

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

June 19, 2017

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:39 p.m. by President Elizabeth Huhn, following an Executive Session to discuss personnel.

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	<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 Dziunycz, 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
✓ Mrs. Dulcie Rothermel, Director of Pupil Services
✓ 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: Mandi Kercher (staff), Kelly Womack (staff), Matthew Donato (staff), Doug Felegy (staff), Marie Ballantyne (staff), Jennifer Johnson (staff), Thomas Whalen (staff), Ryan Urling (HIG Lead Technician), Don Roach (coach), Alyssa Fegley (volunteer coach), Rick Fegley (assistant coach), Bonnie Harrison, Nora Harrison (student), Melissa Smith (student), Kaitlyn Miller (student), Lauren DeLong (student), Dwayne Scheidt, Larry S. (illegible), Dan Frack, Steve Adam, Kyle Kemmerer, Bob Renda (Topton), Edward Carter (Topton), Deb Stott (Fleetwood).

Mr. Potteiger recognized the retirement of Mrs. Mary Darrach, Director of Pupil Services. Mrs. Darrach (absent) will be presented with a plaque to recognize 8 years of dedicated service.

Mr. Potteiger and Mr. Romyn congratulated Mr. Don Roach, Girls Softball Coach, for being named Softball “Coach of the Year” as voted on by Berks County Head Coaches, and presented him with a certificate of congratulations.

Mr. Potteiger and Mr. Romyn recognized the following High School students and presented each with a certificate of congratulations:

- Jessica Davidheiser – Berks County Softball Player of the Year
- Taylor Sweigart – Softball All County Selection
- Renee Wall – Softball All County Selection

Mr. Don Roach introduced members of the Softball team, including coaches and students. On behalf of the Board, Mr. Potteiger congratulated the girls softball team for achieving championships in their division, County and Districts this year, and for representing Brandywine Heights with integrity and sportsmanship.

Mr. Voelker, Assistant to the Superintendent, introduced Mrs. Mandi Kercher, Curriculum/Technology Specialist, who presented highlights of the newly revised Gifted curricula.

Mr. Larry Schumacher, Middle School Guidance Counselor and Mr. Doug Felegy, Elementary School Guidance Counselor described the Chapter 339 Plan, which is a new name for guidance curricula enhanced with career planning.

Mr. Matthew Donato, Middle School Science Teacher and Grades 6-12 Science Department Chair presented an overview of the proposed **new** AP Environmental Science course, including scope and sequence, and topics covered within the course.

Mr. Donato shared highlights of Camp Invention, a week long summer class for 60 elementary students to expose them to creative and exploratory inventions in the STEM (Science Technology Engineering Science) area. The class was instructed by Mr. Donato and other district staff members along with several High School student helpers.

Mrs. Kelly Womack, Elementary School STEM (Science Technology Engineering Mathematics) Teacher, described highlights from the newly developed STEM program curricula.

Mrs. Marie Ballantyne, Intermediate/Middle School Librarian, and Mrs. Jennifer Johnson, High School Librarian, introduced the newly proposed MakerSpaces for the IS/MS and HS Libraries. MakerSpaces are dedicated spaces for hands-on, creative ways to encourage students to design, experiment, build and invent as they deeply engage in science, engineering and tinkering. MakerSpaces ideas have been suggested by current staff members and are proposed with integration of curriculum. MakerSpaces is proposed as a pilot in grades 6-12 and will be implemented in phases after evaluation of the upcoming first year.

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 June 5, 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.12.

1. 123 Interscholastic Athletics (complete redraft)
2. 237 Student Use of Electronic Devices (complete redraft)
3. 490 Employee Use Of Electronic Devices (new)
4. 814 Copyright Material
5. 815 Acceptable Use of Technology (complete redraft)
6. 818 Contracted Services
7. 819 Suicide Awareness, Prevention & Response
8. 826 Record Retention
9. 827 Record Destruction
10. 829 Electronic Signatures (new)
11. 831 Use Of Livestream Video On School District Property (new)
12. 916 Volunteers (complete redraft)

C. PSBA Delegate

Appoint Mr. John Scheetz as a Voting Delegate to the Pennsylvania School Boards Association 2017 Delegate Assembly. The representative must attend a meeting on Friday, October 20, 2017, at the conclusion of the PASA-PSBA School Leadership Conference as described in Board C.

D. BCTC Delegate Resignation

Accept the resignation of Mr. John Scheetz as the district's Joint Operating Committee, Berks Career and Technology Center delegate as attached and marked Board D.

E. BCTC Delegate Appointment – Item postponed to the August 14, 2017 meeting.

There was discussion between administration and the Board about Policy 237 Student Use of Electronic Devices with regard to cell phone use by students. Minor revisions will be made to the policy to allow students in grades 6-8 to carry cell phones on buses. The Board also asked the Administration to develop a pilot for allowing Elementary and Intermediate students the ability to bring electronic devices on the bus. Mr. Potteiger noted that clarification language was added to Policy 916 Volunteers to further define Volunteers and Helpers.

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

BCIU – Mrs. Huhn reported on the meeting held June 15, 2017. One new board member was seated and officers were announced: Timothy M. Heffner, President; Robert Quinter, Jr., Vice-President; and Gary R. McEwen, Treasurer. Mrs. Huhn will continue as the Board Secretary. Negotiations began between teachers and para educator unions. Personnel items were addressed, and the Board approved the BCIU administration to continue to hire and recruit during summer, and the approval of support staff wage increases at 1.4 %. The top three executives, who are entitled to additional compensation per their contracts, have accepted only the 1.4% increase to match the support staff wage increase. The next BCIU meeting will be held on August 17, 2017.

BCTC – Mr. Scheetz – No report. Mr. Scheetz has resigned as the BCTC JOC delegate and encouraged any interested board member to attend the next BCTC JOC meeting to see if they would be interested in filling that position. The next meeting will be held on June 28, 2017.

Berks County EIT Collection Bureau – Mr. Bieber – No report. The next meeting is scheduled for June 29, 2017.

Council on Legislative Action (COLA) – Mr. Heydt – There was no recent meeting, however legislative highlights include movement toward pension reform, and elimination of the Keystone Exams.

Policy Committee – Mrs. Grossman noted the 12 policies on the agenda for second reading.

Strategic Planning/Goals – Mr. Scheetz noted the 2016-17 End of Year Goals highlights will be shared during the Superintendent’s Report. Goals for 2017-18 are currently in development.

Negotiations/Compensation Committee – Mrs. Huhn shared there was a meeting held June 1 and June 7, 2017. There is not another scheduled meeting at this time.

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 ___ 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 June 19, 2017 totaling \$734,823.23 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills through June 19, 2017 totaling \$15,289.60 per attachment Budget B.

C. Financial Reports

To accept the following Financial Reports through May 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 the agreement with Valley Forge Educational Services, Malvern, PA to provide extended school year services in Vanguard School ESY Program for one district student at cost of \$7,900 per Budget D.1.

E. Curriculum/Technology

1. To approve the proposal from the Berks County Intermediate Unit to participate in the Educational Technology Legal Consortium provided by the law firm of Sweet, Stevens, Katz, & Williams regarding technology-related legal issues in education for the 2017-18 school year at an annual cost of \$700 (no increase from 16-17) as per Budget E.1.

2. To approve the price quotation from Edgenuity, Scottsdale, AZ, for 40 virtual academy course licenses for Access to Health and PE course taught by a District staff member at a cost for the licenses of \$4,100 as per Budget E.2.
3. To approve the purchase with Trinity 3 LLC, St. Paul, MN, for 25 Dell Latitude 3570 Business Notebooks for the Project Lead the Way program through the PEPPM technology bid consortium at a cost of \$21,225 as per Budget E.3.
4. To approve the lease agreement with American Capital, Lisle, IL, for 855 Lenovo Yoga and 105 Lenovo Thinkpad devices for a one year term at a cost of \$65,999 as per Budget E.4.
5. To approve the proposal from PowerSchool Group LLC, Folsom, CA, for online re-enrollment and registration software (replacing SchoolMint) from 7/1/2017 through 6/30/2020 (three years) at a first year cost of \$11,385 and an annual cost of \$7,369.65 in year two and \$7,590.74 in year three as per Budget E.5.
6. To approve the lease agreement with American Capital, Lisle, IL, for district-wide server, access points, and network equipment upgrades for a 6 year term at an annual cost of \$54,643.25.
7. To approve the proposal with Higher Information Group, Harrisburg, PA, for the installation of district-wide server, access points, and network equipment upgrades at a cost of \$10,597.50 per Budget E.7.

F. Facilities/Maintenance

1. To approve the annual service agreement with K&D Factory Service, Allentown, PA, on food service kitchen equipment as per Budget F.1.
2. To approve the annual service agreement and preventative maintenance agreement with The Longacre Company, Bally, PA, on commercial refrigeration equipment at a cost of as per Budget F.2.
3. To approve the bid with Thomlinson Bomberger, Lancaster, PA, to provide turf and field maintenance services for the 2017-18 school year at a cost of \$16,402 (decrease of \$5,607 from 16-17) for turf services and \$6,628 (decrease of \$3,823.52 from 16-17) for field services as per Budget F.3.
4. To accept the bid awards from the Berks County Intermediate Unit for Custodial Supplies for \$13,045.34 as per Budget F.4.

G. Unneeded/Unnecessary Equipment

To approve the list of unneeded/unnecessary equipment and to authorize the administration to recycle/sell/dispose of the items as per Budget G.

H. Business Insurance

To approve the business insurance proposal from CBIZ Insurance Services for the 2017-18 school year at a total annual premium cost of \$97,226 (decrease of \$3,554 from 16-17) as per Budget H.

I. Adult Paid Lunch Price

To establish the paid adult lunch price for the 2017-18 school year at \$4.60.

J. Main District Depository

To designate Fulton Financial Corporation (Fulton Bank) as the District's main depository for a period of three years beginning approximately September 1, 2017 with continuation of services past the three year term upon mutual agreement by both parties.

K. 2017-18 Depositories

To approve the list of depositories for district funds in the 2017-18 school year as follows:

- BB&T Bank
- First Priority Bank
- Fulton Bank
- Pennsylvania School District Liquid Asset Fund (PSDLAF)
- Royal Bank
- Uninvest Bank & Trust
- WSFS Bank

Mr. Pawling introduced Mrs. Stott, Vice President, Commercial Banking Group, Fulton Financial Corporation, who commented that she is a resident of the district and excited for the opportunity to work with our district.

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 Y Mr. Heydt Y Mrs. Huhn ___ 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. Scheetz to accept the Superintendent’s Report. Mr. Bieber asked that Item E. 2017-18 Athletic Admission Rates be voted on separately because his spouse is employed by the district.

A. K-12 Gifted Curricula Adoption

Adopt the newly revised K-12 Gifted curricula and authorize the purchase of recommended instructional materials as detailed in Superintendent A.

B. AP Environmental Science Curriculum Adoption

Adopt the newly developed AP Environmental Science curricula and authorize the purchase of recommended instructional materials as detailed in Superintendent B.

C. K-8 Explore STEM Curricula Adoption

Adopt the newly revised K-8 Explore Science, Technology, Engineering and Math (STEM) curricula as detailed in Superintendent C.

D. 7-12 Mathematics Curricula adoption

Adopt the newly revised 7-12 Mathematics curricula and authorize the purchase of recommended instructional materials as detailed in Superintendent D.

E. 2017-18 Athletic Admission Rates

Approve the recommended rates for 2017-18 Athletic Admission Rates as presented in Superintendent E. (Family Pass = \$80.00; Adult Season Pass = \$45.00; Non-BHASD Student Admission = \$4.00; Regular Admission = \$6.00)

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

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

Athletic Report – Mr. Romyn

Community Engagement/Task Force – Mr. Potteiger noted there was a successful ice cream social event on May 20 at the Topton Street Fair. There will be a Music in the Park event in conjunction with Topton Borough on June 11. Mr. Potteiger visited the local Lions Club to describe the functions of the Brandywine Community Task Force, and were recently informed the Lions Club will be making a financial contribution to support the work of the Task Force.

Mr. Potteiger reviewed the 2016-17 End of Year Goals Report, which was distributed to School Board Directors, and will be posted on our website after approval.

Roll call was taken to accept Items A.-D. of the Superintendent’s Report.

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

Motion Carried – 8 Yeas/1 Absent

Roll call was taken to accept Item E. 2017-18 Athletic Admission Rates of the Superintendent’s Report.

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

Motion Carried – 7 Yeas/1 Abstention/1 Absent

PERSONNEL REPORT

A motion was made by Mrs. Grossman and seconded by Mr. Rothermel to accept the Personnel Report. There was a request to vote on Item C.4.d.ii. Winter 2017 Coaches separately.

Mrs. Rothermel and Ms. Kelly presented data to support the recommendation to add an Intervention Specialist for the Elementary grades. Compared to the state average, Brandywine Heights is above the state average percentage of identified learning support students. Over the past several years, the data trend indicates that as our district population has decreased, the ratio of identified students has increased. The objective of adding the Intervention Specialist position is to provide intense support and foundational skills at the early childhood ages in order to reduce special education identifications.

A. Resignations/Retirements/Terminations/Furloughs

1. Accept the resignation of Mr. Charles DiCarne, High School Instrumental Music/Band Teacher, effective August 11, 2017 as attached and marked Personnel A.1.

B. Change of Status

1. Professional Staff
 - a. Approve the change of status and salary increase of \$5,000 for Mrs. Stacey Carpenito, High School Assistant Principal, from 11 months/215 days to 12 months/260 days effective July 1, 2017.
 - b. Approve the change of status and salary increase of \$5,000 for Mr. Matthew Dziunycz, Intermediate/Middle School Assistant Principal, from 11 months/215 days to 12 months/260 days effective July 1, 2017.

C. Appointments

1. Professional Staff

<i>Name</i>	<i>Position</i>	<i>Rate</i>	<i>Effective</i>
a. Ms. Beth Gaul	IS Learning Support Teacher	M/Step 2	2017-18 SY
b. Mr. Daniel Mark	IS/MS STEM Teacher	M/Step 5	2017-18 SY
c. Mr. Michael Furman	School Psychologist	M+30/Step 7	7/3/2017 <i>Pending Transcript Confirmation</i>
d. Mrs. Lyndsay Levegood	ESY Teacher & Substitute	\$25/hr	6/29, 7/5-27/2017
e. Ms. Corey Trego	ESY Teacher	\$25/hr	6/29, 7/5-27/2017

2. Support Staff – None
3. Long Term Substitutes – None
4. Co-Curricular
 - a. Paid Instructional (Non-Athletic) Co-Curricular appointments – None
 - b. Unpaid Instructional Co-Curricular Student Activity Group Advisors – None
 - c. Athletic Co-Curricular stipends for 2017-18 as attached and marked Personnel C.4.c. – Item tabled.
 - d. Approve the Fall and Winter 2017 Athletic Co-Curricular recommendations as attached and marked Personnel C.4.d.:
 - i. Fall 2017
 - ii. Winter 2017
 - e. Athletic Event Staff – None

D. Support Staff Substitutes – None

E. Leaves

1. Approve the request to extend the unpaid maternity leave of absence for Mrs. Kristina Perry, High School Learning Support Teacher, through the end of the 2017-18 school year as attached and marked Personnel E.1.
2. Approve a request from Mr. Jeffrey Heffner, High School Third Shift Custodian, for unpaid days (beyond 5 that were already approved by the Superintendent) to include June 6-20, 2017.

F. Other Personnel Items

1. Grant tenure to the following professional employees:
Mrs. Kathryn (Small) Defibaugh, Middle School English Teacher
Mrs. Jessica (Benner) Winklebauer, High School English Teacher
Mrs. Stephanie (Cullen) Rinda, Middle School Instrumental Music Teacher
Mrs. Mary Sollenberger, High School Spanish Teacher
2. Approve the 2017-18 salaries for the Act 93 Administrators, Managers and Support Staff as attached and marked Personnel F.2.
3. Approve the 2017-18 salary of \$149,000.00 (distinguished rating) for Mr. Andrew Potteiger, Superintendent, effective July 1, 2017.
4. Approve the 2017-18 salary of \$110,745.00 for Mr. Brian Pawling, Business Manager, effective July 1, 2017.
5. Approve the 2017-18 Substitute Rates as follows:

Substitute Position	Current Rates 2016-17	Proposed Rates 2017-18
Aide, Cafeteria Worker	\$9.75 per hour	\$9.75 per hour
Custodian	\$9.75 per hour	\$9.75 per hour
RN/LPN Nurse Aide	\$11.50 per hour	\$11.50 per hour
Certified School Nurse	\$22.00 per hour	\$22.00 per hour

6. Approve the 2017-18 Starting Rates for Support Staff as follows:

Position	Current Starting Rates 2016-17	Proposed Starting Rates 2017-18
Aides, Custodians, Cafeteria	\$9.75 per hour	\$9.75 per hour
Secretaries, Maintenance/Courier	\$12.75 per hour	\$12.75 per hour
Maintenance Worker, Skilled	\$15.25 per hour	\$15.25 per hour
RN/LPN Nurse Aide	\$15.25 per hour	\$15.25 per hour

7. Approve Mr. Michael Furman, School Psychologist (recommended for appointment), to work an additional 10 days to fulfill summer related work from July 3, 2017 through June 30, 2018.

The Board discussed Athletic Co-Curricular stipends and requested the Administration and Negotiation/ Compensation Committee reevaluate the proposed base stipends.

Mr. Steve Adam suggested that the board consider length of a sport **season** when evaluating coach’s compensation. Mr. Adam continued to address the Board and voiced information about the position of High School Wrestling Coach. Mr. Bob Renda also commented on the Athletic Coach interview process. Mr. Scheetz noted that the interview process was evaluative and fair with a point system, and no other comment can be made by the Administration due to the confidentiality of a personnel issue.

There were no other comments.

Roll call was taken to approve all Items except C.4.d.ii. Winter Coaches of the Personnel Report.

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

Motion Carried – 8 Yeas/1 Absent

Roll call was taken to approve Item C.4.d.ii. 2017 Winter Coaches of the Personnel Report.

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

Motion Carried – 6 Yeas/2 Nays/1 Absent

OTHER BUSINESS

Mrs. Huhn announced there was an executive session held on June 17 to discuss the Superintendent’s performance evaluation.

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. Scheetz to adjourn the meeting at 10:32 p.m.
 Motion Carried

 Approval Date

 Brian Pawling, Board Secretary
 Katharine Ege, Recording Secretary