

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

January 6, 2020

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:04 p.m. by President John Tomasi.

The meeting opened with the Pledge of Allegiance.

Board Recording Secretary called the roll:

✓ Mr. Bieber	✓ Mrs. Henry	✓ Mr. Tomasi
✓ Dr. Carter	✓ Mrs. Huhn	✓ Mr. Wagaman
✓ Mrs. Eisenhart	✓ Mr. Scheetz	✓ Mrs. Walizer

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. Craig Neiman, 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, Supervisor of Instruction and Assessment

Solicitor: Mr. Benjamin Pratt, Esquire

Student Board Representatives: Olivia Deysher, Tatyana Ulman, Meghan Miller.

Visitors: Katharine Ege (staff), Jennilee Miller (Staff), Victoria Miller (Staff), Joshua Greiss (Mertztown), Chris Mutter (Fleetwood), Christopher Reed (Staff), Rajka Reed (Allentown), Janet Ullman (Mertztown), Elysia Miikkelsen (Crabtree Architect).

School Board Director Recognition Month - Mr. Potteiger thanked the Board members for all their time and hard work and the integral role they have in our district. Mr. Farina shares a video to recognize the Board members and how they support the school district and it's students. Each member received a Brandywine Heights School District keychain and a framed signs that were featured in the video.

Mr. Tomasi and Mr. Potteiger presented the #newHEIGHTS Awards to outstanding employees nominated by their peers. January recipients were Ms. Jennilee Miller, High School Art Teacher and Mr. Christopher Reed, High School Math and Science Teacher. Mr. Tomasi read the nomination comments for each recipient and Mr. Dziunycz and Mr. Potteiger shared personal accolades about each employee.

Student Board Representatives Olivia Deysher, Tatyana Ulman and Meghan Miller shared recent events from the Elementary, Intermediate, Middle and High Schools.

Elysia Mikkelsen, Crabtree project architect, provided a presentation regarding the Elementary School gymnasium and classroom construction overview with powerpoint graphics of the building plan. She explained how the existing library space will now be constructed into two additional classrooms, small group instruction, and collaborative learning center. The existing gym will be renovated into a new library, STEM classroom and storage, library office, book storage, and a community gathering area. The goal is to maintain as much of the existing site as possible. The new addition to the Elementary school will consist of four classroom additions and a 17,000 sq feet PIAA approved gymnasium expansion, new music room with storage, SGI, gym storage and collaborative learning area. Part of the renovation includes a new hard surface play area which would be used as an overflow parking area after school hours. This would allow for parking to be in the back and the front of the school. Staff would be able to lockdown the classroom areas to maintain security and safety of the school during after school hours which allows free flow community use. Ms. Mikkelsen commented that the current building layout is within the site disturbance code requirements. The project is estimated at a cost of \$7,089,308 million which is about \$200,000 below what was estimated to be the maximum cost. Ms. Mikkelsen explained budgeted costs associated with the improvements as well as a brief review of future IS/MS improvements and HS improvements.

Mr. Potteiger commented on the inward facing doors in the gymnasium which will be able to be locked so community members are not able to get access to the classroom wing. This will allow for separation between the public and student areas.

Ms. Kelly shared her excitement about the new bathroom design. She explains how you will be able to see all of the sinks which eliminates students discipline issues in the sink area but still maintains boys and girls room for privacy with full stalls in each.

Ms. Mikkelsen answered questions about the scope of planned projects for the future in other buildings as well as addressed questions relative to funding estimates.

Ms. Mikkelsen shared a schedule overview for the project.

BOARD OF DIRECTORS REPORT

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

A. Approval of Minutes

Dispense with the reading and accept the minutes from the Regular School Board Meeting held December 9, 2019 per Board A.

B. Second Reading of Policies

Approve the second reading of policies per Board B.1.-B.7.

1. 212. Reporting Student Progress
2. 213. Assessment of Student Progress
3. 214. Class Rank
4. 215. Acceleration, Promotion and Retention
5. 216. Student Records
6. 216.1. Supplemental Discipline Records
7. 216.2. Special Education Student Records

C. First Reading of Policies

Approve the first reading of policies per Board C.1.-C.4.

1. 218. Student Discipline
2. 218.1 Weapons
3. 218.2 Terroristic Threats/Acts

4. 219. Student Complaint Process

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

Berks County Intermediate Unit (BCIU) – Mrs. Huhn, No report. The next meeting is scheduled for January 16, 2020.

Berks Career and Technology Center (BCTC) – Mr. Wagaman, No report. BCTC will reach out to Mr. Wagaman for orientation.

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

Council on Legislative Action (COLA) – Mr. Scheetz, No report. Next scheduled meeting February 11, 2020. Mrs. Walizer will be taking over.

Policy Committee – Mr. Wagaman, No report.

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

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

Building Construction Committee – Mrs. Huhn, Mr. Tomasi, Mr. Wagaman, No report. Next Scheduled meeting is for January 17, 2020.

Mr. Potteiger commented on changes made to the minutes in the Other Business section in 12.9.19 School Board Meeting minutes.

Mrs. Huhn commented about policy 214. Class Rank, there is a potential typo in the first section under purpose, “ The Board acknowledges the necessity for a system of computing grade point averages and class rank for secondary school students for the purposes of admission to higher education, add “and” the awarding of financial aid.

Mrs. Huhn commented about the tiers for the latin honors system and how it isn’t presented clearly in the way it’s written. She is not suggesting any changes to the content just that it could be more clearly written since it is a policy that will often be referred to by parents and students. She suggests putting the percentages in table format.

Mr. Tomasi questioned if we would have to adjust the policy if we are adjusting G.P.A. Would it be better to have different wording so we wouldn’t have to change the policy 3rd or 4th year?

Mrs. Huhn spoke about how the policy 214 is providing target goals as an example. It's more of a general example to help people understand the language.

Mr. Voelker explained how unless something significant happens to the population this number should be relatively close.

Mr. Potteiger offered a solution for Policy 214 class rank.

Mr. Tomasi 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.

<u> </u> Mr. Bieber	<u> </u> Dr. Carter	<u> </u> Mrs. Eisenhart	<u> </u> Mrs. Henry	<u> </u> Mrs. Huhn
<u> </u> Mr. Scheetz	<u> </u> Mr. Tomasi	<u> </u> Mr. Wagaman	<u> </u> Mrs. Walizer	

Motion Carried – 8 Yeas/1 Absent

BUSINESS AND OPERATIONS REPORT

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

A. General Fund Bills

To approve general fund bills through January 6, 2020 totaling \$3,267,032.08 per Business A.

B. Food Service Bills

To approve food service fund bills through January 6, 2020 totaling \$28,114.08 per Business B.

C. Construction Fund Bills

To approve construction fund bills through January 6, 2020 totaling \$53,265.50 per Business C.

D. Financial Reports

To accept the following Financial Reports through June 30, 2019 & November 30, 2019:

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

E. Special Education/Pupil Services

1. To approve an addendum to a prior waiver agreement between the District and Parent for educational services at The Concept School (previous agreement for Green Valley Academy) at a prorated cost of \$19,466,70 as per Business E.1.

F. Curriculum/Technology

1. To approve an agreement with Career Safe to provide online OSHA training courses at a cost of \$25/course or \$200/full eight course suite as per Business F.1.

G. Facilities/Maintenance - None

H. Budget Assignment

To authorize the Business Manager to assign \$1,000,000 of unassigned general fund balance in the 2019-20 school year for the purpose of transfer to the Capital Reserve Fund.

I. Budget Transfer

To authorize the Business Manager to transfer \$1,000,000 in the 2019-20 school year from the general fund assigned fund balance to the capital reserve fund for the purpose of capital improvement projects.

Mr. Craig Neiman commented that the Food Service Account made a \$14,060 profit. He also stated that it is the first time in five years to break even on the Food Service Fund.

Mr. Craig Neiman spoke about his recommendation to assign \$1,000,000 of the general fund balance to the Capital Reserve Fund. He cautioned once the balance is transferred to the Capital Reserve Fund it is separate and cannot be transferred back to the general fund balance. He provided a handout for all Board members to help explain his recommendation.

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

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

 Mr. Bieber Dr. Carter Mrs. Eisenhart Mrs. Henry Mrs. Huhn
 Mr. Scheetz Mr. Tomasi Mr. Wagaman Mrs. Walizer

Motion Carried - 8 Yeas/1 Absent

SUPERINTENDENT'S REPORT

No voting items.

Mr. Voelker presented items on Superintendent's report.

Mrs. Huhn commented on the Technology section of the Superintendent's report. She asks about the purchase of Apple TV's in each classroom K-2, how they will be used in the classroom, what is the cost and are they budgeted?

Mr. Voelker explained the purpose, budget and educational benefit of Apple TV's

Mrs. Henry added positive comments about her experience with Apple TV's in a classroom setting and how it will enhance the classrooms that will be receiving one.

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

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

Superintendent's Report – Mr. Potteiger

Enrollment Report – Mr. Potteiger

PERSONNEL REPORT

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

A. Resignations/Retirements/Terminations/Furloughs

1. Accept the retirement of Mrs. Regina Condos, Elementary School First Grade Teacher, effective at the end of the 2019-20 school year per Personnel A.1.
2. Accept the retirement of Mrs. Sheree Bieber, Registration Secretary, effective June 30, 2020 per Personnel A.2.

B. Change of Status

1. Approve the change of status of a part-time 5hr./day nurse aide position to a full time 8hr./day nurse aide position per Personnel B.1.

C. Appointments

1. Professional Staff – None
2. Support Staff

	<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
a.	Ms. Brooke Ott	Transportation and Registration Specialist	\$43,000 prorated	1/13/2020 <i>Pending successful completion of pre-employment requirements</i>

3. Long Term Substitutes – None
4. Co-Curricular – None
 - a. Instructional Co-Curricular Advisors – None
 - b. Instructional Co-Curricular Student Activity Group Advisors – None
 - c. Athletic Co-Curricular appointments – None
 - d. Athletic Event Staff and Volunteer Coaches – None

D. Support Staff Substitutes

1. Approve Mrs. Joanna Reitmeyer (former Nurse Aide) as a School Nurse Substitute at the rate of \$18 per hour retroactively effective November 16, 2019.

E. Leaves – None

F. Other Personnel Items – None

Mr. Potteiger explained the change of status from a part time nurse aide to a full time nurse aide. He explained why this would be a better fit and how it costs more up front however it fills the void we have had in the district for a nurses aide and how it will create a positive position in the district.

Mrs. Huhn made a suggestion on how the district recruits nurses. She suggested the district think about their target audience and use creativity around how we are recruiting and advertising.

Mr. Scheetz suggested that since we now have a partnership with St.Lukes that will be a good place to recruit for nurses.

Mr. Tomasi commented that a School Nurse a special field to attract a nurse LPN or RN as the medical field market place is in high demand with high paying rates.

Mr. Craig Neiman spoke about the Transportation and Registration Specialist position that will be filled this month. He commented about how important these two positions are and how effective combining them will be. He explained how Ms. Ott will start in the Business Office and transition to the Pupil Services Office at the beginning of July after Sheree Bieber retires. He was impressed with Ms. Ott's customer service background and believes this will be very helpful in the position she is taking on.

Mrs. Huhn questioned if there is a projected cost savings with combining the two positions.

Mr. Craig Neiman explained that there will be a cost savings with combining the positions

Mr. Potteiger explained how the cost savings from the combination of the two positions will allow for a new position of Community liaison to be created.

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

Roll call was taken for items under the Personnel Report.

 Mr. Bieber Dr. Carter Mrs. Eisenhart Mrs. Henry Mrs. Huhn
 Mr. Scheetz Mr. Tomasi Mr. Wagaman Mrs. Walizer

Motion Carried – 8 Yeas/1 Absent

OTHER BUSINESS

Mrs. Huhn commented about construction closing Forgedale Rd, and how this will affect bus routes. She questioned what the game plan was for the buses that use that route, any bus stop changes and notification to students and parents about these changes?

Mr. Potteiger spoke about the positive relationship with PennDot and how they provided a two week notice on the project. He also commented that buses are being rerouted to get around the construction. PennDot lined up their construction work on Woodside Rd. during the holiday break so it would not affect transportation within the school district.

Mr. Potteiger commented about how good PennDot has been to work with and he will find out any changes to the transportation that he is not already aware of.

ADJOURNMENT

Mr. Tomasi announced there was an executive session before the meeting to discuss student issues.

A motion was made by Mr. Scheetz seconded by Mr. Wagaman to adjourn the meeting at 7:50 p.m.

Motion carried with all yeas.

Approval Date

Craig Neiman, Board Secretary
Chaydeanne Brunner, Recording
Secretary



Committee Reports

January 6, 2020

Berks County Intermediate Unit (BCIU):

Date of Meeting:

Person Reporting: Mrs. Elizabeth Huhn

Summary:

Berks Career and Technology Center (BCTC):

Date of Meeting:

Person Reporting: Mr. Michael Wagaman

Summary:

Berks Earned Income Tax Collection Bureau (BEITC):

Date of Meeting:

Person Reporting: Mr. Craig Neiman

Summary:

Berks County Committee on Legislative Action (COLA):

Date of Meeting:

Person Reporting: Mrs. Laura Walizer

Summary:

Policy Committee:

Date of Meeting: No Meeting.

Person Reporting: Mr. Michael Wagaman

Summary:

Strategic Planning/Goals:

Date of Meeting:

Person Reporting: Mrs. Alexis Eisenhart

Summary:

Negotiations/Compensation Committee:

Date of Meeting:

Person Reporting: Mrs. Elizabeth Huhn

Summary:

Building Construction Committee:

Date of Meeting:

Person Reporting:

Mrs. Elizabeth Huhn and Mr. John Tomasi

Summary:



Superintendent Report

January 6, 2020

Curriculum/Instruction:

1. Writing Learning Progressions

- 2019-12-11: Representatives from the Middle School and High School (in collaboration with C&I Office and building administration) worked on developing a learning progression map to help solidify the main areas of focus for the ELA, Science, and Social Studies departments, as we continue our efforts to better integrate writing across all curricular areas.

2. Personalized Learning (PL) Cohort

- 2019-12-12: All members of PL Cohort 1 met to discuss the current status of their PL integration, successes/failures, and collaborate on possible solutions to support efforts.

3. Berks Early Learning Coalition (BELC) Data Presentation

- 2020-01-14: BELC will present data to Berks county Superintendents as part of a long-term investigation into the value of high-quality early childhood education (before students get to Kindergarten).

4. Strategic Planning Mid-Year Meeting

- 2020-01-22: As part of the on-going nature of strategic planning, BHASD will provide a mid-year status update to members of the strategic planning committee that expressed interest in continuing to serve in this capacity.

Brandywine Heights Virtual Academy:

1. Enrollment

- 215 Students
 - 19 Full-Time
 - 196 Part-Time / Blended

2. Career Safe - New Partnership Opportunity

- OSHA 10-Hour Courses: \$25/course/student (8 courses)

3. Edgenuity Partnership Summit - National Conference

- February 25-27, 2020 in Phoenix, Arizona
- Presentation of the Brandywine Heights' Online Program



BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT

200 West Weis Street, Topton, PA 19562 | 610.682.5100 | bhasd.org

Technology:

1. iPad Wireless Display

- K-2 teachers are utilizing the student devices (iPads) extremely well. To help support our teachers' instruction, we will be purchasing AppleTVs for all K-2 core teachers' classrooms - so they are able to display their iPad screens wirelessly (currently they need to hardwire).

2. Intermapper

- As part of our discussions with Nymbol IT this past summer, we will soon be implementing Intermapper.
 - Intermapper provides a live view as to the status of our network. It will help us better troubleshoot issues before they are recognizable to the end-users.

Athletics:

- 1. The Sam Lovello Wrestling Tournament** held on December 7th was a huge success at the High School. Three wrestlers placed 1st in their respective weight classes:
 - 106 Jacob Deysher
 - 113 Dillon Reinert
 - 126 Noah Frack
- 2. Girls Basketball Holiday Hoops Tournament** at Brandywine Heights High School on Friday, December 27 and Saturday, December 28. Teams participating:
 - Upper Perkiomen
 - Daniel Boone
 - Pequea Valley
- 3. Boys Basketball Team won the Hamburg Tip-off Tournament** at Hamburg on Saturday, December 7th.

Brandywine Heights Community Task Force:

1. Fundraising Campaign

- The BHC Task Force Board has initiated a new annual fundraising campaign and we are in need of sponsors!
- Please visit www.bhctaskforce.org to help support our programs.

2. Monthly Meetings

- Tuesday, January 14, 2019 | 6:30 pm @ BHMS Library

Brandywine Heights Area School District
 District Enrollment Board Report
 January 2020

Class of	Grade	Total Enrollment	Staff 2018-19	Average Class Size	Students with Academic IEPs (with possible related services)		Free/Reduced Lunch students		Virtual Academy Full Time	Virtual Academy Part Time/Blended
2032	Kindergarten	96	5	19.20	14	14.58%	32	33.33%	1	0
2031	First Grade	105	5	21.00	15	14.29%	35	33.33%	0	0
2030	Second Grade	97	5	19.40	15	15.46%	31	31.96%	0	0
2029	Third Grade	113	5	22.60	32	28.32%	39	34.51%	0	0
Elementary		411							1	0
2028	Fourth Grade	104	5	20.80	30	28.85%	42	40.38%	0	1
2027	Fifth Grade	106	5	21.20	27	25.47%	35	33.02%	0	1
Intermediate		210							0	2
2026	Sixth Grade	85	4	21.25	29	34.12%	27	31.76%	1	3
2025	Seventh Grade	119			28	23.53%	44	36.97%	1	6
2024	Eighth Grade	114			19	16.67%	34	29.82%	0	2
Middle School		318							2	11
2023	Ninth Grade	136			28	20.59%	38	27.94%	1	27
2022	Tenth Grade	123			33	26.83%	41	33.33%	4	31
2021	Eleventh Grade	93			13	13.98%	24	25.81%	1	50
2020	Twelfth Grade	125			24	19.20%	39	31.20%	10	75
High School		477							16	183
Out of District Placements		12			12	100.00%				
Totals		1428			319	21.68%	461	32.12%	19	196