

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

March 6, 2017

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:01 p.m. by Vice President Ellen Grossman.

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	<u>✓</u> Mr. Rothermel
<u>✓</u> Mr. Scheetz (6:04 p.m.)	<u>✓</u> Mr. Sterner	<u>✓</u> Mr. Tomasi

**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:** Lyndsay Levengood, Melissa Molis, Beth Gaul, Linda Lineman, Gina Hook, Dr. Mary Fabian, Val Lacin, Reading PA.

Mr. Potteiger and Mrs. Grossman congratulated and recognized Mrs. Lyndsay Levengood, Intermediate Learning Support Teacher, for her achievement as a 2017 Pennsylvania Teacher of the Year Finalist.

Mr. Potteiger and Mrs. Grossman congratulated and recognized Dr. Mary Fabian, School District Physician since 2010, for her achievement as co-recipient of the 2017 PA Family Physician of the Year Award.

Mr. Matthew Dziuyncz, Intermediate/Middle School Assistant Principal, presented an overview of the PA Youth Survey (PAYS) data. PAYS is a biennial state survey of school students in the 6th, 8th, 10th and 12th grades to learn about their behavior, attitudes and knowledge concerning alcohol, tobacco, other drugs and violence. The data provides school administrators with student behavior trends based on specific questions asked relating to family, community and school influences. There was an open discussion about the trends, strengths, weaknesses and behavior risk factors identified in our student population. The data will be used to gauge school initiatives that address student behaviors and implement prevention resources to address risk factors associated with those behaviors.

## **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 February 7, 2017 as attached and marked Board A.

### **B. Second Reading of Policies**

Approve the second reading of the following policies as attached and marked Board B.1.-B.16.

1. 616 Payment of Bills
2. 617 Petty Cash
3. 618 Student Activity Funds
4. 619 District Audit
5. 620 Fund Balance
6. 621 Local Taxpayer Bill of Rights
7. 622 GASB Statement 34
8. 623 Capitalization
9. 709 Building Security
10. 710 Use of Facilities by Staff
11. 715 Use of Fax Machines (eliminate)
12. 716 Integrated Pest Management
13. 801 Public Records
14. 802 School Organization
15. 803 School Calendar
16. 804 School Day

### **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. Miss Lasko shared a video featuring the activities of students and faculty taken the evening of the Mini-thon night. The event raised over \$11,000 which supported childhood cancer research.

**BCIU** – Mrs. Grossman shared notes on behalf of Mrs. Huhn, on the meeting held February 16, 2017. Highlights include a detailed discussion of the PA Governor's proposed budget as well as the potential impacts of Senator Argall's proposed legislation for reductions in property tax, and increases to PA sales tax and personal income taxes; acknowledgement of receipt of the annual Financial & Compliance Audit from Herbein & Company; approval of a 4-year agreement with Muhlenberg School District for the BCIU to provide transportation services; a new transportation wage schedule to help recruit and retain bus drivers as well as recognize years of related experience for new hires; approval of an updated rate schedule for the provision of technology services and tax services; approval of 2 terminations, 3 retirements, 6 resignations, the elimination of 1 position, and the addition of 2 new positions. Upcoming events include the Annual Convention of Berks County School Directors on Thursday, April 27, 2017 at Millmont Elementary School in Reading. The next BCIU meeting will be held on March 16, 2017.

**BCTC** – Mr. Scheetz reported on the meeting held on February 22, 2017. Highlights included the approval of the proposed preliminary budget. There was a presentation on Berks Labor Market and Statistics by Daniel W. Fogarty, Director of the Berks County Workforce Development Board. Mr. Scheetz plans to forward the presentation to Board Members. The presentation included a variety of Berks County data, including job growth in specific career areas in the county (i.e. health care, manufacturing). The next meeting will be held March 22, 2017 at the West Campus.

**Berks County EIT Collection Bureau** – Mr. Bieber – No report. The next meeting is in March 2017.

**Council on Legislative Action (COLA)** – Mr. Heydt reported on the COLA meeting held at BCIU on February 22, 2017 that he attended with Mr. Potteiger and Mr. Pawling. Meeting highlights included advocacy efforts regarding property tax reform, charter school funding, and special education funding.

**Policy Committee** – Mrs. Grossman reminded the Board of the policies on the agenda for second reading approval.

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

Mr. Potteiger reminded School Board Directors that petitions must be filed by candidates for re-election by March 7, 2017.

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

Motion Carried – 8 Yeas/1 Absent

**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 March 6, 2017 totaling \$2,013,604.71 per attachment Budget A.

**B. Food Service Bills**

To approve food service fund bills through March 6, 2017 totaling \$28,092.41 per attachment Budget B.

**C. Financial Reports**

To accept the following Financial Reports through January 31, 2017, 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**

1. To approve a Tuition Agreement for one student at one-half of the regular tuition rate for the student to attend the Hillside School, Macungie, PA, to provide special education services during the 2016-2017 through the 2019-2020 school years per attachment Budget D.1. (One half of the tuition rate for 2016-2017 is approximately \$11,550.)

**E. Curriculum/Technology**

1. To approve the revised quote for Edgenuity, Inc., Scottsdale, AZ, for virtual academy instructional teaching services to reflect increased course usage at a cost of \$275 per semester course (no increase) for the 2016-17, 2017-18, and 2018-19 school years; contract amount is based on predicted enrollment and the district will be billed based on usage only as per attachment Budget E.1.

**F. Facilities/Maintenance – None**

**G. Tax Service Level Agreement**

To approve the Service Level Agreement – Tax Services with the Berks County Intermediate Unit for the 2017-18 and the 2018-2019 school year per attachment Budget G.

**Note: The following Budget Workshops have been advertised:**

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

Mrs. Grossman asked for comments from Board members and the public. Mr. Heydt questioned benefits for athletic coaches. Mr. Pawling briefly explained that when coaches meet a certain number of employment hours they are eligible for PSERS benefits.

Roll call was taken to approve the Budget/Finance/Property/Transportation Report.

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

Motion Carried – 8 Yeas/1 Absent

## SUPERINTENDENT'S REPORT

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

### A. AP Exam Fee Reduction

Due to the elimination of federal funds which previously allowed for a discounted AP examination rate for economically disadvantaged students, allow the administration to continue to offer a reduced AP Exam fee (\$38 per exam) at a cost to the District, as detailed in Superintendent A.

### Informational Reports

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

Mrs. Hanych invited the Board to the upcoming BVA Open House.

**Athletic Report** – Mr. Romyn

Mr. Heydt noted that he and Mr. Romyn met about non-sponsored sports and how the district could assist these student athletes. Mr. Heydt suggested the Board consider drafting a policy in that regard. Mr. Potteiger reminded the Board Mr. Romyn is preparing a presentation about non-sponsored athletics for May.

**Enrollment Report** – Mr. Potteiger

**Community Engagement/Task Force** – Mr. Potteiger reminded the Board of the "Too Good for Drugs" program to be held on March 16 at BHMS. The event provides educational activities for kids of all ages with a carnival theme. There will be a special presentation for parents and older students from the Council on Chemical Abuse.

Mr. Potteiger informed the Board he had been asked to serve on the Berks County Opioid Task Force. He shared recent newspaper articles which highlighted positive news happening in the district; Too Good for Drugs program, the Take Time for Tia event which raised over \$14,000 in funds to support student Tia Melcher, who is battling cystic fibrosis and scheduled for an organ transplant, and the receipt of grant money to purchase student exercise peddlers for Mrs. Hess's second grade classroom.

Mr. Potteiger recognized Mr. Pawling as presenter for a PASBO webinar on cooperative purchasing on March 3. Also, Mr. Wetzel has been asked to present at a Facility Operations Workshop at Penn State at the end of March.

Mr. Potteiger noted that interviews will be underway for a new Pupil Services Director to replace Mrs. Darrach upon her retirement. He asked if any Board members would be interested in participating in the interview process they should contact him after the meeting.

On February 23, 2017, Mr. Sterner, Mr. Heydt, Mrs. Huhn, Mr. Romyn and Mr. Voelker met with Mrs. Lovello and her daughter to discuss plans to change the name of the High School gymnasium to honor Mr. Lovello, as well as add wall art to recognize his service to the district. A naming ceremony is being planned for May.

Mrs. Grossman asked for comments from Board members and the public. There were no comments.

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

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

Motion Carried – 8 Yeas/1 Absent

## PERSONNEL REPORT

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

### A. Resignations/Retirements/Terminations/Furloughs – None

### B. Change of Status

### 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. Mr. Antonio Riggins	MS Gifted/Reading (Kercher)	B/Step 1 prorated	3/7/2017-EOY
b. Mr. James Winsor	HS Learning Support (Perry)	M/Step 1 prorated	2/13/2017-EOY

4. Certified School Nurse Substitute

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
a. Mrs. Alicia Seaman	School Nurse Daily Substitute, IS/MS School Nurse (Schwenk)	\$22/hour	3/7/2017 approx. 3/14-4/18/2017

5. Co-Curricular

- a. Instructional (Non-Athletic) Co-Curricular appointments – None
- b. Unpaid Instructional Co-Curricular Student Activity Group Advisor Recommendations – None
- c. Approve the revised Athletic Co-Curricular appointments:

				Longevity (16/17 Season)	Base Salary	Sum Time (+100 for every 3 yrs)	Stipend
HS Softball	Co - JV Head Coach	Hoffman	Timothy	15	<del>\$ 3,714.00</del> \$ 1,857.00	500.00	<del>\$ 4,214.00</del> \$ 2,357.00
	Co - JV Head Coach	Scheidt	Dwayne		<del>\$ 3,714.00</del> \$ 1,857.00	0.00	1,857.00 \$
MS Baseball	Head	Jalowy	Alex	<del>11</del>	2,000.00	<del>\$ -300.00</del>	<del>\$ 2,300</del>
				12	\$	\$ 400.00	\$ 2,400

- d. Approve the Athletic Event Staff – None

**D. Support Staff Substitutes** – None

**E. Leaves**

- 1. Approve the request from Mrs. Angela Bucci-Herb, Elementary School .5 Title I Reading Specialist, for a short term medical leave of absence (includes approx.18 unpaid days) effective January 31, 2017 for a duration of approximately 6 weeks as attached and marked Personnel E.1.

**A. Other Personnel Items**

- 2. Approve the request from Ms. Pam Karom, Elementary School Library Aide, to use 1 unpaid day on Monday, February 20, 2017 as attached and marked Personnel F.1. *Note: The School Board previously approved a request from Ms. Karom to utilize 6.5 unpaid days in the fall 2016.*
- 3. 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. Terry Flamm, HS Learning Support	Mr. James Winsor, HS Learning Support (Perry)
Mrs. Mandi Kercher, MS Gifted, Reading/ TOSA Curriculum/Technology Specialist	Mr. Antonio Riggins, MS Gifted/Reading (Kercher)

- 4. Approve the Substitute Certified School Nurse rate of \$22.00 per hour effective 3/7/2017 through the end of the 2016-17 school year. *Note: Substitutes for our professional staff are arranged through Substitute Teacher Services (STS), however no Certified School Nurse candidates are currently available. The rate is consistent with the hourly rate paid at other school districts.*

Mrs. Grossman asked for comments from Board members and the public. There were no other comments.

Roll call was taken to accept the Personnel Report.

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

Motion Carried – 8 Yeas/1 Absent

**OTHER BUSINESS**

Mr. Potteiger informed the Board of a request by PSBA to visit and share a brief presentation about their services. After brief discussion, the Board consensus was to decline the invitation because there are presentations scheduled at each meeting through the end of the year

Mrs. Grossman asked for comments from Board members and the public. There were no comments.

**ADJOURNMENT**

A motion was made by Mr. Scheetz, seconded by Mr. Bieber to adjourn the meeting at 8:06 p.m.  
 Motion Carried

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

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