

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

February 7, 2017

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:50 p.m. by President Elizabeth Huhn. The meeting took place at the East Campus of the Berks Career and Technology Center.

The meeting opened with Pledge of Allegiance.

Board Secretary called the roll:

Mr. Bieber
 Mrs. Huhn
 Mr. Scheetz

Mrs. Grossman
 Mrs. MacMillan
 Mr. Sterner

Mr. Heydt
 Mr. Rothermel
 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

Visitors: Dr. James Kraft, Superintendent, Berks Career and Technology Center, Mr. Ronald Wilson, East Campus Principal, Mr. William Gorman, Gorman & Associates, P.C.

Dr. James Kraft, Superintendent, Berks Career and Technology Center and Mr. Ronald Wilson, East Campus Principal, guided School Board Directors and Administrators on a tour of the East Campus facility. Highlights included a visit to the Cosmetology Program area, described in brief presentations by both instructors and students. The tour included an introduction to the new Sports Medicine and Rehabilitative Therapy (SMaRT) program which is designed to prepare students for a number of technical fields in kinesiology. Finally, there was a tour of the Horticulture Program area, highlighting the new hydroponics system, a method of growing plants using mineral nutrient solutions, in water, without soil.

BOARD OF DIRECTORS REPORT

A motion was made by Mr. Bieber 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 Reorganization and Regular Board Meeting held January 4, 2017 as attached and marked Board A.

B. First Reading of Policies

Approve the first 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

C. 2017-18 Berks County Intermediate Unit Mandated Services Budget

Approve the 2017-18 Berks County Intermediate Unit Mandated Services Budget in the amount of \$1,839,160.00 of which \$23,823.17 is Brandywine Heights' share as attached and marked Board C.

Accept the committee reports and make them part of the minutes.

BCIU – Mrs. Huhn reported on the meeting held January 19, 2017 and she submitted meeting highlights, which are attached and included as part of the meeting minutes. Upcoming events include the 47th Annual Convention of Berks County School Directors scheduled for on April 27, 2017 at Millmont Elementary in Reading. Mrs. Huhn urged School Board Directors to consider attending. An announcement is forthcoming. The next BCIU meeting will be held on February 16, 2017.

BCTC – Mr. Rothermel reported on the meeting held on January 25, 2017. Highlights included a tour of the Automotive Program, and a presentation of the preliminary budget that reflects a minimal 1.45% increase overall from the previous year, and a 4.7% share for Brandywine Heights based on a three year student participation average. The next meeting will be held February 22, 2017 at the West Campus.

Mr. Scheetz took the opportunity to address the Board about the convenient delivery and presentation of the BCTC JOC board agendas and attachments. (The BCTC utilizes laptops for each member which are set up to open directly into shared links housed in GoogleDrive.) Attachments are linked with the agenda items, which offers added convenience with instant references. Mr. Scheetz passed around a sample laptop open to a BCTC JOC agenda for board members to view. Mrs. Huhn added that the BCIU utilizes Box.com.

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

Council on Legislative Action (COLA) – Mr. Heydt reported that Betsy DeVos was approved as education secretary. The PA Budget was presented today by Governor Wolf.

Mr. Pawling reported on the Governor's budget showcasing education funds, and proposed a \$100 million increase in basic education funding. This is approximately \$50,000 for Brandywine Heights. There was a \$25 million increase in the Special Education Subsidy, which is about \$20,000 for our district. Early Childhood Education received an additional \$75 million, which does not affect the district directly, but will support other initiatives run by BCIU. There was a \$50 million reduction in the transportation subsidy, but it is too early to determine how this will affect our district. There was no increase in state personal income tax or sales tax. There was no mention of property tax reform or pension reform. Mr. Pawling will share more information with the Board at upcoming budget meetings as he expects more details on the state budget will be released in the near future.

Mr. Heydt added that there is legislation being introduced on mandated leave, which would enable the Board to negotiate leave in contracts. He noted that along with an emphasis on budgetary cuts and the frugal management of funds, the public sector is trending toward practices of corporate America to diminish benefits in order to control expenses.

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

Strategic Planning/Goals – Mr. Scheetz presented the Mid-Year District Goals Report and highlighted many district initiatives. Please see the attached Mid-Year Update document which is attached to the minutes. Mr. Scheetz highlighted the progress of district initiatives including the introduction of the STEM Program, changes to the math curriculum; the addition of the BCIU Pre-K Program; professional development focused on a culture of data with added time each week; the contribution of technology coaches in the classroom; qualification of the eRate2 grant to support technology implementation; more attention to investments in an effort to increase returns and creating positive position with stakeholders; improvement of facilities moving forward with the ESCO project (new lights, air conditioning, climate control); emphasis on a safety committee based on student and employee safety and implementing training for staff for situational emergency events like active shooter, assault, etc.; and finally, ongoing active community involvement by our Superintendent and the Administrative Team as referenced on pages 4-5 of the attachment. Mr. Scheetz expects another District Goal update in June, and a revision for the next school year introduced after Mr. Pottieger’s develops goals with Administrators over the summer.

Mr. Heydt asked where extra-curricular would be addressed under District Goals. Mr. Pottieger explained the document is specific to the year they are created for. Some goals are recurring and others are based on need. Mrs. MacMillan added that many extra-curricular subjects fall under the broad goal of Curriculum, such as Art, Band, and Music. Mr. Sheetz also added that some extra-curricular involvement like athletic homecoming or participation at the local Memorial Day parade falls under Community Engagement.

Mrs. Huhn noted that specific positions are noted in the Mid-Year Goals Update document (new TOSA position, new athletic director, and upcoming pupil services position), and asked if there may be additional anticipated changes to the personnel. After brief discussion, the consensus was that personnel changes fall under the broader goal, to “anticipate & address district staffing and operational needs in a timely, efficient, and effective manner while ensuring the highest quality of staff are hired.”

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.

Mr. William Gorman, Gorman & Associates, P.C., presented highlights of the Single Audit Report for year ending 6/30/2016. After a brief introduction, Mr. Gorman explained the importance of auditing and established accounting principles for government finances. He explained that his staff rotates fiduciary focus under two sets of eyes, to audit under both general standards and government standards. The audit includes compliance in school laws of Pennsylvania and in both school code and municipal code. Mr. Gorman’s firm also acts as the federal programs auditor. The Single Audit Report for year ending 6/30/2016 indicates no substantial findings with minor deficiencies as listed which the administration has remedied.

A. General Fund Bills

To approve general fund bills through February 7, 2017 totaling \$2,181,691.55 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills through February 7, 2017 totaling \$23,735.27 per attachment Budget B.

C. Financial Reports

To accept the following Financial Reports through December 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

1. To approve continuation of Sweet, Stevens, Katz & Williams, L.L.P. as special counsel for matters related to special education for 2017-2018 (no change from 2016-2017): Routine matters attorney rate \$150/hr., legal assistant \$125/hr. Non-routine matters attorney rate \$195/hr., legal assistant \$125/hr. as per Budget D.1.
2. To approve the Memorandum of Understanding and Transportation Plan between the Brandywine Heights Area School District and the Berks County Children and Youth Agency to establish transportation procedures for foster care youth to meet Every Student Succeeds Act (ESSA) requirements as per Budget D.2.

E. Curriculum

1. To approve an agreement with the Berks County Intermediate Unit to manage Pennsylvania Information Management Systems (PIMS) functions for the district for the remainder of the 2016-17 school year at a cost of \$3,200 as per Budget E.1.

F. Facilities/Maintenance – None

G. Tax Collector Appointments

To acknowledge the appointment by the elected tax collector of the following Deputy Tax Collectors as required under Act 164 of 2014:

<u>Township or Borough</u>	<u>Elected Tax Collector</u>	<u>Deputy Tax Collector</u>
District Township	Mollie A. Prey	George H. Babilon
Longswamp Township	Lorraine Meck	Michael Meck
Rockland Township	Mollie A. Prey	Carol S. Fox
Topton Borough	Nancy E. Heffner	Bonnie Stauffer

H. Tax Collector Compensation

To approve Tax Collector Compensation for Current Per Capita and Current Real Estate Taxes effective July 1, 2018 as follows:

Real Estate = \$1.65 per bill issued paid when collected (\$1.65 per installment if paid in installments) or when turned over as delinquent (after December 31)

Per Capita = \$1.65 per bill when collected

I. Budget Transfer

To authorize the transfer of \$364,400 from the General Fund to the Capital Project Fund for ESCO-AC project expenditures.

J. Replacement High School Library Books

To ratify the purchase of replacement library books for the High School library at a cost of \$25,029.16 per Budget J.

- Follett Non-Fiction Titles -	\$15,962.21
- Follett Reference Titles -	6,449.68
- Follett Fiction Titles -	1,724.57
- Amazon Titles -	892.70

K. Yearbook Services

To approve the agreement with Student Services Company, Norristown, PA, to provide high school yearbook services for the 2017-2018 school year per Budget K.

L. eFinancePlus Accounting Software Agreement

To approve the agreement with the Berks County Intermediate Unit for eFinancePlus software support for the 2017-18 school year at a cost of \$23,960 and for the 2018-19 school year at an estimated cost of \$24,584 per Budget L.

Note: The following Budget Workshops have been advertised:

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

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

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

A. 2017-18 District Calendar

Approve the proposed 2017-18 District Calendar as attached and marked Superintendent A.

B. PARSS Conference Attendance

Approve the Superintendent to attend the 2017 Pennsylvania Association of Rural and Small Schools (PARSS) Annual Meeting/Conference in State College, PA on April 27-28, 2017 for a cost not to exceed \$250.00 plus mileage and hotel accommodations as attached and marked Superintendent B.

C. Field Trip Request: FBLA State Leadership Conference

Approve the High School Field Trip Request for approximately 15 business students to travel with 3 teacher chaperones to the FBLA State Leadership Conference in Hershey PA from April 2-5, 2017 as attached and marked Superintendent C.

D. Field Trip Request: SADD to PA State Highway Safety Conference

Approve the High School Field Trip Request for 2 SADD students to travel with 1 chaperone to the PA State Highway Safety Conference in State College, PA from April 19-20, 2017 as attached and marked Superintendent D.

E. Field Trip Request: 2017 SADD National Conference

Approve the High School Field Trip Request for approximately 5 SADD students to travel with 1 chaperone to the 2017 SADD National Conference on Youth Health & Safety in Tampa, FL from June 25-28, 2017 as attached and marked Superintendent E.

Informational Reports

Academic/Instructional Technology Report – Mr. Voelker presented his Outsourced Technology Recommendations and answered questions from the board. Highlights included the recommendation to negotiate a two year extension with HIG. He also recommends entering into separate contracts for technicians and equipment. Mr. Voelker’s presentation included a Technology Projects Timeline for summer completion.

Advanced Placement Exams – Mr. Potteiger informed the board that the federal AP (Advanced Placement) Exam fee reduction for economically disadvantaged students will not be available this year due to reconfiguration of funds. After brief discussion, the board was in agreement that the district support the fee reduction for economically disadvantaged students.

Athletic Report – Mr. Romyn

Enrollment Report – Mr. Potteiger

Community Engagement/Task Force – Mr. Potteiger informed the Board of the upcoming event, "Too Good For Drugs" will be held on March 16 at BHMS to provide 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 added:

- Curriculum writing is ongoing for STEM, Mathematics, Language Arts, Library Science, ESL and World Languages.
- 17 teachers are on the Professional Development Committee and they have started planning for next year.
- In support of early childhood programs, Lehigh University will join BCIU to study the Pre-K Program.
- In coordination with the KU Advisory Committee, Brandywine and other Berks/Lehigh school districts will contribute to the Professional Development Schools Contract, in which districts place KU student teachers in their schools, and provide feedback to the KU College of Education staff. Currently the education emphasis is more philosophical, and less pragmatics/hands-on. This partnership will help to identify and correct deficiencies in the collegiate program to make students more marketable.
- Mr. Potteiger has been working with Mrs. Lovello about a recognition for Mr. Lovello.
- Carolyn Hanych will construct a “Points of Pride” public relations piece by mid-Spring.

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

Motion Carried – 9 Yeas

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 Mrs. Mary Darrach, Director of Pupil Services, effective June 30, 2017 as attached and marked Personnel A.1.

B. Change of Status

1. Approve the change of status of Mrs. Mandi Kercher, Middle School Gifted and English/Language Arts Teacher, to the position of Curriculum/Technology Specialist as a Teacher on Special Assignment (TOSA), effective February 8, 2017.

C. Appointments

1. Professional Staff – None
2. Support Staff – None
3. Long Term Substitutes – None
4. Co-Curricular
 - a. Approve retroactive stipends for three (3) additional Instructional (Non-Athletic) Co-Curricular appointments for staff members who attended Fifth Grade Environmental Camp as male camp chaperones in October 2016: Mr. Nathaniel Bentley, Mr. Matthew Donato, and Mr. Benjamin Stephens.
 - 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

1. Approve Mrs. Melanie Scheetz, Middle School Learning Support Teacher, to serve as a mentor to Ms. Melissa Ellerbusch, Intermediate School Learning Support Long Term Substitute (in for Mrs. Levengood), effective January 3, 2017 through approximately March 29, 2017. A stipend of \$650 will be prorated based on the duration of the assignment.
2. Approve a one-time stipend of \$2,000 each for Mrs. Stacey Carpenito, High School Assistant Principal and Mr. Matthew Dziuyncz, Intermediate/Middle School Assistant Principal, for performing additional job responsibilities assigned through June 30, 2017. These include managing the district's Student Information System (SunGard – eSchool), Teacher Access Center, PIMS reporting, data analysis responsibilities, and serving as the district's School Safety Coordinator and Wellness Coordinator.

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

Motion Carried – 9 Yeas

OTHER BUSINESS

Mrs. Huhn announced that there was an executive session to discuss personnel after the Budget Work Session held January 31, 2017.

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 Mr. Sterner to adjourn the meeting at 10:01 p.m.

Motion Carried

Approval Date

Brian Pawling, Board Secretary
Katharine Ege, Recording Secretary