

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

August 14, 2017

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:04 p.m. by President Elizabeth Huhn, following an Executive Session to discuss Act 93 administrators.

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
- ✓ 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:** Dr. Edward Carter (Topton), James Rine Strohecker (new staff), Katie Hess (staff), Carly Tunnell (new staff), Corey Trego (new staff).

Mrs. Huhn read the Obituary Minute and Resolution to remember Ms. Marie L. Eckhart and acknowledge her twenty-seven years of service.

Mrs. Huhn read correspondence addressed to the Board from Mrs. Paula Lovello, thanking the School Board Directors for their thoughtful and generous dedication of the High School Gymnasium in memory of her husband, and former Brandywine Heights Teacher and Wrestling Coach, Mr. Samuel Lovello.

On behalf of the Board, Mr. Potteiger expressed sincere gratitude and accepted a monetary donation of \$5,487.15 from Mr. Ryan Hinkle, a Brandywine Heights alumni, to support the extension of the STEM Program into MakerSpaces that will be implemented in the Intermediate/Middle School and High School libraries. Funds will be used to purchase a “VEX Robotics Swept Away Classroom Bundle” which includes all of the parts needed to build six robots.

Along with the help of the building Principals, Mr. Farina and Mr. Ziatyk, Mrs. Huhn introduced and welcomed the 2017-18 School Board Student Representatives. New this year is 8th Grade Middle School Student, Emma Trumbauer, who will report on Intermediate and Middle School happenings. Also new this year is High School Junior, Tayler Roberts, who will report on happenings in the Elementary School and High School along with returning School Board Student Representative, High School Senior, McGuire Galing.

**BOARD OF DIRECTORS REPORT**

A motion was made by Mr. Scheetz 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 Regular Board Meeting held June 19, 2017 as attached and marked Board A.

**B. BCTC Delegate Appointment**

Appoint Mr. John Tomasi as the district’s delegate, and reaffirm Mr. Bryan Rothermel as the alternate delegate, to the Berks Career and Technology Center Joint Operating Committee, each to serve the remainder of a three (3) year term which expires December 31, 2019.

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

**BCIU** – Mrs. Huhn – No report. The next BCIU meeting will be held on August 17, 2017.

**BCTC** – Mr. Rothermel reported on the meeting held on June 28, 2017. Business included the approval of the BCTC Act 93 compensation plan as well as rate increases for other personnel. The student built house in Oley, which won “Best of Show” during Berks County’s 2017 Parade of Homes, was auctioned off on August 12. Other highlights included the recognition of student winners at the National Skills Competition, including the Brandywine Heights High School HOSA student team, who finished in the top 10. BCTC hosted a STEM summer camp attended by 43 students who took part in the construction of model bridges. The next meeting will be held August 23, 2017.

**Berks County EIT Collection Bureau** – Mr. Bieber reported that July meeting was postponed until August. Business included the evaluation of proposals to provide tax collection software services. The award went to Keymark, a company who will provide an online system which will limit downtime. The cost exceeds \$800,000 with \$500,000 withheld from disbursements in 2017. The cost for Brandywine Heights ASD is less than \$1,000.

**Council on Legislative Action (COLA)** – Mr. Heydt (absent) – Mr. Potteiger mentioned that he shared an update via email on the status of the budget and related legislation. Mr. Pawling added that since the budget passed, funds will be released in a timely fashion.

**Policy Committee** – Mrs. Grossman – No report.

**Strategic Planning/Goals** – Mr. Scheetz shared that the School District Goals for 2017-18 are currently in development and scheduled for distribution on September 11, 2017. The document has been improved with a new table format to track the timeline for initiatives.

**Negotiations/Compensation Committee** – Mrs. Huhn noted meetings were held in the late spring and over the summer regarding “Act 93 salary bands.” Prior to this evening’s meeting the committee met with Act 93 representatives. Looking ahead, athletic co-curricular stipends will be reviewed and recommendations added to the next agenda.

Mr. Pawling informed School Board directors he received correspondence about the 2018 PSBA officer elections. The slate of candidates will be distributed to School Board Directors and officer elections will be a voting item on the September 11 agenda. Mr. Pawling will cast votes electronically on behalf of the school board after the vote at the board meeting.

Mrs. Huhn asked for comments from Board members and the public. Dr. Carter made a suggestion to the Board to provide pertinent information to the public who attend meetings.

Roll call was taken to accept the Board of Directors Report.

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

Motion Carried – 7 Yeas/2 Absent

**BUDGET/FINANCE/PROPERTY/TRANSPORTATION**

A motion was made by Mr. Scheetz and seconded by Mrs. Grossman to approve the Budget/ Finance/ Property/ Transportation Report.

Mr. Wetzel provided an update on the ESCO Project and distributed a summary to school board directors.

**A. General Fund Bills**

Approve general fund bills through August 14, 2017 totaling \$4,530,372.08 per attachment Budget A.

**B. Food Service Fund Bills**

Approve food service fund bills through August 14, 2017 totaling \$6,707.12 per attachment Budget B.

**C. Financial Reports**

Accept the following Financial Reports through June 30, 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. Approve the agreement with the Berks County Intermediate Unit for special education services for the 2017-18 school year at an approximate cost of \$33,203.00 as per Budget D.1.
2. Approve the special education settlement agreement for a district student to pay tuition and related costs to Hogan Academy for the 2017-18 school year as per Budget D.2. Mr. Pawling noted there were tuition costs of approximately \$80,000 and transportation costs of \$40,000 to Hogan Academy in 2016-17.

**E. Curriculum/Technology**

1. Approve the revised purchase with Trinity 3 LLC, St. Paul, MN, for 25 HP ZBook 15-G3 Business Notebooks for the Project Lead the Way program through the PEPPM technology bid consortium at a cost of \$23,725 as per Budget E.1. (Replaces contract approved on 6/19/17.)

**F. Facilities/Maintenance – None**

**G. 2017-18 Food Service Vendors**

Approve the following vendors for the purchase of the following commodities for the 2017-18 school food service program:

- Milk/Beverage Products: Clover Farms Dairy of Reading, PA
- Ice Cream Products: Jack & Jill Ice Cream of Moorestown, NJ
- Bread and Roll Products: ATV Bakery of Reading, PA

**H. Banking Services Resolution**

To approve the resolution with Fulton Financial Advisors, Lancaster, PA, for cash management and investment services as per Budget H.

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

Motion Carried – 7 Yeas/2 Absent

**SUPERINTENDENT’S REPORT**

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

**A. Veteran Diploma**

Award a Brandywine Heights Area School District diploma to Veteran Mr. Carl F. Deisher, through the “Operation Recognition” program for World War II or Korean Veterans supported by Policy 217 Graduation Requirements, Diplomas for Eligible Veterans (SC 1611).

**B. 2017-18 Longswamp Learning Center Agreement**

Approve the agreement with Longswamp Learning Center to operate before and after school child care at the Elementary School for the 2017-18 school year as detailed in Superintendent B.

**C. Chinese Language Instruction Agreement**

Approve the Service Level Agreement with the Berks County Intermediate Unit, Reading, PA, for the 2017-18 Dedicated Guest Scholar for Chinese Language Instruction (Mandarin Chinese I-IV) at a cost of approximately \$9,602.75 plus daily transportation and lunch as detailed in Superintendent C.

**D. Cross Country Cooperative Sponsorship Sport Agreement with Oley Valley School District**

Approve a three year Cooperative Sponsorship Sport Agreement between Oley Valley School District and Brandywine Heights Area School District for cooperative sponsorship of a High School (grades 9-12) and Middle School (grades 6-8) Boys and Girls Cross Country Program beginning the Fall 2017 season as attached and marked Superintendent D.

**E. BCIU Driver Education Program Agreement**

Approve the Driver Education Testing Course Agreement dated September 1, 2017 (renews automatically each year) with the Berks County Intermediate Unit which allows Brandywine Heights Area School District students the option to participate in Behind-the-Wheel instruction and/or the opportunity to take the End of Course Skills test as part of the Driver Education Program at no cost to the District, as attached and marked Superintendent E.

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

**Academic/Instructional Technology Report** – Highlights from the previously distributed report were presented by Mr. Voelker and Mrs. Hanych including the Federal Programs audit (no findings), district-wide technology upgrades and back-to-school initiatives.

**Athletic Report** – Mr. Romyn presented information about the start of the Fall 2017 athletic season. In addition to the previously distributed report, he announced that Kutztown ASD expressed interest in forming a co-op with our district for Middle School Field Hockey. Mr. Romyn and Mr. Potteiger will gather more information for consideration at the next board meeting. Also at the next meeting, Mr. Potteiger and Mr. Pawling will present comparative data and recommendations for coach stipends.

**Community Engagement/Task Force** – Mr. Potteiger announced that the Intermediate/Middle School YMCA after school program received a \$5,000 grant from the United Way and a \$3,000 donation from the Community Foundation. Preparations are underway for the Battle of the Bands event scheduled for September 16. Also, the Task Force is partnering with district attorney's office to schedule parent nights similar to the previous year.

Mrs. Dulcie Rothermel, Director of Pupil Services, spoke briefly about the ESY (Extended School Year) Program and SWEAP (Summer Work Experience Assessment Program) that took place over the summer.

- ESY – The Extended School Year Program is a Special Education requirement offered to students that may experience a loss or regression of skills over the summer break. Students were recommended by the IEP (Individualized Education Program) Team. This year the ESY Program was held at the Elementary School for 19 students in the morning session, and 19 in the afternoon. Classes were instructed by three special education teachers who were assisted by three paraprofessionals as well as a nurse, occupational therapist, physical therapist and speech/language therapist. The program ran smoothly and was a great success.
- SWEAP – This program provides High School students with meaningful work experiences over the summer to help improve the overall function and beautification of schools and host businesses. Each student was paid an hourly rate. This year the program included nine special education students. Three of the students were placed at the district site, three at the Rodale site and three at BCTC. Mrs. Rothermel treated the SWEAP students to ice cream on their last work day as a token of appreciation.

In an effort to streamline presentation time at Board meetings, Mr. Potteiger addressed the Board to see if the informational reports should be modified. After a brief discussion, the School Board Directors and Mr. Potteiger agreed that the topics of informational reports will remain, and the presentation will be slightly modified onto one shorter report, which will be reviewed briefly without lengthy details at the meeting unless there is a topic that requires clarification.

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

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

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

Motion Carried – 7 Yeas/2 Absent

**PERSONNEL REPORT**

A motion was made by Mrs. Grossman and seconded by Mr. Rothermel to accept the Personnel Report.

**A. Resignations/Retirements/Terminations/Furloughs**

1. Accept the resignation of Mrs. Jessica Winkelbauer, High School English Teacher, effective July 5, 2017 as attached and marked Personnel A.1.
2. Accept the resignation of Mrs. Saralee Hoover, Elementary .5 Music Teacher, effective July 23, 2017 as attached and marked Personnel A.2.
3. Accept the resignation of Mr. Rick Romyn, Athletic Director, effective after his last day of employment on September 1, 2017 as attached and marked Personnel A.3.
4. Accept the resignation of Mr. Nathaniel Bentley, High School Life Skills Teacher, effective after his last working day, August 25, 2017, as attached and marked Personnel A.4.

**B. Change of Status**

1. Professional Staff
  - a. Approve the change of status for Mrs. Rikki Savidge, Elementary School Teacher, from First Grade to Third Grade effective at the start of the 2017-18 school year.
  - b. Approve the change of status for Mr. Trevor Delong, Intermediate School Teacher, from Fourth Grade to Fifth Grade effective at the start of the 2017-18 school year.
  - c. Approve the change of status for Mrs. Jamie Nawrocki, High School Teacher, from full time Learning Support Teacher, to .5 Learning Support Teacher/.5 Science Teacher effective at the start of the 2017-18 school year.
  - d. Approve the change of status for Mrs. Angela Bucci-Herb, Elementary School Teacher, from Part-Time .5 Title I Reading to Full Time K-1 Intervention Specialist for the 2017-18 school year.

**C. Appointments**

1. Professional Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
a. Mr. James R. Strohecker	ES Second Grade Teacher (Harner)	B+24, Step 2	8/15/2017
b. Mr. Benjamin Saltzburg	HS Instrumental/Band (DiCarne)	B, Step 2	8/15/2017
2. Support Staff – None
3. Long Term Substitutes

a. Ms. Michelle Hoppes	HS .5 HS Soc St	B, Step 1	8/15/2017
b.	Item removed from the agenda.		
c. Ms. Jennilee Miller	HS .5 Art, 1 <sup>st</sup> Sem. (Swinehart)	B, Step 1	8/15/2017
d. Ms. Maegan Day	HS English Teacher (Winkelbauer)	B, Step 1	8/15/2017
e. Ms. Carly Tunnell	ES First Grade Teacher	B, Step 1	8/15/2017
f. Ms. Amanda Cappella	HS Learning Support/Eng (Perry)	M, Step 1	8/15/2017
g.	Item removed from the agenda.		
h. Ms. Laura Furman	ES .5 Title I Reading (Bucci-Herb)	M, Step 1	8/15/2017
i. Ms. Corey Trego	ES Learning Support Teacher	M, Step 1	8/15/2017
j. Mrs. Sara Vaccaro	ES .5 Music Teacher (Hoover)	M, Step 1	8/15/2017
4. Co-Curricular
  - a. Approve the Paid Instructional (Non-Athletic) Co-Curricular appointments as attached and marked Personnel C.4.a.
  - b. Unpaid Instructional Co-Curricular Student Activity Group Advisors - None
  - c. Approve the Fall 2017 Athletic Co-Curricular and Athletic Volunteer recommendations as attached and marked Personnel C.4.c.
  - d. Approve the Athletic Event Staff as attached and marked Personnel C.4.d.

**D. Support Staff Substitutes**

- | <u>Name</u>                                       | <u>Position</u>         | <u>Rate</u>      | <u>Effective</u> |
|---|-------------------------|------------------|------------------|
| 1. Mrs. Susan Kristan, RN                         | School Nurse Substitute | \$15.25/hr       | 8/22/2017        |
| 2. Approve the 2017-18 Support Staff Substitutes: |                         |                  |                  |
| Mrs. Tammy Dunning                                | Mrs. Dawn Derstine      | Mrs. Gina Master |                  |
| Ms. Cheryl Melander                               | Mr. James Mickey        | Mrs. Sue Sandom  |                  |

**E. Leaves**

1. Approve the request from Mr. Matthew Donato, Middle School Science Teacher, for a professional development sabbatical leave of absence during the second semester of the 2017-18 school year as attached and marked Personnel E.3. *Note: Sabbatical requests adhere to Board Policy 338 which specifies teachers earn half of their normal salary and retain health benefits while on sabbatical leave.*

2. Approve a (retroactive) request from Mr. Jeffrey Heffner, High School Third Shift Custodian, to utilize 8 unpaid days from June 21-30, 2017. *Note: The School Board previously approved a request from Mr. Heffner to utilize 11 unpaid days at the 6/19/2017 meeting.*
3. Approve a medical leave of absence for Ms. Marie Eckhart, 10-month Athletic Office Secretary, from May 5–June 15, 2107 (paid sick days) and up to 12-weeks of FMLA leave (paid sick days) beginning August 3, 2017 for an unknown duration.

**F. Other Personnel Items**

1. Approve the following professional staff members to serve as mentors to new teachers during the 2017-18 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>
Mr. Christopher Cole, HS PE/Health	Mr. Benjamin Saltzburg, HS Instrumental Music/Band (DiCarne)
Mrs. Erin Davis, ES Learning Support	Ms. Corey Trego, ES LTS learning Support)
Mrs. Lauren Farina, ES Reading Spec.	Ms. Laura Furman, LTS .5 ES Title I Reading Teacher
Mrs. Terry Flamm	Ms. Amanda Cappella, HS LTS Learning Support/Eng (Perry)
Mr. Gary Gordon, IS Music	Mrs. Sara Vaccaro, ES .5 Music (Hoover)
Dr. Mark Graham, HS Art/Gifted	Ms. Jennilee Miller, HS LTS .5 Art 1st Sem (Swinehart Sabbatical)
Mrs. Katie Hess, ES 2 <sup>nd</sup> Grade	Mr. James Strohecker, ES Second Grade (Harner)
Mrs. Michele Moore, HS Business	Ms. Maegan Day, HS LTS English (Winklebauer)
Mrs. Lisa Turner, ES First Grade	Ms. Carly Tunnell, ES LTS First Grade (Trupp retire, position move to ES)
Mrs. Susan Weaver, HS Foreign Lang.	Ms. Li Yang, Mandarin Chinese Teacher (BCIU)
Mr. Ryan Wehr, HS Learning Support	Mr. Michael Furman, School Psychologist, 6-12 (Smith)

2. Approve a revision to the 2017-18 salary for a Support Staff employee as attached and marked Personnel F.2.
3. Approve Mrs. Julie Rapp, 10-month Virtual Academy Secretary, as a substitute for Ms. Marie Eckhart, 10-month Athletic Office Secretary, during June, July and August 2017.
4. Approve the current Brandywine Heights Area School District Professional Teaching Staff Members and approved Professional Substitute Teachers as Homebound Instructors as needed throughout the 2017-18 school year.
5. Approve the 2017-18 Substitute Rate as follows:

Substitute Position	2016-17 Rate	Proposed Rate for 2017-18
RN/LPN Nurse Aide	\$11.50 per hour	\$15.25 per hour

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

Roll call was taken to approve the Personnel Report.

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

Motion Carried – 7 Yeas/2 Absent

**OTHER BUSINESS**

Mrs. Huhn announced there would be an executive session immediately following the meeting to discuss personnel.

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 8:25 p.m.

Motion Carried

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

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