

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

October 2, 2017

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:08 p.m. by President Elizabeth Huhn. An executive session was held immediately prior to the meeting 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 (6:31 p.m.)	<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
- ✓ Mrs. Dulcie Rothermel, Director of Pupil Services
- ✓ Mr. Thomas Voelker, Assistant to the Superintendent
- ✓ Mr. Michael Wetzal, Director of Buildings and Grounds
- ✓ Mr. Josh Ziatyk, High School Principal

Solicitor: Mr. James Mancuso, Esquire

Visitors: Dr. Edward Carter (Topton), Mike Maston (Mertztown), Angela Sutliff (Macungie), Barry Fox (staff), Mrs. Fox, Jessica Lapinski (staff), Rine Strohecker (staff), Dr. Mark Graham (staff), Carley Tunnel (staff), Antonio Riggins (staff), Jennilee Miller (staff), Michael Furman (staff), Sara Vaccaro (staff), Amanda Cappella (staff), Laura Furman (staff), Derek Strunk (Mertztown), Corey Trego (staff), Samantha McLean (staff), Amanda Cappella (staff), Kelly Jordache (Rockland Township).

Mrs. Huhn announced a moment of silence to reflect on the tragedy that occurred on October 1 in Las Vegas, NV.

Mr. Potteiger and Mrs. Huhn presented the #newHEIGHTS Award, designed to recognize outstanding employees, to Mr. Barry Fox, High School Custodian, and Ms. Jessica Lapinski, High School Health/PE Teacher. Mrs. Huhn read complimentary comments for each recipient and Mr. Ziatyk shared his personal experience with each employee.

Dr. Mark Graham shared details pertaining to the request to approve an overseas trip to Italy and Greece in the Spring of 2019. See Superintendent A for details.

BOARD OF DIRECTORS REPORT

A motion was made by Mr. Scheetz and seconded by Mr. Tomasi to approve the Board of Directors Report.

A. Approval of Minutes

Dispense with the reading and accept the minutes from the Regular Board Meeting held September 11, 2017 per attachment Board A.

B. 2018 PSBA Officer Vote

Acknowledge the 2018 PSBA Officers and At-Large Representatives ballot was cast by the Board Secretary on September 11, 2017 per attachment Board B.

1. President-Elect – David Hutchinson
2. Vice President – Eric Wolfgang
3. Treasurer – Mike Gossert
4. Insurance Trust Trustees – Michael Faccinetto and Marianne L. Neel (2 open positions)

C. Second Reading of Policies

Approve the second reading of the following policies per attachments Board C.1.-C.7.

**Indicates minor revision made after the first reading, as indicated on the policy memo.*

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 September 21, 2017 and she submitted meeting highlights, which are attached and included as part of the meeting minutes. The next meeting is October 19, 2017.

BCTC – Mr. Tomasi reported on the meeting held on September 27, 2017. In addition to the regular business items, highlights included a tour of Welding and Metal Fabrication program. The program is expanding due to need in high tech welding and is expected to grow significantly in the future. The Negotiations Committee plans to consider the salary matrix for employees. Other topics included a review of the school improvement plan for the next year and presentation of the different district school calendars. There are 62 Brandywine students travelling to the East campus and 22 students attending West Campus this year. There are open house events scheduled for October 18 at the East Campus and on October 19 at the West Campus. Next meeting is scheduled for October 25 at the East Campus.

Berks County EIT Collection Bureau – Mr. Bieber (absent) No report.

Council on Legislative Action (COLA) – Mr. Heydt (absent) Mr. Pawling reported on the meeting held September 28, 2017. Senator Judy Schwank presented at the meeting and gave news on the possibility of a state budget resolution. One third of the BHASD budget relies on state funds and October subsidy payments are expected. The next meeting is scheduled for December 19.

Policy Committee – Mrs. Grossman – Second Reading of policies are on the agenda.

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

Negotiations/Compensation Committee – Mrs. Huhn noted that there will be an executive session after the meeting to discuss coaching staff compensation.

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

Motion Carried – 6 Yeas/3 Absent

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

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

A. General Fund Bills

To approve general fund bills through October 2, 2017 totaling \$1,921,461.70 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills through October 2, 2017 totaling \$23,506.59 per attachment Budget B.

C. Financial Reports

To accept the following Financial Reports through August 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 - None

F. Facilities/Maintenance – None

G. High School Vending Machine Contract

To approve the contract with Grow Healthy Vending, Mohnton, PA, to install a healthy option vending machine in the high school cafeteria through June 30, 2018 (with automatic annual renewals if agreed by both parties) with the district receiving 10% of the net profits of sales as per Budget G.

H. Budget Transfers

To approve pre-audit budget transfers for the 2016-17 school year totaling \$645,800 as per Budget H.

Mr. Pawling distributed bound copies of the 2017-18 District Budget Summary to School Board Directors. A digital copy is available for viewing and downloading on the district website. This comprehensive document was created by the Business Office to summarize the 2017-18 district budget and contains an overview of the district’s finances as well as other organizational and informational highlights.

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.

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

Motion Carried – 6 Yeas/3 Absent

SUPERINTENDENT’S REPORT

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

A. High School Overseas Field Trip

Approve the High School Field Trip Request for National Arts Honor Society students to travel overseas to Italy and Greece in the Spring of 2019 as described in Superintendent A.

B. K-12 English as a Second Language (ESL) Curricula

Approve the newly revised K-12 English as a Second Language (ESL) Curricula as presented on September 11, 2017.

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.

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

Motion Carried – 6 Yeas/3 Absent

PERSONNEL REPORT

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

A. Resignations/Retirements/Terminations/Furloughs – None

B. Change of Status – None

C. Appointments

- 1. Professional Staff
 - a. Approve the appointment of Mr. Scott Geist to the position of the Athletic Director at a prorated salary of \$77,500 effective October 30, 2017, pending receipt of clearances per Personnel C.1.a.
 - b. Approve the appointment of Ms. Christen Stricker to the position of High School Guidance Counselor at a prorated salary of Master’s, Step 1 (tentative salary, pending verification) effective TBA pending receipt of clearances per Personnel C.1.b.
- 2. Support Staff – None
- 3. Long Term Substitutes
 - a. Approve the appointment of Ms. Samantha McLean as the High School Life Skills Long Term Substitute, at a prorated salary of Bachelors, Step 1, effective pending receipt of PDE certification per Personnel C.3.a.
- 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 and Athletic Volunteers
 - i. Approve Ms. Jessica Fair (new) as the Fall Middle School Girls Volleyball Assistant Coach for a stipend of \$1,800.
 - ii. Approve to adjust the shared stipend to a full stipend amount of \$2,000 for Mr. David Connor, Fall High School Girls Volleyball Assistant Coach.
 - d. Athletic Event Staff – None

D. Support Staff Substitutes – None

E. Leaves – None

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. David Favata, HS Guidance Counselor	Ms. Christen Stricker, HS Guidance Counselor (Pearsall)
Mrs. Anne Moll, HS Transition Coordinator	Ms. Samantha McLean, HS Life Skills LTS (Bentley)

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

Roll call was taken to approve the Personnel Report.

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

Motion Carried – 6 Yeas/3 Absent

Following the vote, Mrs. Huhn welcomed Mr. Scott Geist as the new Athletic Director, as well as the new teaching staff members present in the audience.

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

OTHER BUSINESS

Mrs. Huhn asked for comments from Board members and the public. Mrs. Kelly Jordache asked about opportunities for volunteers to tutor students in math. She explained she has been tutoring High School students in math, and believes it is important students in the lower grade levels have similar opportunities to strengthen math skills. Ms. Kelly and Mr. Potteiger acknowledge the importance of math skills, and noted the district currently has a program in place to strengthen reading skills in the Elementary School because it is a priority at this time. Mr. Farina noted that Intermediate and Middle School students have the opportunity for both reading and math tutoring.

Mrs. Angela Sutliff addressed the Board about her concern that she wants to be more involved in her daughter's education, but is not able to access the computer based lessons because she does not have internet service. Mr. Potteiger assured her that Mr. Farina will work with her to find a solution.

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

ADJOURNMENT

A motion was made by Mrs. Grossman and seconded by Mr. Scheetz to adjourn the meeting at 7:42 p.m.
Motion Carried

Approval Date

Brian Pawling, Board Secretary
Katharine Ege, Recording Secretary