

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

January 15, 2018

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:15 p.m. by President Bryan Rothermel, immediately following an Executive Session to discuss personnel. The previously scheduled January 8, 2018 meeting was cancelled due to inclement weather and rescheduled for January 15, 2018.

The meeting opened with Pledge of Allegiance.

**Board Secretary called the roll:**

|                        |                                     |                        |
|------------------------|-------------------------------------|------------------------|
| <u>✓</u> Mr. Bieber    | <u>✓</u> Dr. Carter                 | <u>✓</u> Mrs. Grossman |
| <u>✓</u> Mrs. Huhn     | <u>✓</u> Mrs. MacMillan (6:17 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
- 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 Wetzel, Director of Buildings and Grounds
- ✓ Mr. Josh Ziatyk, High School Principal

**Solicitor:** Mr. James Mancuso, Esquire

**Student Board Representatives:** McGuire Galing, Tayler Roberts

**Visitors:** Benjamin Saltzburg (staff), Adam Rabenold (staff), Julie Hobert (Mertztown), Ken Fronheiser (Mertztown), Lori Savidge (staff), Lee Savidge (Kempton), Logan Savidge (Kempton), Lance Savidge (Kempton), Susan Sibley (staff), Michele Beekman (staff), Doug Felegy (staff), Katie Hess (staff), James Rine Strohecker (staff).

Mr. Rothermel read the Obituary Minute and Resolution to remember Mr. Neil Yuran and acknowledged his four years of service as a part-time custodian and paraprofessional, followed by a moment of silence for reflection and remembrance.

Mr. Rothermel read the Obituary Minute and Resolution to remember Mrs. Margaret Lau and acknowledged her ten years of service as a volunteer, followed by a moment of silence for reflection and remembrance.

Mr. Potteiger thanked the school board directors for dedicating their time and service to the school district. The Pennsylvania School Board Association has identified January of School Board Director Recognition month.

Mr. Rothermel, Mr. Potteiger, and Mr. Farina presented the #newHEIGHTS Award, designed to recognize outstanding employees, to Mrs. Lori Savidge, Elementary School Kindergarten Teacher and Mrs. Susan Sibley, Intermediate School Secretary to the Principal. Mr. Rothermel read the nomination comments for each recipient and Principals Ms. Kelly and Mr. Farina shared personal accolades about each employee.

High School Music Teachers, Mr. Adam Rabenold and Mr. Benjamin Saltzburg, presented photos and described details of the High School Music Department field trip to Orlando, Florida. 51 students and 7 chaperones attended. The Concert Choir and Marching Band both gave outstanding performances in Disney Springs and Magic Kingdom. Parent and chaperone, Mrs. Julie Hobert, commented that the trip was well-organized, the students were well-behaved, and the trip was a valuable learning experience for our students. Both teachers thanked the Board and Administration for their support.

**BOARD OF DIRECTORS REPORT**

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

**A. Approval of Minutes**

Dispense with the reading and accept the minutes from the Reorganization and Regular Board Meeting held December 4, 2017 per attachment Board A.

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

**Student Board Representatives** – Student Board Representatives McGuire Galing and Taylor Roberts reported on recent and upcoming events at each school building.

**BCIU** – Mrs. Huhn shared there was no December meeting, but reminded the Board and Administration of the Keeping Kids Safe Symposium scheduled for March 22, 2018. The focus is Cyber Security on Social Media & the Internet with featured speaker, Michele Stuart, from JAG Investigations, Inc. The next meeting is on January 18, 2018.

**BCTC** – Mr. Tomasi. No report. The next meeting will be held on January 24, 2018.

**Berks County EIT Collection Bureau** – Mr. Bieber reported on the reorganization and regular meeting held on December 2, 2017. Business included the approval of the 2018 budget. Reorganization yielded Wayne Gehris as the Chair, Diane Richards as Co-chair, and Rosemary Lamaestra remains the Secretary, as well as the Brandywine Heights Alternate Delegate. The Treasurer position remains vacant. The Executive Director’s contract was renewed with a raise in salary. Mr. Sterner will attend future meetings as the new Delegate.

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

**Council on Legislative Action (COLA)** – Mr. Scheetz (absent). Mr. Potteiger reported on the meeting held on December 19, 2017 with a presentation by Noel Emerson, highlighted federal level changes and how they would affect the localities. Mr. Pawling added information on federal funding and discretionary spending. Funds are anticipated to decrease in the future.

**Strategic Planning/Goals** – Mr. Scheetz (absent). Mr. Potteiger described the new format of the goals document, which includes a completion date for each initiative. He shared brief highlights from the document that was included with the board packet.

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

Motion Carried – 8 Yeas/1 Absent

**BUDGET/FINANCE/PROPERTY/TRANSPORTATION**

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

**A. General Fund Bills**

To approve general fund bills through January 8, 2018 totaling \$1,974,246.47 per attachment Budget A.

**B. Food Service Funds**

To approve food service fund bills through January 8, 2018 totaling \$24,691.21 per attachment Budget B.

**C. Financial Reports**

To accept the following Financial Reports through November 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.
6. Budget Transfers – Budget C.6.

**D. Special Education/Pupil Services**

1. To approve an upgrade to the Read 180 Reading Program (Read 180 Universal) for students in grades 4-12 for a total cost of \$51,217.17 (50% discount), for purchase and implementation effective July 1, 2018 per attachment Budget D.1.

**E. Curriculum/Technology**

1. To approve the amendment with Powerschool Group, LLC, to reduce the PowerSchool Registration Signature Annual Fee unit price from \$5.11 to \$2.25 (extended price from \$7,155 to \$3,150), the year one total cost from \$11,835 to \$7,830, and the annual ongoing fees from \$7,155 to \$3,155 to be applied as a credit of \$4,005 as per Budget E.1.

**F. Facilities/Maintenance**

1. To approve the purchase from Raptor Technologies, Houston, TX, the Raptor Visitor Management System including hardware (District will supply computers) and software for all three building entrances at a cost of \$5,175 (annual recurring cost after the first year estimated at \$1,620 for all three building entrances) as per Budget F.1.

**G. School Access Settlement Agreement**

To approve the stipulation of settlement with the Commonwealth of Pennsylvania, Department of Human Services, to receive \$13,495.70 as settlement for the appeal of the 2013-14 school year School-Based Access Program Cost Settlement as per Budget G.

**H. Real Estate Tax Collection**

To approve removal of parcel #750412550 from the delinquent real-estate tax collection submission report to the Berks Tax Claim Bureau for uncollected payments as of December 31, 2017 due to potential fraud and to allow the taxpayer to submit payment at the discount rate for the 2017-18 school year up until February 28, 2018 as per Budget H.

**I. Budget Transfers**

To approve the final 2016-2017 closing budget transfers in the amount of \$184,700 per attachment Budget I.

Mr. Pawling shared information with the Board about Raptor system for logging visitors electronically.

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      Y Mrs. MacMillan  
Y Mr. Rothermel      \_\_\_ 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. Tomasi to accept the Superintendent’s Report.

**A. District Calendar**

Approve the proposed 2018-19 District Calendar per Superintendent A.

**B. Employee Sick Bank**

Approve the establishment of a sick bank for a staff member per Superintendent B.

Mr. Potteiger introduced the proposed 2018-19 school year. Discussion ensued about the timing of the start and end of the school year. For the next year calendar, Mr. Potteiger plans to survey parents to consider their preferences before creating the next year’s calendar.

Mr. Potteiger updated the board regarding class rank and graduation requirements. Transcripts for students in grades 9, 10 and 11 were reviewed and recalculated in test modules to reflect the eight credit per year limit. Test modules looked at impact on class rank, the majority of moves are 1-3 class rank spots. Counselors found 62 students would be impacted by the changes. Moving forward, parents will be informed and counselors will meet with students. Mr. Ziatyk plans to establish a 12 member committee of parents, students, teachers which will meet bimonthly through June. A community feedback session will be scheduled for June, and updates on the status on the recalculation of student transcripts will be planned for the June board meeting.

Mrs. Huhn clarified that upon recalculation, students will not necessarily “pick” their classes that would count toward the eight credit limit. Required classes would automatically be counted, and students would pick electives.

Mr. Potteiger received verbal consensus of the board to move forward with recalculation of quality points and grade point average based on the eight credit limit for students in grades 9, 10 and 11.

**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      Y Mrs. MacMillan

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

Motion Carried – 8 Yeas/1 Absent

**PERSONNEL REPORT**

A motion was made by Mr. Bieber and seconded by Mr. Sterner to accept the Personnel Report.

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

1. Accept the retirement of Ms. Audrey Tucker, Intermediate School Fifth Grade Teacher, at the end of the 2017-18 school year per Personnel A.1.

**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

| <u>Name</u>            | <u>Position</u>          | <u>Rate</u>          | <u>Effective</u> |
|------------------------|--------------------------|----------------------|------------------|
| a. Mrs. Rebecca Bolton | HS Mathematics (Tannous) | M+60/Step 1 prorated | 1/22-4/3/2018    |

3. Co-Curricular

- a. Paid Instructional (Non-Athletic) Co-Curricular Appointment  
Appoint High School Science Teachers, Dr. Kevin Dolan and Mrs. Maryann Lambert to equally share the role of Grades 6-12 Science Department Head for the 2<sup>nd</sup> semester of the 2017-18 school year for a prorated stipend of \$352 each.
- b. Unpaid Instructional Co-Curricular Student Activity Group Advisors – None
- c. Approve revisions to Winter Athletic Co-Curricular Appointments and Athletic Volunteers per Personnel C.4.c.
- d. Athletic Event Staff – None

**D. Support Staff Substitutes – None**

**E. Leaves**

1. Approve a request from Mrs. Melanie Sheetz, Middle School Life Skills Teacher, to take a maternity leave of absence beginning approximately March 19, 2018 with an anticipated return date of May 8, 2018 per Personnel E.1.

**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> |
|--|---|
| Mrs. Jennifer Swartzentruber, HS Mathematics | Mrs. Rebecca Bolton (Tannous)               |

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>Y</u> Mrs. MacMillan |
| <u>Y</u> Mr. Rothermel | <u>   </u> Mr. Scheetz | <u>Y</u> Mr. Sterner   | <u>Y</u> Mr. Tomasi |                         |

Motion Carried – 8 Yeas/1 Absent

### **OTHER BUSINESS**

Mr. Rothermel asked for comments from Board members and the public.

Mr. Ken Fronheiser, community member and local youth baseball leader, addressed the Board on the topic of facility use for youth organizations. He referenced a proposal submitted to administration for consideration to install a batting cage in one of the schools cafeterias for baseball practice, at no cost to the district. Mr. Potteiger noted that the proposal is currently being evaluated by the administration, and thanked Mr. Fronheiser for speaking this evening.

Mr. Rothermel announced there was an executive session to discuss a personnel issue after the meeting held on December 4, 2017, and immediately preceding the evening’s meeting. There were no other comments.

### **ADJOURNMENT**

A motion was made by Mr. Sterner and seconded by Mrs. Grossman to adjourn the meeting at 8:32 p.m.  
Motion Carried

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

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