

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

September 11, 2017

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:01 p.m. by President Elizabeth Huhn.

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 type="checkbox"/> Mr. Sterner	<input checked="" type="checkbox"/> Mr. Tomasi (6:13 p.m.)

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
- 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), Mrs. Lauren Gardner (staff).

Mrs. Huhn announced a moment of silence to reflect on the anniversary of September 11.

Mrs. Lauren Gardner presented the newly revised K-12 English as a Second Language (ESL) curricula.

BOARD OF DIRECTORS REPORT

A motion was made by Mr. Bieber and seconded by Mr. Tomasi 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 August 14, 2017 as attached and marked Board A.

B. PSBA Officer Election

Elect Pennsylvania School Board Association (PSBA) officers by majority vote for each office, and authorize the Board Secretary to cast votes electronically on behalf of the School Board. Elected officers take their positions January 1, 2018.

1. President-Elect – David Hutchinson
2. Vice President – Eric Wolfgang
3. Treasurer – Mike Gossert
4. Central At Large – Clythera Hornung
5. Western At Large – Daniel O’Keefe
6. Insurance Trust Trustees – Michael Faccinetto and Marianne L. Neel

C. 2017-18 BHASD District Goals

Approve the 2017-18 Brandywine Heights Area School District Goals per attachment Board C.

D. First Reading of Policies

Approve the first reading of the following policies per attachments Board D.1.-D.7.

1. 006.1 Public Participation in Board Meetings
2. 901. Public Relations Objectives
3. 902. Publications Program
4. 903. Public Participation in Board Meetings - Recommendation to eliminate/retire because it is a duplicate of 006.1
5. 904. Public Attendance At School Events
6. 905. Citizen Advisory Committees
7. 906. Public Complaints

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

Student Board Representatives – McGuire Galing and Emma Trumbauer reported on recent and upcoming events at each school building.

BCIU – Mrs. Huhn reported on the meeting held August 17, 2017. The BCIU Administrators Conference took place at Penn State Berks Campus, which included over 225 Berks County key school leaders. The conference focused on organizational culture and featured guest speaker Senator Judy Schwank, and keynote speaker Dr. Gustavo R. Grodnitzky. The BCIU began their year of operation by conducting office meetings with employees, and presenting BCIU 2017-18 *State of the Unit*. The theme for the up-coming year is “Facing the Future Together.” Business highlights included the ratification of agreements, including a pre-K Counts classroom for Fleetwood ASD. In the future there may be more Pre-K classrooms established for Kutztown and Maxatawny. Upcoming events include the 2017-18 Leadership Series, Creating a Mass Customized Learning Community with Bea Mcgarvey on September 21, October 12, and November 8 at Kutztown University. The Keeping Kids Safe Symposium will focus on Navigating Gender Issues: Equity for All Students on Tuesday, October 3. Mrs. Huhn noted the IU worked with Exeter SD to utilize Title I funding for a summer program entitled “TIPS”, Teachers in the Parks. Title I funds were utilized to schedule teachers and students to meet in a park or community location for instruction in math and reading. The next meeting is September 21, 2017.

BCTC – Mr. Tomasi reported on the meeting held on August 23, 2017. Business included the approval to sell the student built house in Oley for just over \$307,000. The negotiation committee met with teachers on August 9 relative to contract items including the salary matrix. Personnel items included the approval of a heavy equipment program coordinator. In other business, it was decided that observations for BCTC technical academy students will be charged an hourly rate. There was a review of facilities for 2016-17, in which BHASD attendance remains good, and after graduation nearly 97% of BCTC students become employed. The enrollment projection is 1,823 – an increase of 80 students. BHASD comprises 24% of the enrollment (95 students) and of the 95, 37 students hold IEPs. The next meeting will be on September 27, 2017.

Berks County EIT Collection Bureau – Mr. Bieber – No report. The next meeting is September 28, 2017.

Council on Legislative Action (COLA) – Mr. Heydt (absent) – No report. The next meeting is on September 28, 2017. Passing the state budget is a current topic and hopefully will be resolved soon.

Mr. Potteiger added that there is a new immunization law in effect which mandates age appropriate immunizations up to date by 5th day of school. BHASD maintains 100% compliance.

Policy Committee – Mrs. Grossman – First Reading of policies this month and second reading with minor changes next month.

Strategic Planning/Goals – Mr. Scheetz (absent) – No report. The 2017-18 District Goals are on the agenda for approval.

Negotiations/Compensation Committee – Mrs. Huhn noted that athletic stipends are on the agenda for consideration. Support staff salaries will be reviewed this year.

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 Mr. Scheetz Mr. Sterner Y Mr. Tomasi

Motion Carried – 7 Yeas/2 Absent

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

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

A. General Fund Bills

To approve general fund bills through September 11, 2017 totaling \$1,696,046.55 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills through September 11, 2017 totaling \$7,338.36 per attachment Budget B.

C. Financial Reports

To accept the following Financial Reports through July 31, 2017, unless otherwise noted:

1. General Fund - Revenue/Expenditures/Fund Balance
 - a. June 2017 report through 8/29/17 – Budget C.1.a
 - b. July 2017 report – Budget C.1.b. Mr. Pawling noted that real estate transfer tax collections were already exceeding projections for the 2017-18 school year.
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 KidsPeace Corp., Temple, PA, to provide private special education academic services during the 2017-18 school year at a daily rate of \$161.53 per student (no increase from 2016-17) as per Budget D.1.
2. To approve the special education settlement agreement for a district student as follows and per Budget D.2.
 - Establish a compensatory education fund for **\$36,660** for legitimate educational expenses.
 - Pay McAndrews Law Office \$110,000 for documented attorney fees in representation of parents and student.
 - Directly pay for student’s tuition and related services/costs to attend an approved private school for the 2017-18 through 2020-21 school years if chosen by the parent.
 - Directly pay for student’s tuition and to attend extended school year (ESY) services at an approved private school during the summers of 2018 through 2021 if chosen by the parent.
 - Provide transportation to the approved private school and ESY approved private school for the terms listed above.

E. Curriculum/Technology - None

F. Facilities/Maintenance – None

G. Dental Plan

To approve the proposal from United Concordia Dental (through the Lehigh Valley Benefit Consortium) for 2018 dental plan renewal rates at \$22.85 for employee only (\$19.51 in 2017) and \$75.34 for employee/one adult, employee and children, and employee and family (\$64.32 in 2017) with an administrative services only fee of \$2.20 per enrollee (no change from 2017) as per Budget G.

H. BCIU IDEA Funding Agreement

To approve the agreement with the Berks County Intermediate Unit for the 2017-18 school year for Individuals with Disabilities Education Act (IDEA) Part B federal pass-through funding in the amount of \$269,898.15 (\$265,460.82 in 2016-17) as per Budget H.

I. Data and Analytic Software License Agreement

To approve the agreement with Forecast5 Analytics, Naperville, IL, to provide user licenses for the 5Sight and 5Cast data and analytic software at a prorated cost of \$3,465 for the 2017-18 school year and for \$4,620 for the 2018-19 and 2019-20 school years as per Budget I.

J. Security Agreement

To approve a one year extension of the agreement with KRE Security/Investigations, Inc., Hamburg, PA, to provide security services at athletic events at a cost of \$25.00/hour (no change from 2016-17) and other events as needed as per Budget J.

K. New Student Activity Accounts

To approve the establishment of the following middle school activity accounts as per Budget K.

- Class of 2022 (current 8th grade)
- Class of 2023 (current 7th grade)
- Class of 2024 (current 6th grade)
- MS Life Skills Service Organization

Mr. Farina described the Middle School Life Skills Service Organization student activity account. In an effort to provide working experiences to the students, teachers have worked with administrators on a plan to allow Life Skills students to operate a “Coffee Cart” to sell beverages, coffee and snacks to staff members each morning.

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. Bieber and seconded by Mr. Tomasi to accept the Superintendent’s Report.

A. Field Hockey Coopertative Sports Agreement

Approve a three year Cooperative Sponsorship Sport Agreement between Kutztown Area School District and Brandywine Heights Area School District for a Girls Field Hockey Program beginning in the Fall 2017 season per attachment Superintendent A.

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

- Superintendent’s Report – Mr. Potteiger
- Enrollment Report – Mr. Potteiger

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

Motion Carried – 7 Yeas/2 Absent

PERSONNEL REPORT

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

A. Resignations/Retirements/Terminations/Furloughs

1. Accept the resignation of Mrs. Tammy Dunning, Support Staff Substitute, effective 8/21/17 per attachment Personnel A.1.
2. Approve the termination of Mr. Jeffrey Heffner, High School Third Shift Custodian, effective August 4, 2017.
3. Accept the resignation of Mrs. Kelly Pearsall, High School Guidance Counselor, with an effective date yet to be determined, per attachment Personnel A.3.

B. Change of Status

1. Professional Staff
 - a. Approve the change of building assignment for Mrs. Jennifer Snyder, Reading Specialist, from Elementary and Intermediate Schools to Elementary School effective for the 2017-18 school year.
2. Long Term Substitute
 - a. Approve the change of building assignment Mrs. Laura Furman, Part Time .5 Reading Specialist Long Term Substitute, from Elementary School to Elementary and Intermediate Schools effective for the 2017-18 school year.

C. Appointments

1. Professional Staff - None
2. Support Staff – None
3. Long Term Substitutes

- a. Approve the change of salary for Ms. Maegan Day, HS English Teacher (Winkelbauer) from B, Step 1 to B+24, Step 1 with an effective date retroactive to her initial start date of 8/15/2017.

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
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|------------------------|-----------------------------|-------------------|--------------|
| b. Mr. Antonio Riggins | MS Gifted/Reading (Kercher) | B/Step 1 prorated | 9/7/2017-EOY |
|------------------------|-----------------------------|-------------------|--------------|

4. Co-Curricular

- a. Approve a revision to the Paid Instructional (Non-Athletic) Co-Curricular appointments to include Mr. Ryan Wehr as an Environmental Camp Advisor (in place of Mr. Bentley) for a stipend of \$242.25.
- b. Unpaid Instructional Co-Curricular Student Activity Group Advisors – None
- c. Approve revisions to the Fall 2017 Athletic Co-Curricular and Athletic Volunteer recommendations per attachment Personnel C.4.c.
- d. Athletic Event Staff – None
- e. Approve the Athletic Co-Curricular Coach stipends per attachment Personnel C.4.e. with a retroactive effective date of July 1, 2017.

D. Support Staff Substitutes

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
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|---|----------------------------|------------|---------------|
| 1. Mrs. Paige Kowolewski | Interim Athletic Secretary | \$12.75/hr | 9/11/2017-TBD |
| 2. Approve the 2017-18 Support Staff Substitute:
Mrs. Paige Kowolewski | | | |

E. Leaves – None

F. Other Personnel Items

- 1. Approve Mr. Jeffrey Lapp, Intermediate/Middle School Health and Physical Education Teacher, to serve as Interim Athletic Director for a stipend of \$215.00 per day effective August 21, 2017 through a date to be determined.
- 2. Approve a position market salary adjustment for Mr. Thomas Voelker, Assistant to the Superintendent, modifying his salary to \$120,000.00 effective September 18, 2017.
- 3. Approve Mrs. Michelle Thompson, MS English Teacher, to serve as a mentor to Mr. Antonio Riggins, MS Gifted/Reading Teacher (Kercher) during the 2017-18 school year for a prorated stipend of \$650.

School Board Directors and administration discussed the co-curricular athletic stipend recommendations for 2017-18 and student athletic participation in relation to the number of coaches required for different sports.

Roll call was taken to approve the Personnel Report.

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

Y Mr. Rothermel ___ Mr. Scheetz ___ Mr. Sterner Y Mr. Tomasi

Motion Carried – 7 Yeas/2 Absent

OTHER BUSINESS

Mrs. Huhn asked for comments from Board members and the public. With regard to the last meeting discussion and efforts to streamline the length of board meetings, Mr. Bieber shared that in other districts the meetings are quick and efficient by voting on an entire section at a time rather than discussing each item. Mrs. Grossman added that other districts have subcommittees that meet more regularly, which would prompt discussions prior to voting meetings.

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

ADJOURNMENT

A motion was made by Mrs. Grossman and seconded by Mr. Bieber to adjourn the meeting at 8:10 p.m.

Motion Carried

Approval Date

Brian Pawling, Board Secretary
Katharine Ege, Recording Secretary