

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

March 4, 2019

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:07 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
✓ Dr. Carter	✓ Mr. Rothermel	✓ Mr. Tomasi
✓ Mrs. Grossman	✓ Mr. Scheetz (7:03 p.m.)	✓ Mr. Wagaman

**Administration Present:**

- ✓ Mr. Andrew Potteiger, Superintendent
- Mr. Jamison Barnhart, 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

**Student Board Representative:** Taylor Roberts, Abigail Savitz and Tatyana Ulman.

**Visitors:** Janet Ulman (Mertztown), Matthew Donato (staff), Mrs. Donato and children (Breinigsville), Michele Moore (staff), Jeff Straub (Crabtree), Craig Neiman (Bethlehem).

Prior to the meeting, Mr. Daniel Mark, Explore Instructor, and his Lego League Team showcased their team engineered Lego Robotics inventions. The Lego League students worked as a team to create and program robots to complete set tasks. The Explore Program challenges students to create hands-on projects with world application based on critical thinking, collaboration, communication and creativity. The students earned second place in teamwork at a recent competition that took place at Penn State Berks.

Mr. Rothermel, Mr. Potteiger and Mr. Farina presented the #newHEIGHTS Awards to outstanding employees nominated by their peers. February recipients were Mr. Matthew Donato, Middle School Science Teacher and Mrs. Michele Moore, High School Business Teacher. Mr. Rothermel read the nomination comments for each recipient and Mr. Farina, Mr. Dziunycz and Mr. Potteiger shared personal accolades about each employee.

## **BOARD OF DIRECTORS REPORT**

A motion was made by Mr. Wagman and seconded by Mr. Tomasi 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 February 4, 2019 per Board A.

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

Approve the second 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 (rev)
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. First Reading of Policies**

Approve the first reading of the following Policies per Board C.1.-C.5.

1. 125. Adult Education
2. 126. Class Size
3. 127. Assessment System
4. 130. Homework
5. 137. Home Education Programs

Mr. Potteiger briefly reviewed updates to the policies for first and second readings. Language was added to Policy 122 Extracurricular Activities 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 Taylor Roberts, Abigail Savitz 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 Thursday, February 21, 2019.

- The BCIU Board of Directors heard a presentation by Mr. Charles Trovato, BCIU Program Administrator in the Office of Professional Development and Curriculum, about the recently unveiled Eastern Pennsylvania Innovation Catalyst (EPIC) Network, an effort to improve the quality of science, technology, engineering, and math (STEM) education across the 18 school districts in Berks County.
- The EPIC program, coordinated through a collaborative effort between the BCIU and the Kutztown Area School District, is funded through a \$494,368 PAsmart Advancing Grant Award from Governor Tom Wolf's PAsmart initiative. The BCIU and KASD will also serve as professional development satellite sites (a/k/a Catalyst Centers) for the University of Pennsylvania's Graduate School of Education.  
NOTE: A special emphasis of this program is workforce development, as 7 in 10 jobs in Pennsylvania will require computer science skills, and there are currently 18,000 unfilled computer science jobs across the state.
- The BCIU Board also received a detailed update on Governor Wolf's Proposed State Budget, with highlights regarding potential favorable impacts on public education and specific impacts on BCIU programs including Pre-K Counts, Head Start (Supplemental), Early Intervention, Special Education, and Pupil Transportation.

In addition, the BCIU Board took the following action:

- Approved the submission, by the BCIU Child Care Program, of the Annual Investment 2019 Application to

the United Way of Berks County for the July 2019 – June 2022 Investment Cycle.

- Appointed CFO/COO George Longridge as Open Records Officer effective May 11, 2019 in accordance with Act 3 of 2008, Pennsylvania Right-to-Know Law. BCIU CIO Scott Major is the alternate.

**Upcoming Dates and Events:**

- The annual Annie Sullivan Awards Ceremony and Reception to honor leaders in Special Education across Berks County will be held on Wednesday, April 3, 2019 @ 5:00 pm.
- Advocacy Day with PA legislators will be on Monday, April 29, 2019 at the State Capitol in Harrisburg. All PSBA-member school directors are welcome to attend. To strengthen advocacy impact, meetings are being jointly coordinated by the PA Association of IUs, PASA, and PSBA.
- The 49th Annual Convention of Berks County School Directors will be on Tuesday, April 30th @ RACC beginning at 5:30, with dinner at 6:30 and the keynote speech at 7:30.

The next meeting of the BCIU Board of Directors is on Thursday, March 21, 2019.

**Berks Career and Technology Center (BCTC)** – Mr. Tomasi reported on the meeting of the Joint Operating Committee (JOC) that was held at the West Campus of the Berks Career and Technology Center in Leesport, PA on Wednesday, February 27, 2019.

**Under Old Business,** the Joint Operating Committee:

- Approved the second reading of the following Berks Career and Technology Center Policy: o Child Abuse #806

**Under New Business,** the Joint Operating Committee:

- Approved the first reading of the following Berks Career and Technology Center Policies: o Curriculum Development #105
  - o Program Enrollment Capacity #126
  - o Evaluation of Educational Program #127
  - o Reduction of Staff #311
  - o Food Services Policy #808

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

- Consideration to accept the BCTC's General Fund Proposed Operating Budget for 2019 – 2020 in the amount of \$18,783,742 and distribute to participating school districts for their review and approval.

**Under Building and Insurance Committee,** the Joint Operating Committee:

- Mr. Rough reported on a Building and Insurance Committee meeting held on February 27, 2019.
- Consideration to authorize Administration and Systems Design Engineering to solicit sealed bids for a new welding building.

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

- Ms. Friedlander announced a Program/Personnel Committee meeting will be held immediately following the JOC meeting on February 27, 2019.

**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:

- Consideration to authorize the administration to purchase four hospital beds for the Health Occupations program from Stryker with a total cost of \$19,777.93 covered through the State Competitive Equipment Grant.
- Consideration to approve the purchase of Information Technology switches through State Bid for \$64,548.30. Approximately 60% of this cost will be reimbursed to BCTC through E-rate.
- Consideration to approve the purchase of Information Technology wireless access points through State bid for \$7,880. Approximately 60% of this cost will be reimbursed to BCTC through E-rate.
- Consideration to approve a resolution recognizing Ryan Ott, owner of B & L Ott, as the 2019 recipient of the BCTC Life Long Friend of Career and Technical Education Award. Mr. Ott will be presented with the Award at the March 27th JOC meeting.

- Consideration to approve an educational trip of 19 BCTC students of the FCCLA State Leadership Conference on March 20 – 22, 2019 in Champion, PA at an estimated cost of \$529. The FCCLA chapter will pay for the remainder of the expenses.
- Consideration to approve an educational trip of 97 BCTC students to attend the HOSA State Leadership Conference on April 3 - 5, 2019 in King of Prussia, PA at an estimated cost of \$1,078. The HOSA chapter will pay for the remainder of the expenses.
- Consideration to approve an educational trip of 38 BCTC students to attend the SkillsUSA State Conference on April 10 – 12, 2019 in Hershey, PA at an estimated cost of \$3,000. The Skills chapter will pay for the remainder of the expenses.
- Consideration to approve Gerald Galczynski to attend the Inside Berks Business – 5 Day Learning Experience for Educators during the summer of 2019, location to be determined, with a stipend of \$500.

Mr. Tomasi shared that three Brandywine Heights High School students were recognized as Students of the Quarter in their respective programs; Nathan Serratore (Electrical Occupations), Cole Gross (Heavy Equipment), and Lindsay Ziegler (Protective Services - Law Enforcement).

The next regular meeting of the Joint Operating Committee will be held on Wednesday, March 27, 2019, at the East Campus of the Berks Career and Technology Center in Oley, PA.

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

**Council on Legislative Action (COLA)** – On behalf of Mr. Scheetz, Mr. Potteiger reported on the meeting held on February 28. Discussion topics included:

- PA Schools Work
- Proposed PA Budget Informational Summary
- Cyber Charter Key Points / Comparison Brochure
- Proposed Cyber Charter School Legislation
- Senate Bill 34 (Senator Schwank)
- House Bill 526 (Representative Sonney)
- Resolution Passed by Exeter Township School District (Resolution Urging the General Assembly to Adequately Invest in Public Schools and Students)

**Policy Committee** – Mrs. Grossman noted the first and second reading of policies.

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

**Negotiations/Compensation Committee** – Mrs. Huhn reported that the BHASD Negotiations/Compensation Committee met on Tuesday, February 19th to initiate discussions regarding the Act 93 Agreement with BHASD Administrators. Committee members met in a follow up meeting on Monday, February 25, 2019. Research is underway and discussions will continue. The current Agreement runs through June 30, 2019.

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

Motion Carried – 6 Yeas/3 Absent

## **BUSINESS AND OPERATIONS REPORT**

A motion was made by Mrs. Huhn and seconded by Mr. Wagaman to approve the Business and Operations Report.

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

To approve general fund bills through March 4, 2019 totaling \$1,671,645.85 per attachment Business A.

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

To approve food service fund bills through March 4, 2019 totaling \$34,063.40 per attachment Business B.

### **C. Financial Reports**

To accept the following Financial Reports through January 31, 2019 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** – None

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

1. To approve the agreement with the Berks County Intermediate Unit for the Regional Wide Area Network Services (year 4) at a cost of \$2,803.02 as per Business E.1.
2. To approve the agreement with Service Electric Communications, LLC, Allentown, PA, for E-rate eligible leased fiber optic network services for the 2019-20, 2020-21, and 2021-22 school years at a monthly price of \$514.25 (\$18,513 total) as per Business E.2. (pending solicitor review)

### **F. Facilities/Maintenance**

1. Item removed by Administration
2. To reject all bids for the Elementary School Entryway Renovation project. Project will be re-bid with alterations to the specifications.
3. To approve the bid from Atlantic Roofing, Green Lane, PA, to remove the old and install a new roof at the High School at a cost of \$1,724,900 as per Business F.3.

### **G. Human Resources Agreement**

To approve a contract service agreement with the Berks County Intermediate Unit for Human Resources services from July 1, 2019 to June 30, 2020 at a yearly prorated cost of \$52,728.00 per Business G.

### **H. Brandywine Transportation**

To approve the Memorandum of Understanding with Brandywine Transportation to clarify billing rates for the 2018-19 and 2019-20 school years (end of contract) as per Business H.

### **I. Municipal Advisory Services**

To approve the agreement with Calhoun Baker, Inc., Flourtown, PA, to provide municipal advisory services upon request as per Business I.

Mr. Pawling clarified Mrs. Huhn's questions about check register transactions. Mr. Potteiger noted that he would email Mrs. Huhn details to clarify additional questions she asked previously that required further research.

Mrs. Huhn asked for clarification on the procedure in place for athletic students to travel overnight for events, specifically if they are considered field trips or part of the athletic program. Mr. Potteiger will seek clarification. Mrs. Huhn would like to move forward with procedures related to overnight trips.

Mr. Jeff Straub, Crabtree, Rohrbaugh & Associates, shared a presentation with the Board to provide additional details of the recommended facility improvement projects. The Elementary School renovations include redesign of the office suite and entryway to the building. The Intermediate/Middle School building includes security and instructional upgrades as well as modernization of the auditorium. The Board might also consider optional smaller enhancement projects including a loading dock, wrestling/community room and outdoor learning spaces. The

High School building will receive a new roof, improvements to the auditorium and entrance security. Mr. Straub also described optional improvements to the existing outdoor athletic fields as well as improved lighting and spectator seating.

There will be a Special Board Meeting on Monday, March 18, 2019 with a detailed facility presentation and will allow time for discussion followed by a Board vote to allow the administration to move forward with construction planning and financial commitments.

Mr. Potteiger thanked Mr. Pawling for his exemplary service and wished him the best with his new position.

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

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

Motion Carried – 7 Yeas/2 Absent

### **SUPERINTENDENT’S REPORT**

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

#### **A. Grades K-5 English Language Arts Curricula**

Approve the second reading of the revised Grades K-5 English Language Arts curricula per Superintendent A.

#### **B. Grades K-2 Technology Curricula**

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

#### **C. Statistics and Probability Curriculum**

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

#### **D. Honors History I Curriculum**

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

#### **E. Reduced Student Tuition Agreement with Kutztown University**

Approve a five-year agreement with Kutztown University for Brandywine Heights students to participate in Kutztown University classes at a reduced tuition rate while actively enrolled in High School per Superintendent E.

#### **F. High School Project Lead the Way Club**

Approve the creation of a new High School Project Lead the Way fundraising activity club at the High School per Superintendent F.

### **Items for Discussion**

1. Special Education Plan – Dr. René Reese, Director of Pupil Services
2. Facility Survey Results and Facility Project Options Review – Mr. Andrew Potteiger and Mr. Jeff Straub, Crabtree, Rohrbaugh & Associates  
*A Special Board Meeting is scheduled for Monday, March 18, 2019 for Facility Option Presentations and a School Board Vote on future facility improvements.*

Mr. Potteiger shared a summary handout to the board to outline the community preferences for improvements to facilities.

Considering the scope of the possible improvements to the athletic fields and venues, Mr. Wagaman asked if one building location is preferred over the other for hosting athletic events. Mrs. Grossman agreed that one building should be chosen as the “hub” for athletics. Mr Tomasi noted that the district currently does not have the option to have multiple conflicting events due to current facilities limitations with electric, lighting and drainage issues. Mrs. Huhn note that the strategic vision needs to be clear and suggested Mr. Geist offer his opinion at the next meeting.

The discussion continued about grass versus artificial turf and our school district's athletic venues compared to other Berks school district's. Mr Scheetz noted that he plans to make a choice based on what is in the best interest of educating students and that the decision should not be due to the athletic advantage or disadvantage. Mr. Rothermel added that there is a difficulty overall coordinating athletic schedules, and due to the high cost of turf, he suggested that the district could arrange to play special events on the turf field at Kutztown University.

Mr. Wagaman stressed the importance of coming to a consensus on the future direction of the athletic program that can be communicated to the public. Mrs. Huhn agreed and noted that the Board needs to have a vision for what to invest in. Mrs. Huhn is not in favor of turf at either location, however she agreed with Mr. Wagaman that the Board should have a vision developed by the March 18 meeting.

Mr Tomasi noted his concern about the cost of the improvements projects and over what time period. He noted that sometimes small projects turn out to be exorbitant in the bidding process - similar to the most recent bid process that was rejected due to excessive costs.

Mr. Straub noted that the small projects are often more problematic than large projects because of the availability of bidders, and they are not as inclined to bid on smaller projects if other bigger projects are available. Also, with small scope projects, the quality of contractors may diminish. Mr. Potteiger added that once the projects are voted on at the March 18 meeting, the administration will address the scope and proposed project implementation schedule at the April meeting.

Relative to the upcoming special meeting, Mr. Rothermel envisions a straw poll vote on options to see where the Board stands until the package is put together for final vote. Mr. Rothermel asked that the board members think about vision and bring their ideas to the March 18 meeting.

Mrs. Huhn clarified if the board can pick and choose details of projects based on agreed budget amounts. Mr. Potteiger answered that yes, the board can choose the scope of the projects. The actual improvements will be considered when bids are taken. The handout created by Mr. Potteiger was just a sampling of what could be purchased. Mrs. Grossman added that the special meeting vote is preliminary and only a framework from which to start the planning process.

Mr. Potteiger shared feedback from a communication from Mr Geist (not present at the meeting) who would rather see High School athletics at the High School. Mrs. Huhn suggested consideration of necessary safety upgrades for the outdoor athletic venues. Mr. Wagaman noted that the Middle School athletic venue would require upgraded lighting and/or seating.

Mrs. Huhn asked for more details about the use of the IS/MS auditorium for consideration of auditorium upgrades. Mr. Potteiger noted the auditorium is a frequently used space for daily chorus and band lessons, as well as occasional assemblies and community events.

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

Superintendent's Report – Mr. Potteiger

Enrollment Report – Mr. Potteiger

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 – 7 Yeas/2 Absent

## PERSONNEL REPORT

A motion was made by Mr. Wagaman and seconded by Mr. Tomasi to accept the Personnel Report.

**A. Resignations/Retirements/Terminations/Furloughs – None**

**B. Change of Status – None**

**C. Appointments**

1. Professional Staff
  - a. Approve Mr. Craig Neiman as Business Manager for a salary of \$120,000.00 effective March 25, 2019. Benefits to be provided as per the Act 93 Administrative Agreement. Reference Personnel C.1.a.
2. Support Staff – None
3. Long Term Substitutes

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
a. Mrs. Cassandra Conrad	HS Learning Support (Panuski)	B, Step 1	3/5/2019-EOY
b. Ms. Alison Williams	ES Gifted (Wilson)	B, Step 1	1/21-3/8/2019
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. Christina Ilustre as a Substitute School Nurse (rate of \$22.00/hr) and/or Substitute Nurse's Aide (rate of \$15.25/hr) effective 3/5/2019 per Personnel D.1.

**E. Leaves – None**

**F. Other Personnel Items**

1. Approve a request from Mrs. Kimberly Unger, Elementary School Nurse Aide, to use 5 unpaid days from April 29 through May 3, 2019 per Personnel F.1.
2. 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>
1. Mrs. Angela Bucci-Herb, ES Intervention Specialist	Ms. Alison Williams, LTS ES Gifted (Wilson)
2. Mrs. Shannon Sanders, HS Learning Support	Mrs. Cassandra Conrad, LTS HS Learning Support (Panuski)
3. Accept the resignation of Mr. Brian Pawling, School Board Secretary, effective March 8, 2019 and to appoint Mr. Craig Neiman as School Board Secretary effective March 25, 2019 for the remainder of a four year term ending June 30, 2019.
4. Appoint Mr. Craig Neiman, Business Manager, as the district's Berks Health Trust representative effective March 25, 2019 for the remainder of a two-year term ending June 30, 2019.
5. Appoint Mr. Craig Neiman as the primary voting delegate to the Berks County Tax Earned Income Tax Collection Bureau effective March 25, 2019 for the remainder of a one year term which expires December 31, 2019.

Mr. Potteiger congratulated Mr. Craig Neiman as the new Business Manager and welcomed him to the district. The Board and administration welcomed Mr. Neiman with a round of applause.

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.

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

Motion Carried – 7 Yeas/3 Absent



**ADJOURNMENT**

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

A motion was made by Mr. Scheetz and seconded by Mrs. Grossman to adjourn the meeting at 9:11 p.m.

Motion carried with all yeas.

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Approval Date

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Bryan Rothermel, Board President  
Katharine Ege, Recording Secretary