

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

April 9, 2018

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:02 p.m. by President Bryan Rothermel.

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 (6:27 p.m.)	<u>✓</u> Mr. Rothermel
<u>✓</u> Mr. Scheetz (6:04 p.m.)	<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: Emma Trumbauer

Visitors: Mandi Kercher (staff), Alexis Luckhart (BCIU), Kirsten Paxson (staff), Lauren Farina (staff), Angela Bucci-Herb (staff), Carley Tunnell (staff), Corey Zimmerman (staff), Ryan Herb.

Mr. Rothermel and Mr. Potteiger presented the #newHEIGHTS Awards to outstanding employees nominated by their peers. April recipients were Mrs. Lauren Farina, Elementary K-3 Reading Specialist and Mrs. Angela Bucci-Herb, Elementary K-1 Intervention Specialist. Mr. Rothermel read the nomination comments for each recipient and Administrators shared personal accolades about each employee.

Mrs. Mandi Kercher, Curriculum and Technology Specialist, presented overview of newly written Grade 6-12 English and Language Arts Curricula. Mrs. Paxson and Mrs. Bleiler were present as curriculum writers. There was discussion about Gifted Curriculum overlap with English Language Arts. Novel selection made will include a balance of classics and more modern/diverse selections. Grades 6-12 ELA curriculum is available in draft form on the website and in Mr. Voelker's office for review over the next 30 days. The recommendation at this time is that the board review for approval. After review, it will be recommended that the School Board of Directors officially adopt the curriculum at the May 2018 School Board meeting.

Mr. Farina announced that a Middle School student was recently recognized for winning a civil engineering competition.

BOARD OF DIRECTORS REPORT

A motion was made by Mr. Bieber and seconded by Mr. Scheetz 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 March 5, 2018 per attachment Board A.

B. First Reading of Policies

Approve the first reading of the following Policies per Board B.1.-B.2.:

1. 808. Operations – Food Service
2. 907. Community – School Visitors (Community Members and Student Visitors)

C. Second Reading of Policies

Approve the second reading of the following Policies per Board C.1-C.8.:

1. 000. Local Board Procedures – Introduction
2. 150. Programs – Title I Comparability of Services (*new*)
3. 912. Community – Relations With Educational Institutions
4. 913. Community – Nonschool Organizations (*minor revisions*)
5. 914. Community – Relations with Intermediate Unit
6. 916. Community – Volunteers
7. 917. Community – Parent Family Involvement
8. 918. Community – Title I Parent Family Involvement

Mr. Potteiger provided details about Policy 808 relative to lunch shaming policies and procedures. There was discussion about collection policies for over-drawn lunch accounts. Mr. Mancuso explained that there is a current trend of districts contracting with collection agencies. Mr. Potteiger and Mr. Pawling explained that the district will work with families at great lengths before any reports to collections agencies are made.

Mr. Bieber asked how students were identified for free/reduced lunches. Mr. Pawling explained the district procedures for identifying these students/families. Mrs. Huhn asked how the district handles donations for lunch accounts. Mr. Potteiger and Mr. Pawling explained how this is/would be handled discreetly.

School Board directors and Administrators had an in depth discussion on Policy 907 and the addition of the new Raptor visitor screening tool. Questions about its purpose, usefulness, and the importance of training staff for the purpose of school security were asked and answered.

Mr. Potteiger outlined minor revisions specific to fundraising under Policy 913 Nonschool Organizations

Regarding Policy 914 Relations with Intermediate Unit, Mr. Mancuso confirmed that the list provided by BCIU as outlined in the policy is sufficient.

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

Student Board Representatives – Emma Trumbauer reported on recent and upcoming events at each school building. McGuire Galing and Tayler Roberts were absent.

Berks County Intermediate Unit (BCIU) – Mrs. Huhn submitted the following report for the meeting held on March 15, 2018:

Personnel

- Approved renewal of Executive Director’s employment contract for another 4 years, effective July 1, 2018.
- Approved 3 new positions. Two are due to program expansion in Homelessness and Pre-K Counts. One is the approval of the new full-time HR Services Consultant position (Alexis Luckhart) shared equally between Brandywine Heights (effective 3/12/2018) & Kutztown (effective 2/26/2018) through June 30, 2019.
- Approved 2 retirements, 8 resignations, and 1 termination. The two retirements are effective June 30th and are key leadership positions: the Assistant Director of Business Services & Operations (Cindy LePage), and the Assistant Director of Professional Development & Curriculum (Connie Skipper). The Board approved the promotion of Donna DeLoretta to Assistant Director position in Business Services & Operations effective 4/30/2018. Interviews are underway for the opening in Professional Development & Curriculum.

Financial / Budget

- Approved a 4-year agreement to continue to provide bus transportation services to Tulpehocken Area School District. The BCIU competed and won this contract through a competitive RFP process. The IU has been the provider for Tulpehocken since the early 1990’s.

- Approved new Rate Schedule for Special Ed, Early Intervention, and Student Services.

Program Updates

- BCIU's work in leading the Berks County Career Pathways Alliance was profiled in an article in the Winter 2018 edition of the *Commerce Quarterly* magazine published by the Greater Reading Chamber Alliance. (*To be distributed at the meeting*)
- Approved an agreement with a company (TransPerfect Remote Interpreting) that will provide on-demand, over the phone, and document translation services. (Might be an option for BHASD should the need arise given students with diverse language needs recently enrolled in our District.)

Important Dates / Events

- Thursday, 3/22 – Keeping Kids Safe Symposium @ Inn at Reading. 9-12noon OR 6-9:00pm. Topic = Cyber Safety & Social Media. Target audience = parents, community members & educators. National caliber speaker = Michele Stuart of JAG Investigations, Inc. Sponsored by the PA Governor's Office of Homeland Security, PA State Police, and the Berks County District Attorney's Office
- Tuesday, 3/27 – quarterly All Hazards Planning Meeting
- Wednesday, 4/4 – 2018 Annie Sullivan Award Presentation @ 5:00 pm @ BCIU Main Office. BHASD Learning Support teacher, Ms. Lyndsay Levensgood was one of 9 finalists.
- 4/17 – Open Records Training session for Open Records Officers at school districts. Speaker is an expert from Harrisburg.
- Tuesday, 4/24 – Annual BCIU Convention of Berks County School Directors @ Reading Muhlenberg CTC. Facility tours begin @ 5:30 pm. Dinner @ 6:30 pm and keynote speaker, PA Department of Education Secretary Pedro Rivera, @ 7:30 pm.
- Saturday, 4/28 – “Apple A Day” 5K Family Fun Run/Walk @ Penn State Berks campus @ 9:00 am – fundraiser to benefit The United Way of Berks County

The next meeting of BCIU Board of Directors will be held on Thursday, April 19, 2018.

Berks Career and Technology Center (BCTC) – Mr. Tomasi reported on the meeting of the Joint Operating Committee (JOC) held at the East Campus of the Berks Career and Technology Center in Oley, PA on Wednesday, March 28, 2018.

New Business, the Joint Operating Committee:

Approved the first reading of the following Berks Career and Technology Center Policies:

- Nondiscrimination in School and Classroom Practices #103 (replaces policy #248)
- Nondiscrimination – Qualified Students with Disabilities #103.1
- Nondiscrimination in Employment Practices #104 (replaces policy #348) o Diabetes Management #209.2
- Suicide Prevention #820

Under Program/Personnel Committee, the Joint Operating Committee:

- Ms. Osborne announced a Program/Personnel Committee meeting was held prior to the JOC meeting on March 28, 2018.
- Approved the revised BCTC Organizational Chart
- Approved the new job description: Assistant Director (replaces Director of Secondary Education)
- Approved the following CTE program changes effective with the beginning of the 2018 – 2019 school year:
 - Eliminate the Health Related Technology (CIP 51.9999 – Health Care Technology) offering at the East Campus which will be replaced with the second section of the SMaRT program and teacher position.
 - Add a second full-time Sports Medicine and Rehabilitative Therapy (SMaRT) program section and teacher position at the East Campus which will replace the full-time Health Related Technology (HRT) program and teacher position.
 - Move Medical Health Professions (MHP) from Health Related Technology (CIP 51.9999 – Health Care Technology) to Health Occupations (CIP 51.0899 - Health/Medical Services) at the West Campus.
 - Eliminate the CIP 15.0303 Electrical, Electronic and Communication Engineering from the Mechatronics Engineering Technology course offering and replace with CIP 15.9999 Engineering Technologies.
 - Move the West Campus Painting and Decorating (CIP 46.0408 – Painting/Painter and Wall Coverer) program to the East Campus to be part of the Construction Cluster offerings.
- Under Personnel Matters, the Joint Operating Committee took action to approve all personnel matters as presented.
- Under Other Matters for Consideration, the Joint Operating Committee:

- Approved Mr. James Mack to attend the 2018 Associated Equipment Distributors (AED) Foundation Equipment Technology Instructors Conference in Big Rapids, MI on June 11 – 14, 2018 at an estimated cost of \$1,066.

The next regular meeting of the Joint Operating Committee will be held on Wednesday, April 25, 2018, at the West Campus of the Berks Career and Technology Center in Leesport, PA.

Berks Earned Income Tax Collection Bureau (BEITC) – Mr. Sterner – No Report.

Policy Committee – Mrs. Grossman (absent) noted policies on the agenda for first and second readings.

Council on Legislative Action (COLA) – Mr. Scheetz – No report.

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

Negotiations/Compensation Committee – Mrs. Huhn reported on the meeting held on March 29, 2018. As a follow-up to the initial meeting on Wednesday, March 14th at which the Committee reviewed competitive market data for Staff Support compensation, the Committee met again on March 29th. Attendees included Mrs. Huhn (chair), Mr. Rothermel, Mr. Scheetz, and Mrs. Grossman. Alexis Luckhart (HR consultant), Mr. Pottegier and Mr. Pawling also attended. The Administration provided updated competitive data regarding hourly wages, as well as several recommendations regarding proposed changes to starting salaries, salary increases for the upcoming school year, and potential benefit enhancements for the Committee's review. Details on these recommendations will be shared with the full Board at an Executive Session scheduled for Monday, 4/9 immediately following the regular School Board Meeting.

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 ___ Mrs. Grossman Y Mrs. Huhn Y Mrs. MacMillan
Y Mr. Rothermel Y Mr. Scheetz ___ Mr. Sterner Y Mr. Tomasi

Motion Carried – 7 Yeas/2 Absent

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

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

A. General Fund Bills

To approve general fund bills through April 9, 2018 totaling \$2,571,824.69 per attachment Budget A.

B. Food Service Fund Bills

To approve food service fund bills through April 9, 2018 totaling \$23,827.26 per attachment Budget B.

C. Financial Reports

To accept the following Financial Reports through February 28, 2018, 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 continue the agreement with Therapy Source, Plymouth Meeting, PA, to supply speech therapy services for an additional one year term effective February 26, 2018 at a cost of \$76.00/hour as per Budget D.1.
2. To ratify the agreement with New Story Schools and Services, Wyomissing, PA, to provide educational services for a district student per their individualized education plan beginning March 12, 2018 and ending June 7, 2018 or the last day according to the calendar at a rate of \$280/day as per Budget D.2.
3. To approve the addendum to an agreement between the parents of a district student and the District to include extended school year 2018 costs and services as per Budget D.3.

E. Curriculum/Technology

1. To approve the Service Level Agreement with the Berks County Intermediate Unit for the eSchoolPlus and IEPPlus student management and special education application services for the 2018-19 school year at a cost of \$6,910 plus \$13.55/student for eSchoolPlus and \$6,506 plus \$3.10/student for IEPPlus as per Budget E.1.
2. To approve the agreement with West Interactive Services Corporation d/b/a SchoolMessenger to provide online community communications services for a 48 month period beginning 7/1/2018 at an annual cost of \$1.40 per student (estimated amount of \$2,100) and a \$750 implementation fee as per Budget E.2.

F. Facilities/Maintenance

1. To approve the proposal with BLaST Intermediate Unit 17 to provide a district-wide VOIP (voice over internet protocol) telephone system upgrade at a cost of \$55,363 as per the BLaST Intermediate Unit purchasing consortium as per Budget F.1.
2. To accept the donation from Spectrum Industries, King of Prussia, PA of miscellaneous office furniture at an estimated value of \$12,710 as per Budget F.2.

G. District Fund Depositories

To approve the list of district fund depositories for the remainder of the 2017-18 school year and for the 2018-19 school year as follows:

- Fulton Bank
- Huntingdon Valley Bank
- Pennsylvania School District Liquid Asset Fund (PSDLAF)
- WSFS Bank

H. 2018-19 Berks Career & Technology Center (BCTC) General Fund Proposed Operating Budget

To approve the Berks Career & Technology Center (BCTC) General Fund Proposed Operating Budget for the 2018-19 school year at a total proposed cost of \$602,083 (\$584,936 member district share and \$17,147 estimated special needs share) as per Budget H.

I. Purchasing Consortium participation

To authorize participation in the BLaST Intermediate Unit Purchasing Consortium as per Budget I.

Mr. Voelker provided details regarding the recent purchase of Google Expedition as well as the switch to School Messenger from Blackboard Connect for the 2018-2019 school year. Mrs. Rothermel explained the costs associated with Extended School Year for Special Education students. Mr. Pawling and Mr. Wetzel explained the cost of new phone VOIP system and a great savings to the district by purchasing through Blast IU.

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 ___ Mrs. Grossman Y Mrs. Huhn Y Mrs. MacMillan
Y Mr. Rothermel Y Mr. Scheetz ___ Mr. Sterner Y Mr. Tomasi

Motion Carried – 7 Yeas/2 Absent

SUPERINTENDENT’S REPORT

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

A. World Language Curricula Adoption

Approve the second reading and adopt the newly revised K-12 World Language curricula (Latin, German I-IV, Spanish I-IV) per Superintendent A.

B. K-12 Library Curricula Adoption

Approve the second reading and adopt the revised K-12 Library curricula per Superintendent B.

C. Grades 6-12 English Language Arts Curricula

Approve the first reading of the revised Grades 6-12 English Language Arts curricula per Superintendent C.

D. 2017-18 Act 80 Exception

Authorize administration to submit an application for use of an Act 80 Exception for August 16, 2017 and October 9, 2017 and apply the days to the currently approved 2017-18 school calendar in order for twelfth grade students to meet the minimum day requirements for graduation.

E. K-3 Summer Reading Program

Approve a Summer Reading Program for students in K-3 from June 18 - July 19 (Monday to Thursday) funded through a United Way Summer Learning Grant per Superintendent E.

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

Superintendent's Report – Mr. Potteiger
Enrollment Report – Mr. Potteiger

Mr. Potteiger and Mr. Ziatyk provided an update on graduation options for seniors based on decreased instructional hours due to snow days (including Act 80 days). Study halls will be added to seniors' final schedules. Parents may sign students out as desired.

Mr. Geist provided an update about the late start to the spring sports season due to weather, noting that there is approximately 1 month to get the seasons in.

Mr. Ziatyk provided update on GPA/Class Rank research committee including an expected recommendation at the June 2018 School Board Meeting. He also provided an update on the school safety specific the Rotunda at the High School. More information will be shared at the next meeting.

Mr. Voelker provided details about a single sign-on solution called Clever that is being considered. Mr. Bieber asked questions about security which Mr. Voelker was able to answer. He also provided an update on the device selection process, Once Button Studio, new printers/engraver and Chinese Language options for next year.

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 ___ Mrs. Grossman Y Mrs. Huhn Y Mrs. MacMillan
Y Mr. Rothermel Y Mr. Scheetz ___ Mr. Sterner Y Mr. Tomasi

Motion Carried – 7 Yeas/2 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

1. Accept the resignation of Mrs. Susan Kristan, Substitute Nurse, effective March 1, 2018 per Personnel A.1.

B. Change of Status - None

C. Appointments

1. Professional Staff

Approve the recommendation for the following Long Term Substitute Teachers currently filling vacancies be appointed to contracted Temporary Professional Employees as of April 9, 2018:

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
a. Ms. Maegan Day	HS English Teacher	B+24, Step 1	4/9/2018
b. Ms. Laura Furman	ES .5 Title I Reading	M, Step 1	4/9/2018
c. Ms. Samantha Mclean	HS Life Skills	B, Step 1	4/9/2018
d. Ms. Carly Tunnell	ES First Grade Teacher	B, Step 1	4/9/2018
e. Mrs. Sara Vaccaro	ES .5 Music Teacher	M, Step 1	4/9/2018
f. Mrs. Corey (Trego) Zimmerman	ES Learning Support Teacher	M, Step 2	4/9/2018

2. Support Staff – None

3. Long Term Substitutes

a. Mr. Matthew Born HS .5 Social Studies (Hoppes) B, Step 1 pending clearances/TBA

4. Co-Curricular

- a. Paid Instructional (Non-Athletic) Co-Curricular Appointment – None
- b. Unpaid Instructional Co-Curricular Student Activity Group Advisors – None
- c. Approve revisions to the Spring Athletic Co-Curricular Appointments and Athletic Volunteers per Personnel C.4.c.
- d. Approve revisions to the Spring Athletic Event Staff per Personnel C.4.d.

D. Support Staff Substitutes – None

E. Leaves

1. Approve a request from Mrs. Melanie Sheetz, Middle School Life Skills Teacher, to adjust/extend her maternity leave of absence from February 28 through April 27, 2018 (42 days) per Personnel E.1. *Note: Mrs. Sheetz's maternity leave request was previously approved on January 15, 2018 (37 days) March 19 through May 8, 2018.*
2. Approve the request from Mrs. Jennifer Snyder, K-5 Title I Reading Specialist, for a professional development sabbatical leave of absence during the first semester of the 2018-19 school year as attached and marked Personnel E.2. *Notes: Mrs. Snyder is currently out on a previously approved professional development sabbatical leave of absence during the second semester of the 2017-18 school year. Sabbatical requests adhere to Board Policy 338 which specifies teachers earn half of their normal salary and full health benefits while on sabbatical leave.*

F. Other Personnel Items

1. Approve the request from Ms. Pam Karom, Elementary School Library Aide, to use eight unpaid days from August 21-24 and August 27-30, 2018 per Personnel E.1.
 2. 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. Lisa Ehrets, HS Social Studies | Mr. Matthew Born (Hoppes), 5 LTS HS Social Studies |

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

Motion Carried – 7 Yeas/2 Absent

OTHER BUSINESS

There was discussion about the length of board meeting. Mr. Bieber commented on the School Board Directors' role to ask questions and that all Board members should respect this and not be overly concerned with time or amount of question asked. Mr. Sheetz commented that Board members should educate themselves about topics prior to each meeting as their professional responsibility. Mrs. Huhn commented that she felt it was a very positive meeting.

Mrs. Huhn asked for follow up regarding policy for overnight athletic trips. Mr. Potteiger will provide follow-up.

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 8:24 p.m.

Motion Carried

Approval Date

Brian Pawling, Board Secretary
Katharine Ege, Recording Secretary
Maria Winkler, Alternate Recording Secretary