

**BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT  
REORGANIZATION AND SCHOOL BOARD MEETING AGENDA**

Intermediate/Middle School Large Group Instruction Room 229

Monday, December 4, 2017

6:00 p.m.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

___ Mr. Bieber (reelected)	___ Dr. Carter (newly elected)	___ Mrs. Grossman (reelected)
___ Mrs. Huhn (holdover)	___ Mrs. MacMillan (holdover)	___ Mr. Rothermel (holdover)
___ Mr. Scheetz (holdover)	___ Mr. Sterner (reelected)	___ Mr. Tomasi (reelected)

**ANNOUNCEMENT OF ELECTION RESULTS**

The following individuals were elected to the Brandywine Heights Area School District Board of Directors at the annual election held November 7, 2017:

- Mr. David Bieber, incumbent, 4 year term to expire December 2021
- Mrs. Ellen Grossman, incumbent, 2 year term to expire December 2019
- Mr. Shawn Sterner, incumbent, 4 year term to expire December 2021
- Mr. John Tomasi, incumbent, 4 year term to expire December 2021
- Dr. Edward Carter, newly elected, 4 year term to expire December 2021

**ACKNOWLEDGEMENT**

Many thanks to Mr. William Heydt, former School Board Director, for his dedicated service, leadership and commitment to our school district throughout the past two years.

**ADMINISTRATION OF OATH**

Administration of oath for newly elected and reelected board members by Mr. Brian Pawling, Business Manager and Notary Public.

I do solemnly swear that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity.

**REORGANIZATION**

Procedural Notes:

1. Nominations do not require a second.
2. If only one person is nominated for a position, there needs to be a motion and second for the Secretary to cast a unanimous ballot for the person nominated.
3. If more than one person is nominated for a position there needs to be a roll call vote with members stating the name of the person they are voting for.

**Election of a Temporary President**

*A temporary President shall be elected from among the holdover members of the Board.*

A motion is made by \_\_\_\_\_ to nominate \_\_\_\_\_ as the Temporary President.

***MOTION that nominations be closed.***

A motion is made by \_\_\_\_\_, (and seconded by \_\_\_\_\_) to close the nominations and to entrust the secretary to cast a unanimous ballot for \_\_\_\_\_ as the Temporary President.

***Voice vote.***

**Election of President**

***Temporary President opens nominations.***

A motion is made by \_\_\_\_\_ to nominate \_\_\_\_\_ as the President.

(A motion is made by \_\_\_\_\_ to nominate \_\_\_\_\_ as the President.)

***MOTION that nominations be closed.***

A motion is made by \_\_\_\_\_, (and seconded by \_\_\_\_\_) to close the nominations.

***Voice vote (one nomination). Or,***

***Roll call vote (if more than one nomination) with members stating the name of who they are voting for.***

\_\_\_ Mr. Bieber      \_\_\_ Dr. Carter      \_\_\_ Mrs. Grossman      \_\_\_ Mrs. Huhn      \_\_\_ Mrs. MacMillan  
\_\_\_ Mr. Rothermel      \_\_\_ Mr. Scheetz      \_\_\_ Mr. Sterner      \_\_\_ Mr. Tomasi

***New President takes that chair.***

**Election of Vice President**

***President opens nominations.***

A motion is made by \_\_\_\_\_ to nominate \_\_\_\_\_ as the Vice President.

(A motion is made by \_\_\_\_\_ to nominate \_\_\_\_\_ as the Vice President.)

***MOTION that nominations be closed.***

A motion is made by \_\_\_\_\_, (and seconded by \_\_\_\_\_) to close the nominations.

***Voice vote (one nomination). Or,***

***Roll call vote (if more than one nomination) with members stating the name of who they are voting for.***

\_\_\_ Mr. Bieber      \_\_\_ Dr. Carter      \_\_\_ Mrs. Grossman      \_\_\_ Mrs. Huhn      \_\_\_ Mrs. MacMillan  
\_\_\_ Mr. Rothermel      \_\_\_ Mr. Scheetz      \_\_\_ Mr. Sterner      \_\_\_ Mr. Tomasi

***New Vice President takes that chair.***

**Appointment of Delegates to Boards and Commissions for the Ensuing Year**

To appoint \_\_\_\_\_ (currently Mr. David Bieber) as the primary voting delegate and \_\_\_\_\_ (currently Mrs. Rosemary Lamaestra) as the alternate voting Delegate to the Berks County Tax Earned Income Tax Collection Bureau effective January 1, 2018 for a one (1) year term which expires December 31, 2018.

To appoint \_\_\_\_\_ (currently Vacant) as the district’s representative to the Berks County Committee on Legislative Action effective immediately for a one (1) year term which expires December 31, 2018.

To appoint \_\_\_\_\_ (currently Mrs. Ellen Grossman) as the district’s Policy Committee representative effective January 1, 2018 for a one (1) year term which expires December 31, 2018.

To appoint \_\_\_\_\_ (currently Mr. John Sheetz) as the district’s Strategic Planning/Goals Committee representative effective January 1, 2018 for a one (1) year term which expires December 31, 2018.

To appoint \_\_\_\_\_ (currently Mrs. Elizabeth Huhn) as the district’s Negotiations/Compensation Committee representative effective January 1, 2018 for a one (1) year term which expires December 31, 2018.

**Acknowledgement of Current Delegate Appointments**

Mrs. Elizabeth Huhn is the district’s Berks County Intermediate Unit (BCIU) delegate, serving a three (3) year term beginning July 1, 2015 through June 30, 2018.

Mr. Bryan Rothermel is the School Board Treasurer for a one-year term beginning July 1, 2017 ending June 30, 2018.

Mr. John Tomasi is the district’s delegate, and Mr. Bryan Rothermel is the alternate delegate to the Joint Operating Committee, Berks Career and Technology Center each to serve the a three (3) year term beginning January 1, 2017 which expires December 31, 2019.

Mr. Nolan Shaub is the district representative to the Berks Vocational Technical School Authority, approved November 3, 2014, serving a four (4) year term which expires December 31, 2018.

**Meeting Dates**

*A motion to approve the 2018 Board Calendar made by \_\_\_\_\_, and seconded by \_\_\_\_\_.*

***Administration presentation of Board Meeting Dates for consideration.***

To approve the Proposed 2018-19 Budget Adoption Schedule and 2018 Board Meeting Dates and authorize the administration to advertise and post all board meetings in accordance with Sunshine Laws (Right to Know):

*All meetings to be held at 6:00 pm in the Intermediate/Middle School Large Group Instruction Room #229*

Monday, January 8, 2018	Board Meeting
Monday, January 29, 2018	Budget Work Session - General Overview Expend/Revenue, Taxes, & Options
Monday, February 5, 2018	Board Meeting - Adopt Preliminary Budget
Monday, February 12, 2018	Budget Work Session - Curriculum/Instruct, Special Ed, Technology, Other Instruction
Monday, February 26, 2018	Budget Work Session - Maintenance, Transportation, Business/Board, Athletics
Monday, March 5, 2018	Board Meeting
Monday, March 19, 2018	Budget Work Session - Salary and Benefits
Monday, April 9, 2018	Board Meeting
Monday, May 7, 2018	Board Meeting - Proposed Final Budget Adoption
Monday, June 11, 2018	Board Meeting - Final Budget Adoption
Monday, August 13, 2018	Board Meeting
Monday, September 10, 2018	Board Meeting
Monday, October 1, 2018	Board Meeting
Monday, November 5, 2018	Board Meeting
Monday, November 13, 2018	Public Meeting - Academic Presentation
Monday, December 3, 2018	Reorganization and Board Meeting

***Board Discussion***

***Roll Call***

\_\_\_ Mr. Bieber      \_\_\_ Dr. Carter      \_\_\_ Mrs. Grossman      \_\_\_ Mrs. Huhn      \_\_\_ Mrs. MacMillan  
 \_\_\_ Mr. Rothermel      \_\_\_ Mr. Scheetz      \_\_\_ Mr. Sterner      \_\_\_ Mr. Tomasi

**REGULAR SCHOOL BOARD MEETING**

**ACKNOWLEDGEMENT**

The Brandywine Heights Area School District has received the 2017–2018 Meritorious Budget Award (MBA) from the Association of School Business Officials International (ASBO). Congratulations to Mr. Brian Pawling, Business Manager, and his staff for their contributions and commitment to accuracy, communication and clear presentation of the school budget.

**PRESENTATIONS**

**#newHEIGHTS Award Recipients:** Mrs. Sharon Mutter, Secretary to the Middle School Principal  
Mrs. Theresa Woloszanski, Intermediate/Middle School Health and Physical Education Teacher

**Overview of Class Rank and Graduation Requirements** – Mr. Joshua Ziatyk, High School Principal

**I. BOARD OF DIRECTORS REPORT**

*A motion to approve the items under the Board of Directors Report made by \_\_\_\_\_, and seconded by \_\_\_\_\_.*

*Administration presentation of items for consideration.*

- A. Dispense with the reading and accept the minutes from the Regular Board Meeting held November 6, 2017 per Board A.
- B. Approve the second reading of policies per attachments Board B.1.-B.6.:
  - \*Indicates minor revision made after the first reading, as indicated on the policy memo.*
  - 1. 907. School Visitors\*
  - 2. 908. Relations with Parents Guardians\*
  - 3. 909. Municipal Government Relations\*
  - 4. 910. Community Relations
  - 5. 910.1. Senior Motivators In Learning and Educational Services (SMILES)
  - 6. 911. News Media Relations

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

Student Board Representatives – McGuire Galing and Tayler Roberts, Elementary and High Schools  
Emma Trumbauer, Intermediate and Middle Schools

- BCIU – Mrs. Huhn
- BCTC – Mr. Tomasi
- BEITC – Mr. Bieber/TBA
- Council on Legislative Action (COLA) – TBA
- Policy Committee – Mrs. Grossman/TBA
- Strategic Planning/Goals – Mr. Scheetz/TBA
- Negotiations/Compensation Committee – Mrs. Huhn/TBA

**Public Comment**

**Board Discussion**

**Roll Call**

___Mr. Bieber	___Dr. Carter	___Mrs. Grossman	___Mrs. Huhn	___Mrs. MacMillan
___Mr. Rothermel	___Mr. Scheetz	___Mr. Sterner	___Mr. Tomasi	

## II. BUDGET/FINANCE/PROPERTY/TRANSPORTATION REPORT

*A motion to approve the items under the Budget/ Finance/ Property/ Transportation Report made by \_\_\_\_\_, and seconded by \_\_\_\_\_.  
Administration presentation of items for consideration.*

- A. To approve general fund bills through December 4, 2017 totaling \$1,891,705.06 per attachment Budget A.
- B. To approve food service fund bills through December 4, 2017 totaling \$35,862.11 per attachment Budget B.
- C. To accept the following Financial Reports through October 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.
  - 6. Budget Transfers – Budget C.6.
- D. SPECIAL EDUCATION/PUPIL SERVICES
  - 1. To approve continuation of Sweet, Stevens, Katz & Williams, L.L.P. as special counsel for matters related to special education for 2018-2019 (no change unless noted): Routine matters attorney rate \$160/hr. (\$10 increase), legal assistant \$125/hr. Non-routine matters attorney rate \$195/hr., legal assistant \$125/hr. as per Budget D.1.
- E. CURRICULUM/TECHNOLOGY – NONE
- F. FACILITIES/MAINTENANCE – NONE
- G. To approve the Pennsylvania Unemployment Compensation Benefits Power of Attorney agreement with Interstate Tax Service, Mechanicsburg, PA, to act on behalf of the district for unemployment claims as per Budget G.
- H. To approve the creation of the Competitive Gaming student activity club at the high school as per Budget H.
- I. To adopt the resolution not to exceed the Act 1 index of 2.8% for the 2018-19 fiscal year per Budget I.

### *Public Comment*

### *Board Discussion*

### *Roll Call*

\_\_\_Mr. Bieber      \_\_\_Mrs. Grossman      \_\_\_Mr. Heydt      \_\_\_Mrs. Huhn      \_\_\_Mrs. MacMillan  
\_\_\_Mr. Rothermel      \_\_\_Mr. Scheetz      \_\_\_Mr. Sterner      \_\_\_Mr. Tomasi

## III. SUPERINTENDENT’S REPORT

*A motion to approve the items under the Superintendent’s Report made by \_\_\_\_\_, and seconded by \_\_\_\_\_.  
Administration presentation of items for consideration.*

- A. Approve the 2018-19 Brandywine Heights High School Program of Studies per Superintendent A.

Accept the informational reports and make them part of the minutes.  
Superintendent’s Report – Mr. Potteiger  
Enrollment Report – Mr. Potteiger

**Public Comment**

**Board Discussion**

**Roll Call**

\_\_\_Mr. Bieber      \_\_\_Dr. Carter      \_\_\_Mrs. Grossman      \_\_\_Mrs. Huhn      \_\_\_Mrs. MacMillan  
\_\_\_Mr. Rothermel      \_\_\_Mr. Scheetz      \_\_\_Mr. Sterner      \_\_\_Mr. Tomasi

**IV. PERSONNEL REPORT**

*A motion to approve the items under the Personnel Report made by \_\_\_\_\_, and seconded by*

*Administration presentation of items for consideration.*

- A. Resignations/Retirements/Terminations/Furloughs – None
- B. Change of Status
  - 1. Approve a reduction in hours for Mr. Paul Gilbert, High School Art Teacher, from full time to .5 part time effective at the beginning of the second semester of the 2017-18 school year, approximately January 11, 2018.
- C. Appointments
  - 1. Professional Staff – None
  - 2. Support Staff – None
  - 3. Long Term Substitutes
    - a. Approve the appointment of Mr. Thomas Shive, Jr. as the Middle School Science Long Term Substitute (Donato), at a prorated salary of Bachelors, Step 1, effective January 10, 2017 through the end of the 2017-18 school year per Personnel C.3.a.
  - 4. Co-Curricular
    - a. Paid Instructional (Non-Athletic) Co-Curricular Appointment – None
    - b. Unpaid Instructional Co-Curricular Student Activity Group Advisors – None
    - c. Approve Athletic Co-Curricular Appointments and Athletic Volunteers per Personnel C.4.c.
    - d. Approve Athletic Event Staff per Personnel C.4.d.
- D. Support Staff Substitutes – None
- E. Leaves
  - 1. Approve the request from Mr. Christopher Reed, High School Science and Mathematics Teacher, for a professional development sabbatical leave of absence during the 2018-19 school year as attached and marked Personnel E.1. *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.*
- 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. Jonathan Scheuer, MS Learning Support Teacher	Mr. Thomas Shive, Jr. (Donato), LTS MS Science

**Public Comment**

**Board Discussion**

**Roll Call**

\_\_\_Mr. Bieber      \_\_\_Dr. Carter      \_\_\_Mrs. Grossman      \_\_\_Mrs. Huhn      \_\_\_Mrs. MacMillan  
\_\_\_Mr. Rothermel      \_\_\_Mr. Scheetz      \_\_\_Mr. Sterner      \_\_\_Mr. Tomasi

**V. OTHER BUSINESS**

*Public Comment*

*Board Discussion*

**VI. ADJOURNMENT**

*Announcement of Executive Sessions*

*Public Comment*

*Board Discussion*

*A motion to adjourn made by \_\_\_\_\_, and seconded by \_\_\_\_\_.*