

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

June 11, 2018

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:10 p.m. by President Bryan Rothermel following an executive session to discuss personnel.

The meeting opened with Pledge of Allegiance.

**Board Secretary called the roll:**

- |                 |                  |               |
|-----------------|------------------|---------------|
| ✓ Mr. Bieber    | ✓ Mrs. Huhn      | ✓ Mr. Scheetz |
| ✓ Dr. Carter    | ☐ Mrs. MacMillan | ☐ Mr. Sterner |
| ✓ Mrs. Grossman | ✓ Mr. Rothermel  | ☐ 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

**Visitors:** Christopher Pruitt (East Penn Mfg.), Audrey Tucker (staff), Vikki Miller (staff) Jennilee Miller (Fleetwood), Chris Miller (Fleetwood), Julie Rapp (staff), Erin Rapp (Mertztown), Dawn Strunk (Mertztown), Derek Strunk (Mertztown), John Fay (District Township), Naomi Fay (student), Brianne Moore (student), Dwayne Scheidt (coach), Tim Hoffman (coach), & Don Roach (coach).

Mr. Rothermel, Mr. Potteiger and Mr. Geist expressed sincere gratitude to Mr Christopher Pruitt, on behalf of East Penn Manufacturing Company and the Breidegam Family Foundation, for their commitment to a \$10,000 gift to fund scoreboard purchases. The monetary gift will be received over a two-year time period with \$5,000.00 being received in 2018 and \$5,000.00 in 2019.

Mr. Potteiger, Mr. Rothermel and Mr. Farina acknowledged the retirement Mrs. Audrey Tucker, Fifth Grade Intermediate School Teacher, and presented her with a plaque for 27 years of dedicated service.

Mr. Potteiger recognized Mrs. Regina Condos, Elementary School First Grade Teacher, as a recipient of the National State Teacher of the Year (NSTOY) – PA Apple Award.

Mr. Geist recognized the High School Girls Softball Team for winning the District III Class 3A Championship. Team members Naomi Fay (student athlete), Brianne Moore (student athlete), Dwayne Scheidt (coach), Tim Hoffman (coach), & Don Roach (coach) stood to be recognized.

Mr. Rothermel recognized Mr. Andrew Potteiger, Superintendent, recipient of the Sister M. Pacelli Staskiel Educational Excellence Award, awarded to an educator who demonstrates exceptional wisdom and leadership, and who supports and embraces programs that educate students, families and communities to understand the negative consequences of alcohol and/or drug use through awareness.

Mr. Rothermel and Mr. Potteiger presented the #newHEIGHTS Awards to outstanding employees nominated by their peers. June recipients were Mrs. Julie Rapp, Virtual Academy Secretary, and Mrs. Victoria Miller, Intermediate/Middle School LPN Nurse Aide. Mr. Rothermel read the nomination comments for each recipient and Administrators shared personal accolades about each employee.

Mr. Derek Strunk addressed the board on behalf of the swimming program, which includes 5 Brandywine Heights students. He submitted a handout to the board to describe the time commitment for students and the coach to the sport of swimming. The swimmers train 8 months of the year for 6-10 hrs per week. This past year, 3 of the 5 student swimmers reached PIAA district competitions, 2 reached PIAA state competitions. Of 54 teams, Brandywine Heights swimmers scored higher than 34 of them. This past year swimmers and parents paid \$1,100 toward the swimming program. Mr. Strunk asked the board to consider adding a stipend of \$1,800 to the budget to cover swimming coach payment and expenses such as league fees and hotel/lodging. The current swimming coach, Mr. Fowler, also serves as the Kutztown Dolphins swimming coach. He has coached Brandywine Heights student swimmers for the past 2 years.

Mr. Geist pointed out that swimming is still considered a club sport and not included in the annual PIAA invoice as a participating sport. The district has financially supported swimming as a club sport. This past year the district purchased warm-up suits for swimmers, and there is currently \$500 budgeted for events registration.

There was discussion on the rate for compensation should the school board wish to create a stipend. Swimming and cross country are only non-school sponsored sports. Cross country now has agreement with Oley Valley. For comparison, cross country students practice 7-8 times per season and coaching frequency is once every 2 weeks, plus meets (3 last year – 3-5 hrs each).

Mr. Rothermel asked the difference between supporting a volunteer coach by donations versus paying a coach a stipend. Mr. Geist noted that if the district offers a stipend to a coach, the sport needs to be acknowledged by PIAA. Mrs. Grossman suggested the district support swimming in other ways. This year booster club gave \$450 for swimming which paid for swim caps and training. Next year the booster club plans to donate \$650, and the amount increases each year. The swim students volunteer their time to receive booster funds, even though swimming is not a recognized sport.

Mr. Scheetz noted another consideration relative to student participation. The timing of the sport conflicts with other established sports. He reminded the board when girl's soccer moved from spring to fall, it upset the student balance for participation by season. To conclude the discussion, Mr. Geist noted that swimming was an available option to students during sports sign-ups, just like sponsored sports.

After more discussion, Mr. Potteiger summarized Mr. Strunk's request and noted that if the Board wants to make swimming a Brandywine Heights sponsored sport, they would also need more information about other financial impacts such as a potential increased insurance rate, pool fees, practice fees and swim meet fees. Mr.

Potteiger noted that over the summer Mr. Geist will pull together information for the board to revisit the topic in August.

## **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 May 7, 2018 per Board A.

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

Approve the second reading of the following Policies per Board B.1.-B.11.:

1. 001. Local Board Procedures – Name And Classification
2. 002. Local Board Procedures – Authority and Powers
3. 003. Local Board Procedures – Functions
4. 004. Local Board Procedures – Membership
5. 005. Local Board Procedures – Organization
6. 006. Local Board Procedures – Meetings
7. 006.1 Local Board Procedures – Public Participation in Board Meetings
8. 006.2 Local Board Procedures – Attendance at Meetings Via Electronic Communications
9. 007. Local Board Procedures – Policy Manual Access
10. 011. Local Board Procedures – Principles for Governance and Leadership
11. 138. Programs – Language Instruction Educational Program for English Learners

### **C. First Reading of Policy**

Approve the first reading of Policy 237 Student Use of Electronic Devices per Board C.

*Presentation of pilot data on possession and use of electronic devices on buses for K-5 students.*

### **D. PSBA Voting Delegate**

Appoint Mr. Rothermel as a Voting Delegate to the Pennsylvania School Board Association 2018 Delegate Assembly. The representative must attend a meeting on Friday, October 19, 2018, at the conclusion of the PASA-PSBA School Leadership Conference as described in Board D.

### **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 May 17, 2018:

#### General:

- Acknowledged the slate of BCIU representatives representing 11 school districts for 3, 2, and 1 year terms was approved at the 48th Annual Convention of Berks County School Directors on April 24th held at RMCTC. For Brandywine, Mrs. Elizabeth Huhn was seated for a 3-year term ending June 30, 2021. Mrs. Huhn also continues as BCIU Board Secretary.
- Acknowledged receipt of the official vote tally by school districts for the 2018-19 BCIU budget.
- Discussed the appointment of a voting delegate for the annual PSBA Delegate Assembly Meeting coming up in October.

#### Personnel:

- Announced major progress in negotiations with BCIUEA. The negotiating teams anticipate having a signed agreement in place by July 1, 2018.
- Approved Compensation and Benefit Plans effective July 1, 2018 through June 30, 2020 for the following 3 groups: Leadership Team, Middle Management, and Technology/Support Services.
- Approved and welcomed Scott Major to the Senior Leadership Team as the new CIO/Director of Technology. Mr. Major is currently the Director of IT at Boyertown Area School District. His start date at BCIU will be 6/25.

#### Financial /Budget :

- Authorized an agreement with Sweet, Stevens, Katz, and Williams LLP for Andrew Faust, Esq. to continue as a special education legal consultant for the BCIU and its constituent school districts.

#### Program Updates:

- Ratified an amendment to the agreement with the Commonwealth of PA for the BCIU to provide technical
- assistance for the implementation of the College and Career Readiness indicators associated with ESSA, the Future Ready Index, and the proposed PA state graduation requirements through June 30, 2019.
- Ratified an agreement with Drexel University to implement the PA Pre-K – 4 Principal Instructional Leadership Collaborative through December 31, 2018.

#### Important Dates/Events:

- June 14 & 15 – Core Connections to Instruction & Technology Conference to be held at Governor Mifflin High School
- Camp Connect – a FREE bereavement camp for youngsters – will be held June 25-28 and August 6-9.
- The back-to-school county-wide Administrators Conference will be held Thursday, 8/2 @ Penn State Berks.
- The annual BCIU State of the Unit event will be held on Tuesday, 8/21 from 8:30 – 10:30 am.
- Hold the Date: Wednesday, 10/10 for the next Keeping Kids Safe Conference @ the Doubletree in Reading.

The next meeting of BCIU Board of Directors will be held on Thursday, June 21, 2018.

**Berks Career and Technology Center (BCTC)** – Mr. Rothermel submitted the following report for the meeting of the Joint Operating Committee (JOC) that was held at the East Campus of the Berks Career and Technology Center in Oley, PA on Wednesday, May 23, 2018:

#### New Business, the Joint Operating Committee:

- Approved the first reading of the following Berks Career and Technology Center Policies:
  - Purchases Subject to Bid/Quotation #610
  - Purchases Budgeted #611

#### Under Finance Committee, the Joint Operating Committee:

- Approved the 2018-19 General Fund Operating Budget for the Berks Career and Technology Center in the amount of \$18,244,452.
- Approved the daytime adult tuition rate effective July 2, 2018 from \$8.30 to \$8.60 per hour.
- Reviewed the 2017-2018 Student Quota Report.
- Approved an update to the Act 93 Employees Compensation Plan dated July 1, 2017 – June 30, 2020 to include the revised Administrative job title (Page 1, II. Definitions):
  - Remove Director of Secondary Education position
  - To include Director of Human Resources position
  - Director of Human Resources salary increases based on county average Assistant Principals increases

#### Under Building/Insurance Committee, the Joint Operating Committee:

- Approved the Program Facility changes for the 2018-19 school year as presented.

#### Under Program/Personnel Committee, the Joint Operating Committee:

- Approved the Program changes for the 2018-19 school year as presented
- Approved the 2018 BCTC Summer Hours Calendar.
- Approved the new East Campus CTE program; Medical Office Assistant (CIP 51.0707) beginning with the 2019-2020 school year.
- Reviewed the draft for the new position description, BCTC Foundation Director, for the BCTC Education Foundation
- Approved the Information Technology Intern job description.

Under Negotiations Committee, the Joint Operating Committee:

- Approved the Agreement between the Berks Career and Technology Joint Operation Committee and the Berks Career and Technology Center Educators' Association (BCTCEA) and authorize the appropriate officers to execute the collective bargaining agreement effective July 1, 2018 to June 30, 2022.

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 the Agreement between the Berks Career and Technology Joint Operation Committee and the Berks Career and Technology Center Educators' Association (BCTCEA) and authorize the appropriate officers to execute the collective bargaining agreement effective July 1, 2018 to June 30, 2022.
- Approved Dr. James Kraft, Executive Director to attend the Association for Career & Technical Education (ACTE) conference in San Antonio, TX on November 27-30, 2018 for an approximate cost of \$1645.
- Approved the New BCTC 2018 – 2019 Textbook and Reference Book Listing.
- Ratified the bid by Crashmax Equipment in the amount of \$27,000 for the Automotive Computerized Measuring System.
- Approved the cafeteria prices for the 2018-19 school year as listed.
- Ratified contracts to vendors for custodial supplies per the Berks County Joint Purchasing Bid Award dated May 1, 2018 for July 1, 2018 – April 30, 2019.
- Approved to allow administration to enter into an agreement with Provident Energy, through the BCIU Energy Purchasing Program, to procure natural gas for the 2019-2020 and 2020-2021 fiscal years.
- Approved Liz Heffner to chaperone at the SkillsUSA Nationals Conference on June 25 – 30, 2018 in Louisville, KY with a stipend of \$75 a night.

The next regular meeting of the Joint Operating Committee will be held on Wednesday, June 27, 2018, at the West Campus of the Berks Career and Technology Center in Leesport, PA.

Mr. Rothermel added that there was a ceremony to recognize students. Brandywine Heights' students won a many awards. There was a tour of the model house and Mr. Rothermel spent time with two students. Similar to Athletics, Mr. Rothermel would like the board to recognize BCTC students who have won district, state and national competitions. Mrs. Huhn suggested the students be invited to board meetings for formal recognition.

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

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

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

**Strategic Planning/Goals** – Mr. Scheetz reported that there would be a meeting within next few weeks to discuss the 2018-19 goals. The plan is to prepare draft by July 1 and present goals to the board in August.

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

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

Motion Carried – 6 Yeas/3 Absent

## **BUSINESS AND OPERATIONS REPORT**

A motion was made by Mr. Scheetz and seconded by Mr. Bieber to approve the Business and Operations Report. Mrs. Huhn asked to vote on Items G.1.-6. 2018-19 Final Budget seperately.

### **A. General Fund Bills**

To approve general fund bills through June 11, 2018 totaling \$1,471,532.48 per attachment Budget A.

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

To approve food service fund bills through June 11, 2018 totaling \$27,287.39 per attachment Budget B.

### **C. Financial Reports**

To accept the following Financial Reports through April 30, 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 approve the agreement with Hogan Learning Academy LLC., Fleetwood, PA, for an extended school year program (June 20 – August 3, 2018) for three District students at a cost of \$395.00/day/student (approx. total cost for 32 days is \$37,920.00), as per Budget D.1.
2. To approve the agreement with New Story Schools & Services, Wyomissing, PA, for an extended school year program (June 25 – August 2, 2018) for a District student at a cost of \$280.00/day/student (approx. total cost for 28 days is \$7,840.00), as per Budget D.2.
3. To approve the agreement with Opportunities School, Reading, PA, for an extended school year program (June 25 – August 2, 2018) for a District student at a cost of \$175/day/student (approx.. total cost for 23 days is \$4,025.00), as per Budget D.3.
4. To approve the settlement agreement for a District student to attend the Hill Top Preparatory School for the 2018-19 and 2019-20 school years (including ESY services) at the current tuition rate as well as transportation services as per Budget D.4.
5. To approve the agreement with Virginia Grim, Kutztown, PA, to perform audiology and hearing aid services for the 2018-19 school year at a fee of \$100 per hour as per Budget D.5.
6. To approve the agreement with Rita Robertson, Kutztown, PA, to perform vision support services for the 2018-19 school year at a fee of \$100 per hour as per Budget D.6.

### **E. Curriculum/Technology**

1. To accept the proposal from the Berks County Intermediate Unit to provide Pennsylvania Information Management System (PIMS) submission support for school district processing for the 2018-19 school year at a cost not to exceed \$8,500 (billed for actual hours at \$100/hour) as per Budget E.1.
2. To approve the agreement with Berks County Intermediate Unit to perform professional services for District federal programs (Title I, Title II, and Title IV) for the 2018-19 school year at a cost not to exceed \$6,400 as detailed in Budget E.2.
3. To approve the proposal from Winthrop Financial, Minnetonka, MN, for a four-year lease of computer hardware at an annual cost of \$182,311 (four-year total of \$729,244) as per Budget E.3.
4. To approve the agreement with Sherri Adler, Scottsdale, AZ, to perform teacher training and staff development on Math Fact Fluency on August 16, 2018 at a cost of \$2,500.00 as per Budget E.4.
5. To approve the agreement with the Berks County Intermediate Unit to perform for text dependent analysis professional development for the English Language Arts staff during the 2018-19 school year at a cost of \$4,400.00 as per Budget E.5.

6. To approve the agreement with Penn State Lehigh Valley for K-2 text dependent analysis workshops for District staff from September 14, 2018 through February 15, 2019 at a cost of \$5,000.00 as per Budget E.6.
7. To authorize the administration to enter into a four year agreement ending June 30, 2022 with Trinity3, St. Paul, MN, to provide repair and maintenance services on district computer devices at an annual cost of \$31,460 including the District purchase and Trinity3 reimbursement cost of \$39,100 for 100 HP student devices in the 2017-18 school year pending approval of terms and conditions by district solicitor per Budget E.7. (Will be provided by the 6/11 meeting)

**F. Facilities/Maintenance**

1. To approve the annual service agreement and preventative maintenance agreement with The Longacre Company, Bally, PA, for the 2018-19 school year on commercial refrigeration equipment as per Budget F.1.
2. To approve the annual service agreement with K&D Factory Service, Allentown, PA, on food service kitchen equipment for the 2018-19 school year as per Budget F.2.
3. To approve the proposal with Falcon Fire, Inc., Downingtown, PA to inspect and service District fire extinguishers for the 2018-19 school year at a cost of \$2,175.10 as per Budget F.3.
4. To approve the proposal with Falcon Fire, Inc., Downingtown, PA to clean the kitchen exhaust systems for all buildings for the 2018-19 school year at a cost of \$1,795.00 as per Budget F.4.
5. To approve the 2018-19 Berks County Intermediate Unit Custodial Bids at a total cost of \$11,242.29 as per Budget F.5.
6. To approve the proposal with Atlantic Roofing, Green Lane, PA, for High School roof preventive maintenance and inspection for the 2018-19 school year at a cost of \$9,780 as per Budget F.6.
7. To approve the agreement with SSI, Breinigsville, PA, for preventative maintenance on the High School dust collector fire suppression system for the 2018-19 school year at a cost of \$670.00 as per Budget F.7.
8. To approve the proposal from Leibold, Inc., Pottsville, PA, for a replacement HVAC unit for the IS/MS IT server room and installation of a heat pump/air conditioning unit in the ES Room 131 (old storage room converted to an office) for the 2018-19 school year at a cost of \$5,550.00 as per Budget F.8.
9. To approve the agreement with Xylem, Inc., Malvern, PA, for preventative maintenance on the HS sewer pumps for the 2018-19 school year at a cost of \$1,117.00 as per Budget F.9.
10. To approve the proposal from Crabtree, Rohrbaugh & Associates, Mechanicsburg, PA, to conduct a comprehensive facilities study at a cost of \$12,500.00 and for design work for the elementary school entryway/office reconfiguration at a cost not to exceed \$26,000.00.

Mr. Randy Davis, Principal, Crabtree, Rohrbaugh and Associates, spoke to the board about the facility feasibility study. Relative to Elementary School entryway, they will work with local law enforcement and district to explore goals in design and execution of the project.

Mr. Pawling was very pleased with this firm and excited to partner with their firm to plan for future. He is impressed with their holistic approach and consideration of educational goals, etc.

Mr. Pawling also described the administrative recommendations for mowing and turf maintenance (see memo). In lieu of contracting for mowing, the district recommends shifting the field maintenance to a current employee and to hire a part time employee to absorb the courier and maintenance duties.

Mr. Pawling described the Security Camera Enhancements (see memo). After brief discussion, Mr. Wetzel confirmed that the security camera plan includes hallways and common areas, and the facility architect recommendations presented earlier will not impact this current security camera proposal.

**G. To approve the following 2018-19 General Fund Final Budget adoption and tax items:**

1. To approve the 2018-19 general fund final budget (PDE-2028) totaling \$32,517,700 reflecting a 1.41% real estate tax increase of 0.459 mills (33.2435 mills) per attachment Budget G.1.
2. To adopt the 2018-19 Tax Resolutions as attached and marked Budget G.2.
3. To adopt the 2018-19 Homestead and Farmstead Exclusion Resolution that provides for a maximum \$231.18 real estate tax reduction for approved homesteads and farmsteads funded by gambling tax funds, Philadelphia tax credit reimbursement funds, and prior year under-distribution of property tax reduction funds of \$790,575.44 per attachment marked Budget G.3.
4. No Action Required – Reminder that the board approved a resolution June 4, 2012 providing an option for installment payment of real estate taxes. A copy of the resolution is attachment Budget G.4.
5. To approve the transfer of \$400,000 from the committed fund balance for current retirement rate increases as calculated by the business manager for the 2018-19 budget with a remaining balance of \$1,224,000 to be used for future retirement rate increases.
6. To authorize the business manager to assign \$3,789,570 in fund balance for the 2018-19 budget for the following items:
  - Future technology upgrades for \$250,000
  - Deferred maintenance projects for \$800,000
  - Potential litigation/arbitration for \$100,000
  - Early education start-up for \$250,000
  - Innovative programs initiative for \$100,000
  - Reserve in the event of a state budget delay for \$2,000,000
  - To balance the 2018-19 budget for \$289,570 including \$89,570 for one-time purchases and \$200,000 for contingency reserve.

In addition, the board authorizes the business manager to assign fund balance as needed to balance the net of revenue and expenditures in the 2018-19 fiscal year. The amount, if any, will be determined at the completion of the audit process.

Mrs. Huhn voiced her opinion about increasing the final budget amount from the preliminary budget. This year health care benefits exceeded the estimation. Mrs. Huhn would rather find funds from existing planned funds. Mr. Rothermel pointed out that the higher budget number does not change the millage as fund balance will be used to cover the cost.

**H. 2018-19 Earned Income Tax Collector**

To appoint the Berks County Earned Income Tax Bureau as the District's 2018-19 Earned Income Tax Collector per Berks TCC agreement.

**I. 2018-19 Delinquent Real Estate Tax Collector**

To appoint the Berks County Tax Claim Bureau (BCTCB) as the District's 2018-19 Delinquent Real Estate Tax Collector for a commission of 5% of collections if tax is paid by taxpayer within 31 days of legal notice by the BCTCB. Taxpayer is responsible for the 5% commission if tax is paid after 31 days of legal notice.

**J. Real Estate and Per Capita Tax Collectors Bond**

To approve the Real Estate and Per Capita Tax Collectors Bond at approximately 33% of the estimated tax collections.

**K. Authorize the Business Manager to Release Disbursements for Expenditures**

To authorize the Business Manager to release disbursements for expenditures from the 2017-18 school year normally held until board approval from June 11, 2018 to August 13, 2018 with ratification at the August 13, 2018 board meeting.

**L. Authorize the Business Manager to Pay Bills**

To authorize the Business Manager to pay bills as necessary during the 2018-19 fiscal year in accordance with School Board Policy 616 – Payment of Bills.



**M. Authorize the Business Manager to make 2017-2018 Budget Transfers**

To authorize the Business Manager to make 2017-2018 budget transfers after June 30, 2018 as required to prevent year-end over expenditure of sub function/object account codes.

**N. Graduation Ceremony Agreement**

To ratify the agreement with Kutztown University for the use of the Kutztown University Keystone Hall Fieldhouse & Arena for HS graduation occurring on May 31, 2018 as per Budget N.

**O. To approve the 2018-19 School Breakfast and Lunch Prices as follows:**

<b>Full Price Meal</b>	<b>2017-2018 Price</b>	<b>2018-2019 Price</b>
<b>Student Breakfast</b>		
Elementary School	\$1.75	<b>\$1.75</b>
Intermediate School	\$1.75	<b>\$1.75</b>
Middle School	\$2.00	<b>\$2.00</b>
High School	\$2.00	<b>\$2.00</b>
<b>Adult Breakfast</b>	\$3.00	<b>\$3.00</b>
<b>Student Lunch</b>		
Elementary School	\$2.70	<b>\$2.70</b>
Intermediate School	\$2.70	<b>\$2.70</b>
Middle School	\$2.95	<b>\$2.95</b>
High School	\$2.95	<b>\$2.95</b>
<b>Adult Lunch</b>	\$4.60	<b>\$4.60</b>

Prices were determined to meet compliance with the Healthy, Hunger-Free Kids Act Paid Lunch Equity requirements as outlined by PDE.

**P. To approve the 2018-19 BHASD Food Service Budget in the amount of \$ 618,500 as per Budget P.**

**Q. To accept the bid awards from the Berks County Intermediate Unit for the following categories:**

1. Classroom and Office Supplies Bid- \$16,085.29
2. Copy Paper Bid - \$13,655.80
3. Art Supplies Bid - \$1,304.26

**R. Participation in Child Nutrition Programs**

To approve the agreement with the Berks Career & Technology Center, Leesport, PA, for Participation in Child Nutrition Programs Between School Districts, Area Vo-Techs, and Intermediate Units for the 2018-19 school year as per Budget R.

**S. Delinquent Per Capita Tax Collectors**

To appoint Lorraine Meck (Longswamp Township), Nancy Heffner (Topton Borough), Mollie Prey (District Township) and Mollie Prey (Rockland Township) as the Delinquent Per Capita Tax Collectors for a fee of \$1.65 per bill collected plus a commission of 5% of collections.

**T. Unneeded/Unnecessary Equipment**

To approve the list of unneeded/unnecessary equipment and to authorize the administration to recycle/sell/dispose of the items as per Budget T.

**U. Business Insurance**

To approve the business insurance proposal from CBIZ Insurance Services for the 2018-19 school year at a total annual premium cost of \$97,976.00 (increase/decrease of \$750.00 from 17-18) as per Budget U.

**V. Facilities Scheduling Software**

To approve the agreement from MasterLibrary.com, LLC, Pittsford, NY, for MasterLibrary Schedules subscription, on-boarding support, and Schedule Star integration for the 2018-19 school year at a cost of \$2,895.00 as per Budget V.

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

Roll call was taken to approve Items A-F.10. and H.-V. of the Business and Operations Report.

Y Mr. Bieber    Y Dr. Carter    Y Mrs. Grossman    Y Mrs. Huhn    \_\_\_ Mrs. MacMillan  
Y Mr. Rothermel   Y Mr. Scheetz    \_\_\_ Mr. Sterner    \_\_\_ Mr. Tomasi  
Motion Carried – 6 Yeas/3 Absent

Roll call was taken to approve Items G.1.-6. 2018-19 Final Budget of the Business and Operations Report.

Y Mr. Bieber    Y Dr. Carter    Y Mrs. Grossman    Y Mrs. Huhn    \_\_\_ Mrs. MacMillan  
Y Mr. Rothermel   Y Mr. Scheetz    \_\_\_ Mr. Sterner    \_\_\_ Mr. Tomasi  
Motion Carried – 6 Yeas/3 Absent

## **SUPERINTENDENT’S REPORT**

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

### **A. 2018 Brandywine Heights High School Graduates**

Acknowledge the list of 2018 Brandywine Heights High School Graduates as attached and marked Superintendent A.

### **B. 2018-19 RACC Dual Enrollment Agreement**

Approve the 2018-19 Dual Enrollment Agreement between Reading Area Community College (RACC) and Brandywine Heights Area School District per Superintendent B.

### **C. 2018 ESY (Extended School Year) Program**

Approve the 2018 ESY (Extended School Year) Program as detailed in Superintendent C. The 2018 extended school year program is offered to students who meet eligibility requirements and will run July 9 through August 2, 2018. The program will offer three AM sessions (8:30-11:30) and three PM sessions (12:30-3:30). There is also a required in-service day for teachers.

### **D. 2018 Summer Work Experience Assessment Program (SWEAP) Program**

Approve the 2018 Summer Work Experience Assessment Program (SWEAP) Program for eleven (11) Special Education students as detailed in Superintendent D. The program is scheduled for June 18 through July 25, 2018 on Mondays, Tuesdays & Wednesdays, 8:00 a.m. to 3:00 p.m. at Brandywine Heights & Rodale.

### **E. 2018-19 BCIU Guest Teacher Program**

Authorize the administration to enter into an agreement with the BCIU to participate in their 2018-19 Guest Teacher Program for a fee of \$900.00 per Superintendent E.

### **F. 2018-19 Caron Agreement for SAP**

Approve an agreement with Richard J Caron Foundation, Wernersville, PA for Student Assistance Program services at the Elementary, Intermediate, Middle and High School for 2018-19 at a cost to the District of \$15,532 for extended services at the High School of one day per week (6-1/2 hours) and Elementary, Intermediate and Middle School one day per week (6-1/2 hours) as detailed in Superintendent F. *There is an increase of \$7,880 from 2017-18 as a result of additional SAP liaison staffing support for the Elementary, Intermediate and Middle School programs.*

### **G. Textbook Adoption**

Adopt the recommended textbooks for Grades 6-8 English Language Arts courses per Superintendent G.

### **H. Authorize the Superintendent to make Employment Commitments**

Authorize the Superintendent to make employment commitments to qualified applicants for the purpose of filling vacancies that occur after the last Board meeting in June with action to be ratified by the Board of School Directors at the next official meeting.

**I. 2018-19 Alvernia Chinese IV Dual Enrollment Agreement**

To approve an agreement with Alvernia University to provide Chinese IV (dual enrollment) to students via distance education instruction for the 2018-19 school year at annual total cost of \$5,000 per Superintendent I.

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

Superintendent’s Report – Mr. Potteiger

Enrollment Report – Mr. Potteiger

*Facility Usage Presentation - Mr. Geist*

Mr. Geist presented a review of Facility Use comparing data from 2016-17 through 2018-19. There was discussion of using facilities on Sunday mornings, however, the district is able to meet need for requests during other weekend times. The presentation continued into efficiencies and inefficiencies of facility scheduling. Mr. Geist estimates 60% of office time is spent on facilities scheduling. Three scheduling products were reviewed and ML Schedules is recommended for implementation. ML Schedules has features that will improve efficiency such as automated scheduling, electronic communications and electronic invoicing.

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

Roll call was taken for items under the Superintendent’s Report.

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

Y Mr. Rothermel   Y Mr. Scheetz    \_\_\_ Mr. Sterner    \_\_\_ Mr. Tomasi

Motion Carried – 6 Yeas/3 Absent

**PERSONNEL REPORT**

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

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

- 1. Accept the resignation of Mrs. Dulcie Rothermel, Director of Pupil Services, effective June 30, 2018 per Personnel A.1.

**B. Change of Status**

- 1. Professional Staff

Name	From	To	Effective
a. Mrs. Angela Bucci-Herb	K-1 Intervention Specialist (17/18)	continuation of same assignment	2018-19 SY
b. Mrs. Terry Flamm	9-12 Learning Support	9-12 Emotional Support	2018-19 SY
c. Mrs. Laura Furman	Title I Reading .5 Part Time	6th Grade Teacher 1.0 full time	2018-19 SY
d. Ms. Beth Gaul	4-5 Learning Support	4th Learning Support	2018-19 SY
e. Mrs. Lyndsay Levensgood	4th Learning Support	5th Grade Teacher	2018-19 SY
f. Mrs. Susan Panuski	4-6 Autistic Support	9-12 Learning Support	2018-19 SY
g. Mrs. Shannon Sanders	9-12 Emotional Support	9-12 Learning Support	2018-19 SY
h. Mrs. Kimberly Remp	5th Grade Teacher	4th Grade Teacher	2018-19 SY
i. Ms. Carly Tunnell	1st Grade Teacher	4-6 Autistic Support	2018-19 SY
j. Mrs. Lisa Weidemoyer	6th Grade Teacher	4-6 Intervention Specialist/ 4-5 Gifted Teacher (new)	2018-19 SY
k. Ms. Susan Wilson	ES/IS Gifted Teacher	2-3 Intervention Specialist/ ES Gifted Teacher (new)	2018-19 SY

- 2. Support Staff

- a. Approve the change of status for Mrs. Julie Rapp, Brandywine Heights Virtual Academy Assistant, from 10-months (206 days) to 12-months (260 days) effective July 1, 2018 per Personnel B.2.a.

**C. Appointments**

1. Professional Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
a. Mr. Antonio Riggins	7th Rdg/6-8 Gifted	B, Step 2	8/14/2018

***Extended School Year (ESY) Program Staff***

b. Mrs. Lyndsay Levengood	Substitute ESY Teacher	\$25/hr	7/9-8/2/2018
c. Mrs. Janelle Moser	ESY Teacher	\$25/hr	7/9-8/2/2018
d. Mrs. Dawn Schwenk	ESY Program Nurse	\$25/hr	7/9-8/2/2018
e. Ms. Carly Tunnell	ESY Teacher	\$25/hr	7/9-8/2/2018
f. Mrs. Corey Trego Zimmerman	ESY Teacher	\$25/hr	7/9-8/2/2018

***Summer Reading Program Staff***

g. Mrs. Emilie Adam	Reading Teacher	\$25/hr	6/18-7/19/2018
h. Mrs. Angela Bucci-Herb	Reading Teacher	\$25/hr	6/18-7/19/2018
i. Mrs. Regina Condos	Substitute Reading Teacher	\$25/hr	6/18-7/19/2018
j. Mr. Chris Conrath	Substitute Reading Teacher	\$25/hr	6/18-7/19/2018
k. Mrs. Lauren Farina	Substitute Reading Teacher	\$25/hr	6/18-7/19/2018
l. Mrs. Lauren Gardner	Reading Teacher	\$25/hr	6/18-7/19/2018
m. Ms. Beth Gaul	Reading Teacher	\$25/hr	6/18-7/19/2018
n. Ms. Heidi Hoff	Reading Teacher	\$25/hr	6/18-7/19/2018
o. Mrs. Gina Hook	Reading Teacher	\$25/hr	6/18-7/19/2018
p. Ms. Karey Master	Reading Teacher	\$25/hr	6/18-7/19/2018
q. Mrs. Janelle Moser	Reading Teacher	\$25/hr	6/18-6/21/2018
r. Mrs. Dawn Schwenk	Reading Program Nurse	\$25/hr	6/18-6/21/2018
s. Ms. Carly Tunnell	Reading Teacher	\$25/hr	6/18-6/21/2018

2. Support Staff – None

3. Long Term Substitutes

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
a. <u>Miss Ashley Gebhard</u>	4th Grade Long Term Substitute (Acosta)	B, Step 1	2018-19 SY 8/9/2018-6/4/2019

4. Co-Curricular

a. Paid Instructional (Non-Athletic) Co-Curricular

- i. Approve the prorated stipend of \$162.34 for Mrs. Kathryn Defibaugh, Middle School English Teacher, for her leadership as 2017-18 Key Club Co-Advisor while Mrs. Sheetz was out on maternity leave. (*MS Key Club Advisor \$769 stipend/180 = \$4.272/day x 38 days = \$162.34*)
- ii. Approve the recommended professional staff members to serve as 2018-19 Department Heads for the grade levels and subject areas noted for a stipend of \$1,408 each:
  - (a) Mrs. Lisa Weidemoyer                    K-5    Language Arts/Social Studies
  - (b) Mrs. Karen Fluharty                    K-5    Mathematics/Science
  - (c) Mrs. Kate Defibaugh                    6-12   English/Language Arts
  - (d) Mrs. Erica Whalen                        6-12   Mathematics
  - (e) Mr. Karl Kotsch                         6-12   Social Studies
  - (f) Mr. Matthew Donato                    6-12   Science
  - (g) Mrs. Wendy Pristash                    K-12   Business/Foreign Language/Technology
  - (h) Dr. Mark Graham                        K-12   Fine Arts (*Music, Art, Library, Guidance*)
  - (i) Ms. Jessica Lapinski                    K-12   Practical Arts (*Health, PE, PLTW, Family*)

(j) Mrs. Janelle Moser

K-12 Special Education/Gifted

- b. Unpaid Instructional Co-Curricular Student Activity Group Advisors – None
- c. Approve the Fall Athletic Co-Curricular Appointments and Athletic Volunteers per Personnel C.4.c.
- d. Athletic Event Staff – None

**D. Support Staff Substitutes**

- 1. Approve the following support staff members and support staff substitutes for summer custodial work:
  - a. Mrs. Dawn Derstine
  - b. Mrs. Tina Levan
  - c. Ms. Cheryl Melander
  - d. Mr. James Mickey
  - e. Mrs. Linda Reinert

**E. Leaves**

- 1. Approve the request from Ms. Pam Karom, Elementary School Library Aide, to use 2.5 unpaid days from May 30- June 1, 2018 per Personnel E.1.

**F. Other Personnel Items**

- 1. Grant tenure to the following professional employees:
  - a. Mrs. Casey Bond, Elementary School Art Teacher
  - b. Mrs. Lynn Burrows, Middle School Learning Support Teacher
  - c. Mr. Robert Hogan, Elementary School Third Grade Teacher
  - d. Ms. Jessica Kost, High School Social Studies and English Teacher
  - e. Mrs. Rikki Savidge, Elementary School Second Grade Teacher
  - f. Ms. Lindsay Yeakel, Elementary School Second Grade Teacher
- 2. Approve Psychologists and Guidance Counselors to work up to the following number of days to fulfill summer related work from July 1, 2018 through June 30, 2019:
 

Name	Position	Days
a. Mr. Michael Furman	Secondary Psychologist	10
b. Mrs. Mila Wambaugh	Elementary Psychologist	10
c. Mr. David Favata	HS Guidance Counselor	9
d. Ms. Christen Stricker	HS Guidance Counselor	9
e. Mr. Lawrence Schumacher	MS Guidance Counselor	3
f. Ms. Heather Kulp	IS Guidance Counselor	2
g. Mr. Douglas Felegy	ES Guidance Counselor	2
- 3. Approve the 2018-19 salaries for the Act 93 Administrators, Managers and Support Staff as attached and marked Personnel F.3.
- 4. Approve the 2018-19 salary of \$153,500 for Mr. Andrew Potteiger, Superintendent, effective July 1, 2018.
- 5. Approve the 2018-19 Substitute Rates for Support Staff as follows:

Substitute Position	Current Rates 2017-18	Proposed Rates 2018-19
Aide, Food Service Worker	\$9.75 per hour	<b>\$9.75 per hour</b>
Custodian	\$9.75 per hour	<b>\$10.50 per hour</b>
RN/LPN Nurse Aide	\$15.25 per hour	<b>\$15.25 per hour</b>
Certified School Nurse	\$22.00 per hour	<b>\$22.00 per hour</b>

- 6. Approve the 2018-19 Starting Rates for Support Staff as follows:

Position	Current Rates 2017-18	Proposed Rates 2018-19
Aide, Food Service	\$9.75 per hour	<b>\$9.75 per hour</b>

Custodian	\$9.75 per hour	<b>\$10.50 per hour</b>
Secretary, Maintenance/Courier	\$12.75 per hour	<b>\$12.75 per hour</b>
Maintenance (Skilled)	\$15.25 per hour	<b>\$15.25 per hour</b>
RN/LPN Nurse Aide	\$15.25 per hour	<b>\$15.25 per hour</b>

7. Approve Support Staff retirement incentive for employees serving 10 or more years of service to receive \$25 for every unused sick day at a maximum incentive of \$5,000 if providing intent to retire by January 1 or \$15 for every unused sick day at a maximum incentive of \$3,000 if providing intent to retire after January 1.
8. Approve a one-time market salary adjustment of \$6,700 for the Elementary Principal position salary effective July 1, 2018.

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    \_\_\_ Mr. Sterner    \_\_\_ Mr. Tomasi  
Motion Carried – 6 Yeas/3 Absent

**OTHER BUSINESS**

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

**ADJOURNMENT**

Mr. Rothermel announced there had been an executive session before the meeting to discuss personnel, and there would be an executive session immediately following the meeting to discuss personnel.

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

A motion was made by Mrs. Grossman and seconded by Mr. Scheetz to adjourn the meeting at 9:31 p.m.  
Motion Carried

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

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