

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

February 4, 2019

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:01 p.m. by President Bryan Rothermel.

The meeting opened with Pledge of Allegiance.

Board Recording Secretary called the roll:

- | | | |
|---------------------------------|-----------------------------------|-----------------------------------|
| ✓ Mr. Bieber | ✓ Mrs. Huhn | ✓ Mr. Sterner (arrived 6:23 p.m.) |
| ✓ Dr. Carter (exited 8:37 p.m.) | ✓ Mr. Rothermel | ✓ Mr. Tomasi |
| ✓ Mrs. Grossman | ✓ Mr. Scheetz (arrived 6:06 p.m.) | ✓ Mr. Wagaman |

Administration Present:

- ✓ Mr. Andrew Potteiger, Superintendent
- ✓ Mr. Matthew Dziunycz, High School Principal
- Mr. Jamison Barnhart, High 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
- ✓ 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

Student Board Representative: Taylor Roberts and Tatyana Ulman.

Visitors: Kristie Scheuer (staff), Hailey Scheuer (New Ringgold), Ethan Scheuer (New Ringgold), Lucy Scheuer, Jonathan Scheuer (staff), Kelly Jordache, Larry Schumacher (staff), Mark Graham (staff), Corinne Mammarella (student), Janet Ullman (Mertztown), Skylar Miller (student), Guy Miller (Mertztown).

Mr. Rothermel, Mr. Potteiger and Mr. Farina presented the #newHEIGHTS Awards to outstanding employees nominated by their peers. February recipients were Mr. Larry Schumacher, Middle School Guidance Counselor and Mrs. Kristie Scheuer, Middle School Sixth Grade Teacher. Mr. Rothermel read the nomination comments for each recipient and Mr. Farina and Mr. Potteiger shared personal accolades about each employee.

Dr. Graham, High School Art Department Chair, congratulated High School students Corinne Mammarella, Riley Tavares, and Madilyn Frack as Gold Keys winners of the South-Eastern PA Scholastic Art Award competition. All three students have each advanced to the national competition. Dr. Graham displayed the winning pieces of artwork and spoke briefly about the prestigious competition and the amazing artistic talents of our students. He also recognized other students who achieved notoriety in the competition. Corinne Mammarella personally showcased two pieces of her artwork.

Dr. Graham recognized High School student Skylar Miller whose artwork was selected to represent Brandywine Heights in the BCIU Boardroom Student Artwork Showcase. Skylar Miller briefly described her school themed graphics artwork which will remain on display at the Berks County Intermediate Unit board room for the year.

Mr. Rothermel expressed sincere gratitude for community donations from The Breidegam Family Foundation % East Penn Manufacturing Co. (\$3,000.00) and New Jerusalem Evangelical Lutheran Church (\$296.40) to support the Backpack Campaign, a collaborative community effort which provides disadvantaged elementary school students with food to eat over the weekends.

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 January 7, 2019 per Board A.

B. First Reading of Policies

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

1. 119. Programs – Current Events
2. 121. Programs – Field Trips
3. 122. Programs – Extracurricular Activities
4. 123. Programs – Interscholastic Athletics
5. 123.1. Programs – Concussion Management
6. 124. Programs – Summer School
7. 200. Pupils – Enrollment of Student (new)
8. 201. Pupils – Admission of Students (retire)
9. 222. Pupils – Tobacco/Nicotine
10. 251. Pupils – Homeless Students (new)
11. 323., 423, 523. Employees – Tobacco/Nicotine

C. Second Reading of Policies

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

1. 114. Programs – Gifted Education
2. 115. Programs – Career and Technical Education
3. 116. Programs – Tutoring
4. 117. Programs – Homebound Instruction
5. 118. Programs – Independent Study
6. 354., 454., 554. Employees – Pre-Employment Drug-Testing Program (*new*)
7. 815.5 Operations – Social Media (*new*)

D. 2019-20 Berks County Intermediate Unit Mandated Services Budget

Approve the 2019-20 Berks County Intermediate Unit Mandated Services Budget in the amount of \$1,761,796.00 of which a proposed amount of \$23,527.18 is Brandywine Heights' share per Board D. (*There is no increase from 2018-19.*)

Mr. Potteiger briefly reviewed updates to the policies for first and second readings. There was brief discussion about Policy 122 Extracurricular Activities that resulted in a revision to clarify that service oriented clubs are exempt from the activity fee.

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

Student Board Representatives Tayler Roberts and Tatyana Ulman presented recent events from the Elementary, Intermediate, Middle and High Schools.

Berks County Intermediate Unit (BCIU) – Mrs. Huhn reported on the meeting held on January 17, 2019.

At the meeting, the BCIU Board:

- Recognized the 18 BCIU Board Members for their service and dedication
- Recognized art students from 18 Berks County School Districts as part of the BCIU's 2nd annual student artwork showcase. The students' artwork, which is intended to reflect a literal or abstract representation of their school district, will stay on display in the BCIU Board Room for 1 year. Senior graphic artist Skylar Miller's was selected to represent Brandywine Heights.
- Acknowledged BCIU Executive Director, Dr. Jill Hackman, as the recipient of Berks County Chiefs of Police 2018 President's Award. Brecknock Township Police Chief Erik Grunzig presented the award in recognition of Dr. Hackman's continued commitment to school and community safety.
- Received a "Mid-Year State of the Unit" update and handout (enclosed).
- Received a 1-page handout (enclosed) which provides an overview of all the safety and security initiatives and regulations recently implemented.. This was requested by the Superintendents.
- Discussed a proposal to launch a new service offering called "Safety and Security Consortium Services" to provide participating districts across Berks County with consulting, training, guidance, and expertise related to safe schools issues and the implementation of Act 44 of 2018 mandated requirements. Through the Consortium model, the BCIU will hire a full-time School Safety & Security Expert to provide these technical and consultative services. Nearly all Berks County districts have expressed interest in participating for the proposed annual fee of \$5,000 per district. NOTE: Brandywine Heights is one of very few districts who have thus far declined participation.
- Reviewed the 2019-2020 Proposed Budget for the BCIU which reflects a PSERS contribution rate of 34.29%, and an overall budget increase of \$537,905 (or 5.24%). NOTE: the 18 school district's portion of this budget reflects a 0% cost increase. Brandywine Heights' proposed portion for 2019-2020 will remain at \$23,527.
- Acknowledged receipt of fuel bids received in mid-December, which will lead to a cost savings of approximately \$87,000 in the coming year for unleaded and diesel fuel, and heating oil.
- Appointed George Longridge, CFO/COO (whose start date is 1/21/2019), to replace retiring Carl Blessing as the BCIU Management representative to the Berks County School Districts Health Trust. NOTE: the latest "not to exceed rate" for the 2019-2020 school year budget was announced at 8.5%.
- Approved 4 retirements, 14 resignations, and 2 terminations.
- Approved the implementation of 2 policies: Employee Use of Electronic Devices (revised), and Crowdfunding (new).
- Announced upcoming meeting date of February 27 to start negotiations with the ~87-member AFSME Union.

Upcoming Dates & Events:

- The annual Board Presidents and Superintendents Workshop was held on Thursday, January 24th. Both Mr. Rothermel and Mr. Pottieger attended.
- The annual Annie Sullivan Awards Ceremony & Reception to recognize the County's most devoted and impactful Special Educators will be held on Tuesday, April 3, 2019.
- The 49th Annual Convention of Berks County School Directors will be held on Tuesday, April 30, 2019 at Reading Area Community College from 5:00 - 8:30 p.m.

The next meeting of the BCIU Board of Directors is scheduled for Thursday, February 21, 2019.

Mrs. Huhn added that Dr. Hackman was recently acknowledged by the PA State Police. Also, Mrs. Huhn distributed a BCIU handout outlining the "State of the Unit".

Berks Career and Technology Center (BCTC) – Mr. Tomasi reported on the meeting of the Joint Operating Committee (JOC) which was held at the East Campus of the Berks Career and Technology Center in Oley, PA on Wednesday, January 23, 2019.

New Business:

- Approved the first reading of the following BCTC Policy: Child Abuse #806

Under Finance Committee:

- Approved to authorize administration to extend the Interagency Agreement FC #4000018701 through March 31, 2019 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.

Under Building and Insurance Committee:

- Mr. Raugh reported on a Building and Insurance Committee meeting held on January 16, 2018.

Under Program/Personnel Committee:

- Ms. Friedlander announced a Program/Personnel Committee meeting will be held immediately following the JOC meeting on January 23, 2019.

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

Under Other Matters for Consideration:

- Approved to ratify the contracts to vendors for copy paper bids per the Berks County Joint Purchasing Bid Award dated December 11, 2018 for January 1, 2019 to June 30, 2019.
- Approved to ratify the contracts to vendors for the heating oil, diesel and gasoline bids for the 2019-2020 fiscal year per the Berks County Joint Purchasing Bid awarded Dec 18, 2018 as presented.
- Approved an educational trip of 40 West Campus students of the Culinary Arts program to tour the Culinary Institute of America on April 9, 2019 in Hyde Park, NY at an estimated cost of \$100. The Students will pay for the remainder of the expenses.
- Approved an educational trip of 12 West Campus students of the Business Management Entrepreneurship (BME) program to the National Youth Business Summit on April 14 – 17, 2019 in Brooklyn, NY at an estimated cost of \$100. The Students will pay for the remainder of the expenses.
- Approved the NTHS educational Trip to Washington DC on April 15, 2019. All expenses will be covered by NTHS.
- Approved Mr. Phil Harris, Ms. Heather Wargo and Mr. P. Ken Kryder to participate in an educational trip to Salem County Career and Technical High School in Woodstown, NJ as part of the Middle States Association Evaluation Team on April 9 – 12, 2019 at an estimated cost of \$200.
- Approved Mr. Chris Hansen to attend the ACTE Policy Seminar on March 24 – 26, 2019 in Arlington, VA at an estimated cost of \$1,235.
- Approved an educational trip of 50 East Campus students of the Horticulture program to attend the Philadelphia Flower Show on Saturday, March 2, 2019, as an event sponsored by the East Campus FFA, at no cost to the BCTC’s General Fund.
- Approved the 2018-2019 State Competitive Equipment Grant # FA-122-19-0000 budget and related expenses.
- Approved the Berks County Workforce Development Board grant for the BCTC Summer Camp in the amount of \$30,000 over the next two years.
- Approved to authorize the Administration to purchase a Gen Eye Pod Package for the East Plumbing and Heating Program from Reading Foundry & Supply Company, LLC with a total cost of \$7,035 covered through the State Competitive Equipment Grant.
- Approved to authorize the Administration to purchase four Multi-process Welders for the West Welding Technology Program from Grainger on the Sourcewell Contract #901214-WWG with a total cost of \$16,400 covered through the AWS Foundation Grant

- Approved to authorize the Administration to purchase a Plate Shear for the West Welding Technology Program from Uni-Hydro with a total cost of \$26,000 covered through the State Competitive Grant. Uni-Hydro is a sole source manufacturer of the plate shear.
- Approved to authorize the Administration to purchase four Feeder Wire Packages, three Feeder Wire Carts, and eight Mig welding guns for the West Welding Technology Program from Airgas with a total cost of \$8,767.25, \$8,600 covered through the AWS Foundation Grant and \$167.25 from the General Fund.
- Approved to enter into an agreement with the BCIU to be part of the Berks County Safety and Security Consortium with an annual fee of \$5,000 for Consortium Services for the 2019-2020 fiscal year.

The next regular meeting will be held on Wednesday, February 27, 2019, at the West Campus in Leesport, PA.

Mr. Tomasi noted that like Brandywine, BCTC declined to participate in the BCIU Safety and Security consortium. Mr. Potteiger added that the BCIU Safety and Security consortium includes security audits for the cost of \$5,000, which had been determined not the best use of district funding given we can have our safety audit done at no cost through the state police. The district is willing to consider joining the consortium in the future based on details of the agreement.

Berks Earned Income Tax Collection Bureau (BEITC) – Mr. Pawling – No report. The next meeting is on March 28.

Council on Legislative Action (COLA) – Mr. Scheetz – No report. The next meeting is on February 28.

Policy Committee – Mrs. Grossman reported there is a second reading of policies under Programs (114-118), Employee (pre-employment drug testing) and Operations (social media), and a first reading of policies under Programs (119-124) Pupils (200, 201, 222, 251) and Employees (tobacco/nicotine).

Strategic Planning/Goals – Mr. Scheetz – No report. Mr. Potteiger will add details in the Superintendent Report.

Negotiations/Compensation Committee – Mrs. Huhn reported that the annual conversations with administrators subject to the Act 93 Agreement will begin in February.

Accept the Appointments and make them part of the minutes.

- Appoint Mr. Scheetz as a PSBA Local Board Liaison for a term beginning February 2019 through December 2019 per Board Appointment A.
- Appoint Mr. Andrew Potteiger as the member-at-large Brandywine Heights Area School District representative to the Borough of Topton Recreation Committee for the balance of a two year term dated June 11, 2018 through June 30, 2020 per Board Appointment B.

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 Y Mr. Sterner Y Mr. Tomasi Y Mr. Wagaman

Motion Carried – 9 Yeas

BUSINESS AND OPERATIONS REPORT

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

Mr. Pawling presented the Budget General Overview, Expenditures/Revenue, Taxes, and Options.

Mrs. Huhn would like a list of staffing initiatives that have been supported by the board.

Mrs. Jordache commented on curricular grants and funding allocations for other Berks districts and questioned why we do not have similar grants, specifically for computer science. Mr. Voelker explained that we may not be eligible due to specific criteria (poverty levels, etc.) and noted that the district considers grant opportunities on a regular basis.

A. General Fund Bills

To approve general fund bills through February 4, 2019 totaling \$2,592,167.88 per attachment Business A.

B. Food Service Bills

To approve food service fund bills through February 4, 2019 totaling \$19,042.81 per attachment Business B.

C. Financial Reports

To accept the following Financial Reports through December 31, 2018 unless otherwise noted:

1. General Fund - Revenue/Expenditures/Fund Balance – Business C.1.
2. Food Service Fund - Revenue/Expenditure – Business C.2.
3. Construction Fund - Revenue/Expenditure – Business C.3. - NO REPORT
4. Investment Schedule - Business C.4.
5. Student Activity & Trust Funds - Business C.5.
6. Budget Transfers – Business C.6.

D. Special Education/Pupil Services

1. To approve the renewal addendum with Austill’s Rehabilitation Services, Exton, PA, to provide occupational and physical therapy services for the 2019-20, and 2020-21, 2021-22 school years as per Business D.1.

E. Curriculum/Technology – None

F. Facilities/Maintenance

1. To approve the proposal from Communication Systems Inc. (CSI), Allentown, PA, to provide and install Genetec security camera systems at the High School (\$49,139.00) and the Intermediate/Middle School (\$27,998.00) through COSTARS contract #008-326 as per Business F.1.

G. Drug and Alcohol Testing Agreement

To approve a service agreement with ARCpoint Labs, Reading Pa, to provide drug and alcohol screening services (as described in Policies 354., 454., and 554. Pre-Employment Drug Testing Program) beginning February 5, 2019 through June 30, 2020 per Business G.

Mr. Tomasi asked about the frequency of certain contracts, specifically the Athletic Trainer agreement. Mr. Pawling stated that we are currently looking for providers and possible doing an RFP. Most contracts are slated for one or more years to end June 30.

Mrs. Huhn asked for clarification on the cost of security camera upgrades. Mr. Potteiger explained the reasoning behind the funding is incremental over several years. The cameras will be installed by the end of the month.

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 Y Mr. Sterner Y Mr. Tomasi Y Mr. Wagaman

Motion Carried – 9 Yeas

SUPERINTENDENT'S REPORT

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

A. Grades K-5 English Language Arts Curricula

Approve the first reading of the revised Grades K-5 English Language Arts curricula per Superintendent

B. Grades K-2 Technology Curricula

Approve the first reading of the revised Grades K-2 Technology curricula per Superintendent B.

C. Statistics and Probability Curriculum

Approve the first reading of the revised Statistics and Probability curriculum per Superintendent C.

D. Honors History I Curriculum

Approve the first reading of the revised Honors History I curriculum per Superintendent D.

E. High School Field Trip Request

Approve the High School Field Trip Request for approximately 5 students to travel with 1 teacher chaperones to the 2019 SADD (Students Against Destructive Decisions) National Conference in Scottsdale, AZ from June 21-28, 2019 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 announced a meeting at the Longswamp Township building to support the local EMS. Mr. Scheetz added that the EMS organizations are third party and not part of the community, non profit or not for profit and do not receive the typical funding other organizations. This is a challenge for all organizations.

Mr. Potteiger announced there is a hearing at Longswamp Township. The house between the home and our school has been purchased to be a group home for veterans. Mr. Farina will attend the meeting.

Mr. Potteiger highlighted items from the Superintendent's Report including District (strategic planning), Education (1 year growth in math) and Dr. Hoyt observations and feedback. Staff Development (individualized professional development) focused on PGPs (Personal Growth Pathways) to continue personal growth. Engagement includes communicating with community and parents via the School Messenger System and the public strategic planning website so the community can see progress with the strategic planning process. Creating videos to highlight the programs in our schools, have local professionals work with our students to guide them in video production. The ultimate goal is to generate positive publicity.

A postcard announcement was sent to community members to invite them to attend three scheduled facility presentations on February 5, 7 and 14 which will detail the planned future projects and budget considerations.

Mr. Voelker added the RFP for fiber received no bids and will be reissued for like services. The RFP for technology was posted today and sent to a dozen companies for their bids. HIG was informed of this routine practice. Technician coverage has changed within the buildings due to the elimination of one lead technician, therefore we have four entry level technicians working among all buildings. The district is currently renegotiating the monetary component of that contract to reflect the current IT technician configuration.

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

Y Mr. Sterner

Y Mr. Tomasi

Y Mr. Wagaman

Motion Carried – 9 Yeas

At 8:17 p.m. Mr. Rothermel called an Executive Session to discuss the a personnel matter.

Dr. Carter left the meeting at 8:37 p.m.

After a brief recess, the meeting reconvened at 9:14 p.m.

A motion was made by Mr. Tomasi, seconded by Mr. Sterner to add an item to the Personnel Report related to the continuation of a sick bank for an employee.

Motion carried with all yeas.

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 Miss Danielle Wolfrom, Elementary Title I Long Term Substitute, effective January 9, 2019 per Personnel A.1.
2. Accept the resignation of Mrs. Deborah Fleming, Part Time Business Office Assistant, effective January 25, 2019 per Personnel A.2.
3. Accept the resignation of Mr. Brian Pawling, Business Manager, effective March 8, 2019 per Personnel A.3.

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. Mrs. Christina Buehler	MS Learning Support (Scheuer)	B+24, Step 1	2/11/2019 - EOY
	<i>(amended from B to B+24; start date solidified)</i>		

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

D. Support Staff Substitutes

1. Approve the appointment of Ms. Mylissa Spiller as a Substitute School Nurse (rate of \$22.00/hr) and/or Substitute Nurse's Aide (rate of \$15.25/hr) effective (retro) 1/17/2019 per Personnel D.1.

E. Leaves – None

F. Other Personnel Items

1. Approve a request from Mrs. Joanna Reitmeyer, Nurse Aide, to use 9 unpaid days from February 5-15, 2019 per Personnel F.1.

G. Sick Bank

Approve the continuation of a sick bank for a staff member.

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 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/1 Absent

ADJOURNMENT

Mr. Rothermel announced there was an executive session to discuss personnel during to the meeting.

A motion was made by Mrs. Grossman and seconded by Mr. Tomasi to adjourn the meeting at 9:20 p.m.

Motion carried with all yeas.

Approval Date

Brian Pawling, Board Secretary
Katharine Ege, Recording Secretary