

**OFFICIAL PROCEEDINGS
OF THE
BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT
BOARD OF DIRECTORS
September 14, 2020**

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:11 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: Ms. Rhonda Lord, Esquire

Visitors: Scott Kramer (RBC Capital Markets), Michelle Gettel (United Way of Berks County Campaign Manager), Gary Gordon (Teacher), Kathleen Wither

Recognitions:

Mr. Potteiger acknowledged the retirement of Ms. Susan Wilson (not present), Elementary K-3 Gifted and 2-3 Intervention Specialist and shared accolades about her service. Ms. Wilson will be presented with a plaque for 30 years of dedicated service.

Mrs. Michelle Gettel presented Mr. Gary Gordon and the Brandywine Heights Area School District with the United Way Eagle Award recognition.

Mr. Potteiger and Mr. Farina presented Mr. Gordon with the PA Apple Award and shared accolades about his service at Brandywine Heights Area School District.

Presentation:

Scott Kramer, Managing Director, RBC Capital Markets, Associate, RBC Capital Markets; Rhonda Lord, Kegel Kelin Litts & Lord LLP.

There was board discussion about general obligation bonds available to the School District.

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 August 17, 2020 per Board A.

B. Approval of Minutes

Dispense with the reading and accept the minutes from the Regular School Board Meeting held September 1, 2020 per Board B.

C. Second Reading of Policies

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

1. 200. Enrollment of Students

D. PSBA Officer Elections

Elect Pennsylvania School Board Association (PSBA) officers by majority vote for each office, and authorize the Board Secretary to cast votes electronically on behalf of the School Board. Elected officers take their positions January 1, 2021.

E. Fleetwood Police Department MOU

Approve the Memorandum of Understanding between the Fleetwood Police Department and Brandywine Heights Area School District effective for two years beginning June 30, 2020 per Board E.

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

Berks County Intermediate Unit (BCIU) – Mrs. Huhn, reported on 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, The next meeting is Tuesday November 10, 2020.

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, No report.

There was board discussion about the definition of weapons in the Brandywine Heights school policy and how it aligns with the Fleetwood Police MOU.

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

Roll call was taken to accept the Board of Directors 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

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 September 14, 2020 totaling \$2,334,471.70 per Business A.

B. Food Service Bills

To approve food service fund bills through September 14, 2020 totaling \$26,027.92 per Business B.

C. Construction Fund Bills

To approve construction fund bills through September 14, 2020 totaling \$795.22 per Business C.

D. Capital Reserve Fund Bills

To approve capital reserve fund bills through September 14, 2020 totaling \$60,139.52 per Business D.

E. Financial Reports

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

1. General Fund - Revenue/Expenditures/Fund Balance - Business E.1.
2. Food Service Fund - Revenue/Expenditure - Business E.2.
3. Construction Fund - Revenue/Expenditure - Business E.3.
4. Capital Reserve Fund - Revenue/Expenditures - Business E.4.
5. Investment Schedule - Business E.5.
6. Student Activity & Trust Funds (May, June, & July 2020) - Business E.6
7. Budget Transfers - No Report

F. Special Education/Pupil Services

To approve an agreement with KidsPeace National Centers, Temple, PA, to provide special education services for a District student at a rate of \$170.00 per day for the 2020-21 school year as per Business F.1.

G. Curriculum/Technology - None

H. Facilities/Maintenance - None

I. BCIU Agreement

To approve an agreement with the Berks County Intermediate Unit for the 2020-21 school year for Individuals with Disabilities Education Act (IDEA) Part B federal pass-through funding in the amount of \$278,360.98 (compares to \$255,079 for the 2019-20 school year) as per Business I.

J. St. Luke's Screening Services

To approve an agreement with St. Luke's University Hospital to provide Symptom Screening services at a rate of \$35/hour as per Business J.

K. General Obligation Bonds

To approve the adoption of the attached Resolution authorizing (a) the issuance of one or more series of General Obligation Bonds in the maximum aggregate principal amount of not to exceed \$10,000,000, to finance certain capital projects on behalf of the School District; and (b) the execution and delivery of (i) a Bond Purchase Proposal from RBC Capital Markets, LLC for the purchase of the Bonds on the terms and conditions established in the Resolution, (ii) an Addendum to such Bond Purchase Proposal for each series of Bonds which will be delivered by RBC Capital Markets, LLC upon the final pricing of each series of Bonds and (iii) such other agreements, certificates, instruments and documents necessary in connection with the issuance of the Bonds subject to the review and approval of such agreements, certificates, instruments and documents by bond counsel to the School District per Business K.

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

A motion was made by Mr. Wagaman and seconded by Mr. Scheetz to vote separately on item Business K.

Roll call was taken to approve item Business O. 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

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

A. BHASD Quality Points Scale

Approve the Quality Points scale to be used in conjunction with the new District Grading Scale previously approved at the June 15, 2020 Board meeting.

Letter Grade	% Grade Range		Quality Points
A+	97	100	4.33
A	93	96	4
A-	90	92	3.67
B+	87	89	3.33
B	83	86	3
B-	80	82	2.67
C+	77	79	2.33
C	73	76	2
C-	70	72	1.67
D+	67	69	1.33
D	63	66	1
D-	60	62	0.67
F	0	59	0

GPA is weighted based on quality points awarded for specific Regular, Honors, and Advanced Placement classes”

GPA is weighted: Percentage Grade x Numeric Equivalent x Weight (Either 1 or 1.2)

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

Superintendent’s Report – Mr. Potteiger

Enrollment Report – Mr. Potteiger

There was Board discussion about the quality points scale.

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.

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

Motion Carried – 7 yeas, 1 nay, 1 absent

PERSONNEL REPORT

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

A. Resignations/Retirements/Terminations/Furloughs

1. Accept the resignation of Mr. James Mickey, Custodial Substitute, effective August 21, 2020 per Personnel A.1.

B. Change of Status

1. Professional Staff
 - a. Approve the change of status for Ms. Jennilee Miller, High School Art Teacher, from .75 to 1.0 FTE for the 2020-21 school year retroactively effective 8/18/2020 per Personnel B.1.

C. Appointments

1. Professional Staff - None
2. Support Staff - None
3. Long Term Substitutes
 - a. Approve the appointment of Mrs. Cassandra Conrad to the position of HS Gifted/Art Long Term Substitute Teacher at a prorated salary of Bachelors, Step 1, retroactively effective September 1, 2020 through the end of the first semester of the 2020-21 school year (approximately January 15, 2021) per Personnel C.3.a.
 - b. Approve the appointment of Mrs. Lauren Haas to the position of Grade 4-5 Virtual Instruction Long Term Substitute Teacher at a prorated salary of Master's, Step 1, retroactively effective August 20, 2020 through the end of the first semester of the 2020-21 school year (approximately January 15, 2021) per Personnel C.3.b.
 - c. Approve the appointment of Mr. Brad Luckenbill to the position of MS 7th Grade Math Long Term Substitute Teacher at a prorated salary of Bachelors, Step 1, retroactively effective August 31, 2020 through the end of the first quarter of the 2020-21 school year (approximately October 27, 2020) per Personnel C.3.c.
 - d. Approve the appointment of Mr. Patrick Lundy to the position of HS Art Long Term Substitute Teacher at a prorated salary of Bachelors, Step 1, retroactively effective September 2, 2020 through approximately November 25, 2020 per Personnel C.3.d.
4. Co-Curricular
 - a. Instructional Co-Curricular Advisors per Personnel C.4.a.
 - b. Instructional Co-Curricular Student Activity Group Advisors - None
 - c. Approve the Fall Season Athletic Co-Curricular Appointments per Personnel C.4.c.

d. Athletic Event Staff and Volunteer Coaches per Personnel - None

D. Support Staff Substitutes - None

E. Leaves

1. Approve the request for a professional development sabbatical leave of absence from Employee #10695 during the first semester of the 2020-21 school year as attached and marked Personnel E.1. *Note: Sabbatical requests adhere to Board Policy 338 which specifies teachers earn half of their normal salary and retain health benefits while on sabbatical leave.*
2. Approve the request from Employee #11340 for an Emergency Family and Medical Leave of Absence (EFMLA) effective September 8 through approximately November 25, 2020 per Personnel E.2.
3. Approve the request from Employee #10730 for an unpaid leave of absence beginning September 14, 2020 for an undetermined period of time based on medical diagnosis per Personnel E.3.

F. Other Personnel Items

1. Approve the following professional staff members to serve as mentors to new teachers during the 2020-21 school year. A stipend of \$650 will be prorated based on the duration of the assignment.

	<u>Mentor</u>	<u>New Teacher/Position</u>
a.	Ms. Jennilee Miller, HS Art	Mrs. Cassandra Conrad, HS Gifted/Art
b.	Mrs. Michelle McMullen, MS Math	Mr. Brad Luckenbill, MS Math

There was board discussion about how co-curricular positions will be utilized in the District due COVID-19.

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.

 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

Mr. Tomasi asked for comments from Board members and the public.

Kathleen Wither commented that her grandson is having trouble with virtual learning and logging on to his classes in the afternoon without help from a parent/guardian. This causes her to miss work and that is concerning to their family. If you the District is going to continue with a hybrid schedule then things need to change. She was concerned about the materials that were given to an elementary school student and how advanced they were in her opinion. She asked the Board to consider moving to a full time schedule and asked them to think about what is best for both the students and parents.

Mr. Potteiger explained how the District created the Health and Safety Plan and how the hybrid plan is the safest plan for students as we begin school. As we move forward the District plans to maintain the Health and Safety Plan as it is outlined and appreciates the input from parents and community members.

Mr. Scheetz acknowledged BHASD providing free breakfast and lunch to all students and asked that the Board recognize the USDA at the next meeting.

Mrs. Huhn requested updates about financial status, COVID related expenses, technology, sports, and curriculum for hands on classes at the next board meeting.

Mr. Tomasi announced there was an executive session prior to the meeting regarding property matters.

ADJOURNMENT

A motion was made by Mrs. Eisenhart and seconded by Mr. Wagaman to adjourn the meeting at 7:54 pm.

Motion carried with all yeas.

-
Approval Date

-
Craig Neiman, Board Secretary
Chaydeanne Brunner,
Recording Secretary



Committee Reports

September 14, 2020

Berks County Intermediate Unit (BCIU):

Date of Meeting: Thursday, August 20, 2020

Person Reporting: Mrs. Elizabeth Huhn

Summary: At the August 20 board meeting, the BCIU Board of Directors received updates on the following:

- BCIU's Health & Safety Plan document has 5 primary sections:
 - The overall plan for health & safety (60 pages)
 - A summary of the health & safety plan (8 pages)
 - Outlines details within 2 guiding principles:
 - 1/ continuing to offer high quality services and programs, and
 - 2/ financial stability of the organization
 - Outlines details for a scaffolded re-entry
 - Organization Standards & Expectations
 - Student Services & Educational Programs (i.e., the workplace and classroom re-entry plans)
 - Professional Development Plans for staff

 - Note: Administration is also developing a plan for Transportation "response and recovery" as transportation contracts have been impacted by the various back-to-school plans at Tulpehocken (hybrid), and Reading, Antietam, and Muhlenburg school districts (which are all virtual through 1st quarter).

- BCIU received 2 COVID-19 related grants:
 - \$536K COVID-19 award to support PPE and supply purchases
 - \$288K for Quality Improvement initiatives related to remote instruction

- The "BerksCyber.org" advertising campaign is underway with the launch of the newly developed website and 29 billboards (including 2 e-billboards donated by Lamar Advertising). The website has already received more than 600 click throughs. Brandywine Heights Virtual Academy is featured on the landing page.
- BCIU received approval of its \$6.5 million grant application for Head Start
- With sensitivity towards current national events and climate related to social justice, the BCIU has published a resolution regarding Diversity, Equity, & Inclusion. Additionally new rules strengthening Title IX took effect on 8/14/2020.
- PSBA Advocacy Day will be virtual and is scheduled for Thursday, 10/8.
- The first Committee of Legislative Action (COLA) meeting for this school year will be held in November rather than September.

The next meeting of the BCIU Board of Directors is scheduled for Thursday, September 17, 2020.

Berks Career and Technology Center (BCTC):

Date of Meeting:

Person Reporting: Mr. Michael Wagaman

Summary: Nothing new to report at the current time.

Berks Earned Income Tax Collection Bureau (BEITC):

Date of Meeting:

Person Reporting: Mr. Craig Neiman

Summary: Nothing new to report at the current time.

Berks County Committee on Legislative Action (COLA):

Date of Meeting:

Person Reporting: Mrs. Walizer

Summary: Nothing new to report at the current time.

Policy Committee:

Date of Meeting:

Person Reporting: Mr. Michael Wagaman

Summary: Nothing new to report at the current time.

Strategic Planning/Goals:

Date of Meeting:

Person Reporting: Mrs. Alexis Eisenhart

Summary: Nothing new to report at the current time.

Negotiations/Compensation Committee:

Date of Meeting:

Person Reporting: Mrs. Elizabeth Huhn

Summary: Nothing new to report at the current time.

Building Construction Committee:

Date of Meeting:

N/A

Person Reporting:

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

Summary:

Elementary School Addition Project moving along as scheduled. New bathrooms installed, new storage room built, windows installed in the lobby to open a view to the cafeteria. The new gymnasium, music classroom and two regular education classrooms on the north/office side of the building are being constructed with block walls. It is anticipated that the steel roofing will be installed on the classroom sections beginning early October followed by the steel roofing on the new gymnasium.

An RFP for architect services has been released and shared with companies. A debrief meeting with Crabtree Rohrbaugh & Associates was conducted. The following is the timeline for the RFP process:

- Pre-proposal meeting & Building tours: Wednesday, October 7 at 9:00 a.m.
- Deadline for questions on RFP: Thursday, October 15 at 12:00 p.m.
- RFP responses due: Tuesday, October 20, 12:00 p.m.
- Presentation of proposals/interviews by selected finalists: October 28, 2020.
- School Board approval of Firm: November 2, 2020



Superintendent Report

September 14, 2020

Curriculum/Instruction:

1. Professional Development

- Beginning of the Year In-Service days went extremely well (all things considered)
- Teachers received the necessary training and support needed to begin the year successfully
- The additional time before students arrived was overwhelmingly appreciated by all

2. Instruction

- Week 1 & 2 are primarily focused on ensuring all students have what they need to be successful in the hybrid environment
 - Equipment & access to resources
 - Social Emotional Learning
- Week 2 will see an increase in rigor and content
 - This is similar to other years, but may be starting slightly slower as we all work to get comfortable with this new environment

Brandywine Heights Virtual Academy:

1. Enrollment

- Full Virtual - 248 (Grades K-12)
- Part-Time - 238 (Grades 6-12)

Technology:

1. Devices

- Rollout of equipment and initial fixes have all gone very smoothly.
- Nymbol IT floated additional staffing to help support the influx of tech tickets associated with the beginning of school

2. Student Information System (eSchool)

- We are continuing to work through the challenges presented when transitioning systems



BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT

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- PowerSchool Registration has been reconnected, but the following systems still need to be reintegrated to automate processes (not including curricular resources): Transfinder, Nutrikids, PrimeroEdge, & SchoolMessenger

Athletics:

1. Fall Sports Start Dates:

- Golf: Practice 8/24, Competition 8/27
- Tennis: Practice 8/24, Competition 8/31
- Soccer: Practice 9/4, Competition 9/22
- Volleyball: Practice 9/4, Competition 9/22
- Field Hockey: 9/4, Competition 9/22
- High School Cheer: 9/4
- All Middle School Sports 9/8, Competition 9/29

Brandywine Heights Community Task Force:

1. Education/Support Initiatives

- Free Professional Counseling – July/August 2020 – The BHC Task Force partnered with licensed professional counselors to offer free telehealth counseling sessions for BHASD students this summer
- Possibility of extending into the fall will be discussed at September 8th meeting

2. Future Events

- Battle of the Bands – UPDATE: Event cancelled this year due to COVID-19

3. Ongoing Initiatives

- Funding Too Good for Drugs Curriculum – TBD due to COVID-19
- Funding WHY Club afterschool program – TBD due to COVID-19
- Red Ribbon Sign Fundraiser – kicked off in mid August 2020

4. Monthly Meetings

- Tuesday, September 8, 2020 | 6:30 pm via Zoom

Brandywine Heights Area School District
District Enrollment Board Report
September 2020

Class of	Grade	Total Enrollment	Staff 2020-21	Average Class Size	Students with Academic IEPs (with possible related services)		Free/Reduced Lunch students		Virtual Academy Full Time	Virtual Academy Part Time/Blended
2033	Kindergarten	95	5	19.00	13	13.68%	17	17.89%	14	0
2032	First Grade	92	5	18.40	14	15.22%	29	31.52%	22	0
2031	Second Grade	103	5	20.60	18	17.48%	36	34.95%	22	0
2030	Third Grade	92	5	18.40	12	13.04%	37	40.22%	18	0
Elementary		382			57		119		76	
2029	Fourth Grade	104	5	20.80	31	29.81%	42	40.38%	15	0
2028	Fifth Grade	105	5	21.00	31	29.52%	45	42.86%	19	0
Intermediate		209			62		87		34	
2027	Sixth Grade	111	4	27.75	27	24.32%	35	31.53%	18	0
2026	Seventh Grade	87			28	32.18%	28	32.18%	6	0
2025	Eighth Grade	118			29	24.58%	43	36.44%	22	11
Middle School		316			84		106		46	11
2024	Ninth Grade	116			22	18.97%	32	27.59%	22	43
2023	Tenth Grade	128			26	20.31%	42	32.81%	21	49
2022	Eleventh Grade	125			29	23.20%	43	34.40%	22	72
2021	Twelfth Grade	100			20	20.00%	33	33.00%	27	63
High School		469			97		150		92	227
Out of District Placements					10					
Totals		1376			310	22.53%	462	33.52%	248	238