

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

April 3, 2017

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:18 p.m. by President Elizabeth Huhn, following the executive session which began at 5:30.

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	<input checked="" type="checkbox"/> Mr. Rothermel
<input type="checkbox"/> Mr. Scheetz	<input checked="" type="checkbox"/> Mr. Sterner	<input checked="" type="checkbox"/> 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 (absent), Caylee Lasko (absent), Andrew Armbruster (absent)

**Visitors:** Michael Kistler (staff), Nicole Konyak (staff), Karen Krumanocker (staff), Dr. Mark Graham (staff), Dulcie Rothermel (candidate), Tim Rothermel, Vera Cutler (Mertztown), Andrea Moyer (Mertztown), Zach Morgan, Scott Schreiber (Barto), Melanie Miller (Mertztown).

Dr. Mark Graham, High School Gifted/Art Teacher and Fine Arts Department Chair shared a photo presentation of the district sponsored overseas trip to Italy which took place March 3-12, 2017. There were 29 National Art Honor Society student members, 8 chaperones and 3 teachers who traveled to the cities of Milan, Venice, Florence, Rome, Pompeii, Sorrento, and Capri to experience Italian artwork, architecture, ruins, culture, customs, and cuisine.

Mrs. Carolyn Hanych, Instructional Technology Specialist and Director of Brandywine Heights Virtual Academy, introduced the District's three Technology Coaches, Karen Krumanocker (K-3), Nicole Konyak (4-8) and Michael Kistler (9-12), and described their role as technology facilitators in the district. After a brief review of the technologies currently in place at each building, the coaches demonstrated a lesson with board members and visitors. Finally, Mrs. Hanych concluded the presentation by highlighting the district's K-8 STEM program and future trends of technology in education.

**BOARD OF DIRECTORS REPORT**

A motion was made by Mrs. Grossman 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 March 6, 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.5.

1. 302 Employment of Superintendent/Assistant Superintendent
2. 303 Employment of Administrative Employees
3. 404 Employment of Professional Employees
4. 504 Employment of Classified Employees
5. 918 Title I Parental Involvement

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

**Student Reports** – Students were absent. No reports.

**BCIU** – Mrs. Huhn reported on the meeting held March 16, 2017. BCIU sponsored an annual art exhibit for Berks high school students held in Reading at the Goggleworks on March 5, which acknowledged student work and awarded prizes. Key actions included the ratification of several agreements including unpaid field placements for undergraduate students, approval of a consulting group to assist development of an RFP for upgrading the phone system, agreements for Title I services, transportation services, as well as acknowledged several personnel items. Upcoming events include the Annie Sullivan Award ceremony on April 5, 2017. Mrs. Mary Darrach was nominated this year. Berks business leaders, school district superintendents, elected officials and higher education partners are invited to attend an Early Learning is Good Business Summit at the Berks County Intermediate Unit on April 7. 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 April 20, 2017.

**BCTC** – Mr. Scheetz – Absent, no report.

**Berks County EIT Collection Bureau** – Mr. Bieber – No report. The last meeting was on March 30 and alternate delegate, Mrs. Lamaestra, will share her notes in time for the next meeting.

**Council on Legislative Action (COLA)** – There was no recent meeting, however Mr. Heydt highlighted current topics of interest including President Trump’s budget, school choice, Senate Bill 406 which proposes new regulations for a two-thirds vote from a school board to raise taxes. Also, there is legislation to require the use of school facilities for a hunter safety course. Next week the Berks County Business Managers will meet at BCIU to discuss property tax elimination, charter schools, etc.

**Policy Committee** – Mrs. Grossman acknowledged policies on the agenda for first reading approval.

**Strategic Planning/Goals** – Mr. Scheetz – Absent, no report.

**Negotiations/Compensation Committee** – Mrs. Huhn proposed the new Negotiations/Compensation Committee and will be surveying board members for their interest and level of involvement.

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>  </u> Mr. Scheetz	<u>Y</u> Mr. Sterner	<u>Y</u> Mr. Tomasi	

Motion Carried – 8 Yeas/1 Absent

**BUDGET/FINANCE/PROPERTY/TRANSPORTATION**

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

**Presentation:** ESCO Project Update – Mr. Wetzel and Mr. Pawling

**A. General Fund Bills**

To approve general fund bills through April 3, 2017 totaling \$2,482,741.70 per attachment Budget A.

**B. Food Service Bills**

To approve food service fund bills through April 3, 2017 totaling \$25,221.45 per attachment Budget B.

**C. Financial Reports**

To accept the following Financial Reports through February 28, 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 the proposed Special Education, Early Intervention, and Student Services rate schedule through the Berks County Intermediate Unit for the 2017-18 school year per Budget D.1.

**E. Curriculum/Technology**

- 1. To approve the proposed Office of Innovation and Technology Services rate schedule through the Berks County Intermediate Unit for the 2017-18 school year per Budget E.1.

**F. Facilities/Maintenance**

- 1. To approve the proposal with Miller Flooring Company Inc., West Chester, PA, for high school and middle school flooring services at a cost of \$7,530.80 for the 2016-17 school year through the KPN purchasing consortium per Budget F.1.
- 2. To approve the proposal with Communication Systems, Inc., Allentown, PA, for district-wide camera additions at a cost of \$65,318 for the 2016-17 school year through the PEPPM purchasing consortium per Budget F.2.

**G. Student Transportation Agreement**

To ratify a Bus Operation Service Agreement between the Brandywine Heights Area School District and the Kutztown Area School District to provide transportation for a KASD student to River Rock Academy, Douglassville, PA, as per Budget G.

**H. 2017-18 BCTC Budget**

To approve the Berks Career & Technology Center (BCTC) General Fund Proposed Operating Budget for the 2017-18 school at a total proposed cost of \$762,648 as per Budget H.

Mrs. Huhn asked for comments from Board members and the public. Mr. Schreiber, District Township questioned the Board on the feasibility of an after school activities bus run. Mr. Potteiger noted that transportation efficiencies was a topic in recent years which resulted in bus routes being eliminated or combined rather than added for a reduction in cost.

Ms. Vera Cutlet, Mertztown, asked about energy savings relative to the lighting project. Mr. Pawling explained that the lighting project has long term energy savings.

Mr. Schreiber asked if the district investigated solar panels to offset costs. Mr. Pawling explained that the grants that were available in the past are no longer available. Mr. Potteiger added that it was investigated 4-5 years ago.

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      Y Mr. Tomasi

Motion Carried – 8 Yeas/1 Absent

**SUPERINTENDENT’S REPORT**

There were no voting items.

**Informational Reports**

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

Mrs. Hanych invited Board members to attend the Virtual Academy Open House on April 20.

**Athletic Report** – Mr. Romyn

Mr. Potteiger reminded the Board Mr. Romyn is preparing a presentation about non-sponsored sports for May.

**Enrollment Report** – Mr. Potteiger

**Community Engagement/Task Force** – Mr. Potteiger reported on the "Too Good for Drugs" event held on March 16. The event provided educational activities for kids of all ages with a carnival theme. There was a special presentation for parents from the Council on Chemical Abuse, and presentations to younger students from our High School SADD students.

Mr. Potteiger noted that he is involved with other districts and Kutztown University to develop a formalized Professional Development Schools Partnership, a collaborative educator preparation program, and is in the legal phase.

Mr. Potteiger announced he represents the educational sector of the Berks County Opioid Task Force.

Mrs. Huhn asked for comments from Board members and the public. Andrea Moyer, Mertztown and another member of the audience explained that their children are swimmers representing Brandywine Heights. They would like clarification on whether swimming, as an individual sport is recognized within the school. Mr. Potteiger noted that Mr. Romyn will be presenting information on non-sponsored sports at the May 1 board meeting.

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           Mr. Scheetz      Y Mr. Sterner      Y Mr. Tomasi

Motion Carried – 8 Yeas/1 Absent

**PERSONNEL REPORT**

A motion was made by Mrs. Grossman 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. Appoint Mrs. Dulcie Rothermel to the position of Director of Pupil Services with an anticipated effective date of May 30, 2017 for a prorated salary of \$95,000.

2. Support Staff – None

3. Long Term Substitutes

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
a. Ms. Sara Pabst	ES .5 Art (Bond)	B/Step 1 prorated	4/10/2017-EOY

4. Co-Curricular

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

2017 Spring Sport	Coaching Assignment	Longevity (16/17 Season)	Base	Sum Time (+100 for every 3 yrs)	Stipend
HS B Volleyball Assistant	<del>Mitchel Kanter</del> Logan Gehman	0	\$2,000	0	\$2,000

- d. Approve an Athletic Event Staff worker, Ms. Kimberly Allmendinger, as a High School Official Softball Scorer at the rate of \$30.00 per game.

**D. Support Staff Substitutes – None**

**E. Leaves**

1. Approve the request from Mrs. Stephanie Rinda, Intermediate/Middle School Instrumental Music Teacher, for a maternity leave of absence beginning approximately May 15, 2017 through the end of the 2016-17 school year as attached and marked Personnel E.1.
2. Approve the request from Mrs. Susan Panuski, Intermediate School Autistic Support Teacher, for a professional development sabbatical leave of absence during the second semester of the 2017-18 school year and the second semester of the 2018-19 school year as attached and marked Personnel E.2. Sabbatical requests adhere to Board Policy 338 which specifies teachers earn half of their normal salary and full health benefits while on sabbatical leave.
3. Approve the request from Mrs. Shara Sweitzer, High School Art Teacher, for professional development sabbatical leave of absence during the first semester of the 2017-18 school year as attached and marked Personnel E.3. Sabbatical requests adhere to Board Policy 338 which specifies teachers earn half of their normal salary and full health benefits while on sabbatical leave.

**F. Other Personnel Items**

- 1. Approve the following professional staff member to serve as a mentor to a new teacher during the 2016-17 school year. A stipend of \$650 will be prorated based on the duration of the assignment.

Mentor

New Teacher. Position, (in place of)

Mrs. Kelly Womack, ES STEM Teacher

Ms. Sara Pabst, ES .5 Art LTS (Bond)

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

    Mr. Scheetz

Y Mr. Sterner

Y Mr. Tomasi

Motion Carried – 8 Yeas/1 Absent

**OTHER BUSINESS**

Mr. Pawling reported on the Food Service Audit, which there were no findings. He also noted that he is evaluating professional contracts and will recommend an RFP for banking services in the near future.

Mrs. Huhn announced that there was an executive session on March 27, 2017 to discuss student discipline and Act 93 agreement. The Board also met prior to this evening’s board meeting to address a personnel issue. There will be an executive session after the meeting to discuss a special education legal issue.

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. Heydt to adjourn the meeting at 8:06 p.m.

Motion Carried

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

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