

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

October 1, 2018

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:05 p.m. by President Bryan Rothermel.

The meeting opened with Pledge of Allegiance.

Board Secretary called the roll:

Mr. Bieber	✓ Mrs. Huhn	✓ Mr. Sterner
✓ Dr. Carter (6:10 p.m.)	✓ Mr. Rothermel	✓ Mr. Tomasi
✓ Mrs. Grossman	✓ Mr. Scheetz	✓ Mr. Wagaman

Administration Present:

- ✓ Mr. Andrew Potteiger, Superintendent
- ✓ Mrs. Stacey Carpenito, High School Assistant Principal
- ✓ Mr. Matthew Dziunycz, High School 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
- ✓ Dr. René Reese, Director of Pupil Services
- ✓ Mr. Thomas Voelker, Assistant to the Superintendent
- ✓ Mr. Michael Wetzel, Director of Buildings and Grounds
- ✓ Ms. Carly Worman, Intermediate/Middle School Assistant Principal

Solicitor: Mr. James Mancuso, Esquire

Visitors: Jeff Straub (Crabtree), Elysia Mikkelsen(Crabtree), Lisa Turner (staff), Dave Turner, Lori Savidge (staff), Janet Ullman, Russ Daubert, Carri Daubert, Reagan Daubert, Seanna Daubert, Jessica Roberts (staff), Marjory Dougherty.

Student Board Representatives: Tayler Roberts, Abigail Savitz and Tatyana Ulman.

Mr. Rothermel and Mr. Potteiger presented the #newHEIGHTS Awards to outstanding employees nominated by their peers. October recipients were Mrs. Lori Savidge, Elementary School Kindergarten Teacher and Mrs. Lisa Turner, Elementary School First Grade Teacher. Mr. Rothermel read the nomination comments for each recipient and Miss Kelly shared personal accolades about each employee.

Mr. Rothermel, Mr. Potteiger and Mr. Geist congratulated the Brandywine Heights High School Boys Golf Team for winning the BCIAA (Berks County Interscholastic Athletic Association) Title. Team members include Andrew Ludwig, Klint Harpel, Elliott Newman, Evan Newman, Elijah Ruppert led by coaches Jeff Sheeler and Seth Heffner.

Mr. Jeff Straub and Elysia Mikkelsen of Crabtree, Rohrbaugh & Associates presented a brief summary of the District's Comprehensive Facilities Study which includes a review, assessment of space utilization as well as interior and exterior design recommendations for our three school buildings. The Board had the opportunity to ask questions and clarify information. Mrs. Huhn suggested the Board consider a Facility Committee. Mr. Rothermel suggested the Board add any new committees at the Reorganization meeting in December.

BOARD OF DIRECTORS REPORT

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

A. Approval of the Minutes

Dispense with the reading and accept the minutes from the Regular Board Meeting held September 10, 2018 per Board A.

B. Second Reading of Policies

Approve the second reading of the following Policies per Board B.1.-B.5.

1. Policy 100. Programs – Comprehensive Planning
2. Policy 101. Programs – Mission Statement/Vision Statement/Shared Values
3. Policy 102. Programs – Academic Standards
4. Policy 103. Programs – Nondiscrimination in School and Classroom Practices
5. Policy 104. Programs – Nondiscrimination in Employment Practices

C. First Reading of Policies

Approve the first reading of the following Policies per Board C.1.-C.6.

1. Policy 105. Programs – Curriculum
2. Policy 105.1. Programs – Curriculum Review by Parents/ Guardians and Students
3. Policy 105.2. Programs – Exemption From Instruction
4. Policy 105.3 Programs – Parent/Guardian Excusal from the State Assessment (*recommendation to retire/eliminate*)
5. Policy 106. Programs – Guides for Planned Instruction
6. Policy 918. Community – Title I Parent and Family Engagement

Mr. Potteiger spoke briefly about the policies on the agenda for first and second readings. Per Mrs. Grossman's suggestion, the District's Human Resources Specialist was consulted about the content of Policy 104. Nondiscrimination in Employment Practices.

Mr. Potteiger spoke about a recent request to permit a homeschool student to attend a BCTC program. Home School Policy 137., as it currently is written, allows for home education students to attend curricular classes/ activities as long as the District has room and resources available. After investigating the application and acceptance process by BCTC and receiving the guarantee from BCTC that applications for admission for regular education students are accepted prior to accepting homeschooled students, the Brandywine Heights administration recommends to permit homeschool students to attend BCTC so long as regularly enrolled students are not bumped from program participation.

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

Student Board Representatives – Tayler Roberts and Abigail Savitz shared recent events from the Elementary and High Schools. Tatyana Ulman presented recent events from the Intermediate and Middle Schools.

Berks County Intermediate Unit (BCIU) – Mrs. Huhn submitted the following report for the meeting held on Thursday, September 20, 2018:

- Approved the submission of the supplemental program expansion application to the US Department of Health & Human Services for funding to increase the program hours of the **Berks County Head Start Program**.

- Acknowledged receipt of the 2018 allocation (\$267,566) from the United Way of Berks County for the BCIU to provide child care services to low-income families.
- Ratified an agreement with PDE for the BCIU to receive funds (\$2,849,654) for the **PA Pre-K Counts** program.
- Authorized and ratified a variety of agreements related to the BCIU's provision of Title I, Title II, and Title IV services to various Berks County school districts and non-public schools.
- Approved the appointment of Carl Blessing as the initial contact person for the **"Safe2Say Something"** school safety anonymous tip program.

Other updates and news:

- Carl Blessing, the BCIU Assistant Executive Director and Chief Financial Officer announced his expected retirement in June 2019, after 35 years of dedicated service. The Board reviewed a CFO/COO position description and authorized the recruiting strategy, implementation of which is currently underway.
- Implementation plans for the new "CrisisGo" app are underway. Meetings with the Chiefs of Police across Berks County have occurred, and numerous additional meetings are planned.
- On behalf of Berks County school districts, the BCIU is coordinating research, evaluation, and possible implementation of a social media monitoring software product called "Social Sentinel".
- The BCIU's "Superintendent Academy" is underway again this year and new Superintendents at Antietam (Mr. Jeff Boyer) and Boyertown (Dr. Dana Bedden) will join as participants. A Superintendent search for Daniel Boone school district is currently underway.
- The BCIU is coordinating training opportunities for the new Act 55 School Director Training requirements, leveraging content created by PSBA and PDE. More information will be forthcoming. Target availability is in early 2019.

Upcoming Events:

- The BCIU's annual Keeping Kids Safe Symposium is scheduled for 8:00 -3:00 on Wednesday, 10/10/2018 at the DoubleTree hotel in Reading. The topic is "Active Shooter Response: Survival Guidelines & Practical Applications" and the keynote speaker/trainer is Lt. Jack Cambria, retired commander of the NYPD's elite Hostage Negotiation Team and Police Emergency Service Unit. BHASD board members are welcome and encouraged to attend this free event.
- On Tuesday, 10/2 from 7:30 – 10:00 a.m., the BCIU will host the Berks Early Learning Summit. The topic is "Investing in Tomorrow's Workforce."
- The Committee on Legislative Action (COLA) will meet on Wednesday 10/3 @ 7:00 – 8:30 a.m.
- The 2018-2019 Leadership Series professional development training topic is "Leading and Learning with Project-Based Learning." The first training event occurred on 9/26 at Kutztown University. The remaining two sessions are scheduled for 10/18 and 12/13/2018.

The next meeting of the BCIU Board of Directors will be held on Thursday, October 18, 2018.

Mrs. Huhn reminded the Board of the upcoming Keeping Kids Safe Symposium on October 10, new initiatives CrisisGo and Social Sentinel, a social media threat alert service. Also the BCIU is working with PDE to develop online School Board Director training which will be announced in early 2019.

Berks Career and Technology Center (BCTC) – Mr. Tomasi submitted a report on the meeting of the Joint Operating Committee (JOC), held at the West Campus of the Berks Career and Technology Center in Leesport, PA on Wednesday, September 26, 2018.

Old Business, the Joint Operating Committee:

- Approved the second reading for the following policy of the Berks Career & Technology Center Policy Manual:
 - Public Complaint Procedures #906
- Approved the second reading of the BCTC East and West Campuses Comprehensive Plan (2019-2022)

New Business, the Joint Operating Committee:

- Approved the first reading of the BCTC Chapter 339 School Counseling Plan

Under Finance Committee - No report.

Under Building/Insurance Committee, the Joint Operating Committee:

- Approved to appoint Systems Design Engineering for building design and engineering services for a new welding building at a cost not to exceed \$97,000.
- Approved to appoint Burkey Construction for Construction Management Services for a new welding building at a cost not to exceed \$44,795.

Under Negotiations Committee - No report.

Under Program/Personnel Committee, the Joint Operating Committee:

- Approved to enter into a contract with Frontline (AESOP) substitute services for an initial one-time cost of \$4,000 and an annual subscription cost of \$7,000.
- Approved the following revised position description effective September 26, 2018:
 - Transportation Services Mechanic
- Approved the expansion of Medical Health Professions (MHP) to include an afternoon session to meet the current expansion demand of the 16 school districts beginning with the 2019-2020 school year.

Under Other Committees (For Information Only):

- Professional Advisory Committee (PAC) meeting notes of September 18, 2018.

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 to receive and file the 2018-2019 School Improvement Plan (SIP) of the Berks Career and Technology Center as presented.
- Approved the proposed 2019-2020 Berks Career and Technology Center School Calendar for district planning purposes and authorize administration to distribute the calendar to the 16 sending school district Superintendents.
- Approved to appoint William Carl as the BCTC Legislative Representative for the PSBA Legislative Policy Council for the 2018-2019 fiscal year.
- Approved to authorize administration to dispose of the 1977 Chevrolet Corvette Coupe and the 1937 Chevrolet Street Rod through a ticket raffle. The raffle will take place on or around April 27, 2019.
- Approved to ratify a contract for BCTC Run #10 for \$392 per day with New Rhoads Transportation. This is due to a recent driver resignation.

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

Mr Tomasi added that the BCTC is ready to move forward with welding program expansion, which will double the current program space for a rather efficient cost. Also, the Medical Health Professions program has significantly increased in enrollment.

Mr. Scheetz added that many BCTC programs are so popular and competitive because students in those programs are able to graduate and obtain immediate employment for substantial wages.

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

Council on Legislative Action (COLA) – Mr. Scheetz – No report. Next meeting is Wednesday, October 3, 2018.

Policy Committee – Mrs. Grossman noted policies on the agenda include the first reading of 105, 105.1, 105.2, 105.3, 106 and 918 as well as the second reading of 100-104.

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

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.

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

Motion Carried – 8 Yeas

BUSINESS AND OPERATIONS REPORT

A motion was made by Mr. Scheetz and seconded by Mr. Sterner to approve the Business and Operations Report.

A. General Fund Bills

To approve general fund bills through October 1, 2018 totaling \$1,484,074.03 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills through October 1, 2018 totaling \$27,152.55 per attachment Budget B.

C. Financial Reports

To accept the following Financial Reports through June 30, 2018 and August 31, 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. - NO REPORT
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 - None

E. Curriculum/Technology - None

F. Facilities/Maintenance - None

G. Life insurance Coverage

To approve the life insurance renewal through Madison National Life (National Insurance Services as broker) from November 1, 2018 through November 1, 2021 at a rate of .076 per \$1,000 of coverage (no increase) as per Budget G.

Mr. Pawling announced that the recent 2017-18 audit resulted in no findings. He shared financial details with the Board and budgeted amounts versus actual expenditures. Looking at the 2017-18 school year, the District was on target for budgeted revenues and 3% under budgeted expenditures. Mr. Pawling spoke about the Food Service Program and pointed out that the District made concerted efforts last year (2017-18) to increase participation in the food service programs because the previous year (2016-17) ended with a negative balance of approximately -\$9,000. Efforts paid off, because at the end of the 2017-18 school year, the Food Service Program budget ended on a positive note with over \$900 in profits.

With regard to the upcoming expenditure for the reconfiguration of the Elementary School entryway, Mr. Pawling shared a cost projection worksheet with the Board. The projected expenditure is about \$600,000. To help fund this, he suggested that the District create a capital reserve fund and designate \$500,000 of 2017-18 fund balance to that account. If in the future the District has funds left at the end of a budget year, the District may choose to transfer those from the general fund to the capital reserve for specific future planned projects. Mrs. Grossman asked about any limitations to that type of account, and Mr. Pawling clarified that once the funds are transferred into it, they cannot be transferred back. However, capital project funds do not have to be utilized within a certain time frame, which makes the account flexible to accumulate carryover from year to

year. Mr. Potteiger added that he is in support of creating a capital reserve account since the District is actively planning for facility improvement projects.

Mr. Pawling shared that the state announced \$60 million in grant money under Act 44 is available for schools to establish, implement and/or improve safety and security programs. Each eligible school district that applies will receive \$25,000. The remaining funds are awarded through a competitive grant application, for which the District is planning to apply. Mr. Potteiger added that he contacted local legislators for support and expects recommendation letters from Senator Mensch, Senator Schwank, and Representative MacKenzie to include with the District's grant application.

Finally, Mr. Pawling distributed a 2018-19 Budget Book for Board review which includes information on the current fiscal year's budget, District demographics and data, and other important information. The Budget Book will be made publicly available on the website.

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

Roll call was taken to approve the Business and Operations Report.

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

Motion Carried – 8 Yeas

SUPERINTENDENT'S REPORT

There were no voting items.

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

Superintendent's Report – Mr. Potteiger

Enrollment Report – Mr. Potteiger

Mr. Geist addressed the Board and thanked everyone for the success of recent Homecoming festivities, as well as to Mr. Sterner for providing music for both the Homecoming and Friday Night Lights game music. The District received two new scoreboards, one for High School and one for Middle School. He is currently working out the logistical details for installation. Additionally, Mrs Jonell Kiechel, Athletic Trainer, has resigned and taken another position. Day-to-day coverage will be provided by Tower Health until a permanent replacement has been selected. We anticipate a new Athletic Trainer in place by the start of the winter season. As the fall athletic season comes to a close, there are playoff hopes for tennis, volleyball and soccer. Field Hockey had a tough season this year, but they are headed in the right direction. Our Golf team has been quite successful. Mrs. Huhn thanked administrators for being present during the athletic games and showing their support of our student athletes.

Mr. Potteiger asked Mr. Geist to share his long term vision of an Athletic Game Manager with the Board. Currently the District utilizes Game Workers and Game Managers to assist with managing athletic events, particularly in the Fall when there are several events at the same time. There are several individuals who seasonally serve in that capacity earning \$40 per game. Mr. Geist suggests employing one Game Manager seasonally who is paid the equivalent amount for the same responsibilities. Having one dedicated individual in the position would provide added reliability for event coverage, given the ability to schedule in advance, which will result in improved overall efficiency of Athletic Department game management. A proposal and job description are currently in progress and will be presented for future consideration.

Mr. Voelker shared with the Board that HIG (Higher Information Group, Inc.) is in the process of hiring another building level Technician. The void has been challenging, however, HIG has been sending a floater Technician from Harrisburg 2-3 days per week.

Mr. Voelker announced that the administration plans to highlight the status of the Target Goals at upcoming Board meetings. Goals include District (covered earlier in this evening’s facilities presentation), Education, Staff Development, and Engagement. At each upcoming Board meeting, supporting evidence will be presented for each goal. The target goal for November is Education, to “ensure students grow a minimum of one academic year in secondary mathematics as measured by PVAAS data,” and Principals have already begun their data dialogues.

Mr. Voelker announced that the Strategic Planning process has begun. Any school board members willing to participate are welcome. Meetings will happen monthly. The first meeting is October 17 at 6:00 pm and will focus on gathering input from the various stakeholders regarding their input into what we do (mission) where are we going (vision) and who we are (core values). The large group will be divided into five major subgroups that will be working throughout the winter/spring to create a long range District plan; 1. Curriculum and Instruction, 2. Pupil Services, 3. Safety, 4. Extra-Curricular activities, 5. Business/Facilities.

Mr. Potteiger updated the Board on the following items:

- Reminder that November 19 is the Academic meeting.
- The next staff development in-service day will focus on Personal Growth Pathways, or PGPs.
- The administration is in the process of establishing guidelines to track the additional 189th teacher day per the recent tentative agreement which consists of 7.5 hours of professional development.
- Senator Judy Schwank was honored by the Partnerships for Children (PPC) on October 1, 2018 and received the annual “Be Someone for Kids” award in recognition of her work to enact public policies that benefit the commonwealth’s children.
- Mrs. Jean Condos, First Grade Teacher, and Mrs. Katharine Ege, Secretary to the Superintendent, each received the 2018 Laretta Woodson Award from the East Penn Association of School Retirees.
- There will be a revision to Policy 214 Class Rank as a follow-up from the June meeting discussion.
- The summer Red Tag Sale yielded a profit of only \$607. The sale requires a lot of preparation work for little return. Mr. Pawling will develop a policy for how to handle surplus materials in the District for consideration at the November 5 meeting.
- Mr. Dziunycz noted that an engineer is scheduled to be on site to facilitate the installation of the High School television studio equipment.
- Since the full security camera upgrade was not done last year, the hardware install will be happening soon. Mr. Wetzel will be implementing a security camera installation plan throughout the District.

On behalf of veterans, Mr. Scheetz thanked the High School Administration for designating a Veteran’s parking spot.

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.

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

Motion Carried – 8 Yeas

PERSONNEL REPORT

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

A. Resignations/Retirements/Terminations/Furloughs

1. Accept the resignation of Mrs. Katherine Fuller, Substitute Nurse, effective October 8, 2018 per Personnel A.1.

B. Change of Status – None

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. Mr. Brian Bolstad	MS Learning Support (Burrows)	M, Step 1	10/1/2018-EOY
b. Mr. Brian Picknally	IS/MS PE/Health (Lapp)	B+24, Step 1	10/27/2018-EOY <i>pending clearances</i>
c. Mr. Thomas Shive	HS Science (Reed)	B, Step 1	TBA-EOY <i>pending clearances</i>

4. Co-Curricular

- a. Approve the following additions to the 2018-19 Paid Instructional (Non-Athletic) Co-Curricular Advisors (added positions per recent Tentative Agreement) for a prorated stipend of \$1,041.00:
 - i. Mrs. Lori Savidge, Team Leader – Kindergarten
 - ii. Mrs. Regina Condos, Team Leader – First Grade
 - iii. Mr. James Strohecker, Team Leader – Second Grade
 - iv. Mrs. Cathy Ohl, Team Leader – Third Grade
- b. Approve the following revisions to the 2018-19 Paid Instructional (Non-Athletic) Co-Curricular Advisors list (previously approved on 8/13/2018):
 - i. Remove Mrs. Melissa Molis and Mrs. Lyndsay Levengood as 5th Grade Environmental Camp Leaders, and as a result divide the stipend of \$2,907.00 among 9 (instead of 11) individuals each receiving a stipend of \$323.00 each. 5th Grade Camp Leaders include Mr. Chris Conrath, Mr. Trevor DeLong, Mr. Matthew Donato, Mr. Gary Gordon, Mrs. Heather Kulp, Mrs. Dawn Schwenk, Ms. Marian Smith, Mr. Benjamin Stephens and Mrs. Tess Woloszanski.
 - ii. Add Mrs. Anne Moll and Mrs. Terry Flamm as a Co-Advisors for High School National Honor Society. The \$800.00 stipend will be split \$400.00 each.
- c. Unpaid Instructional Co-Curricular Student Activity Group Advisors – None
- d. Fall Athletic Co-Curricular Appointments and Athletic Volunteers – None
- e. Fall Athletic Event Staff – None

D. Support Staff Substitutes

- 1. Approve the appointment of Ms. Vanessa Ralston as a Substitute School Nurse (rate of \$22.00/hr) and/or Substitute Nurse’s Aide (rate of \$15.25/hr) effective TBA per Personnel D.1.

E. Leaves – None

F. Other Personnel Items

- 1. Approve the following professional staff members to serve as mentors to new teachers during the 2018-19 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, IS Learning Support	Mr. Brian Bolstad (Burrows)
Mrs. Theresa Woloszanski, IS/MS Health/PE	Mr. Brian Picknally (Lapp)

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

Mrs. Huhn encouraged fellow Board members to attend the National Honor Society Induction ceremony at the High School on October 24 at 7:00 pm.

Roll call was taken to approve the Personnel Report.

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

Motion Carried – 8 Yeas

ADJOURNMENT

Mr. Rothermel announced there would be an executive session after the meeting to discuss a personnel issue.

A motion was made by Mr. Scheetz and seconded by Mrs. Grossman to adjourn the meeting at 8:33 p.m.

Motion Carried

Approval Date

Brian Pawling, Board Secretary
Katharine Ege, Recording Secretary