$16,883 from the COSTARS 008-326 contract as per Budget F.2.

G. Budget Transfers

To approve the final 2015-2016 closing budget transfers in the amount of \$710,750 per attachment marked Budget G.

H. Student Activity Groups

To approve the 2016-2017 List of Student Activity Groups as detailed in Budget H.

I. Long Term Disability Insurance

To authorize the administration to proceed with National Insurance Services to proceed with the additional of optional elimination period buy-downs of the current long term disability plan covering full salaries. The District will facilitate this coverage to eligible staff with the cost of benefits being paid for by the employee.

J. Dental Plan

To approve the renewal with United Concordia of Harrisburg, PA, as dental plan administrator through the Lehigh Valley Business Consortium for calendar year 2017 with no change in the fee of \$2.20 per employee per month effective January 1, 2017 as described in Budget J.

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.

<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> </u> Mrs. MacMillan	<u>Y</u> Mr. Rothermel	<u> </u> Mr. Scheetz	<u>Y</u> Mr. Sterner	

Motion Carried – 7 Yeas/2 Absent

SUPERINTENDENT’S REPORT

A motion was made by Mr. Rothermel and seconded by Mr. Bieber to approve the Superintendent’s Report.

A. Access Program Cost Settlement Agreement

Approve the 2012-2013 School-Based Access Program Cost Settlement Agreement between the Commonwealth of Pennsylvania, Department of Human Services, and the Brandywine Heights Area School District as attached and marked Superintendent A.

Informational Reports

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

Athletic Report – Mr. Potteiger

Enrollment Report – Mr. Potteiger

Community Engagement/Task Force – Mr. Potteiger announced on the evening of November 8 in the IS/MS Auditorium, the Berks County District Attorney’s Office Detectives Calabria and Heiden will present important information for parents regarding Internet safety for adolescents and helpful tips in assisting children with avoiding at-risk behaviors.

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.

<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> </u> Mrs. MacMillan	<u>Y</u> Mr. Rothermel	<u> </u> Mr. Scheetz	<u>Y</u> Mr. Sterner	

Motion Carried – 7 Yeas/2 Absent

PERSONNEL REPORT

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

A. Resignations/Retirements/Terminations/Furloughs – None

B. Change of Status – None

C. Appointments

1. Professional Staff
 - a. Approve the appointment of Mr. Rick Romyn to the position of Athletic Director at a prorated salary of \$63,000 effective November 29, 2016.
2. Support Staff – None
3. Long Term Substitutes

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
a. Mr. Michael Walsh	PT .375 Science (Fluharty)	B/Step 1 (prorated)	11/08/2016-EOY
4. Co-Curricular
 - 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 as attached and marked Personnel C.4.c.
 - d. Approve the Athletic Event Staff – None

D. Support Staff Substitutes – None

E. Leaves

1. Approve the request for an FMLA maternity leave of absence for Mrs. Casey Bond, Elementary School .5 Art Teacher, effective approximately April 10, 2017 through the end of the school year as attached and marked Personnel E.1.

F. Other Personnel Items

1. Approve the request from Ms. Pam Karom, Elementary School Library Aide, to use 6.5 unpaid days from September 22 through 30 for as attached and marked Personnel F.1.

Mr. Heydt welcomed our new Athletic Director Mr. Rick Romyn.

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> </u> Mrs. MacMillan	<u>Y</u> Mr. Rothermel	<u> </u> Mr. Scheetz	<u>Y</u> Mr. Sterner	

Motion Carried – 7 Yeas/2 Absent

OTHER BUSINESS

Mr. Heffner noted there will be an executive session directly following the meeting to discuss personnel.

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. Sterner to adjourn the meeting at 8:19 p.m.
Motion Carried

Approval Date

Brian Pawling, Board Secretary
Katharine Ege, Recording Secretary