

**OFFICIAL PROCEEDINGS
OF THE
BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT
BOARD OF DIRECTORS
DRAFT MINUTES
June 15, 2020**

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:04 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 Wetzel, Director of Buildings and Grounds
- ✓ Ms. Carly Worman, Supervisor of Instruction and Assessment

Solicitor: Mr. Benjamin Pratt, Esquire

Visitors: Jean Condos, Joshua Coatsworth, MaryAnn Lambert, Sheree Bieber, Kevin Dolan, Marti Smith, Jackie Baraciarte, Mathew Smith, Katie Tran-Staff-HighCroft, Katrina Condos, Wendy Pristash

Mr. Tomasi and Mr. Potteiger presented the #newHEIGHTS Awards to outstanding employees nominated by their peers. June recipients were Mrs. MaryAnn Lambert High School Science Teacher and Mrs. Wendy Pristash High School Business Teacher. Mr. Dziunycz shared personal accolades about each employee.

Mr. Tomasi, Mr. Farina and Mr. Dziunycz, and Ms. Kelly acknowledged the retirees and shared accolades about each employee's time at Brandywine Heights School District.

BOARD OF DIRECTORS REPORT

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

A. Approval of Minutes

Dispense with the reading and accept the minutes from the Regular School Board Meeting held May 11, 2020 per Board A.

B. First Reading of Policies

Approve the first reading of policies per Board B.1.-B.2.

1. 249. Inappropriate Student and Employee Relationships (eliminate)
2. 824. Maintaining Professional Adult/Student Boundaries (new policy)

C. Second Reading of Policies

Approve the second reading of policies per Board C.1.

1. 247. Hazing

D. Agreement with Lutheran Home at Topton

To acknowledge an agreement with the Lutheran Home at Topton to permit the use of the Brandywine Heights Intermediate- Middle School (primary location) and the Brandywine Heights Elementary School (secondary location) as a shelter facility in the event of an emergency situation per Board D.

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

Berks County Intermediate Unit (BCIU) –Mrs. Huhn, reported on the virtual meeting held on May 21, 2020 per the detailed report (attached).

Berks Career and Technology Center (BCTC) – Mr. Wagaman, No report.

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

Council on Legislative Action (COLA) – Mrs. Walizer, No report.

Policy Committee – Mr. Wagaman, No report.

Strategic Planning/Goals – Mrs. Eisenhart, No report.

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

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

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 yeas

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 June 15, 2020 totaling \$2,358,567.19 per Business A.

B. Food Service Bills

To approve food service fund bills through June 15, 2020 totaling \$13,304.41 per Business B.

C. Construction Fund Bills

To approve construction fund bills through June 15, 2020 totaling \$30,612.10 per Business C.

D. Financial Reports

To accept the following Financial Reports through April 30, 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

1. To approve a one year extension (2020-2021) school year of the paraprofessional contact with School Operation Services Group Inc., Phoenixville, PA, for a total cost of \$702,934.40 reflective of a 2.5% increase per Business E.1.
2. To approve a two year agreement, effective through June 2022, with Concern Counseling Services, Fleetwood, PA, to provide site-based counseling services to students per Business E.2. Note, there is no affiliation with the District but permits a cooperation of space and student information.
3. To approve the Extended School Year (ESY) Tuition Agreement with Valley Forge Educational Services, Malvern, PA (July 6 - August 7, 2020) for a District student, based on student's IEP, at a cost of \$6,544.00 as per Business E.3.
4. To approve the Extended School Year (ESY) Tuition Agreement with Hogan Learning Academy, Fleetwood, PA, (July 6- August 7, 2020) for two District students at a cost of \$420/day/student (approximate total cost for 25 days is \$21,000) as per Business E.4.
5. To approve the Tuition Agreement with Hogan Learning Academy, Fleetwood, PA, for the 2020-21 school year, for two District students at a cost of \$420/day/student as per Business E.5.
6. To approve an agreement with Virginia Grim, Kutztown, PA to provide district audiologist services at a cost of \$100 per hour from July 1, 2020 to June 30, 2021, as per Business E.6.
7. To approve the agreement with Rita Robertson, Kutztown, PA, to perform vision support services for the 2020-21 school year at a fee of \$100 per hour as per Business E.7.
8. To retroactively approve the Tuition Agreement with Kidspace, 704 Hay Road, Temple PA for the 2019-20 school year, beginning February 13, 2020 (transferred from Acute partial to day education program) for a District student based on student's IEP at a cost of \$161.53/day as per Business E.8.
9. To retroactively approve the Tuition Agreement with New Story, 1245 Perkiomen Ave, Reading, PA, (January 27-June 4, 2020) for the 2019-20 school year, for a District student based on the student's IEP at a cost of \$210/day as per Business E.9.
10. To approve the tuition agreement (as needed - no student currently placed) with River Rock Academy 2124 Ambassador Circle, Lancaster PA, 17603, at a per diem rate of \$179.52 per Business E.10.
11. To approve AEDY program services (as needed - no student currently placed) for the 2020-21 school year at River Rock Academy, 2124 Ambassador Circle, Lancaster PA, 17603, at a per diem rate of \$179.52 per Business E.11.
12. To approve the Extended School Year (ESY) Tuition Agreement with Opportunities School, (June 22- July 31, 2020) for a District student based on student's IEP at a cost of \$188.75/day (approximate total cost for 24 days is \$4,530.00) as per Business E.12.

F. Curriculum/Technology

1. To approve an agreement with Edgenuity, Scottsdale AZ for online Virtual Academy curriculum for the 2020-21 school year at a cost of \$1,500/student per semester as per Business F.1.
2. To approve an agreement with Edgenuity, Scottsdale AZ for Fall 2020 contingency curriculum/site license for all buildings at a cost of \$34,980 as per Business F.2. This agreement will only be utilized if the school year needs to begin in a modified format due to the COVID-19 pandemic.
3. To approve an agreement with Edgenuity, Scottsdale AZ for 2020 summer school curriculum at a cost of \$150/CR Semester Enrollment as per Business F.3.
4. To approve an agreement with Edgenuity, Scottsdale AZ for content only for the 2020-21 school year at a cost of \$9,000 as per Business F.4.

G. Facilities/Maintenance

1. To approve the engineers recommended by Quality Assurance Plus, Mechanicsburg, PA, to complete required elementary building project testing at a cost up to \$80,000 and allow the District Administration to authorize inspections as needed throughout the course of the project per this agreement Business G.1. Business G.1.
2. To approve Evans Mechanical, Inc., Leesport, PA for annual boiler and hot water heater maintenance for the 2020-21 school year at a cost of \$2,600 (no change from 2019-20) as per Business G.2.
3. To accept the bid awards from the Berks County Intermediate Unit for Custodial Supplies for \$21,990.87 as per Business G.3.
4. To contract with Hursh's Landscaping Inc., Emmaus, PA to provide field maintenance services per specifications for the low bid of \$17,792 for the 2020-2021 and 2021-2022 school year. Plus the cost for extra weed spraying at \$45/hr and \$25 per gallon of product as detailed in Business G.4. This represents a cost decrease of \$2,074 compared to the current agreement.
5. To approve a contract with Selective Insurance for Builders Risk Insurance associated with the Elementary School construction project as per Business G.5 at a cost of \$9,969 annually. The policy will renew at expiration at same premium and prorate the unearned premium when the project is completed

H. General Fund Budget Adoption

To approve the following 2020-21 General Fund Final Budget adoption and tax items:

1. To approve the 2020-2021 general fund final budget (PDE-2028) totaling \$32,977,753 reflecting a 1.0% real estate tax increase of 0.3374 mills (34.0796 mills) per attachment Business H.1.
2. To adopt the 2020-2021 Tax Resolutions as attached and marked Business H.2.
3. To adopt the 2020-2021 Homestead and Farmstead Exclusion Resolution that provides for a maximum \$232.80 real estate tax reduction for approved homesteads and farmsteads funded by gambling tax funds, Philadelphia tax credit reimbursement funds, and prior year under-distribution of property tax reduction funds of \$788,060.49 per attachment marked Business H.3.
4. No Action Required – Reminder that the board approved a resolution June 4, 2012 providing an option for installment payment of real estate taxes. A copy of the resolution is attachment Business H.4.

5. To authorize the business manager to commit \$1,200,000 in fund balance for the 2020-21 budget for the following item:
 - a. Future retirement rate increase
6. To authorize the business manager to assign \$4,400,000 in fund balance for the 2020-21 budget for the following items:
 - a. Future technology upgrades for \$250,000
 - b. Deferred maintenance projects for \$1,200,000
 - c. Potential litigation/arbitration for \$100,000
 - d. Early education start-up for \$250,000
 - e. Innovative programs initiative for \$100,000
 - f. Reserve in the event of a state budget delay for \$2,500,000
 - g. In addition, the board authorizes the business manager to assign fund balance as needed to balance the net of revenue and expenditures in the 2019-2020 fiscal year. The amount, if any, will be determined at the completion of the audit process.

I. BCTCB Tax Collector

To appoint the Berks County Earned Income Tax Bureau as the District's 2020-21 Earned Income Tax Collector per Berks TCC agreement.

J. BCTCB Delinquent Real Estate Tax Collector

To appoint the Berks County Tax Claim Bureau (BCTCB) as the District's 2020-21 Delinquent Real Estate Tax Collector for a commission of 5% of collections if tax is paid by taxpayer within 31 days of legal notice by the BCTCB. Taxpayer is responsible for the 5% commission if tax is paid after 31 days of legal notice.

K. Real Estate and Tax Collectors Bond

To approve the Real Estate and Per Capita Tax Collectors Bond at approximately 33% of the estimated tax collections.

L. Disbursements for Expenditures

To authorize the Business Manager to release disbursements for expenditures from the 2019-20 school year normally held until board approval from June 15, 2020 to August 17, 2020 with ratification at the August 17, 2020 board meeting.

M. Authorize Payment of Bills

To authorize the Business Manager to pay bills as necessary during the 2020-21 fiscal year in accordance with School Board Policy 616 – Payment of Bills.

N. Authorize Budget Transfers

To authorize the Business Manager to make 2019-20 budget transfers after June 30, 2020 as required to prevent year-end over expenditure of sub function/object account codes.

O. 2020-21 School Breakfast and Lunch Prices

To approve the 2020-21 School Breakfast and Lunch Prices as follows:

P. BHASD Food Service Budget

To approve the 2020-21 BHASD Food Service Budget in the amount of \$644,475 as per Business P.

Q. Kitchen Equipment

To approve the list of obsolete/unneeded/unnecessary equipment and to authorize the administration to recycle/sell/dispose of the items as per Business Q.

R. BCIU Bid Awards

To accept the bid awards from the Berks County Intermediate Unit for the following categories:

1. Classroom & Office Supplies Bid - \$15,302.47
2. Copy Paper Bid - \$11,776.46

3. Art Supplies Bid - \$2,007.54

S. Tax Collectors

To appoint Lorraine Meck (Longswamp Township), Nancy Heffner (Topton Borough), Mollie Prey (District Township) and Mollie Prey (Rockland Township) as the Delinquent Per Capita Tax Collectors for a fee of \$1.65 per bill collected plus a commission of 5% of collections.

T. CBIZ Insurance Services

To approve the business insurance proposal from CBIZ Insurance Services for the 2020-21 school year at a total annual premium cost of \$110,025, an increase of \$6,746 from 19-20. Increase is due to property appraisal increase and overall market trends as per Business T.

U. Frontline Technologies Group LLC Agreement

To approve the agreement with Frontline Technologies Group LLC, Philadelphia PA related to Professional Learning Management, Absence & Substitute Management, and Time & Attendance Management at a cost of \$16,498.04 for the 2020-21 fiscal year as per Business U. This represents a cost increase of \$763.14 over 2019-20.

V. Transfinder Agreement

To approve the agreement with Transfinder Corporation, Schenectady, NY related to Routefinder pro License and Satellite Imagery Service and Annual Hosting Services at a cost of \$5,250 for the 2020-21 fiscal year as per Business V. This represents a cost increase of \$1,000 over 2019-20 primarily due to enhanced functionality.

W. Addendum to the Transportation Agreement

To approve the Addendum to the Transportation Agreement between the Brandywine Heights Area School District and Brandywine Transportation related to the 2019-20 COVID-19 school closure as per Business W.

X. Brandywine Transportation Contract

To approve a new 5-year contract with Brandywine Transportation beginning July 1, 2020 and ending June 30, 2025 as per Business X.

Mr. Neiman explained the items under the Business and Operations report, highlighting Item H. General Fund Final Budget Adoption.

Mrs. Huhn questioned if the \$1,500/student per semester online Virtual Academy curriculum for the 2020-21 school year was based on the number of classes students take.

Mr. Neiman explained item H, General Fund Final Budget Adoption.

There have been a few significant events that have occurred since the vote on the 2020-21 Proposed Final Budget on May 11th. These events have impacted the 2020-21 Final Budget that the administration will present to the Board on June 15th. Fortunately, the majority of the news is good news. One major item is the passing of a State Budget that funds Public Education for all twelve months of fiscal 2020-21 at a rate equal to 2019-20 levels. This provides the District with a level of certainty that we did not expect at this point in June. While there is still a good bit of economic uncertainty, particularly as it relates to local revenue, the administration is lowering our recommended tax increase from 1.5% to 1.0%.

Changes from the May 11th 2020-21 Proposed Final Budget to the June 15th 2020-21 Final Budget:

1. +\$55,000 Increase in Federal Revenue
2. -\$102,000 Decrease in State Revenue

3. -\$98,000 Decrease in Local Revenue from a lower tax increase
-\$145,000 Subtotal Decrease in Revenue
4. -\$45,000 Decrease in Expenditures related to reduced cost from Health Trust
-\$100,000 Net Budget change

In addition to the changes above, we have been made aware of two significant one-time revenue streams that have been made available to us from the Federal and State level that is earmarked to specifically deal with COVID-19 related costs. Details of how these funds can be spent is still evolving and therefore these funds have NOT been budgeted in 2020-21. The one-time revenue streams are as follows:

1. +\$ 215,919, COVID-19 Disaster Emergency School Health and Safety Grants
2. +\$ 163,710, 2020-21 Elementary and Secondary Emergency Relief Fund (ESSERS)

Other notable items in the 2020-2021 budget include:

1. 1.0% real estate tax increase of 0.3374 mills (34.0796 mills)
2. District debt obligation refinance savings recognized
3. Budgeted expenditure DECREASE of 0.72% from 2019-20 Budget
4. An anticipated draw on Fund Balance of \$100,000 that will be covered by PSERS rate stabilization Fund Balance
5. Previously highlighted Local revenue concerns related to COVID-19 pandemic.

Mrs. Huhn asked the Administration to be transparent and communicative about Business Q, supplies and equipment being available to the community. The community should be aware that there are supplies available to bid on and buy before it is disposed of.

Mr. Bieber asked to vote separately on Item H. the General Fund Final Budget Adoption.

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

Roll call was taken to approve item Business H.

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

Roll call was taken to approve items under 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. BHASD High School Graduates

Acknowledge the list of 2020 Brandywine Heights High School Graduates as attached and marked Superintendent A.

B. Superintendent

Authorize the Superintendent to make employment commitments to qualified applicants for the purpose of filling vacancies that occur after the last Board meeting in June with action to be ratified by the Board of School Directors at the next official meeting.

C. ESY Virtual Education Program

To approve the 2020 ESY (Extended School Year) Virtual Education Program and Enrichment Program offered to students who meet eligibility requirements scheduled to run Monday, July 6th, 2020 through Thursday, July 30th, 2020 from 9:00 AM-12:00PM. Instruction will consist of synchronous and asynchronous instruction to target reading and math goals. Superintendent C.

D. Student Assistant Program

To approve an agreement with Richard J. Caron Foundation, Wernersville, PA for Student Assistance Program services at the Elementary, Intermediate, Middle and High School for 2020-21 at a cost to the District of \$15,844 as detailed in Superintendent D. *(There is an increase of 1% or \$156.00 from last year.)*

E. Guest Teacher Program

Authorize the administration to enter into an agreement with the BCIU to participate in their 2020-21 Guest Teacher Program for a fee of \$900 per Superintendent E.

F. Science Textbooks Grades K-5

Adopt the recommended Science Textbooks for Grades K-5 per Superintendent F.

G. Science Textbooks Grades 6-12

Adopt the recommended Science Textbooks for Grades 6-12 per Superintendent G.

H. Technology Textbooks Grades K-12

Adopt the recommended Technology Textbooks for Grades K-12 per Superintendent H.

I. Physical Education, Health Education, and Driving Textbooks Grades K-12

Adopt the recommended Physical Education, Health Education, and Driving Textbooks for Grades K-12 per Superintendent I.

J. BHASD Grading Policy

To approve a revised District grading policy per Superintendent J.:

	Old version	New version
A	93 - 100	90 - 100
B	85 - 92	80 - < 90
C	77 - 84	70 - < 80
D	70 - 76	60 - < 70
F	0 - 69	0 - < 60

K. Summer Reading Program

To approve a 2020 Summer Reading program funded through a United Way Summer Learning Grant to support core literacy components to enhance fluency and comprehension skills for

students in grades K-3 for 4 days week/4 weeks (approval of three associated staff in Personnel section) per Superintendent K.

L. BHASD Athletic Program Health and Safety Plan

To approve the Health and Safety Plan for the athletic program of the school district to resume activities throughout the summer. This plan may be subject to change based on state or other applicable guidelines per Superintendent L.

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

Superintendent's Report – Mr. Potteiger

Enrollment Report – Mr. Potteiger

Mr. Geist worked with Athletic Directors in the county and St. Luke's to come up with this safety plan for Athletics to resume throughout the summer.

Mrs. Huhn questioned what positions the District is planning to recruit over the summer.

Mr. Potteiger explained the District will be looking to hire teachers for LTS positions and to fill the retirement positions for Dr. Dolan and Jean Condos.

Mr. Voelker presented the grading scale recommendation and explained the research done to make the recommendation to change the grading scale. The team has looked into surrounding districts and has spoken to teachers, students, and parents. The new grading scale will enable students to work a little harder. What the team found was students needed extra credit to keep their grades up. There will be no GPA difference.

Mr. Tomasi clarified that the rigor of the courses will be the same. The District is just transitioning to every tenth and recognizing the letter grades transitioning. The total number of points for each class will not change.

Mrs. Huhn commented it is easier to conceptualize a ten point breakdown. She said it is reassuring that if every other school district follows the same grading scale and it is a disadvantage to our students when they are really on the same level. There is still an expectation that rigor matters and the District is not just giving out grades and there will continue to be differentiation between students at the top of the scale.

Mr. Voelker explained the District will first standardize the grading scale and then continue to make it better.

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 Superintendent's 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

PERSONNEL REPORT

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

A. Resignations/Retirements/Terminations/Furloughs

B. Change of Status

1. Approve the change of status of Mrs. Mandi Kercher from her current role as Curriculum/Technology Specialist to an Act 93 12-month administrator in the role of Curriculum Supervisor at a salary of \$95,000 effective July 1, 2020, and to include the addition of the position to the Act 93 agreement per Personnel B.1.
2. Approve a change of status for Ms. Susan Wilson, K-3 Gifted Teacher and Grades 2-3 Intervention Specialist, to K-5 Gifted Teacher and Grades 2-3 Intervention Specialist effective at the start of the 2020-21 school year.
3. Approve a change in status for Mr. Benjamin Mertz, Courier/Maintenance employee, from part time to full time (8 hours per day, 260 days per year) per Personnel B.3.

C. Appointments

1. Professional Staff
 - a. Approve the appointment of Mrs. Jenna (Hart) Eisenhart to the position of K-5 Health and Physical Education Teacher at the rate of M+30, Step 6 effective August 18, 2020. (*This employee is returning from furlough status*)
 - b. Approve the recommended ESY (Extended School Year) Program staff at a rate of \$25 per hour effective July 6-30, 2020:
 1. Ms. Stephanie Barnes, ESY Teacher
 2. Mrs. Colleen Dreisbach, ESY/Enrichment Teacher
 3. Ms. Denise Mellon, ESY Speech and Language
 4. Mrs. Janelle Moser, ESY Teacher
 5. Mrs. Kristin Neary, ESY Speech and Language
 6. Mrs. Sarah Wagner, ESY Teacher
 7. Mrs. Corey Zimmerman, ESY/Enrichment Teacher, ES
 8. Mrs. Terry Flamm, ESY/Enrichment Teacher, HS
 9. Mrs. Christine Buehler, Enrichment Teacher, MS
 10. Mrs. Beth Gaul, ESY/Enrichment Teacher, IS
 11. Miss Carly Tunnell, ESY Teacher
 - c. Approve the recommended Reading Specialists staff to conduct the 2020 Online Summer Reading Program at a rate of \$25 per hour effective June 6-July 30, 2020:
 1. Mrs. Angela Bucci-Herb
 2. Mrs. Lauren Farina
 3. Mrs. Jennifer Snyder
2. Support Staff
 - a. Approve the following support staff members and support staff substitutes for summer custodial work:
 1. Mr. James Mickey
 2. Mrs. Linda Reinert
3. Long Term Substitutes
 - a. Approve the appointment of Mr. Scott Harvey as 6th Grade English and 6-7 Gifted Support Long Term Substitute Teacher (Riggins) at a salary of Master's, Step 1 effective August 13, 2020 for the duration of the 2020-21 school year per Personnel C.3.a.
4. Co-Curricular
 - a. Paid Instructional (Non-Athletic) Co-Curricular Advisors

Approve the recommended professional staff members to serve as 2020-21 Department Heads for the grade levels and subject areas noted for a stipend of \$1,408 each:

- | | | | |
|-----|------------------------|------|------------------------------|
| 1. | Mrs. Lisa Weidemoyer | K-5 | Language Arts/Social Studies |
| 2. | Mrs. Karen Fluharty | K-5 | Mathematics/Science |
| 3. | Mrs. Kathryn Defibaugh | 6-12 | English/Language Arts |
| | (prorated) | | |
| 4. | Mrs. Erica Whalen | 6-12 | Mathematics |
| 5. | Mrs. Jessica Kost | 6-12 | Social Studies |
| 6. | Mr. Matthew Donato | 6-12 | Science |
| 7. | Mrs. Wendy Pristash | K-12 | Business/Foreign Lang/Tech |
| 8. | Dr. Mark Graham | K-12 | Fine Arts |
| 9. | Ms. Jessica Lapinski | K-12 | Practical Arts |
| 10. | Mrs. Janelle Moser | K-12 | Special Education/Gifted |

D. Support Staff Substitutes - None

E. Leaves

1. Approve the request from Mrs. Lynn Burrows, Middle School Learning Support Teacher, to take a maternity and child rearing leave of absence beginning approximately August 19, 2020 for the remainder of the 2020-21 school year with the intent to return at the start of the 2021-22 school year per Personnel E.1.
2. Retroactively approve the request from Mrs. Laura Furman, Intermediate School Fifth Grade Teacher, to revise the date of return from her maternity leave of absence from June 1, 2020 to May 18, 2020 per Personnel E.2.

F. Other Personnel Items

1. Grant tenure to the following professional employees:
 - a. Mrs. Angela Bucci-Herb, Elementary School K-1 Intervention Specialist
 - b. Mrs. Melissa Molis, Intermediate School Learning Support Teacher
 - c. Mrs. Donna Novakovich, Elementary School Kindergarten Teacher
 - d. Mr. Benjamin Saltzburg, High School Instrumental Instructor
2. Approve Dean of Students, Psychologists and Guidance Counselors to work up to the following number of days to fulfill summer related work from July 1, 2020 through June 30, 2021:

<u>Name</u>	<u>Position</u>	<u>Days</u>
a. Mr. Michael Furman	Secondary Psychologist	10
b. Mr. David Favata	HS Guidance Counselor	9
c. Ms. Amy Yusella	HS Guidance Counselor	9
d. Mr. Lawrence Schumacher	MS Guidance Counselor	3
e. Ms. Heather Kulp	IS Guidance Counselor	2
f. Mr. Douglas Felegy	ES Guidance Counselor	2
g. Mr. Antonio Riggins	Dean of Students	10

3. Approve the 2020-21 salaries for the Act 93 Administrators, Managers and Support Staff per Personnel F.3.
4. Approve the rating of Distinguished and the 2020-21 salary of \$164,000 for Mr. Andrew Potteiger, Superintendent, effective July 1, 2020.
5. Approve the 2020-21 Substitute Rates for Support Staff as follows:

Substitute Position	Current Rates 2019-20	Proposed Rates 2020-21
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Aide, Food Service Worker	\$10.50 per hour	\$10.50 per hour
Custodian	\$10.50 per hour	\$10.50 per hour
Nurse Aide (LPN/RN)	\$18.00 per hour	\$18.00 per hour

6. Approve the 2020-21 Starting Rates for Support Staff as follows:

Position	Current Rates 2019-20	Proposed Rates 2020-21
Aide, Food Service	\$10.50 per hour	\$10.50 per hour
Custodian	\$10.50 per hour	\$10.50 per hour
Secretary, Maintenance/Courier	\$12.75 per hour	\$12.75 per hour
Maintenance (Skilled)	\$15.25 per hour	\$15.25 per hour
RN/LPN Nurse Aide	\$15.25 per hour	\$15.25 per hour

Mrs. Huhn questioned if personnel item F.2. Dean of students extra days is something new.

Mr. Potteiger explained the position was created in fall 2019 so extra days were added to help Mr. Farina with summer planning since he would normally have an assistant principal to help with the planning.

Mrs. Huhn questioned if there has been any thought to High school Guidance counselors having additional extra days in the summer to accommodate high school students who may need more support over the summer.

Mr. Potteiger explained the District has not received any requests to add additional days to the summer schedule and feels comfortable with recommending nine additional days for each High School counselor. That gives eighteen days between the two guidance counselors and there is also a Full time secretary who helps to manage day to day requests.

Mr. Tomasi questioned why there is a discrepancy between the High School counselors and the other school counselors in the amount of extra days allotted in the summer.

Mr. Potteiger explained that there is more of a demand for High School counselors over the summer because new graduates need extra assistance. There are also additional professional days allowed in their contract.

Mr. Tomasi asked to clarify that the District will be keeping the rates for starting salary the same however staff members still have the ability to have an increase in their salary with their ratings.

Mr. Potteiger explained how the District uses a rating system to come up with hourly increases based on performance. Staff's salaries are not stagnant as long as they are performing well in their roles.

Mrs. Huhn questioned if the attachment reflects new rates for the 2020-21 school year and what the percentages are for distinguished and proficient for support staff.

Mr. Potteiger stated the new rates are for the upcoming school year. The evaluation is an ongoing process that begins with the District goals and concludes at the end of the year with an evaluation that reflects how those goals were met.

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 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 prior to the meeting to discuss personnel and contracts matters and there will be an executive session after the meeting to discuss contracts.

ADJOURNMENT

A motion was made by Mr. Scheetz and seconded by Mr. Bieber to adjourn the meeting at 8:46 pm.

Motion carried with all yeas.

-
Approval Date

-
Craig Neiman, Board Secretary
Chaydeanne Brunner,
Recording Secretary



Committee Reports

June 15, 2020

Berks County Intermediate Unit (BCIU):

Date of Meeting: Thursday, May 21, 2020

Person Reporting: Mrs. Elizabeth Huhn

Summary: At the May meeting of the BCIU Board of Directors, in addition to standard business updates and voting items, updates were provided on the following unique topics:

- High level plans for eventual “re-entry to the workplace” when COVID-19 related restrictions are lifted. Entitled the “Safe Six”, the plan focuses on six essential areas of workplace readiness including:
 - a. Preparing staff
 - b. Preparing facilities and vehicles
 - c. Controlling access and security
 - d. Social distancing
 - e. Cleaning & reducing touchpoints
 - f. Communications

Along with a comprehensive Communications Plan, when looking at internal operations, the “80/20 concept” is being used as a guiding principle across the following areas:

1. Employee Investment & Engagement
2. Operational Effectiveness
3. Client Relations
4. Innovation & Expansion of Services
5. Strategic Partnerships
6. Financial Responsibility

- The BCIU anticipates getting a grant of approximately \$176,000 to invest in specific COVID-related responses such as mental health supports, PPE & custodial needs, and enhanced technology & curricular materials to support

remote learning.

- The BCIU anticipates receiving approximately \$254,000 in grants to support Trauma-Informed “train the trainer” sessions within the realm of safety & security.
- On April 22, the BCIU hosted a Virtual Roundtable for Berks County Community Officials. Berks County Commissioners and representatives from a variety of county agencies joined with the 18 Superintendents to formulate and discuss the County’s plans for moving forward and how schools are – and can continue to be – a community resource during the COVID-19 pandemic.
- On Tuesday, April 28, 2020, the BCIU facilitated the 2nd Legislative Roundtable of the Spring, virtually, with State Senators and Representatives in attendance. A follow up meeting was scheduled for May 21 to focus on the pending PA State budget.

The next meeting of the BCIU Board of Directors is scheduled for Thursday, June 18, 2020.

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:	
Person Reporting:	Mrs. Elizabeth Huhn
Summary:	No Report

Building Construction Committee:

Date of Meeting:

No Date

Person Reporting:

Mrs. Elizabeth Huhn, Mr. John Tomasi, Mr. Michael Wagaman

Summary:

The Elementary Addition project is moving forward with the permit approval process. There are two main considerations;

1. The overall permitting process requires the Borough Council and engineer approval. This approval has been obtained but there has been a delay in working with the engineer. Now that the documents are approved, they must be registered with the county which requires setting a specific appointment due to the coronavirus situation. This is causing a delay in project initiation. Additionally, a required pre-meeting with the Borough engineer and project contractors must occur but it has been difficult to schedule. The engineer will not permit demolishing at this time until the pre-meeting occurs. To date, the project is 3 days behind schedule.

2. In the existing library space which will become two classrooms with a moveable wall, the room capacity combined with the wall open will exceed 50 individuals. The code requires two unique exit points. The current layout is to have the classroom doors located on either side of the moveable wall which is too close per code. The District via CRA applied for a variance for space setting a limit of occupancy under 50 - this would have eliminated a need for another exit point.. Based on recommendation from CRA, we will be dropping the variance as the success rate does not seem likely. There are two main options we are evaluating to meet the exit code: creating an exterior door to serve as an additional exit point or create an additional internal hallway as a secondary means of exit.



Superintendent Report

June 15, 2020

Curriculum/Instruction:

1. Learning Gap / Professional Development

- Every summer, there is a “summer slide” - a cyclical, overall learning regression due to 2.5 months of no school
- Next school year we are planning for an increased regression due to COVID-19 school closures
 - To address this, we are planning a three pronged approach:
 1. Summer resource sharing
 - a. Physical letters shared families during device drop-off/pick-up
 - b. Mathematics and ELA focus
 2. Curricular adaptations
 3. Instructional shifts

2. Strategic Planning Committee

- Status Update
 - BHASD virtually shared with the committee our strategic plan accomplishments and “next steps”

3. Keystone Exams

- While students scheduled for *Spring 2020 Keystones* were “exempt” from taking the Keystones this spring, they are still graduation requirements (or alternate pathway) beginning with the class of 2022, and must be offered to this group of students.
 - All *Spring 2020 Keystone* students will be enrolled in the *Winter 2020/2021 Keystone* wave.
 - Additional information will be communicated as part of our overall graduation requirement revisions

4. Home Education

- Legislation passed that exempts home education families from having to submit an “End-of-Year Evaluation” due to the pandemic

5. New Teacher Induction

- New Teacher Induction is tentative scheduled for August 13th (Additional details to follow)



BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT

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

Brandywine Heights Virtual Academy:

1. Enrollment

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

Technology:

1. SIS Transition

- BHASD continues to coordinate with the BCIU, Nymbol IT, and PowerSchool to transition our student information system (eSchool/PowerSchool)

2. Copier Lease

- BHASD is on track to transition to Fraser Advanced Information Systems on July 1, 2020 as our new print management solutions provider

3. Device Collection

- There were many devices in our community that we safely collected and tracked. Follow-up communications are now underway for missing equipment.

4. Elementary School - Intermediate Distribution Frame (IDF)

- eRate funds will be used to upgrade the ES IDF as part of the ES building project
- Timeline = End of Summer

5. Hewlett-Packard (HP) - 3D Printed Laptop Part

- In collaboration with HP, we will be installing 1,200 3D printed parts this summer to strengthen the charger port (the biggest issue we have been experiencing with the laptops)

6. Softphones

- We are working to setup each staff laptop as a "softphone" this summer to enable greater flexibility for next year (should we need to be virtual)

Athletics:

1. Virtual Athletic Awards posted on Monday, June 1st at 7:00 P.M. Please see link to the presentation video:
<https://drive.google.com/file/d/1skuBXmkP-vKK-FWi76s7Ast4V7quafdX/view>
2. Online Athletic registration platform via Big Teams/Planet High School went live on Wednesday, June 3rd for the 2020/2021 school year.



BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT

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3. Congratulations to Michaela Hersh and Skylar Strunks. Both swimmers will be receiving PIAA Swim Championship medals for qualifying for the 2020 championships which were cancelled due to the COVID-19 pandemic.

Brandywine Heights Community Task Force:

1. **Future Events** (*status TBD*)
 - o Music in the Park with Topton Borough – June 7, 2020 (*CANCELED*)
 - o Battle of the Bands/Community Day with Bear Creek – September 6, 2020
2. **Ongoing Initiatives**
 - o Funding Too Good for Drugs Curriculum for grades K-5
 - o Funding WHY Club afterschool program for grades 6-8
 - o Red Ribbon Sign Fundraiser - Kick-off in July 2020
3. **Monthly Meetings**
 - o 2nd Tuesday of each month (currently virtual)
 - i. Check out our [NEW WEBSITE \(bhctaskforce.net\)](http://bhctaskforce.net) for additional information

Brandywine Heights Area School District
 District Enrollment Board Report
 June 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	15	15.63%	31	32.29%	2	0
2031	First Grade	105	5	21.00	17	16.19%	36	34.29%	0	0
2030	Second Grade	97	5	19.40	14	14.43%	34	35.05%	1	0
2029	Third Grade	113	5	22.60	33	29.20%	42	37.17%	0	0
Elementary		411							3	0
2028	Fourth Grade	104	5	20.80	33	31.73%	45	43.27%	0	1
2027	Fifth Grade	104	5	20.80	27	25.96%	33	31.73%	0	2
Intermediate		208							0	3
2026	Sixth Grade	85	4	21.25	30	35.29%	28	32.94%	1	3
2025	Seventh Grade	118			28	23.73%	44	37.29%	1	8
2024	Eighth Grade	113			21	18.58%	33	29.20%	0	2
Middle School		316							2	13
2023	Ninth Grade	132			26	19.70%	38	28.79%	2	42
2022	Tenth Grade	128			32	25.00%	47	36.72%	4	39
2021	Eleventh Grade	90			11	12.22%	23	25.56%	2	57
2020	Twelfth Grade	123			24	19.51%	40	32.52%	11	81
High School		473							19	219
Out of District Placements		14			14	100.00%				
Totals		1429			325	22.09%	474	33.21%	24	235