

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

March 3, 2014

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:05 p.m. by President Kenneth Heffner.

The meeting opened with Pledge of Allegiance.

**Recording Secretary called the roll:**

<u>✓</u> Mr. Bieber	<u>✓</u> Ms. Eyrich	<u>   </u> Mr. Groff
<u>✓</u> Mrs. Grossman	<u>✓</u> Mr. Heffner	<u>✓</u> Mrs. Huhn
<u>✓</u> Mrs. MacMillan (6:17 p.m.)	<u>✓</u> Mr. Porr	<u>✓</u> Mr. Rothermel

**Administration Present:**

- ✓ Mr. Andrew Potteiger, Superintendent
- ✓ Mrs. Nancy Krauss, Business Manager/Board Secretary
- ✓ Mrs. Mary Darrach, Director of Special Education
- ✓ Mrs. Carolyn Hanych, Director of Brandywine Virtual Academy
- ✓ Dr. Kathy Johnson, Middle School Principal
- ✓ Mr. Robert Kurzweg, Director of Athletics
- ✓ Mrs. Karen Long, Interim Elementary/Intermediate Principal
- ✓ Mrs. Heather Piperato, High School Principal
- ✓ Mr. Thomas Voelker, Director of Curriculum, Instruction and Technology
- ✓ Mr. Michael Wetzel, Director of Buildings and Grounds
- ✓ Mr. Josh Ziatyk, Assistant High School Principal

**Solicitor:** Mr. John Stott, Esquire

**Visitors:** Patricia Weaver, Topton, Jeff Lapp, Breinigsville, Tracy Fandl, Mertztown, Dax Funderburk, Mertztown.

The President led review and discussion of each section of the agenda. Opportunity was provided for Board and public comment after each section. Following the agenda review and discussion the meeting proceeded to the action items.

**PRESENTATION**

**Food Service Program – Mrs. Barbara Nissel, School Operation Services, Inc.,** briefed the Board on the requirements for the 3-Year Review of the Child Nutrition Program under the Healthy Hunger Free Kids Act. The audit will include a detailed review of the nutritional make-up of the menu offered including meal patterns, nutritional labels, standardized recipes, production records, food safety and food preparation. The accuracy of identifying and recording reimbursable meals will also be tested. Documentation review of free and reduced applications will also take place.

Ms. Nissel highlighted current and planned enhancements to the food program including special training for food service staff, menu revisions that meet FDA nutritional guidelines, consortium pricing, partnerships with local vendors to deliver fresh produce and novelty items like Chick-fil-A. She also announced the 2014-15 food service budget is projected to be balanced without any general fund transfer.

**Paraprofessional Staffing – Mrs. Barbara Nissel, School Operation Services, Inc.** updated the board on paraprofessional staffing. Most paraprofessionals are from the local area and Allentown, and undergo an

orientation program based on experience with includes a mentor assignment and shadow experience. Paraprofessionals are expected to complete 20 hours of training each year, and are evaluated twice each year. SOS will continue to recruit new staff members. Ms. Nissel acknowledged on-site liaison Mrs. Pattie Weaver, who assists with day-to-day on-site staff management. Mrs. Weaver recently became certified as a safety care instructor which adds greater flexibility for training new paraprofessional staff.

## **DISCUSSION**

Mr. Potteiger presented information to support the administration recommendation that the School District purchase a Skid Loader for multi-purpose use of snow removal, grounds maintenance, stacking of materials and delivery off-loading. The administration does not recommend subcontracting snow removal services.

## **BOARD OF DIRECTORS REPORT**

A motion was made by Ms. Eyrich, seconded by Mr. Bieber to approve the Board of Directors Report.

### **A. Approval of Minutes**

To dispense with the reading and accept the minutes from the Board Meeting held February 10, 2014 as attached and marked Board A.

### **B. Approval of 2014-2015 Berks County Intermediate Unit Mandated Services Budget**

Approve the 2014-2015 Berks County Intermediate Unit Mandated Services Budget in the amount of \$1,729,604.00 of which \$23,958.67 is Brandywine Heights' share. There was no change from 2013-14 to 2014-15.

### **C. Charter School Reform Resolution**

Adopt a resolution in opposition to Senate Bill 1085 Charter School Reform by the Board of School Directors of the Brandywine Heights Area School District as attached and marked Board C.

### **D. Charter and Cyber Charter School Funding Formula Resolution**

Adopt a resolution calling for reform of the Commonwealth's Charter and Cyber Charter School funding formula and support of Senate Bill 335 by the Board of School Directors of the Brandywine Heights Area School District as attached and marked Board D.

### **E. First Reading of Policies**

Approve the First Reading of the following revised policies based on the notations provided by Mr. Potteiger in the memo preceding the attachments, marked Board E.1 – E.5.:

- a. 006 Meetings (revision)
- b. 220 Student Expression/Distribution of Materials (revision)
- c. 913 Nonschool Organizations/Groups/Individuals (revision)
- d. 826 Records Retention (new)
- e. 827 Records Destruction (new)

### **F. Accept the committee reports and make them part of the minutes.**

**BCIU – Mrs. Huhn** reported on the BCIU Board Meeting held on February 20, 2014. Discussion included the proposed state education budget and the impact of snow days on school calendars. Business included approval of revised and proposed calendars, authorizing agreements, personnel matters, and the approval of a recruitment incentive for bus drivers. The BCIU will host the 44th Annual Convention of Berks County School Directors on May 1, 2014 at the Governor Mifflin Intermediate School. The next meeting will be held on March 20, 2014.

**BCTC – Mr. Porr** reported on the BCTC Joint Operating Committee meeting held on February 26, 2014. Business included revisions to policies, and approval of the 2014-15 BCTC preliminary budget. The next meeting is scheduled for March 26, 2014. At the next meeting, Mr. Roger Bollinger, former School Board Director will be recognized as the 2014 recipient of the BCTC Friend of Career and Technical Education Award.

**Berks EIT/Berks TCC – Mr. Bieber** reported on the meeting held on February 25, 2014. Business included the election of new officers, and the destruction of specific records as scheduled. Discussion included consideration of a merger for EIT and TCC, the need for additional office space. The next TCC and EIT meetings are scheduled for the evening of May 27, 2014.

**Council on Legislative Action – Mr. Heffner** shared that Pennsylvania passed a law allowing audio recording on school busses. This development will necessitate a revision to our current policy.

**Policy Committee – Mrs. Grossman** noted the first reading of the policies on the agenda.

**Strategic Planning/Goals – Mrs. Huhn** – No report.

**Community Engagement Committee – Mrs. Huhn** reported on her efforts to form a committee. A website announcement was posted and emails were sent to potentially interested constituents. There has not been a significant response.

**Student Representatives** – Absent, no report.

**Public Comment:** Mr. Dax Funderburk, Mertztown, confirmed that the policy revisions would be posted on the district website for public review. Relative to the Community Engagement Committee, Mr. Funderburk spoke about his effort to form a committee and found there are very few interested participants.

Roll call was taken to accept the Board of Directors Report.

<u>Y</u> Mr. Bieber	<u>Y</u> Ms. Eyrich	<u>   </u> Mr. Groff
<u>Y</u> Mrs. Grossman	<u>Y</u> Mr. Heffner	<u>Y</u> Mrs. Huhn
<u>Y</u> Mrs. MacMillan	<u>Y</u> Mr. Porr	<u>Y</u> Mr. Rothermel

Motion Carried – 8 Yeas/0 Nays/1 Absent

**BUDGET/FINANCE/PROPERTY/TRANSPORTATION**

A motion was made by Mrs. Grossman, seconded by Ms. Eyrich to accept the Budget/ Finance/ Property/ Transportation Report.

**A. General Fund Bills**

To approve general fund bills for the month of January totaling \$3,034,225.66 per attachment Budget A.

**B. Food Service Bills**

To approve food service fund bills for the month of January totaling \$28,412.84 per attachment Budget B.

**C. Financial Reports**

To accept the following Financial Reports through January 31, 2014, unless otherwise noted:

- a. General Fund - Revenue/Expenditure/Fund Balance - C.1.
- b. Food Service Fund - Revenue/Expenditure - C.2.
- c. Construction Fund - Revenue/Expenditure - C.3.
- d. General Fund Schedule of Outstanding Investments - Budget C.4.
- e. Student Activity & Trust Fund - Budget C.5.

**D. Tuition Agreements**

To approve Tuition Agreements with Hogan Learning Academy of Fleetwood, PA, to provide special education services for one student at a cost of \$350 per day per student effective February 24, 2014, Budget D.

**E. Used Skid Loader**

To authorize the administration to purchase a used skid loader for a price not to exceed \$15,000.

Mrs. Krauss announced the following Budget Workshops have been advertised:

- March 10, 2014 – Salary & Benefits
- March 17, 2014 – Snow Make-up Date - if needed
- March 24, 2014 – Five Year Projection, Fund Balance, Revisit Revenue, Taxes
- March 31, 2014 – Budget Discussion

All meetings start at 6:00 PM in the Intermediate/Middle School Large Group Instruction Room

Roll call was taken to accept the Budget/ Finance/ Property/ Transportation Report.

<u>Y</u> Mr. Bieber	<u>Y</u> Ms. Eyrich	<u>   </u> Mr. Groff
<u>Y</u> Mrs. Grossman	<u>Y</u> Mr. Heffner	<u>Y</u> Mrs. Huhn
<u>Y</u> Mrs. MacMillan	<u>Y</u> Mr. Porr	<u>Y</u> Mr. Rothermel

Motion Carried – 8 Yeas/0 Nays/1 Absent

**SUPERINTENDENT’S REPORT**

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

**A. 2013-14 BCTC Agreement for Nursing Services**

Approve the BCTC Agreement for Nursing Services effective for the 2013-14 school year as attached and marked Superintendent A.

**B. Revised 2014-15 School Calendar**

Approve the 2014-15 School Calendar, revised to reflect additional snow make-up days, as attached and marked Superintendent B.

**C. Overnight Field Trip Request**

Approve the High School Field Trip Request for approximately 25 business students to travel with teacher chaperones to the State Leadership Conference in Hershey PA from April 6-9, 2014 as attached and marked Superintendent C.

**D. Conference Attendance**

Approve Mr. Andrew Potteiger to attend the *PSBA Spring Legal Roundup* workshop hosted at the Berks County Intermediate Unit on the afternoon of March 18, 2014 for a cost of \$145.00 plus mileage.

**E. Accept the Informational Reports**

- Athletic Report – Mr. Kurzweg
- Instructional Technology Report – Mr. Voelker
- District Enrollment Report

Mr. Heffner announced that he and Mr. Potteiger attended the BCIU 15th Annual Superintendent and Board President Workshop on February 27, 2014 for an informative evening about Pennsylvania Politics with guest speaker, Dr. G. Terry Madonna, Director of the Center for Politics & Public Affairs at Franklin & Marshall College.

Mr. Voelker updated the Board on the K-8 tablet initiative. He is working directly with the tablet manufacturer to troubleshoot specific problems with the devices. Mr. Voelker also informed the board he is evaluating web filtering software which can be installed on each device to prevent students from accessing inappropriate content outside of school. The cost of web filtering software had been prohibitive, but less expensive options are now becoming available. The goal is to have web filtering software on each tablet for the start of the 2014-15 school year.

Roll call was taken to approve the Superintendent’s Report.

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|-------------------------|----------------------|------------------------|
| <u>Y</u> Mr. Bieber     | <u>Y</u> Ms. Eyrich  | <u>   </u> Mr. Groff   |
| <u>Y</u> Mrs. Grossman  | <u>Y</u> Mr. Heffner | <u>Y</u> Mrs. Huhn     |
| <u>Y</u> Mrs. MacMillan | <u>Y</u> Mr. Porr    | <u>Y</u> Mr. Rothermel |

Motion Carried – 8 Yeas/0 Nays/1 Absent

**PERSONNEL REPORT**

A motion was made by Mr. Bieber, seconded by Mr. Porr to approve the Personnel Report. Ms. Eyrich asked that item C.6. Co-Curricular Athletic Appointments be voted on separately.

**A. Resignations/Retirements/Terminations**

1. Accept the resignation of Mrs. Gina Masters, PT High School Café Worker, effective February 14, 2014 as attached and marked Personnel A.1.
2. Accept the resignation of Ms. Deborah Bausch, PT HS Custodian, effective February 14, 2014 per a phone conversation with Mr. Robert Hauck. A written resignation has not been received, therefore a letter confirming her resignation was mailed as attached and marked Personnel A.2.
3. Accept the resignation of Mrs. Judelka Ramirez-Grande, 10-Month High School Attendance Secretary, effective, February 21, 2014 as attached and marked Personnel A.3.

**B. Change of Status – None**

**C. Appointments**

1. Professional Staff – None
2. Support Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Ms. Barbara Towman	PT HS 3.5/hr Café/Cook	\$9.50/hr	3/4/2014 pending clearances

Ms. Randi L. Kaldrovics	PT HS 3.5/hr Café/Cook	\$9.50/hr	3/4/2014 pending clearances
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3. Long Term Substitute – Professional

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Ms. Amie Benfield	LTS ES 3 <sup>rd</sup> Grade (Repko)	B, Step 1	8/21/2013-6/6/2014 <i>(Ms. Benfield was previously approved as an LTS through the end of the 3<sup>rd</sup> quarter. LTS status will be extended through the end of the 2013-14 school year.)</i>
Ms. Emily Cipa	LTS ES 1 <sup>st</sup> Grade (Haas)	M, Step 1	approx. 3/24/2014- 6/6/2014
Ms. Morgan Fox	LTS HS 5/8 Math (Small)	B, Step 1	2/24/2014-6/6/2014
Ms. Jessica Justiniano	LTS 3/8 Math (Small)	B, Step 1	1/23/2014-6/6/2014
Mrs. Rikki Savidge	LTS K-5 Gifted (Wilson)	B+24, Step 1	approx. 2/21/14- 5/21/2014

4. Short Term Substitute – Professional – None

5. Co-Curricular Appointments – None

6. Co-Curricular Athletic Appointments – as attached and marked Personnel C.6. *(Salaries to be determined per contract settlement.)*

**D. Approval of additions to the Substitute Lists**

1. Professional Substitutes for 2013-14:

Mr. Adam Berman, 7-12 Physics  
 Ms. Sarah Brown, BCIU Guest Teacher  
 Ms. Heather Bunn, 4-6 All Subjects, 7-8 Science, 7-8 Mathematics  
 Mr. Andrew Casale, 7-12 Social Studies, 7-9 Mid-Level Mathematics  
 Ms. Brenda Cherry, BCIU Guest Teacher  
 Ms. Emily Cipa, PK-4 Elementary  
 Ms. Kristen Colquhoun, K-12 Art  
 Mr. Eric Dieter, BCIU Guest Teacher  
 Ms. Heather DiLapo, BCIU Guest Teacher  
 Ms. Alina Ehrlich, BCIU Guest Teacher  
 MS. Chelsey Herbine, PK-8 Special Education, PK-4 Elementary  
 Ms. Megan Sabo, Pk-4 Elementary  
 Ms. Amanda Shoemaker, PK-8 Special Education, PK-4 Elementary  
 Mr. Joseph Torchia, 7-12 Social Studies, 7-12 Secondary Principal  
 Ms. Kayla Welsh, BCIU Guest Teacher  
 Ms. Bonnie Yurvati, BCIU Guest Teacher

2. Support Staff Substitutes

Mrs. Gina Master  
 Mrs. Teresa Pietruszewicz  
 Ms. Dawn Derstine  
 Ms. Sheila LaGro  
 Ms. Cheryl Meleander

**E. Leaves**

1. Accept the worker's compensation medical leave of absence for Ms. Susan Wilson, K-5 Gifted Teacher, effective February 21, 2014 through approximately May 21, 2014.
2. Approve the request to extend the medical leave of absence for Mrs. Judith Repko, 3<sup>rd</sup> Grade Teacher, through the end of the 2013-14 school year.

**F. Other Personnel Items**

1. Approve the layoff of Mrs. Teresa Pietruszewicz, High School Nurse/Van Aide, effective February 21, 2014, due to a change in IEP/Health Plan for a student who no longer requires nursing support as attached and marked Personnel F.1.
2. Approve Mr. Terry Chrapacz, secondary mathematics teacher, to serve as a Home Bound Instructor at the rate of \$25.00/hr for the 2013-14 school year.

Roll call was taken to approve Items A-C.5., D-F. of the Personnel Report.

Y Mr. Bieber

Y Ms. Eyrich

     Mr. Groff

Y Mrs. Grossman

Y Mr. Heffner

Y Mrs. Huhn

Y Mrs. MacMillan

Y Mr. Porr

Y Mr. Rothermel

Motion Carried – 8 Yeas/0 Nays/1 Absent

Roll call was taken to approve Item C.6. Co-Curricular Athletic Appointments of the Personnel Report.

Y Mr. Bieber

N Ms. Eyrich

     Mr. Groff

Y Mrs. Grossman

N Mr. Heffner

Y Mrs. Huhn

Y Mrs. MacMillan

Y Mr. Porr

Y Mr. Rothermel

Motion Carried – 6 Yeas/2 Nays/1 Absent

#### **OTHER BUSINESS**

**Public comment:** Mr. Funderburk, Mertztown, asked for an update on union negotiations. Mr. Heffner noted that negotiations are continuing and no information can be released until an agreement has been approved.

#### **ADJOURNMENT**

Mr. Heffner announced there would be an executive session after the meeting to discuss personnel and litigation.

A motion was made by Mrs. Huhn, seconded by Mrs. Grossman, to adjourn the meeting at 7:57 p.m.

Motion Carried

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Approved

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Nancy K. Krauss, Board Secretary  
Katharine K. Seip, Recording Secretary