

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

February 5, 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 a student issue.

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	<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 Wetzal, Director of Buildings and Grounds
- Mr. Josh Ziatyk, High School Principal

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

**Visitors:** Rob Rosenberry (BCIU), William Gorman (Gorman & Associates), Robert (Bo) Travis (Gorman & Associates), Honorable J. Benjamin Nevius (Oley).

Mr. Rob Rosenberry, Director of Human Resources, Berks County Intermediate Unit, shared the results of the Human Resources Audit conducted in early December 2017. Areas of strengths and suggestions for improvement were identified. A recommendation that the district consider adding an additional .5 staff member to assist with the human resources responsibilities was proposed.

Mr. Rothermel and Mr. Potteiger congratulated and recognized former Brandywine Heights Alumnus, Honorable J. Benjamin Nevius, for his professional achievements and recent election as Judge of the Berks County Court of Common Pleas.

Mr. William Gorman, Gorman & Associates, P.C. Certified Public Accountants, shared the highlights of the Single Audit Report for the fiscal year ended June 30, 2017, and accredited our Business Office staff with maintaining a high level of accuracy. There were no findings. Bound copies of the Single Audit Report were distributed to School Board members prior to the meeting. Looking ahead, Mr. Gorman announced that school districts will need to plan ahead for a new accounting principal that will require activity accounts to become centralized. Mr. Gorman also formally introduced to the Board his long time accounting colleague, Mr. Robert (Bo) Travis, as the newest partner to Gorman & Associates firm.

## **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 January 15, 2018 per attachment Board A.

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

**Berks County Intermediate Unit (BCIU)** – Mrs. Huhn submitted the following report for the meeting held on January 18, 2018:

- **Board Member and Student Recognition:** In conjunction with School Board Recognition Month, the BCIU launched a new initiative to showcase student artwork. A work of art by a student from each of the 18 school districts will be displayed for one year in the Board Room at the BCIU. Brianna Seese was the Brandywine student whose painting was selected.
- **New Board Members:** The BCIU Board welcomed and seated 4 new board members: Dr. David Hemberger from Exeter; Dr. Amy Kennedy from Wilson; Terrie Taylor from Wyomissing; and William Carl from Conrad Weiser. Also Randall Madara will be back-filling at Muhlenberg for Otto Voit who resigned.
- **New Board Officers:** The BCIU Board Officers were seated as well. Tim Heffner of Fleetwood continues as President; Gary McEwen from Twin Valley moves to Vice President (from Treasurer); Ralph Richard from Oley was seated as Treasurer; and Liz Huhn continues as Board Secretary. Liz will also continue to serve on the Negotiations Committee.
- **Personnel:** The BCIU Board approved the hiring of Mr. Andreas Ludwig as the new CIO. Andreas will replace Bill Miller (who is retiring effective March 2<sup>nd</sup>) and will start work on February 5<sup>th</sup>.
- **Financial / Budget:** The BCIU Board unanimously approved the 2018-2019 BCIU General Fund Budget. The various districts' portion of this budget is called the Mandated Services budget, which each district votes on in April. That budget is one of more than 80 budgets operated by the BCIU, and good news, it features a 0% increase.
- **Operations / Technology:** After an RFP process which generated 12 proposals from 11 different companies, the BCIU Board approved the purchase of a new telephone system for ~\$342K, specifically a Mitel Connect Unified Communications System to replace the legacy Nortel Option 61 system.
- **Important Dates:**
  - Thursday, 1/25 – Annual Superintendent & Board President Workshop (Potteiger/Rothermel)
  - Thursday, 2/22 – Committee on Legislative Action (COLA) meeting @ 7:00 am
  - Thursday, 3/22 – Keeping Kids Safe Symposium @ Inn at Reading. 9-12noon OR 6-9:00pm. Topic = Cyber Safety & Social Media
  - Late April – Annual BCIU Convention @ Reading Muhlenberg CTC, beginning @ 5:30 pm
- The next meeting of BCIU Board of Directors will be held on Thursday, February 15, 2018.

**Berks Career and Technology Center (BCTC)** – Mr. Tomasi reported on the meeting held on January 24, 2018. Highlights included a tour of the masonry program and classroom. There were presentations of the preliminary budget and capital improvement plan. The next meeting is scheduled for February 28, 2018.

**Berks Earned Income Tax Collection Bureau (BEITC)** – Mr. Sterner – No Report. The next meeting is scheduled for March 29, 2018.

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

**Council on Legislative Action (COLA)** – Mr. Scheetz – No report. The next meeting will be February 22, 2018.

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

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

Mr. Potteiger shared that he and Mr. Rothermel attended the 19<sup>th</sup> Annual Board Presidents' and Superintendents' Workshop on January 26, 2018, at the BCIU Main Office. Keynote Speaker Ron Cowell provided key updates related to education legislation and policy, and told the group about advocacy efforts on behalf of public education. Guests learned that PA is ranked 47<sup>th</sup> of all 50 states for the support of education funding with West

Virginia as the closest contiguous state to our state funding level. Last year PA increased basic education funding by \$100 million for all districts in the state, and our school district only received \$29,322. For comparison, to “catch up” to West Virginia’s state funding, Pennsylvania would need to increase funding by \$700 million each year. PA districts currently rely heavily on property tax revenue for education funding. Should PA move forward with changing the state education funding source, one controversial sticking point of proposed legislation is “hold harmless” remains in effect, meaning when the state funds are distributed the “per pupil allocation” remains constant at current levels for districts, resulting in uneven distribution of state funds. Essentially, the rich districts stay rich, and the poor districts stay poor.

Mr. Potteiger thanked the School Board Directors providing committee reports and encouraged committee members to submit written reports. This prompted Board discussion about streamlining the committee reports to reduce redundancy and time spent on reports. In lieu of verbal reports, future Board committee reports will be submitted in writing. The administration will develop a template for gathering and sharing reports for Board members and the public.

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 February 5, 2018 totaling \$2,120,216.70 per attachment Budget A.

**B. Food Service Fund Bills**

To approve food service fund bills through February 5, 2018 totaling \$24,240.11 per attachment Budget B.

**C. Financial Reports**

To accept the following Financial Reports through December 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 the special education proposal (with receipt of final draft agreement from legal council by 2/19/18) for a district student as follows and to authorize the appropriate officer to enter into an agreement per Budget D.1.:
  - Establish a compensatory education fund for \$35,000 for legitimate educational expenses available until the student turns age 21 (2019-20 school year).
  - Provide reimbursement for 2018 extended school year (ESY) services at a rate not to exceed \$8,000.
  - Fund an independent evaluation at a cost not to exceed \$4,500.
  - Provide professional development for teacher and support staff as outlined in the proposal.

**E. Curriculum/Technology – None**

**F. Facilities/Maintenance – None**

**G. Deputy Tax Collectors**

To acknowledge the appointment by the elected tax collector of the following Deputy Tax Collectors as required under Act 164 of 2014:

<u>Township or Borough</u>	<u>Elected Tax Collector</u>	<u>Deputy Tax Collector</u>
District Township	Mollie A. Prey	Lorraine Meck
Longswamp Township	Lorraine Meck	Mollie A. Prey
Rockland Township	Mollie A. Prey	Lorraine Meck
Topton Borough	Nancy E. Heffner	Bonnie Stauffer

**H. Single Audit Report**

To accept the Single Audit Report for the fiscal year ended June 30, 2017 as submitted by Gorman & Associates, P.C. Certified Public Accountants. Bound copies were distributed at the meeting.

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. Conference Attendance**

Approve the Superintendent to attend the 2018 Pennsylvania Association of Rural and Small Schools (PARSS) Annual Meeting/Conference in State College, PA on April 25-27, 2018 for a cost not to exceed \$250.00 plus mileage and hotel accommodations as attached and marked Superintendent A.

**B. 2018-19 District Calendar**

Approve the revised 2018-19 District Calendar (*Martin Luther King, Jr. holiday/snow make-up day on 1/14/19 was revised to 1/21/19*) per Superintendent B.

There was brief discussion about the district calendar and a suggestion by Mr. Scheetz to consider a more predictive early dismissal scheduled throughout the year.

There was discussion among Board and Administrators relative to the amount of time and degree of detail that should be included in verbal reports. The reports are issued in advance to help reduce the time spent presenting details, are posted online and available for the public at the meetings. In response to a concern that some items may be missed, the administration assured the Board that important information or topics worthy of discussion will be announced.

The written Superintendent’s Report was included with the Board packet and shared with the public on the website and as a meeting handout, highlighting the latest initiatives, information and happenings in Curriculum & Instruction, Technology, Athletics, Community Engagement/Brandywine Heights Community Task Force, and District Enrollment.

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. Scheetz and seconded by Mr. Bieber to accept the Personnel Report.

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

**B. Change of Status**

	<u>Name</u>	<u>From</u>	<u>To</u>	<u>Rate</u>	<u>Effective</u>
1.	Mrs. Paige Kowolewski	Interim Secretary to the Athletic Director	Secretary to the Athletic Director	\$12.75/hr	2/6/2018

(FT 10-months/206 days)\*

\*plus additional pre-approved days as needed to satisfy Athletic duties over the summer not to exceed 30.

**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.	Ms. Heidi Frey	IS Autistic Support (Panuski)	M/Step 1 prorated	2/5/2018-EOY

- b. Ms. Ashleigh Lambert MS Learning Support (Molis) B/Step 1 prorated 2/19/2018-EOY
- 4. Co-Curricular
  - a. Paid Instructional (Non-Athletic) Co-Curricular Appointment – None
  - b. Unpaid Instructional Co-Curricular Student Activity Group Advisors – None
  - c. Approve Spring Athletic Co-Curricular Appointments and Athletic Volunteers per Personnel C.4.c.
  - d. Athletic Event Staff – None

**D. Support Staff Substitutes**

- 1. Ms. Katherine Fuller Nurse Substitute (RN) \$22.00/hr pending clearances

**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>
Mrs. Colleen Dreisbach, MS Learning Support	Ms. Heidi Frey (Panuski)
Mrs. Lyndsay Levengood, IS Learning Support	Ms. Ashleigh Lambert (Molis)

Mr. Bieber suggested the board review wages for support staff. Mrs. Huhn affirmed that will be a topic of consideration for the Compensation Committee.

Mr. Bieber posed a question about athletic position postings for current coaches. Mr. Potteiger clarified that Mr. Geist is working with head coaches and has developed a thorough evaluation process. Mr. Geist will meet with each coach prior to the season to develop goals which are monitored during the season and formally evaluated at the end of the season. If the final evaluation at the end of the season is not satisfactory, the coach will be notified that the position will be posted for the next year.

Mr. Tomasi questioned how the shared stipends were determined. Mr. Geist clarified budgeted stipends per position within a sport may be shared between head and assistant coaches or split among co-coaches in the amounts presented on the Athletic recommendation sheet. The shared or split stipend amounts will not exceed budgeted stipends.

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.

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

**OTHER BUSINESS**

Mr. Potteiger shared that there will be a change to the format of upcoming board agendas to have the presentation of items first, followed by motions, discussion, and roll call. Mr. Mancuso will work with Mr. Potteiger on the format.

Mr. Rothermel announced there was an executive session to discuss a student issue before the meeting, and there will be an executive session to discuss a personnel issue immediately following the meeting.

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

**ADJOURNMENT**

A motion was made by Mr. Scheetz and seconded by Mr. Bieber to adjourn the meeting at 8:02 p.m.

Motion Carried

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

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