

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

November 5, 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    | ✓ Mr. Rothermel | ✓ Mr. Tomasi              |
| ✓ Mrs. Grossman | ✓ Mr. Scheetz   | ✓ Mr. Wagaman (6:29 p.m.) |

**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:** Janet Ulman (Mertztown), David Roth (staff), Kathleen Rabert (staff), Jon Scheuer (staff), Kristie Scheuer (staff), Ethan Scheuer (New Ringgold), Hailey Scheuer (New Ringgold), Richard Scheuer, Ann Louise Scheuer, Ryan Wehr (staff), Erin Wehr, (Orefield), Wayne McCullough (PASBO).

Student Board Representatives: Tayler Roberts and Tatyana Ulman.

Mr. Rothermel, Mr. Potteiger and Mr. Farina acknowledged the retirement of Ms. Kathleen Rabert, Intermediate/Middle School Art Teacher, and presented her with a plaque for 39 years of dedicated service.

Mr. Rothermel and Mr. Potteiger presented the #newHEIGHTS Awards to outstanding employees nominated by their peers. November recipients were Mr. Jonathan Scheuer, Middle School Learning Support Teacher, and Mr. Ryan Wehr, High School Learning Support Teacher. Mr. Rothermel read the nomination comments for each recipient and Mr. Potteiger, Mr. Farina and Mrs. Carpenito shared personal accolades about each employee.

Dr. Wayne McCullough, Director of Leadership and Development, Pennsylvania Association of School Business Officials, presented Brandywine Heights Area School District with the 2018-2019 Meritorious Budget Award (MBA) from the Association of School Business Officials International (ASBO). Congratulations to Mr. Brian

Pawling, Business Manager, and his staff for their contributions and commitment to accuracy, communication and clear presentation of the school budget.

Mr. Pawling informed the Board about cyclical Budgeting tasks and presented preliminary information about the 2019-20 school year.

## **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 the Minutes**

Dispense with the reading and accept the minutes from the Regular Board Meeting held October 1, 2018 per Board A.

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

Approve the second reading of the following Policies per Board B.1.-B.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 (*retire/eliminate*)
5. Policy 106. Programs – Guides for Planned Instruction
6. Policy 918. Community – Title I Parent and Family Engagement

### **C. First Reading of Policies**

Approve the first reading of the following Policies per Board C.1.-C.7.

1. Policy 107. Adoption Of Planned Instruction
2. Policy 108. Adoption of Textbooks
3. Policy 109. Resource Materials
4. Policy 110. Instructional Supplies
5. Policy 111. Lesson Plans
6. Policy 609. Investment of District Funds
7. Policy 706.1. Disposal of Surplus Property, Supplies, and Equipment (*new*)

Mr. Potteiger reviewed each of the curricular based policies 107-111 presented for a first reading and shared details about minor recommended changes.

Mr. Pawling shared details of recommended business policies 609 and 706. Under Policy 609 Investment of District Funds, Mr. Pawling clarified the language in the policy that refers to “commercial paper products” which describes a short term investment in a promissory note issued through a bank that pays a fixed rate of interest. The purpose of Policy 706.1 Disposal of Surplus Property, Supplies, and Equipment, is to establish protocol for selling or donating surplus unneeded items each year.

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

**Student Board Representatives** – Tayler Roberts 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 BCIU Board of Directors meeting held on Thursday, October 18, 2018:

- Seated a new board representative from Antietam school district (Ann Sellers).
- Approved a new Electronic Device policy.

The Board also debriefed about the 10th annual Keeping Kids Safe Symposium that was held at the Hilton Doubletree in Reading on 10/10/2018. Nearly 300 educators, counselors, first responders, law enforcement

officials, and mental health professionals attended. The keynote speaker was Lt. Jack Cambria, retired NYPD Hostage Negotiation Team Leader who provided training on active shooter protocols, policies, and prevention. The full-day training session highlighted Berks County's commitment to school safety and security.

Also recapped was the annual Berks Early Learning Coalition Summit which the BCIU hosted on 10/2. More than 70 educators and business leaders reviewed data and discussed the powerful impact and return on investment of high quality early childhood education programs. The event's goal was to raise awareness regarding the economic benefits of investing early, and to look for ways to expand opportunities for local businesses to support quality Pre-K programs throughout Berks County.

#### **Upcoming Events:**

- The next Committee on Legislative Action (COLA) meeting is scheduled for Thursday, 12/6 @ 7:00 a.m. The keynote speaker is Dr. Mark DiRocco, Executive Director of the PA Association of School Administrators.
- Four upcoming STEM competitions were announced:
  - The Invention Convention – 12/17/2018 for 9-12th graders
  - Governor's STEM Competition – 2/21/2019 for 9-12th graders
  - STEM Design Challenge – 2/28 & 3/1/2019 for 4-8th graders
  - Sea, Air & Land Challenge – 4/30/2019 for 9-12th graders
- The date for the Annual Convention of Berks County School Directors was announced: Tuesday, 4/30/2019 @ 5:00 – 8:30 at Reading Area Community College. RACC's newly inaugurated 6th President, Dr. Susan Looney, will be BCIU's host.

The next meeting of the BCIU Board of Directors will be held on Thursday, November 15, 2018.

**Berks Career and Technology Center (BCTC)** – Mr. Tomasi submitted a report on the meeting of the Joint Operating Committee (JOC), held on Wednesday, October 24, 2018:

**Old Business** - No report.

**New Business** - No report.

#### **Under Finance Committee**

Approved to receive the Independent Audit Report for the 2017-2018 Fiscal Year as presented by Barbacane, Thornton & Company, LLP, Incorporated.

Approved to authorize administration to extend the Interagency Agreement FC #4000018701 for three months until a full year renewal amendment can be properly executed. This agreement is between the Commonwealth of Pennsylvania, Department of Labor & Industry, Office of Vocational Rehabilitation (OVR) and BCTC. These funds are used to provide "School-to-Work" services for OVR eligible, or potentially eligible, students enrolled in BCTC's training programs. The current contract ended September 30, 2018.

Approved a transfer of \$111,056 from the General Fund to the Capital Reserve Fund consistent with the audit report for 2017-2018.

#### **Under Building/Insurance Committee**

Approved to enter into a contract with Bonfitto Inc. to provide and install a Weil McClain SF 1500 high efficiency gas boiler system in the West Campus Auto Annex at a cost not-to-exceed \$65,000 (Costars contract #008-229). This boiler will eliminate the need to replace the existing underground heating water piping which was estimated to cost \$78,000.

**Under Negotiations Committee** - No report.

#### **Under Program/Personnel Committee**

Report on the Principal interviews.

#### **Under Other Committees (For Information Only)**

Berks Executive Council (BEC) on Career and Technical Education meeting minutes of October 9, 2018.

**Under Personnel Matters** - the Joint Operating Committee took action to approve all personnel matters as presented.

## **Under Other Matters for Consideration**

Approved to enter into the following agreements as listed:

- Pennsylvania Department of Transportation Emissions Inspector Certification (EIC) and Emissions Inspector Recertification (EIR) Training Program Performance Agreement.
- Pennsylvania Department of Transportation Safety Inspector Certification and Recertification Training Program Performance Agreement between the Commonwealth of Pennsylvania, acting through the Department of Transportation, and the Berks Career & Technology Center.
- Approved Brumbach, Mancuso & Fegley, P.C. as the Solicitor for the Joint Operating Committee for 2019 at the same rate as 2018.
- Approved a transfer of \$100,000 from the General Fund PSERS Assigned Fund Balance to the General Fund Unassigned Fund Balance as approved in the 2018–2019 General Fund Budget.
- Approved students and advisors of the East and West Campuses (Ms. Jessica Werner, Ms. Melissa Yoder, Ms. Donna Noecker and Mr. Chris Nappi and 33 students) to attend the SkillsUSA Central Region Leadership Conference in Gettysburg, PA on November 7 – 9, 2018. Only staff expenses, at an estimated cost of \$1900 will be charged to the general fund, all other expenses are covered by our SkillsUSA student organization.
- Approved Dr. James Kraft, Chris Hansen, Kyle Follweiler, Beth Ireland, Alan Blackburn, Alexa Breslin, Thomas Carl, Michael DeCarlo, Scott Cote, Michael Stein, Maureen Longenecker and Jim Del Conte to attend the Integrated Learning Conference (ILC) on November 14-16, 2018 at an estimated cost of \$3,400.
- Approved to authorize administration and officers to pay bills and salaries during the month of November 2018, to be ratified at the December 13, 2018 JOC meeting

The next regular meeting of the Joint Operating Committee will be held on Thursday, December 13, 2018, at the West Campus of the Berks Career and Technology Center in Leesport, PA.

Mr. Tomasi added that he had the opportunity to tour the Sports Medicine and Rehabilitative Therapy (SMaRT) program, which is a fairly new program at the East Campus. The SMaRT Program allows students to pursue various occupations in health care. Mr. Tomasi shared photos with the Board of newly renovated classrooms.

Currently there are 70 students from Brandywine Heights enrolled in BCTC programs, 10 less than last year, however Brandywine Heights students make up 20% of BCTC total enrollment. Looking ahead, there will be a raffle for two student refurbished cars on April 27, 2019.

The following Brandywine Heights students were recently inducted into the 2018-19 National Technical Honor Society, and recognized for excellence in every arena of career and technical education - student achievement, community service, outstanding chapters, and contributions from business, industry, and educational professionals. Representing BCTC East Campus - Juniors Daryl Berger, Building Construction Occupations and Alycen Suter, Horticulture. Representing BCTC West Campus, Senior Haley Fisher, Health Occupations, and Juniors Connor Myers, Health Occupations, Caleb Rapp, Welding, and Cora Schnabel, Health Occupations. Personal notes of recognition will be sent to each student from Mr. Potteiger.

**Berks Earned Income Tax Collection Bureau (BEITC) – Mr. Sterner** – Absent, no report.

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

**Policy Committee** – Mrs. Grossman noted policies on the agenda include the first reading.

**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.

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

Motion Carried – 8 Yeas/1 Absent

## **BUSINESS AND OPERATIONS REPORT**

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

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

To approve general fund bills through November 5, 2018 totaling \$2,895,339.92 per attachment Budget A.

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

To approve food service fund bills through November 5, 2018 totaling \$29,723.66 per attachment Budget B.

### **C. Financial Reports**

To accept the following Financial Reports through September 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. - NO REPORT
4. Investment Schedule - Budget C.4.
5. Student Activity & Trust Funds - Budget C.5.
6. Budget Transfers – Budget C.6. - NO REPORT

### **D. Special Education/Pupil Services - None**

### **E. Curriculum/Technology - None**

### **F. Facilities/Maintenance - None**

### **G. Authorization to Establish Capital Reserve Fund**

To authorize the Business Manager to establish a Capital Reserve Fund (Fund 32) and bank account in the 2018-19 school year for the use of capital improvement projects under the parameters of Municipal Code Section 1431.

### **H. Budget Transfer**

To authorize the Business Manager to assign \$500,000 of unassigned general fund balance in the 2017-18 school year for the purpose of transfer to the Capital Reserve Fund in the 2018-19 school year.

### **I. Budget Transfer**

To authorize the Business Manager to transfer \$500,000 in the 2018-19 school year from the general fund assigned fund balance to the capital reserve fund for the purpose of capital improvement projects.

### **J. Donation Acceptance**

To accept an anonymous cash donation of \$100 to be used towards crediting the negative balances of student meal service accounts.

Concerning Food Service, Mr. Pawling reported on accumulating student lunch debt as well as progressive actions taken to resolve the debt, including phone calls to parents and auto reminders based on low account balances. Additional measures include penalties for students with a certain amount of debt to prohibit participation in activities. There was Board discussion and agreement that an accumulation of one week's worth of student lunch debt would trigger a penalty.

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.

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

Motion Carried – 8 Yeas/1 Absent

## **SUPERINTENDENT’S REPORT**

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

### **A. New High School Club**

Approve the request for a new High School Club (no activity account needed) with the title “Strategy Games” per Superintendent A.

### **B. High School Club Name Change**

Approve the request to change the name of a High School Club from Book Club to “Reading Olympics” per Superintendent B. *(No activity account exists/required.)*

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

Superintendent’s Report – Mr. Potteiger

Enrollment Report – Mr. Potteiger

Mr. Potteiger updated the Board on the strategic planning meeting, which yielded a good turnout. Subcommittee meetings will occur over the winter and early spring. A communication was sent to parents to update them on the process. November 19 will be the public Academic Presentation hosted by Mr. Voelker. Mathematics continues to be a challenge for our district. We have tried new curriculum, moving around teachers, as well as sending teachers to visit other school districts with successful math programs. Our students continue to struggle with math scores so we have asked Dr. Josh Hoyt, Program Administrator from the BCIU Office of Professional Development to visit our classrooms to evaluate and refine mathematics instruction.

In addition, this year’s professional development initiative is called Personal Growth Pathways, or PGP’s for teaching staff. To facilitate the goal of Engagement, the district switched to School Messenger which customizes the delivery of important school messages. The announcement of the Strategic Planning Committee was delivered to families via School Messenger. Another idea is the creation of a mini video segment that reflects what is happening in the subcommittees to be pushed out with social media. Mr. Voelker is seeking a video partner to pull it together. Mrs. Huhn suggested partnering with a college student through Kutztown University or a local retired individual with video expertise.

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

Motion Carried – 8 Yeas/1 Absent

## **PERSONNEL REPORT**

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

Mr. Geist shared his proposal of a Game Manager. Historically it has been difficult to fill the Game Manager position. When the individual is not available, Mr. Geist is required to fill in and sometimes needs to travel from building to building several times per evening. A dedicated Game Manager will be able to greet visiting teams, run the scoreboard if needed etc, and allows Mr. Geist more time to attend to other initiatives. The Game Manager may also assist with timely score and photo updates to the website and score reporting for rankings as well as assist with scheduling of ticket takers and other event workers.

Mr. Bieber supported the Game Manager proposal, but believes it will be difficult to find an individual to dedicate most evenings to the athletic schedule. Upon discussion, it was clarified that the stipend payment would be twice per season like a coach. The Board gave support to move forward with advertising and filling the position, and

would allow retroactive board approval of the Game Manager appointment. A job description will be shared with board members in the near future.

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

1. Accept the retirement of Ms. Kathleen Rabert, Intermediate and Middle School Art Teacher, effective November 1, 2018 per Personnel A.1.

**B. Change of Status**

1. Approve a change of status for Mr. Paul Gilbert, from .5 Part Time High School Art Teacher to Full Time Intermediate and Middle School Art Teacher (Rabert) effective November 19, 2018.

**C. Appointments**

1. Professional Staff – None
2. Support Staff – None
3. Long Term Substitutes

	<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective (Retro.)</u>
a.	Mr. Brian Picknally	IS/MS PE/Health (Lapp)	B, Step 1 ( <i>correction</i> )	10/29/2018-EOY
b.	Mr. Thomas Shive	HS Science (Reed)	B+24, Step 1 ( <i>correction</i> )	10/1/2018-EOY

4. Co-Curricular
  - a. Approve the following addition to the 2018-19 Paid Instructional (Non-Athletic) Co-Curricular Advisors:
    - i. Ms. Christa Heagerty, Assistant Dramatics Advisor for a stipend of \$623.00
    - b. Unpaid Instructional Co-Curricular Student Activity Group Advisors – None
    - c. Approve the Winter Athletic Co-Curricular Appointments per Personnel C.4.c.
    - d. Approve the Winter Athletic Event Staff and Volunteers per Personnel C.4.d.

**D. Support Staff Substitutes – None**

**E. Leaves – None**

**F. Other Personnel Items – None**

Under Winter Athletic recommendations, Mr. Potteiger explained that Mr. Sterner will be serving as an unpaid Middle School Assistant Wrestling Coach Volunteer and clarified the unused stipend had been shifted to fund an additional High School Assistant Wrestling Coach for the 2018-19 season only, and is non-precedent setting.

Roll call was taken to approve the Personnel Report.

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

Motion Carried – 8 Yeas/1 Absent

**ADJOURNMENT**

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

A motion was made by Mrs. Grossman and seconded by Mr. Wagaman to adjourn the meeting at 8:45 p.m.  
Motion Carried

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

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