

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

April 6, 2020

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:17 pm 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 Wetzell, Director of Buildings and Grounds
- Ms. Carly Worman, Supervisor of Instruction and Assessment

Solicitor: Mr. Benjamin Pratt, Esquire

Student Board Representatives: not present for this meeting.

Visitors: Eysia Mikkelsen (Crabtree Architect), Lorraine Shickora (stenographer)

BOARD POLICY ADJUSTMENT

A motion was made by Mr. Scheetz and seconded by Mr. Bieber to approve the Board Policy Adjustment.

- A.** Temporarily suspend provisions in Board Policy #006.1 to allow remote participation by additional school board directors or to conduct a virtual board meeting during the time period of Pennsylvania State of emergency order.

Mr. Tomasi and Mr. Scheetz questioned if the Board Policy Adjustment would have to be voted on at all virtual meetings.

Mr. Pratt confirmed the way the Board Policy Adjustment is worded it would not have to be approved at every meeting, it is in effect through the Pennsylvania State of emergency order.

PRESENTATION

Act 34 Hearing - Brandywine Area School District held an ACT 34 Hearing. This hearing is a state mandate during construction projects to provide an opportunity to inform the public as to the School Board's consideration of a project at the Brandywine Heights Elementary School to construct additions and renovations to the existing facility. A transcript of the hearing can be found [here](#).

BOARD OF DIRECTORS REPORT

A motion was made by Mr. Scheetz and seconded by Mrs. Eisenhart 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 March 2, 2020 per Board A.

B. First Reading of Policies

Approve the first reading of policies

1. 235. Rights and Responsibilities
2. 236. Student Assistance Program
3. 239. Foreign Exchange Students
4. 241. Academic Stipends (eliminate)

C. Second Reading of Policies

1. 228. Student Government
2. 229. Student Fundraising
3. 230. Public Performances by Students
4. 231. Social Events
5. 232. Student Involvement in Decision-Making

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

Berks County Intermediate Unit (BCIU) - Mrs. Huhn, no meeting in March. BCIU has been working together with all school districts in the county to navigate through this unprecedented time. The next meeting will be held virtually on April 16, 2020.

Berks Career and Technology Center (BCTC) - Mr. Wagaman, no report.

Berks Earned Income Tax Collection Bureau (BEITC) - Mr. Neiman, no report. The March meeting was canceled. The next meeting is scheduled in June 2020.

Council on Legislative Action (COLA) - Mrs. Walizer, no report. The next COLA meeting has been canceled.

Policy Committee - Mr. Wagaman, no report.

Strategic Planning/Goals - Mrs. Eisenhart, no report. The next meeting is June 17th.

Negotiations/Compensation Committee - Mrs. Huhn, no report.

Building Construction Committee - Mrs. Huhn, Mr. Tomasi, Mr. Wagaman. Mr. Tomasi reported on the meeting held on March 25, 2020 held virtually per the detailed report (attached).

Mrs. Huhn questioned if there has been any payments made to students regarding Policy 241 Academic stipends in past years.

Mr. Potteiger confirmed there have been no payments made under the Board Policy 241 Academic Stipends.

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.

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

Motion Carried – 9 years

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 March 2, 2020 totaling \$1,418,740.53 per Business A.

B. Food Service Bills

To approve food service fund bills through March 2, 2020 totaling \$39,253.62 per Business B.

C. Construction Fund Bills

To approve construction fund bills through March 2, 2020 totaling \$78,395.50 per Business C.

D. Financial Reports

To accept the following Financial Reports through January 31, 2020:

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 - None

F. Curriculum/Technology - None

G. Facilities Maintenance

1. Approved an agreement with CSI, Allentown, PA for the CSI 2020/2021 Multi-system support agreement (Genetec, access control, intercom, clocks, CCTV, sound system) at a cost of \$11,339.00 per Business G.1. This represents an increase of \$600 over the current agreement due to new equipment added at MS & ES and slightly different service model.
2. Approved an agreement with Bertolet Construction Company, Wernersville, PA for the removal and replacement of 2,000 square feet of concrete sidewalk in front of the Elementary School at a cost of \$20,000 as per Business G.2.
3. Authorized the purchase of a Kubota RTVX1100CWLH from Reading Tractor & Equipment, Leesport, PA at a cost of \$18,562.80 as per Business G.3.

H. Vision Insurance

To approve an agreement with PSEA Health and Welfare Fund Vision Plan, Harrisburg PA, to provide vision benefits to all eligible employees from July 1, 2020 until June 30, 2022 as per Business H. There is no change in cost from the current agreement that expires on June 30, 2020.

I. Berks Career and Technology General Fund Proposed Budget

To approve the Berks Career & Technology Center (BCTC) General Fund Proposed Operating Budget for the 2020-21 school year at a total proposed cost of \$584,622 (\$552,505 member district share and \$32,117 estimated special needs share)

J. Christ (Mertz) Lutheran Church Backpack Community Fund Donation

To accept a donation of \$3,000 from the Christ (Mertz) Lutheran Church Backpack Community fund with the intention of purchasing goods to replenish the District Backpack/Food Pantry program. Authorized a transfer of \$3,000 from the General Fund to the Food Service Fund as items purchased to replenish the District Backpack/Food Pantry were purchased from the Food Service Fund.

K. Purchase of Kitchen Equipment

At the February 3, 2020 School Board meeting, the Board authorized the administration to purchase kitchen equipment and perform minor kitchen renovations at the Elementary School and purchase kitchen equipment for the Intermediate/Middle School at a cost not to exceed \$225,000, with all purchases being paid for from the Capital Reserve fund. Actual quotes have been secured as per Business K.

L. Accountemps Agreement

To approve an agreement with Accountemps, a Robert Half Company, Wyomissing, PA for professional services to support the District Business Office from April 14, 2020 until a date to be determined (anticipated to be 16 weeks) at a billable rate of \$64/hr as per Business L. Services are required to cover anticipated employee leaves of absence in the Business Office and will also cover a transition period when required training/onboarding will be performed by the incumbent.

M. Transfinder Agreement

To approve an agreement with Transfinder, Schenectady, NY, for enhanced functionality of our transportation routing software at a cost of \$9,500 (one-time) and \$2,000 annual ongoing support as per Business M. Specifically the enhancement will add additional multi county map functionality that will enable more accurate route planning, and more accurate mileage calculation for state transportation reporting.

N. District's Purchase of Senior Vouchers for European Trip

To approve the District's purchase of senior vouchers for the canceled High School European Educational Trip that was to occur from March 13, 2020 to March 22, 2020 per Business N.

Mr. Neiman updated the Board members on the food service fund as well as how many meals have been prepared and served for families in the district since school has not been in session due to the Coronavirus. Mr. Neiman commended the food service workers on their hard work getting meals prepared and served to an average of one hundred fifty families per day. Mr. Neiman explained the State has opened up an opportunity for the district to apply for a seamless summer option. Our school district was granted to be a seamless summer location which means a portion of the meals served to families during this time will be reimbursed through the State.

Mr. Tomasi asked for comments from Board members.

There was Board discussion about the purchase of a Kubota for the school district. Mr. Wetzel, The Director of Building and Grounds, gave feedback on why a new Kubota was needed for the district.

Mrs. Huhn questioned if the Transfinder agreement included a renewal for all the maps or if it only included the purchase of the three new counties. Mr. Neiman explained the purchase will

add the three new counties to the map system and without them it is very difficult to reach full functionality of the software.

Mrs. Huhn requested the Board be notified once the monies from the senior vouchers being purchased for the European trip are back and it be reflected in the minutes.

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

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

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

Motion Carried – 9 yeas

SUPERINTENDENT’S REPORT

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

A. Brandywine Heights Area School District Virtual Learning/Continuity of Education Plan

To approve the Brandywine Heights Area School District Virtual learning/Continuity of Education Plan during the mandatory school closure due to the Coronavirus per Superintendent A.

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

Superintendent’s Report – Mr. Potteiger

Enrollment Report – Mr. Potteiger

Mr. Potteiger explained the virtual learning/continuity of education plan to the Board members and how it is being implemented throughout the school district.

Mr. Potteiger explained work being conducted by the graduation committee and is looking for feedback in the next two weeks.

Mrs. Huhn questioned if the graduation requirements will be formally presented to the School Board of Directors.

Mr. Potteiger explained this is the gathering feedback phase of the graduation committee. The committee will look for feedback to formulate a formal presentation and final outcome to bring to the Board for approval.

Mr. Potteiger commented that the district has planned to send a survey out to families in the coming weeks to get feedback on how virtual learning is going.

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

Roll call was taken for items under the Superintendent Report.

Y Mr. Bieber Y Dr. Carter Y Mrs. Eisenhart Y Mrs. Henry Y Mrs. Huhn

Y Mr. Scheetz Y Mr. Tomasi Y Mr. Wagaman Y Mrs. Walizer
Motion Carried – 9 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

B. Change of Status

C. Appointments

1. Professional Staff - None
2. Support STaff - None
3. Long Term Substitutes
4. Co-Curricular
 - a. Instructional Co-Curricular Advisors - None
 - b. Instructional Co-Curricular Student Activity Group Advisors - None
 - c. Approved the recommended Spring Athletic Co-Curricular Appointments per personnel C.4.c
 - d. Approved the recommended Spring Athletic Event Staff and Volunteer Coaches per personnel C.4.d

D. Support Staff Substitutes - None

E. Leaves - None

F. Other Personnel Items

Mrs. Huhn questioned if there is anything unique to the situations of the individuals being taken off the coaching list.

Mr. Geist explained there were two JV softball coaches on the coaching list however the numbers did not support a JV team so those coaches were taken off. Mr. Geist commented it is becoming a trend not only in softball but other sports as well and there needs to be continuity between the middle school and high school regarding sports.

Mr. Pottieger commented that Mr. Geist held a virtual meeting for all the coaches to start professional development and planning.

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.

Y Mr. Bieber Y Dr. Carter Y Mrs. Eisenhart Y Mrs. Henry Y Mrs. Huhn
Y Mr. Scheetz Y Mr. Tomasi Y Mr. Wagaman Y Mrs. Walizer
Motion Carried – 9 yeas

OTHER BUSINESS

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

Mr. Tomasi announced there was an executive session on March 26, 2020 to discuss personnel negotiations.

Mr. Tomasi announced there was an executive session prior to the meeting to discuss district business.

ADJOURNMENT

A motion was made by Mr. Scheetz and seconded by Mr. Bieber to adjourn the meeting at 7:45 pm.

Motion carried with all yeas.

-
Approval Date

-
Craig Neiman, Board Secretary
Chaydeanne Brunner,
Recording Secretary



Committee Reports

April 6, 2020

Berks County Intermediate Unit (BCIU):

Date of Meeting: Thursday, March 19, 2020

Person Reporting: Mrs. Elizabeth Huhn

Summary: The regularly scheduled March meeting of the BCIU Board of Directors was cancelled due to the CoronaVirus Pandemic. On Friday, March 13th Pennsylvania Governor Wolf announced all K-12 schools and Intermediate Units in PA will be closed beginning Monday, March 16th.

In light of the public health emergency, mandated school closures, and social distancing directives surrounding the COVID-19 outbreak, the Berks County Convention of School Directors scheduled for Thursday, April 23, 2020, at Alvernia University has also been cancelled.

On March 27th the Governor signed [Senate Bill 751](#) which waives the requirement for schools to be in session at least 180 days; provides for continuity of education plans; ensures school employees are paid during the mandated closure; and provides the Secretary of Education with authority to waive student teacher and standardized assessments. The Department of Education [previously announced](#) the cancellation of all PSSA testing, Keystone exams and the Pennsylvania Alternate System of Assessment for the 2019-20 school year.

On March 30th the Governor announced that all Pennsylvania schools will remain closed until further notice.

The next meeting of the BCIU Board of Directors is scheduled for Thursday, April 16, 2020. This will be a virtual meeting.

Berks Career and Technology Center (BCTC):

Date of Meeting:

Person Reporting: Mr. Michael Wagaman

Summary: No Report

Berks Earned Income Tax Collection Bureau (BEITC):

Date of Meeting:

Person Reporting: Mr. Craig Neiman

Summary: No Report

Berks County Committee on Legislative Action (COLA):

Date of Meeting:

Person Reporting: Mrs. Walizer

Summary: No Report

Policy Committee:

Date of Meeting:

Person Reporting: Mr. Michael Wagaman

Summary: No Report

Strategic Planning/Goals:

Date of Meeting:

Person Reporting: Mrs. Alexis Eisenhart

Summary: No report

Negotiations/Compensation Committee:

Date of Meeting: March 25, 2020

Person Reporting: Mrs. Elizabeth Huhn

Summary: In advance of the Executive Session held on Thursday evening, March 26, 2020, several members of the Negotiations/Compensation Committee provided input into compensation-related discussions and decisions relative to the ongoing PA school closure. Directives from the Governor's office are being followed, as are recommendations from the District Solicitor.

Building Construction Committee:

Date of Meeting: March 25, 2020 (Virtual Meeting)

Person Reporting: Mrs. Elizabeth Huhn, Mr. John Tomasi, Mr. Michael Wagaman

Summary:

Plan to proceed with ACT 34 Hearing at Board Meeting dated April 6 and proceed with Bid Documents released for 30 day review and comment. Bid Date (as planned) May 6



Superintendent Report

April 6, 2020

Curriculum/Instruction:

1. Graduation Requirement Committee

- [Presentation to Committee](#) (virtual)
- [Presentation Slide Deck](#)

2. SIS Transition

- BHASD is coordinating with the BCIU, Nymbol IT, and PowerSchool to begin the data transfer process

3. eLearning / Virtual Instruction / Distance Learning

- BHASD has shifted from optional, enrichment activities to purposeful instruction (effective April 1).
- The full BHASD team collaborated to develop meaningful, short segments of learning
- Resources for families and teachers have been consolidated and posted to the District's COVID-19 web page ([CLICK HERE to check it out](#))

Brandywine Heights Virtual Academy:

4. Enrollment

- 259 Students
 - 24 Full-Time
 - 235 Part-Time / Blended

5. Educational Showcase Event

- UPDATE: Event is cancelled

Technology:

1. Copier Lease

- BHASD is reviewing the bids from each potential vendor
- A final decision will be made shortly (this item will be on the May School Board Agenda)



BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT

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

Athletics:

1. Winter Season Review:

- All winter teams qualified for BCIAA playoffs
- Boys Basketball and individual wrestlers competed in District III and PIAA Championships
- Michaela Hersh, District III Champion in 200 IM Swimming
- Skylar Strunk, District III Champion in 50 Free Swimming
- 12 winter athletes received BCIAA All-Star honors
- Noah Frack, All-Berks selection
- Dillon Reinert, All-Berks selection
- John Harrison, All-Berks selection

Brandywine Heights Community Task Force:

1. Education Events

- Educational Showcase – April 16, 2020 – Collaboration with HS SADD Club & Council on Chemical Abuse
 - i. UPDATE: Event cancelled this year due to COVID-19

2. Future Events

- Music in the Park with Topton Borough – June 7, 2020
- Battle of the Bands – August 30, 2020

3. Ongoing Initiatives

- Funding Too Good for Drugs Curriculum for grades K-5
- Funding WHY Club afterschool program for grades 6-8

4. Monthly Meetings

- Tuesday, April 14, 2020 | 6:30 pm @ BHMS Library

Brandywine Heights Area School District
 District Enrollment Board Report
 April 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	97	5	19.40	13	13.40%	32	32.99%	2	0
2031	First Grade	105	5	21.00	16	15.24%	34	32.38%	0	0
2030	Second Grade	97	5	19.40	15	15.46%	30	30.93%	1	0
2029	Third Grade	113	5	22.60	33	29.20%	42	37.17%	0	0
Elementary		412							3	0
2028	Fourth Grade	105	5	21.00	32	30.48%	43	40.95%	0	1
2027	Fifth Grade	104	5	20.80	26	25.00%	33	31.73%	0	2
Intermediate		209							0	3
2026	Sixth Grade	85	4	21.25	30	35.29%	27	31.76%	1	3
2025	Seventh Grade	119			28	23.53%	44	36.97%	1	8
2024	Eighth Grade	113			21	18.58%	33	29.20%	0	2
Middle School		317							2	13
2023	Ninth Grade	132			25	18.94%	35	26.52%	2	42
2022	Tenth Grade	127			32	25.20%	45	35.43%	4	39
2021	Eleventh Grade	93			12	12.90%	24	25.81%	2	57
2020	Twelfth Grade	125			25	20.00%	39	31.20%	11	81
High School		477							19	219
Out of District Placements		14			14	100.00%				
Totals		1429			322	21.79%	461	32.12%	24	235