

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

January 4, 2017

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:03 p.m. by President Elizabeth Huhn.

The meeting opened with Pledge of Allegiance.

Board Secretary called the roll:

<u>✓</u> Mr. Bieber	<u>✓</u> Mrs. Grossman	<u>✓</u> Mr. Heydt
<u>✓</u> Mrs. Huhn	<u>✓</u> Mrs. MacMillan (6:03-8:28 p.m.)	<u>✓</u> Mr. Rothermel
<u>✓</u> Mr. Scheetz (6:06-8:51 p.m.)	<u>✓</u> Mr. Sterner	<u>—</u> Vacancy

Administration Present:

✓ Mr. Andrew Potteiger, Superintendent
— Mrs. Stacey Carpenito, High School Assistant Principal
✓ Mrs. Mary Darrach, Director of Pupil Services
✓ Mr. 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. Rick Romyn, Director of Athletics
✓ Mr. Thomas Voelker, Assistant to the Superintendent
✓ Mr. Michael Wetzel, Director of Buildings and Grounds
✓ Mr. Josh Ziatyk, High School Principal

Solicitor: Mr. James Mancuso, Esquire

Student Board Representatives: McGuire Galing, Caylee Lasko, Andrew Armbruster

Visitors: Kendy Schiffert, Topton, Edward Carter, Topton, Susan Davis, Topton, Jim Davis, Topton, Nancy Heffner, Topton, Lorraine Meck, Mertztown, Mollie Prey, Fleetwood, Derek Strunk, Mertztown, John Tomasi, Mertztown.

PRESENTATION

Middle School Teachers, Ms. Kate Small and Mrs. Melanie Sheetz, along with student representatives, presented information about the events and activities coordinated by Middle School Student Council.

BOARD OF DIRECTOR CANDIDATE INTERVIEWS

Candidates for the vacant board position were given the opportunity to share their experiences and interest in joining the school board followed by questions by current board members.

1. Dr. Edward Carter (6:18-6:23 p.m.)
2. Mrs. Kendy Schiffert (6:24-6:35 p.m.)
3. Mr. John Tomasi (6:35-6:48 p.m.)

Election of a School Board Director to fill a vacancy for a one year term ending December 2017.

A motion was made by Mr. Scheetz to nominate Mr. Tomasi as a School Board Director.

A motion was made by Mrs. MacMillan to nominate Dr. Carter as a School Board Director.

A motion was made by Mr. Heydt to nominate Mrs. Schiffert as a School Board Director.

There were no other nominations. A motion was made by Mrs. Grossman, seconded by Mr. Bieber to close the nominations. Motion carried by unanimous voice vote.

Roll call was taken to vote for School Board Director for the Brandywine Heights Area School District to fulfill a vacancy for a one year term ending December 2017; remaining two years will be filled by the election process.

<u>Tomasi</u> Mr. Bieber	<u>Carter</u> Mrs. Grossman	<u>Schiffert</u> Mr. Heydt
<u>Tomasi</u> Mrs. Huhn	<u>Carter</u> Mrs. MacMillan	<u>Carter</u> Mr. Rothermel
<u>Tomasi</u> Mr. Scheetz	<u>Tomasi</u> Mr. Sterner	_____ Vacancy

4 votes for Mr. Tomasi/3 votes for Dr. Carter/1 vote for Mrs. Schiffert/1 Vacancy

To obtain a majority vote, a second roll call was taken to vote for School Board Director for the Brandywine Heights Area School District to fulfill a vacancy for a one year term ending December 2017; remaining two years will be filled by the election process.

<u>Tomasi</u> Mr. Bieber	<u>Carter</u> Mrs. Grossman	<u>Tomasi</u> Mr. Heydt
<u>Tomasi</u> Mrs. Huhn	<u>Carter</u> Mrs. MacMillan	<u>Carter</u> Mr. Rothermel
<u>Tomasi</u> Mr. Scheetz	<u>Tomasi</u> Mr. Sterner	_____ Vacancy

Mr. Tomasi was appointed with 5 votes. There were 3 votes for Dr. Carter and 1 Vacancy.

Mrs. Huhn asked for an affirming vote to appoint Mr. Tomasi as School Board Director to fill the vacant term ending December 2017.

Motion carried with all yeas.

Administration of the Oath

Mr. Pawling, Business Manager and Notary Public, administered the oath to newly elected School Board Director, Mr. John Tomasi.

Mr. Tomasi was seated with the Board.

BOARD OF DIRECTORS REPORT

A motion was made by Mr. Bieber and seconded by Mr. Sterner to approve the Board of Directors Report.

Approval of Minutes

A. To dispense with the reading and accept the minutes from the Reorganization and Regular Board Meeting held December 5, 2016 as attached and marked Board A.

Meeting Schedule Revision

B. To approve the starting time of 6:30 pm for the Board Meeting scheduled to be hosted at BCTC East Campus on Tuesday, February 7, 2017.

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 – No Report. The next meeting will be held on January 19, 2017.

BCTC – Mr. Rothermel reported on the meeting held on December 8, 2016. Highlights included a holiday dinner prepared by the culinary students and floral decorations created by the horticulture students. Business included reorganization of the officers of the Joint Operating Committee, approval of policies, the 2017-18 calendar and a contract with Abraxas Academy for Continuing Education Training. The next meeting will be held on January 25, 2017.

Berks County EIT Collection Bureau – Mr. Bieber reported on the meeting held on December 8, 2016.

Highlights included approval of the budget, financials, and for the City of Reading to move collection of the local service taxes to Keystone Collections.

Council on Legislative Action (COLA) – Mr. Heydt reported on the COLA meeting held at BCIU on December 9, 2016 with Mr. Potteiger and Mr. Pawling. Discussions included charter school reform, pension reform, and budget reform. Property tax reform will be discussed in the future. Future updates will include the status of education on the national legislative agenda and the implementation of the ESSA (Every Student Succeeds Act) as President Trump's nominee Betsy DeVos assumes her anticipated role as education secretary.

Policy Committee – Mrs. Grossman – No report.

Strategic Planning/Goals – Mr. Scheetz – No report.

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.

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

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.

General Fund Bills

A. To approve general fund bills through January 4, 2017 totaling \$2,540,175.88 per attachment Budget A.

Food Service Bills

B. To approve food service fund bills through January 4, 2017 totaling \$25,779.05 per attachment Budget B.

Financial Reports

C. To accept the following Financial Reports through November 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 - None**

Single Audit Report To accept the Single Audit Report for the fiscal year ended June 30, 2016 as submitted by

G. Gorman & Associates, P.C. Certified Public Accountants. (Budget G. – Official copies to be distributed at the meeting.)

Tax Collector Rates

H. Discussion: Establishment of tax collector rates to be approved prior to February 15, 2017 as per Budget H.

Note: The following Budget Workshops have been advertised:

January 30, 2017 – General Overview Expenditures & Revenues, Taxes and Options

February 13, 2017 – Curriculum/Instruction, Special Education, Technology, Other Instruction

February 20, 2017 – Maintenance, Transportation, Business/Board, Athletics

March 13, 2017 – Salary & Benefits

March 27, 2017 – Final Review, Taxes & Options, 5-Year Projection, Fund Balance

April 10, 2017 – Snow Make-up Date - if needed

All meetings start at 6:00 PM in the Intermediate/Middle School Large Group Instruction Room

Mr. Pawling informed the board that the insurance company will not cover the cost (approximately \$25,000) to replace the High School Library books that had to be discarded due to mold, which occurred in the summer of 2016. Mr. Pawling requested the books be paid for out of the 2016-17 contingency fund. Of 11,000 books, about 1,700 were contaminated, and approximately 1,500 will be replaced. Mr. Rothermel suggested the district consider publishing a list of titles so perhaps community members could support the replacement efforts by contributing books and/or funds.

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 Y Mr. Scheetz Y Mr. Sterner Y Tomasi

Motion Carried – 9 Yeas

SUPERINTENDENT’S REPORT

There were no **voting** items.

Informational Reports

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

Athletic Report – Mr. Romyn

Enrollment Report – Mr. Potteiger

Community Engagement/Task Force – Mr. Potteiger noted upcoming spring events including a parent night on brain research and addiction, while the SADD students present resiliency skills for students. The dates will be announced.

Mr. Heydt introduced audience member, Mr. Strunk, who represents Brandywine Heights student swimmers. Discussion ensued about funding for student athletes that are not on district sports teams. Mr. Potteiger explained the process and suggested a protocol be established for recognizing student athletic achievements. At this point students involved in sports not organized by the district are able to earn varsity letters. Mr. Romyn will present the plan for the Athletic program in May and will address non-district organized athletics.

Mr. Potteiger provided an update to recognize and memorialize Mr. Lovello. Mr. Potteiger will move forward with conversations with his family.

Mr. Heydt asked Mr. Potteiger his opinion on student drugs use. Mr. Potteiger reported a decline in instances. Mr. Ziatyk added that last year there were no drug related disciplinary instances from 7 the year prior. Mr. Ziatyk informed the board of plans to include hotline numbers printed on the back of the student ID cards so they are readily available. Mr. Farina added that the SAP program will be re-invigorated and enhanced at the Middle Level.

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

PERSONNEL REPORT

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

A. Resignations/Retirements/Terminations/Furloughs

1. Accept the resignation of Mr. Neil Yuran, Part Time Elementary Custodian, effective December 9, 2016 as attached and marked Personnel A.1.
2. Accept the retirement of Mrs. Susan Trupp, Intermediate School Teacher, effective at the end of the 2016-17 school year as attached and marked Personnel A.2.
3. Accept the retirement of Mrs. Ronlyn Harner, Elementary School Teacher, effective at the end of the 2016-17 school year as attached and marked Personnel A.3.

B. Change of Status – None

C. Appointments

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

	<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
a.	Ms. Megan Ellerbusch	IS 4 th Learning Support (Levengood)	B, Step 1 (prorated)	12/19/2016- approx. 3/29/2017

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 as attached and marked Personnel C.4.d.

D. Support Staff Substitutes – None

E. Leaves

1. Approve the requested maternity leave of absence for Mrs. Donna Novakovich, Elementary Kindergarten Teacher effective approximately May 22, 2017 through the end of the school year as attached and marked Personnel E.1.
2. Approve the requested maternity leave of absence for Mrs. Kristina Perry, High School learning Support Teacher effective approximately February 13, 2017 through the end of the school year as attached and marked Personnel E.2.

F. Other Personnel Items – None

G. Discussion: District Data Manager Position

Mrs. Huhn asked for comments from board members and the public. Tax Collectors, Nancy Heffner and Lorraine Meck spoke about need for a new Tax Collector Rate. There were no other comments.

Roll call was taken to accept the Personnel Report.

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

Motion Carried – 7 Yeas/2 Absent

OTHER BUSINESS

Mrs. Huhn announced that there would be an executive session to discuss a Special Education legal issue immediately following the board meeting.

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

ADJOURNMENT

A motion was made by Mrs. Grossman, seconded by Mr. Bieber to adjourn the meeting at 9:32 p.m.

Motion Carried

Approval Date

Brian Pawling, Board Secretary
Katharine Ege, Recording Secretary