

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

December 4, 2017

The Reorganization and Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:07 p.m. by President Elizabeth Huhn.

The meeting opened with Pledge of Allegiance.

**Board Secretary called the roll:**

<u>✓</u> Mr. Bieber (reelected)	<u>✓</u> Dr. Carter (newly elected)	<u>✓</u> Mrs. Grossman (reelected)
<u>✓</u> Mrs. Huhn (holdover)	<u>✓</u> Mrs. MacMillan (holdover) (via phone)	<u>✓</u> Mr. Rothermel (holdover)
<u>✓</u> Mr. Scheetz (holdover)	<u>✓</u> Mr. Sterner (reelected)	<u>✓</u> Mr. Tomasi (reelected)

**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
- ✓ Mr. Scott Geist, Director of Athletics
- 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

**Student Board Representatives:** McGuire Galing, Tayler Roberts, and Emma Trumbauer

**Visitors:** Ilyse Moyer (staff), Tess Woloszanski (staff), Joe Woloszanski (Kutztown), Sharon Mutter (staff), Zackary Moyer (student), Jay Himes (PASBO), Traci Pawling (Oley) and Jackson Pawling (Oley).

**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

Mrs. Huhn publicly thanked Mr. William Heydt, former School Board Director, for his dedicated service, leadership and commitment to our school district over the past two years.

Mr. John Tomasi and Mr. Shawn Sterner were not in possession of their certificates of election at the time of the reorganization. As a result, they participated in the voting but their votes were not valid. All agenda items received a sufficient amount of votes to pass.

**ADMINISTRATION OF OATH**

Mr. Brian Pawling, Business Manager and Notary Public administered the oath for newly elected and reelected board members.

## **REORGANIZATION**

### **Election of a Temporary President**

Mrs. Huhn opened the nominations for the election of a Temporary President.

A motion was made by Mr. Scheetz and seconded by Mr. Tomasi to nominate Mr. Rothermel as the Temporary President.

A motion was made by Mr. Scheetz and seconded by Mr. Sterner to close the nominations and to entrust the secretary to cast a unanimous ballot for Mr. Rothermel as the Temporary President.

The motion to close nominations carried with all yeas.

A motion was made by Mr. Scheetz and seconded by Mr. Bieber to elect Mr. Rothermel as the Temporary President.

Roll call was taken to accept Mr. Rothermel as the Temporary President.

Y Mr. Bieber      Y Dr. Carter      Y Mrs. Grossman      Y Mrs. Huhn      Y Mrs. MacMillan

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

Motion Carried – 9 Yeas

### **Election of President**

Temporary President Mr. Rothermel opened the nominations for the election of President.

A motion was made by Mrs. Grossman to nominate Mrs. Huhn as the President.

A motion was made by Mr. Scheetz to nominate Mr. Rothermel as the President.

A motion was made by Mrs. Grossman and seconded by Mr. Scheetz to close the nominations.

The motion to close nominations carried with all yeas.

A motion was made by Mr. Bieber and seconded by Mr. Sterner to conduct a roll call voice vote for President.

Roll call was taken for a voice vote for President.

Huhn Mr. Bieber      Rothermel Dr. Carter      Huhn Mrs. Grossman

Huhn Mrs. Huhn      Rothermel Mrs. MacMillan      Rothermel Mr. Rothermel

Rothermel Mr. Scheetz      Rothermel Mr. Sterner      Rothermel Mr. Tomasi

Motion Carried for Mr. Rothermel as President – 6 Votes for Mr. Rothermel/3 Votes for Mrs. Huhn

Mr. Rothermel was seated as President of the Board.

Mr. Rothermel thanked the board and encouraged fellow school board members to consider a rotation of participants to allow each board member the chance to become more involved and experience different roles.

### **Election of Vice President**

President Mr. Rothermel opened the nominations for the election of Vice President.

A motion was made by Mrs. Grossman to nominate Mrs. Huhn as the Vice President.

A motion was made by Mr. Bieber and seconded by Mr. Scheetz to close the nominations.

The motion to close nominations carried with all yeas.

A motion was made by Mr. Sterner and seconded by Mr. Bieber to close the nominations and to entrust the secretary to cast a unanimous ballot for Mrs. Huhn as the Vice President.

Roll call was taken to accept Mrs. Huhn as the Vice President.

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

Motion Carried – 9 Yeas

Mrs. Huhn was seated as Vice President of the Board.

**Election of Board Treasurer**

Mr. Rothermel announced that due to his election as President he resigns from his position as School Board Treasurer, and opened nominations for Treasurer for the remainder of a one-year term ending June 30, 2018.

Mr. Tomasi nominated Mr. Scheetz for Treasurer.

A motion was made by Mr. Scheetz and seconded by Mr. Sterner to close the nominations.

The motion to close nominations carried with all yeas.

A motion was made by Mr. Scheetz and seconded by Mr. Bieber to entrust the secretary to cast a unanimous ballot for Mr. Scheetz as the Treasurer.

Roll call was taken to accept Mr. Scheetz as the Treasurer.

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

Motion Carried – 9 Yeas

Mr. Scheetz was elected as the School Board Treasurer for the remainder of a one-year term (previously held by Mr. Rothermel) ending June 30, 2018.

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

Mr. Shawn Sterner was appointed as the primary voting delegate and 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.

Mr. John Scheetz was appointed 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.

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

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

Mrs. Elizabeth Huhn was reappointed 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. 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 was made by Mr. Bieber and seconded by Mr. Scheetz 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 19, 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 (Budget Overview)
Monday, November 19, 2018	Public Meeting - Academic Presentation
Monday, December 3, 2018	Reorganization and Board Meeting

The board discussed the meeting dates and acknowledged one meeting is scheduled for June 2018 instead of two, as in previous years.

Mrs. Macmillan's phone connection was lost. Attempts made to reestablish the phone connection were unsuccessful.

Roll call was taken to accept approve the 2018-19 Budget Adoption Schedule and 2018 Board Meeting Dates.

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

Motion Carried – 8 Yeas/1 Absent

## **REGULAR SCHOOL BOARD MEETING**

### **ACKNOWLEDGEMENTS**

Mr. Jay Himes, Executive Director, PA Association of School Business Officials presented Brandywine Heights Area School District with 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**

Mr. Potteiger, Mr. Rothermel and Mr. Farina presented the #newHEIGHTS Award, designed to recognize outstanding employees, to Mrs. Sharon Mutter, Secretary to the Middle School Principal and Mrs. Theresa Woloszanski, Intermediate/Middle School Health and Physical Education Teacher. Mr. Potteiger read the nomination comments for each recipient and Mr. Farina shared personal accolades about each employee.

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

High School student Zackary Moyer addressed the board and explained rationale for the request to create a Competitive Gaming student activity club (per Budget H.), and shared his vision on participants and how the club would function if the new activity club was approved. The game systems and electronic games would be donated by students.

Mr. Joshua Ziatyk, High School Principal presented an overview of Class Rank and Graduation Requirements. Using examples, Mr. Ziatyk explained the history and calculation of the Quality Points System (QPS) and Grade

Point Average (GPA), as well as the significance of each. Board Policy permits students to take up to eight credits per year, however, with the introduction of online classes in recent years, there had been deviations to the limit, which affects QPS, GPA and class rank. After a discussion by the board and administration, student transcripts, with the exception of current graduating seniors, will be reviewed and recalculated as needed to reflect the eight credit per year limit.

## **BOARD OF DIRECTORS REPORT**

A motion was made by Mr. Scheetz and seconded by Mr. Bieber 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 November 6, 2017 per attachment Board A.

### **B. Second Reading of Policies**

Approve the second reading of policies per attachments Board B.1.-B.6.:

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** – Reports were presented earlier in the evening.

**BCIU** – Mrs. Huhn reported on the meeting held November 16, 2017 and she submitted meeting highlights, which are attached as part of the meeting minutes. The next meeting is on January 18, 2018.

**BCTC** – Mr. Tomasi – No meeting. The next meeting will be on December 14, 2017.

**Berks County EIT Collection Bureau** – Mr. Bieber – No report. The next meeting is on December 7, 2017.

**Council on Legislative Action (COLA)** – Mr. Scheetz. No report. The next meeting is on December 19, 2017.

**Policy Committee** – Mrs. Grossman reiterated that a Second Reading of policies are on the agenda.

**Strategic Planning/Goals** – Mr. Scheetz noted there would be a mid-year update in January.

**Negotiations/Compensation Committee** – Mrs. Huhn – No report.

Mr. Rothermel 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 Dr. Carter      Y Mrs. Grossman      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 December 4, 2017 totaling \$1,891,705.06 per attachment Budget A.

### **B. Food Service Bills**

To approve food service fund bills through December 4, 2017 totaling \$35,862.11 per attachment Budget B.

### **C. Financial Reports**

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. Unemployment Compensation Benefits Power of Attorney**

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. Competitive Gaming Student Activity Club**

To approve the creation of the Competitive Gaming student activity club at the high school as per Budget H.

**I. Resolution not to exceed the Act 1 index of 2.8% for the 2018-19 fiscal year.**

To adopt the resolution not to exceed the Act 1 index of 2.8% for the 2018-19 fiscal year per Budget I.

Mr. Rothermel 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 Dr. Carter      Y Mrs. Grossman      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 Mr. Bieber and seconded by Mr. Sterner to accept the Superintendent’s Report.

**A. Program of Studies**

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

Mr. Ziatyk briefly described highlights of the Program of Studies book. The Mandarin Chinese program will no longer be funded, therefore current students will be given the option to continue language study through the Virtual Academy. Mrs. Grossman questioned when the printing of the Program of Studies would be discontinued, as most families have access to computers to view it digitally. The administration will consider making the Program of Studies available online, and printing copies only as requested.

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

Superintendent’s Report – Mr. Potteiger

Enrollment Report – Mr. Potteiger

Mr. Rothermel asked for comments from Board members and the public. There were no comments.

Roll call was taken to approve the Superintendent’s Report.

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

Motion Carried – 8 Yeas/1 Absent

**PERSONNEL REPORT**

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

**A. Resignations/Retirements/Terminations/Furloughs – None**

**B. Change of Status**

1. Be it resolved, that upon recommendation of the Superintendent of Brandywine Heights School District that the High School Art Teacher position is to be altered/curtailed from a full time position to .5 part-time position based on a substantial decline in class size/course enrollment to be effective at the beginning of the second semester of the 2017/2018 school year.

Be it further resolved, that the administration shall send the appropriate notification of alteration/curtailment to the Pennsylvania Department of Education in accordance with 24 PS 1124(b) and to further authorize the Superintendent to send a notice of furlough/demotion to the affected employee.

**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

Mr. Rothermel asked for comments from Board members and the public. There were no other comments.

Roll call was taken to approve the Personnel Report.

<u>Y</u> Mr. Bieber	<u>Y</u> Dr. Carter	<u>Y</u> Mrs. Grossman	<u>Y</u> Mrs. Huhn	<u>    </u> Mrs. MacMillan
<u>Y</u> Mr. Rothermel	<u>Y</u> Mr. Scheetz	<u>Y</u> Mr. Sterner	<u>Y</u> Mr. Tomasi	

Motion Carried – 8 Yeas/1 Absent

**OTHER BUSINESS**

Mr. Rothermel announced there would be an executive session to discuss a personnel issue immediately following the meeting. There were no other comments.

**ADJOURNMENT**

A motion was made by Mr. Bieber and seconded by Mr. Sterner to adjourn the meeting at 9:21 p.m.

Motion Carried

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

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

## Recap of BCIU Board of Directors Meeting – November 16, 2017

- BCIU Annual Report was published. All BHASD Board Members received a copy in their Board packet of handouts.
- Following the November election, the BCIU Board loses 4 members who either did not re-run or did not win. New reps will be coming for Exeter, Wilson, Wyomissing, and Conrad Weiser.
- Liz Huhn was asked to continue as an Officer of the Board (Board Secretary), and will continue to serve on the Negotiations Committee.
  
- Operations Updates –
  - The company through which the BCIU coordinates fingerprinting has changed. The transition occurred in late November.
  - The Board took the following action:
    - Approved the Budget Calendar / Timeline for the upcoming year (2018-2019). Mr. Pawling has built those key deadlines into his budget timeline for BHASD.
    - Authorized an agreement with Illumant to conduct a Risk Assessment as it relates to HIPAA in terms of IT Security, corporate policies & procedures, and data breach protocols. (Reminder, HIPAA governs the confidentiality of health records and information.) The Berks County School District Health Trust is paying ½ the fee for this service. From an HR/Compliance perspective, this might be something for BHASD to check up on.
    - Approved the schedule of BCIU Board meeting dates (continues to be 3<sup>rd</sup> Thursday of each month)
    - Cancelled the December BCIU board meeting.
  
- Personnel –
  - Honored 2 retirees. One is Sue Calvin who spearheaded the Mandarin Chinese program through the University of Pittsburgh's Confucius Institute.
  - In conjunction with PDE, a new position was approved: Assistant Program Administrator / Advisor for Career Readiness
  
- The next meeting of BCIU Board of Directors will be held on Thursday, January 18, 2018.