

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

May 1, 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 (6:32 p.m.)	<u>✓</u> Mr. Rothermel
<u>✓</u> Mr. Scheetz	<u>✓</u> Mr. Sterner (7:56 p.m.)	<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 (absent), Caylee Lasko, Andrew Armbruster

Visitors: Christina Weller (Topton), Amy Rohrbach (staff), Dawn Strunk (Mertztown), Derek Strunk (Mertztown), Skylar Strunk (Mertztown), Stephen Fowler (Blandon), Adam Rabenold (staff), Ted Scaffini (Fleetwood), Andrea Moyer (Mertztown), Zach Moyer (Mertztown), Mike Hersh (Topton), Sarah Reichel (Topton), Heather Yost (Topton), Jenn Boriz (Topton).

Mr. Romyn presented on the topic of Brandywine Heights Area School District Non-Offered PIAA Sports. In recent months, community members have asked the administration and School Board to better support students who participate in individual sports, such as swimming, that are not currently offered by Brandywine Heights. Mr. Romyn noted that based on interest, participation, and facilities, our District hosts a selection of sports sponsored by the Pennsylvania Interscholastic Athletic Association (PIAA). PIAA establishes uniform standards for interscholastic sports including rules, eligibility requirements, and championships. Our District has also entered into co-op agreements with neighboring districts which enable our students to participate in sports BHASD does not offer. Mr. Romyn noted the PIAA sports that are supported by the district with budget funding provided for coaches, transportation, uniforms and equipment. He also explained how the district recognizes the achievements of student athletes, typically with a varsity letter and/or other sport specific awards.

Mrs. Huhn opened discussion with the Board. Mr. Romyn fielded questions about eligibility, fundraising, booster clubs, student recognition, participation and state reporting. He also described the process involved to apply for a co-op between districts. Mr. Pawling contributed with an explanation about student athlete insurance coverage.

Mrs. Huhn asked for comments from the audience. Dawn Strunk, Michael Hersh, Stephen Fowler, Heather Yost and Ted Scaffini all offered comments to support the sport of swimming and encouraged the board to recognize student swimmers and explore options to increase district support of individual sports.

Mr. Potteiger and Mrs. Huhn recognized the 2016-17 School Board Student Representatives and presented certificates of appreciation to Caylee Lasko and Andrew Armbruster for their dedicated service. Mr. Potteiger will present McGuire Galing (absent) with his certificate at a later date.

Mr. Potteiger and Mr. Ziatyk recognized seven High School students for their involvement in Health Occupation Students of America (HOSA). The students spoke briefly about their experience representing Brandywine Heights at the HOSA State Leadership Conference held in March 2017. Ciara Diehl and Julia Moyer earned Second Place in Emergency Preparedness/Public Health. Mykalan Mendoza earned Third Place in the category of Leadership/ Interviewing Skills. Jocelyn Foley, Jamie Harpel, Alexis Neimeyer and Savanna Ruppert earned First Place in the category of Teamwork/Health Education. Mr. Potteiger presented certificates of recognition to each student and wished them the best of luck presenting at the National Conference held in Florida next month.

BOARD OF DIRECTORS REPORT

A motion was made by Mr. Bieber and seconded by Mr. Scheetz 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 April 3, 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.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

C. First Reading of Policies

Approve the first reading of the following policies as attached and marked Board C.1.-C.9.

1. 805. Emergency Preparedness
2. 805.1. Relations With Law Enforcement (new)
3. 225. Relations With Law Enforcement Agencies (eliminate/retire)
4. 806. Child/Student Abuse Complete
5. 807. Opening Exercises
6. 808. Food Services
7. 811. Bonding
8. 812. Property Insurance
9. 813. Other Insurance

D. Appointment of Board Treasurer

To reappoint Mr. Bryan Rothermel as Board Treasurer for a one-year term beginning July 1, 2017 ending June 30, 2018.

E. Appoint Berks Health Trust Representative

To reappoint Mr. Brian Pawling, Business Manager, as the district's Berks Health Trust representative for a two-year term effective July 1, 2017 through June 30, 2019.

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

Student Board Representatives – Caylee Lasko and Andrew Armbruster reported on recent and upcoming events at each school building.

BCIU – Mrs. Huhn reported on the meeting held April 20, 2017. Highlights included the acknowledgement of receipt of district vote tallies for the BCIU budget, appointment of Sweet, Stevens, Katz and Williams for special education legal services, authorized filing of Head Start agreement, authorized a pilot for ThinkThrough math software, amended an agreement with Comcast Cable, approved new depositories, and approved the continuation

of legal services through Brumbach, Mancuso & Fegley. The BCIU is working with Admentum (StudyIsland) on a consortium agreement. SunGard was recently acquired by another company (PowerSchool) and the effects are not yet known. The Annual Convention of Berks County School Directors was Thursday, April 27, 2017 at Millmont Elementary School in Reading, and the students guided the tour through the school. Federal funding for the StarTalk Program was cut by 80% and as a result the program may not run this summer. Congratulations to Mary Darrach, who was nominated for the Annie Sullivan Award. The next BCIU meeting will be held on May 18, 2017.

BCTC – Mr. Scheetz reported on the meeting held on March 22, 2017. Highlights include approval for purchasing tractor trailers for the CDL program, authorization of the purchase of a Telehandler (a large fork lift), and a virtual paint system for the autobody shop program which helps acquire skills in a virtual setting before students apply paint to automobiles.

Mr. Rothermel reported on the meeting held April 26, which began with a tour of the Mechatronics Engineering Technology program. A facility plan was presented and the work will be completed over the summer. 75 % of the work will be completed by students and instructors. Principals shared the results of standardized tests with great results. BCTC was singled out as the premier career center in Pennsylvania and Dr. Kraft as a top administrator.

Berks County EIT Collection Bureau – Mr. Bieber – No report. At the next meeting, Mr. Bieber will report on the meeting scheduled for May 4 as well as the meeting held on March 30, which was attended by Alternate Delegate, Mrs. Lamaestra.

Council on Legislative Action (COLA) – Mr. Heydt – Absent, no report. Mr. Pawling reported that the state budget deficit is being discussed in Harrisburg. Legislation has been proposed for Charter School reform, including reducing funding amounts for cyber charter and fund balance limits for charter schools. There is a lot of opposition to the proposed legislation from school district’s statewide, and there are refinements to be made. In the house, legislation was proposed to allow teachers to carry firearms in schools. On the federal level, we may see reductions including possible elimination of Title II Class Size Reduction funding. Mr. Potteiger added that Title IV funding, that was supposed to assist AP exam fees, will probably not be readily available to assist our students. The next COLA meeting is scheduled for Friday May 12.

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

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

Negotiations/Compensation Committee – Mrs. Huhn. 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.

<u>Y</u> Mr. Bieber	<u>Y</u> Mrs. Grossman	<u> </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>Y</u> 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 May 1, 2017 totaling \$1,585,782.00 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills through May 1, 2017 totaling \$28,311.71 per attachment Budget B.

C. Financial Reports

To accept the following Financial Reports through March 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 - None

E. Curriculum/Technology

1. To approve the Service Level Agreement with the Berks County Intermediate Unit, Reading, PA, for the 2017-2018 Distance Learning Option for Chinese Language Instruction at a cost of \$11,000.00 as detailed in Budget E.1.

F. Facilities/Maintenance

1. To approve the proposals with Modernfold, Topton, PA to perform annual preventative maintenance to the Intermediate/Middle School and High School bleachers for the 2016-17 school year at a cost of \$4,000 for the IS/MS and \$5,000 for the HS per Budget F.1.
2. To approve the quotation with Oak Security Group, LLC, Indianapolis, IN, to install 88 cylindrical door locks at the Elementary School for the 2016-17 school year at a cost of \$2,016 as per Budget F.2. The locks have already been purchased and the quotation is for installation only.
3. To approve the proposal with Weatherproofing Technologies, Inc. (a subsidiary of Tremco Inc.), Beachwood, OH, to install new metal wall panel systems to eliminate water infiltration issues at the Intermediate/Middle School for the 2016-17 school year at a cost of \$24,872.06 per the Keystone Purchasing Network (KPN)/AEPA roofing contract as per Budget F.3.
4. To approve the proposal with Communication Systems, Inc., Allentown PA, for preventative maintenance on intercom, CCTV, auxiliary sound, and TV distribution systems at various buildings for the 2017-18 school year at a cost of \$4,380 per Budget F.4.
5. To approve the proposal with Communication Systems, Inc., Allentown PA, for preventative maintenance on access control systems at various buildings for the 2017-18 school year at a cost of \$3,564 per Budget F.5.
6. To approve the proposal with Communication Systems, Inc., Allentown PA, for comprehensive maintenance on telephone and intercom-master clock systems at various buildings for the 2017-18 school year at a cost of \$8,652 per Budget F.6.
7. To approve the purchase with Reading Tractor Equipment (reseller), Leesport, PA for the purchase of a Kubota B2650HSDC front end loader for the 2016-17 school year per PA State Contract # 4400011350 (awarded to C.H. Waltz & Sons) at a cost of \$25,514.95 per budget F.7.
8. To approve the proposal with Atlantic Roofing Corp, Green Lane, PA, for masonry repairs of the northeast brick wall of the Intermediate/Middle School for the 2016-17 school year through the National IPA purchasing consortium at a cost of \$9,630 per Budget F.8.
9. To approve the agreement with Honeywell Building Solutions, Fort Washington, PA, to replace 14 temperature controllers at the Intermediate/Middle School for the 2016-17 school year at a cost of \$15,150 per Budget F.9.
10. To approve the agreement with SSI, Breinigsville, PA, for preventative maintenance on the High School Tech Ed dust collector fire alarm system for the 2017-18 school year at a cost of \$660 per budget F.10.
11. To approve the proposal with Protect Alarms, Allentown, PA, for burglar and fire alarm monitoring at various buildings for the 2017-18 school year at a cost of \$4,909 per Budget F.11.
12. To approve the proposal with Weatherproofing Technologies, Inc. (a subsidiary of Tremco Inc.), Beachwood, OH, to conduct repairs to eliminate water infiltration issues at the Elementary School for the 2016-17 school year at a cost of \$14,232.68 per the Keystone Purchasing Network (KPN)/AEPA roofing contract as per Budget F.12.
13. To approve the contract with Bertolet Construction Corp., Wernersville, PA, for district-wide concrete sidewalk repairs for the 2016-17 school year at a cost of \$15, 209 as per Budget F.13.

G. 2017-2018 Proposed Budget Approval

To approve the 2017-2018 general fund proposed final budget (PDE-2028) totaling \$33,200,040 reflecting a 1.5% real estate tax increase of 0.4845 mills (32.7845 mills) per attachment Budget G.

Note: The 2017-2018 budget is scheduled for final adoption on June 5, 2017 at 6:00 pm. The 2017-2018 General Fund Budget will be available for inspection on Tuesday, May 2, 2017 in the business office and on the District's website www.bhasd.org. Call (610) 682-5141 or email bripaw@bhasd.org with questions.

H. Insurance Broker Appointment

To designate CBIZ Benefits & Insurance Services of PA as the 2017-2018 insurance broker of record.

I. District Solicitor Appointment

To appoint the law firm of Brumbach, Mancuso & Fegley PC with John M. Stott and James Mancuso as the assigned attorneys as the 2017-18 BHASD solicitor for an annual retainer of \$10,000 (\$500 increase from previous year) for meetings and an hourly fee of \$130.00 for labor, hearings and other special assignments.

J. Environmental Camp Agreement

To contract with South Mountain YMCA, Wernersville, PA for the 2017-2018 Intermediate School fifth-grade environmental camp at a total fee of \$13,750.00 (majority of cost reimbursed through PTC/family paid fees) as per Budget J.

K. School District Dentist Appointment

To approve Schuman & Schwab, DMD, PC, Blandon, PA, as the school district dentist to perform dental examinations for students whose parents have elected to have the service performed by the school dentist for the 2017-18, 2018-19, and 2019-20 school years at a cost of \$5.00 per exam. Approximately 80-100 exams are performed each year.

L. School District Physician Appointment

To approve Dr. Mary Fabian, St. Luke's Physician Group, Allentown, PA, as the school district physician to perform sign-offs for student standing orders, physicals for students entering Kindergarten, 6th, and 11th grades (approx. 80-100 physicals per year), and provide the school nurses with certifications for use in ordering medications for the 2017-18, 2018-19, and 2019-20 school years. The rate per physical will be \$15 in 2017-18, \$16 in 2018-19, and \$17 in 2019-20 with the hourly rate for other services at \$54 in 2017-18, \$55 in 2018-19, and \$56 in 2019-20.

M. Substitute Teacher Services

To approve the contract extension with Substitute Teacher Service, Inc. of Aston, PA for substitute teacher services for the 2017-18 and 2018-19 school years at contracted pay rates below, as per Budget M.

Service Provided (2017-2019)	STS Pay	District Bill Rate
Per Diem Substitute Teacher Day 1-45	\$100.00	\$131.00
Per Diem Substitute Teacher Day 46+	\$110.00	\$144.00
Short Term Substitute Teacher	\$125.00	\$163.75

N. Telecommunications Audit

To approve the agreement with The Spyglass Group, LLC, Westlake, Ohio to perform an audit on the district's telecommunication service accounts to seek cost recovery, unnecessary service elimination, and cost reduction recommendations with fees based on implemented cost savings as per Budget N.

Mrs. Huhn distributed an informational page to School Board Directors which summarizes 2017-18 budget. It was intended to serve as a quick reference should School Board Directors need to field questions about the tax increase from community members.

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

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

Y Mr. Bieber Y Mrs. Grossman Mr. Heydt Y 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 Mrs. Grossman and seconded by Mr. Bieber to accept the Superintendent's Report.

A. Professional Development School (PDS) MOU

Approve the Professional Development School (PDS) Memorandum of Understanding between Brandywine Heights Area School District and Kutztown University. The agreement reflects partnership objectives for collaborative educator preparation for a three-year term to begin May 1, 2017 as attached and marked Superintendent A.

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

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

Mr. Farina described changes to the progression and placement process for grades 5-8 Mathematics instruction. Administration and teachers collaborated to create a comprehensive placement tool that looks at both

quantitative and qualitative data to assure that our students are placed in the appropriate level of math instruction for the upcoming year.

Athletic Report – In addition to the distributed report, Mr. Romyn shared draft layouts for the Samuel Lovello wall mural. The completion date is anticipated in June. Mr. Romyn highlighted student athletes Ethan Rothermel, who has advanced in Tennis, and Skylar Miller, who has set local records in the long jump.

Enrollment Report – Mr. Potteiger

Superintendent Update – Mr. Potteiger noted that he and Mr. Pawling attended the PARSS Conference on April 26-28 in State College, PA. Mr. Potteiger announced that the land for sale across from the High School was purchased by East Penn Manufacturing. The School Board of Directors expressed support for East Penn Manufacturing land access and expansion with the understanding that the company is a local business and strong supporter in the community, eventual job opportunities and increased tax base.

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

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

Y Mr. Bieber Y Mrs. Grossman Mr. Heydt Y 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. Scheetz and seconded by Mr. Bieber to accept the Personnel Report.

A. Resignations/Retirements/Terminations/Furloughs

1. Accept the resignation of Mr. Matthew Smith, School Psychologist, effective June 5, 2017, 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
4. Co-Curricular
 - a. Instructional (Non-Athletic) Co-Curricular appointments – None
 - b. Unpaid Instructional Co-Curricular Student Activity Group Advisor recommendations – None
 - c. Athletic Co-Curricular appointments – None
 - d. Approve the following Spring Athletic Volunteers:
 - Mr. Charles Burkhardt, HS Boys Tennis
 - Mr. Jon Dekovitch, MS Baseball
 - Mr. John Fay, MS Softball
 - Ms. Alyssa Fegley, HS Softball
 - Ms. Jessica Franko, HS Boys Volleyball
 - Mr. Tyler Passero, HS Baseball
 - Mr. Brian Richards, MS Softball
 - Mr. Bryan Rothermel, HS Boys Tennis

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 other comments.

Roll call was taken to accept the Personnel Report.

Y Mr. Bieber Y Mrs. Grossman Mr. Heydt Y Mrs. Huhn Y Mrs. MacMillan

Abstain Mr. Rothermel Y Mr. Scheetz Y Mr. Sterner Y Mr. Tomasi

Motion Carried – 7 Yeas/1 Abstention/1 Absent

OTHER BUSINESS

Mr. Pawling reported on the financial audit conducted by the Office of the Auditor General, which there were no findings. He also noted that he will be evaluating banking request for proposal responses and will recommend an awarded vendor in the near future.

Mrs. Huhn announced that there was an executive session on March 27, 2017 to discuss student discipline and the 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 Mr. Scheetz, seconded by Mr. Sterner to adjourn the meeting at 9:27 p.m.

Motion Carried

Approval Date

Brian Pawling, Board Secretary
Katharine Ege, Recording Secretary