

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

December 5, 2016

The Reorganization and Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:07 p.m. by Vice President Elizabeth Huhn.

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. Heydt
<input checked="" type="checkbox"/> Mrs. Huhn	<input checked="" type="checkbox"/> Mrs. MacMillan (Skype)	<input checked="" type="checkbox"/> Mr. Rothermel
<input checked="" type="checkbox"/> Mr. Scheetz (via Skype 6:07-7:20 p.m.)		<input checked="" type="checkbox"/> Mr. Sterner
<input type="checkbox"/> Vacancy		

Administration Present:

- Mr. Andrew Potteiger, Superintendent
- Mrs. Stacey Carpenito, High School Assistant Principal
- Mrs. Mary Darrach, Director of Special Education
- Matthew Dziyuncz, 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. Rick Romyn, Director of Athletics
- 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. John Stott, Esquire

Student Board Representatives: McGuire Galing, Caylee Lasko

Visitors: Mr. Tom Hutchinson, Alburdis

RESIGNATION

A motion is made by Mr. Sterner, and seconded by Mr. Bieber to accept the resignation of Mr. Kenneth L. Heffner, School Board President, from the remainder of a four year School Board Director term ending December 2019 as attached and marked Resignation A.

The motion carried with a unanimous voice vote.

REORGANIZATION

Election of a Temporary President

The solicitor opened the nominations for the election of a Temporary President.

A motion was made by Mrs. Grossman to nominate Mrs. Huhn as the Temporary President.

A motion was made by Mr. Bieber, seconded by Mr. Rothermel to close the nominations and to entrust the secretary to cast a unanimous ballot for Mrs. Huhn as the Temporary President.

Roll call was taken to accept Mrs. Huhn as the Temporary President.

Y Mr. Bieber Y Mrs. Grossman Y Mr. Heydt Y Mrs. Huhn Y Mrs. MacMillan
Y Mr. Rothermel Y Mr. Scheetz Y Mr. Sterner — Vacancy

Motion Carried – 8 Yeas/1 Vacancy

Mr. Rothermel encouraged board members to consider a rotation of participants to allow each board member the chance to become more involved.

Election of President

Temporary President Mrs. Huhn opened the nominations for the election of President.

A motion was made by Mr. Sterner to nominate Mrs. Huhn as the President.

A motion was made by Mrs. Grossman, seconded by Mr. Bieber to close the nominations.

The motion to close nominations carried with all yeas.

Roll call was taken for a voice vote for President.

Y Mr. Bieber Y Mrs. Grossman Y Mr. Heydt Y Mrs. Huhn Y Mrs. MacMillan
Y Mr. Rothermel Y Mr. Scheetz Y Mr. Sterner — Vacancy

Motion Carried – 8 Yeas/1 Vacancy

Mrs. Huhn was seated as President of the Board.

Election of Vice President

President Mrs. Huhn opened the nominations for the election of Vice President.

A motion was made by Mr. Bieber to nominate Mr. Sterner as the Vice President.

A motion was made by Mrs. MacMillan to nominate Mr. Scheetz as the Vice President.

A motion was made by Mr. Rothermel to nominate Mrs. Grossman as the Vice President.

A motion was made by Mr. Bieber, seconded by Mr. Sterner to close the nominations.

The motion to close nominations carried with all yeas.

Roll call was taken for a voice vote for Vice President.

Sterner Mr. Bieber Grossman Mrs. Grossman Grossman Mr. Heydt Grossman Mrs. Huhn
Scheetz Mrs. MacMillan Grossman Mr. Rothermel Scheetz Mr. Scheetz Scheetz Mr. Sterner
— Vacancy

Motion Carried for Mrs. Grossman as Vice President – 4 Votes for Mrs. Grossman/2 votes for Mr. Scheetz/1 vote for Mr. Sterner and 1 Vacancy

Mrs. Grossman was seated as Vice President of the Board.

APPOINTMENT OF DELEGATES

Mrs. Elizabeth Huhn is the district's Berks County Intermediate Unit (BCIU) delegate, serving a three (3) year term beginning July 1, 2015 through June 30, 2018.

Mr. David Bieber was reappointed as the primary voting delegate and Mrs. Rosemary Lamaestra as the alternate voting Delegate to the Berks County Earned Income Tax Collection Bureau effective January 1, 2017 for a one (1) year term which expires December 31, 2017.

Mr. John Scheetz was reappointed as the district's delegate and Mr. Bryan Rothermel as the alternate delegate to the Joint Operating Committee, Berks Career and Technology Center each to serve a three (3) year term beginning January 1, 2017 which expires December 31, 2019.

Mr. Nolan Shaub is the district representative to the Berks Vocational Technical School Authority, approved November 3, 2014, serving a four (4) year term which expires December 31, 2018.

Mr. Willian Heydt was appointed as the district’s representative to the Berks County Committee on Legislative Action effective immediately for a one (1) year term which expires December 31, 2017.

Mrs. Ellen Grossman was reappointed as the district’s Policy Committee Chair effective January 1, 2017 for a one (1) year term which expires December 31, 2017. Mrs. Huhn and Mrs. MacMillan will participate as representatives.

Mr. Scheetz was appointed as the district’s Strategic Planning/Goals Committee Chair effective January 1, 2017 for a one (1) year term which expires December 31, 2017. Mrs. Huhn will participate as a representative.

The Board discussed the addition of an Athletic Committee and an Academic Committee. More consideration will be given before proposing additional committees.

MEETING DATES

A motion was made by Mr. Bieber, seconded by Mr. Sterner to approve the proposed 2017-18 Budget Adoption Schedule and 2017 Board Meeting Dates and authorize the administration to advertise and post all board meetings in accordance with Sunshine Laws (Right to Know):

Meetings to be held at 6:00 pm in the Intermediate/Middle School Large Group Instruction Room #229

Wednesday, January 4, 2017	Board Meeting
Monday, January 30, 2017	Budget Work Session - General Overview Expend/Revenue, Taxes, & Options
Tuesday, February 7, 2017	Board Meeting 6:30 pm at BCTC East Campus, 3307 Friedensburg Rd, Oley, PA 19547
Monday, February 13, 2017	Budget Work Session - Curriculum/Instruct, Special Ed, Technology, Other Instruction
Monday, February 20, 2017	Budget Work Session - Maintenance, Transportation, Business/Board, Athletics
Monday, March 6, 2017	Board Meeting
Monday, March 13, 2017	Budget Work Session - Salary and Benefits
Monday, March 27, 2017	Budget Work Session - Final Review, Taxes & Options, 5-Year Projection & Board Discussion
Monday, April 3, 2017	Board Meeting
Monday, April 10, 2017	Reserved for Budget Work Session in case weather cancels scheduled sessions
Monday, May 1, 2017	Board Meeting - Proposed Final Budget Adoption
Monday, June 5, 2017	Board Meeting - Final Budget Adoption
Monday, June 19, 2017	Board Meeting
Monday, August 14, 2017	Board Meeting
Monday, September 11, 2017	Board Meeting
Monday, October 2, 2017	Board Meeting
Monday, October 23, 2017	Public Meeting - Academic Presentation
Monday, November 6, 2017	Board Meeting
Monday, November 13, 2017	Initial Budget 2017-18 Presentation
Monday, December 4, 2017	Reorganization and Board Meeting

Mrs. Huhn asked for comments from the public and board members. Mrs. Grossman asked the board their thoughts on the frequency of board meetings. In the past the schedule included monthly Committee of the Whole, Property and Education Co-Curricular meetings in addition to the Regular Voting meeting. After brief comments, board members indicated they were satisfied with the proposed schedule.

Roll call was taken to approve the 2017-18 Budget Adoption Schedule and 2017 Board Meeting Dates.

Y Mr. Bieber Y Mrs. Grossman Y Mr. Heydt Y Mrs. Huhn Y Mrs. MacMillan
Y Mr. Rothermel Y Mr. Scheetz Y Mr. Sterner — Vacancy

Motion Carried – 8 Yeas/1 Vacancy

BOARD OF DIRECTORS REPORT

A motion was made by Mrs. Grossman and seconded by Mr. Sterner 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 November 7, 2016 as attached and marked Board A.

B. Policy Approval

Approve the second 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 reported on recent and upcoming events at each school building.

BCIU – Mrs. Huhn reported on the meeting held on November 17, 2016. Highlights included a review of the BCIU print shop capabilities, a review of legislative impact of the election with regard to educational leadership, a presentation on Head Start and the approval of a fuel bid. Upcoming is the annual Superintendent/Board President workshop. There is no December meeting. The next meeting will be held on January 19, 2016.

BCTC – Mr. Scheetz – No report. The next meeting will be held on December 8, 2016.

Berks County EIT Collection Bureau – Mr. Bieber – No report. Next meeting on Thursday, December 8.

Council on Legislative Action – Mr. Heydt – No report.

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

Strategic Planning/Goals Mrs. Huhn – No report.

Mr. Farina acknowledged Mrs. Lyndsay Levensgood, Intermediate School Learning Support Teacher, was one of twelve finalists nominated as Teacher of the Year in the state of Pennsylvania.

Mrs. Huhn asked for comments from board members and the public. There were no comments.

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. 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	<u>–</u> Vacancy	

Motion Carried – 8 Yeas/1 Vacancy

REVISION OF 2017 BOARD CALENDAR

A motion was made by Mr. Bieber and seconded by Mrs. Grossman to revise the date of the January 2017 Board Meeting from January 9 (as proposed) to January 4, 2017 to adhere with the 30-day deadline to appoint a new board member to fill a vacancy.

Mr. Hutchinson expressed interest in the board vacancy. Administration will forward him the vacancy announcement and the procedures to apply.

Roll call was taken to approve the revision of the 2017 Board calendar.

<u>Y</u> Mr. Bieber	<u>Y</u> Mrs. Grossman	<u>Y</u> Mr. Heydt	<u>Y</u> Mrs. Huhn	<u>Y</u> Mrs. MacMillan
<u>Y</u> Mr. Rothermel	<u>–</u> Mr. Scheetz	<u>Y</u> Mr. Sterner	<u>–</u> Vacancy	

Motion Carried – 7 Yeas/1 Absent/1 Vacancy

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

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

A. General Fund Bills

To approve general fund bills through December 5, 2016 totaling \$1,887,004.34 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills through December 5, 2016 totaling \$27,141.71 per attachment Budget B.

C. Financial Reports

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

D. Special Education/Pupil Services - None

E. Curriculum

1. To approve the addendum to the Berks County eSchoolPlus Consortium agreement to enable usage of eSchoolPlus as an online grade book per Budget E.1.

F. Facilities/Maintenance

1. To award the bid for the sale of a 2004 Ford F250 standard cab pick-up truck with 8' bed and Fisher V-plow to Mr. Daniel Hendricks for the price of \$13,800.00.

G. 2017-18 Fuel Contract

To award contracts for the purchase of fuel through Berks County IU Joint Purchasing for the 2017-18 school year per Budget G.

H. Resolution not to exceed the Act 1 index of 3.0% for the 2017-18 fiscal year

To approve the Resolution not to exceed the Act 1 index of 3.0% for the 2017-18 fiscal year per Budget H.

I. New Club

To approve the establishment of Tri-M Music Honor Society as a new student activity club/organization for the 2016-17 school year per Budget I.

Mrs. Huhn 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. Heydt Y Mrs. Huhn Y Mrs. MacMillan
Y Mr. Rothermel ___ Mr. Scheetz Y Mr. Sterner ___ Vacancy

Motion Carried – 7 Yeas/1 Absent/1 Vacancy

SUPERINTENDENT'S REPORT

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

A. Act 80 Exception

Authorize administration to submit an application for use of an Act 80 Exception for October 10, 2016 and apply the day to the currently approved 2016-17 school calendar in order for twelfth grade students to meet the minimum day requirements for graduation.

B. High School 2017-18 Program of Studies

Approve the 2017-18 Brandywine Heights High School Program of Studies as attached and marked Superintendent B.

Informational Reports

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

Mrs. Hanych highlighted technology integration in the school buildings and described the success of the Educational Showcase that took place on November 16. Mr. Voelker announced to the board he will be formulating an RFP for Outsourced Technology and answered questions from the Board. Due to the magnitude of the outsourced technology contract, Mrs. Huhn suggested monthly updates.

Athletic Report – Mr. Potteiger welcomed Mr. Romyn, our new Athletic Director. Mr. Romyn noted a few upcoming athletic events with the start of the winter season.

Enrollment Report – Mr. Potteiger reported enrollment remains consistent.

Community Engagement/Task Force – Mr. Potteiger announced the Task Force is hosting Community Christmas Caroling on December 11th (4-6pm) beginning at the Topton Borough with a tree lighting event.

On November 29, Mr. Potteiger attended the first Kutztown University College of Education Advisory Board with the new Dean of Education. On December 1, Mr. Potteiger had the opportunity to join a roundtable discussion for Senator Argall in Schuylkill County focused on how communities and school districts can work and partner together in an effort to educate and develop protective factors in a community.

Mrs. Huhn acknowledged the success of the Educational Showcase and commended Mrs. Hanych for her efforts.

Mr. Heydt asked if the District can acknowledge student swimmers as Brandywine athletes. Mr. Heydt would like more information about how to support students in athletics that are not currently school sponsored. Mr. Rothermel suggested student athletes partner with a neighboring school district as a co-op. Mr. Romyn will provide more information and an opportunity for discussion at a future meeting.

Mrs. Huhn asked for comments from board members and the public. There were no comments.

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

Y Mr. Bieber Y Mrs. Grossman Y Mr. Heydt Y Mrs. Huhn Y Mrs. MacMillan
Y Mr. Rothermel ___ Mr. Scheetz Y Mr. Sterner ___ Vacancy

Motion Carried – 7 Yeas/1 Absent/1 Vacancy

PERSONNEL REPORT

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

A. Resignations/Retirements/Terminations/Furloughs

1. Accept the resignation of Ms. Jennifer Langan, District Data Manager, effective November 28, 2016 as attached and marked Personnel A.1.

B. Change of Status – None

C. Appointments

1. Professional Staff – None
2. Support Staff – None
3. Long Term Substitutes – None
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 – None

F. Other Personnel Items – None

Mrs. Huhn 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. Heydt Y Mrs. Huhn Y Mrs. MacMillan
Y Mr. Rothermel ___ Mr. Scheetz Y Mr. Sterner ___ Vacancy

Motion Carried – 7 Yeas/1 Absent/1 Vacancy

OTHER BUSINESS

Mrs. Huhn asked for comments from board members and the public. There were no comments.

ADJOURNMENT

A motion was made by Mr. Bieber, seconded by Mrs. Grossman to adjourn the meeting at 8:35 p.m.

Motion Carried

Approval Date

Brian Pawling, Board Secretary
Katharine Ege, Recording Secretary