

**BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT
REORGANIZATION MEETING AGENDA**

Intermediate/Middle School Large Group Instructional Rm

December 5, 2022

6:00 p.m.

The Reorganization Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:07pm by President Michael Wagaman.

Board Recording Secretary called the roll:

✓ Mrs. Eisenhart	Mrs. Huhn	✓ Mr. Stubits
✓ Mr. Heffner	✓ Mr. Reitenauer	✓ Mr. Wagaman
✓ Mr. Hohenshilt	Mr. Scheetz	✓ Mrs. Walizer

REORGANIZATION

Procedural Notes:

- 1. Nominations require a second.*
- 2. If only one person is nominated for a position, there needs to be a motion and second for the Secretary to cast a unanimous ballot for the person nominated.*
- 3. If more than one person is nominated for a position there needs to be a roll call vote with members stating the name of the person they are voting for.*

A. Election of a Temporary President

A motion was made by Mrs. Eisenhart and seconded by Mr. Stubits to nominate Mr. Wagaman as the Temporary President.

A voice vote was conducted for Temporary President.

Mr. Wagaman was seated as the Temporary President.

B. Election of President

Temporary President Mr. Wagaman opened the nominations for the election of President.

A motion was made by Mr. Reitenauer and seconded by Mrs. Eisenhart to nominate Mr. Wagaman as the President.

A voice vote was conducted for President.

Mr. Wagaman was seated as President of the Board

C. Election of Vice President

President Mr. Wagaman opened the nominations for the election of Vice President.

A motion was made by Mr. Wagaman and seconded by Mrs. Walizer to nominate Mrs. Eisenhart as the Vice President.

A voice vote was conducted for Vice President.

Mrs. Eisenhart was seated as Vice President of the Board.

D. Appointment of Delegates To Boards and Commissions for the Ensuing Year

Board Discussion of Delegate Appointments

1. To appoint currently Ms. Nicole DelGuerico as the primary voting delegate and currently Mrs. Rosemary Lamaestra as the alternate voting Delegate to the Berks County Tax Earned Income Tax Collection Bureau effective January 1, 2023, for a one (1) year term which expires December 31, 2023.
2. To appoint currently Mrs. Laura Walizer as the District's representative to the Berks County Committee on Legislative Action effective immediately for a one (1) year term which expires December 31, 2023.
3. To appoint currently Mrs. Laura Walizer as the District's Policy Committee representative effective January 1, 2023, for a one (1) year term which expires December 31, 2023.
4. To appoint currently Mrs. Alexis Eisenhart as the District's Strategic Planning/Goals Committee representative effective January 1, 2023, for a one (1) year term which expires December 31, 2023.
5. To appoint currently Mr. John Scheetz as the District's Negotiations/ Compensation Committee representative effective January 1, 2023, for a one (1) year term which expires December 31, 2023.
6. To appoint *Mr. Michael Wagaman* as the District's Building Construction Committee representative effective January 1, 2023, for a one (1) year term which expires December 31, 2023.
7. To appoint Mr. Nolan Shaub as the District's representative to the Berks Vocational Technical School Authority for a four (4) year term beginning January 1, 2023, through December 31, 2026.
8. To appoint William Ostroski (previously Mr. Jamison Barnhart) as the District School Safety and Security Administrator beginning January 1, 2023, through December 31, 2023.
9. Mrs. Katharine Ege to fill the capacity as the District Title IX coordinator beginning January 1, 2023, through December 31, 2023.

Acknowledgement of Current Delegate Appointments

10. Mrs. Elizabeth Huhn currently serves as the District's Berks County Intermediate Unit (BCIU) delegate for a (3) year term beginning July 1, 2021, through June 30, 2024.

11. Mr. John Scheetz currently serves as the District's Joint Operating Committee, Berks Career and Technology Center (BCTC) delegate for a three (3) year term beginning January 1, 2023, through December 31, 2025.
12. Mr. John Scheetz currently serves as the School Board Treasurer for a one-year term beginning July 1, 2022, ending June 30, 2023.

A motion to approve the aforementioned Delegate Appointments was made by Mr. Heffner and seconded by Mr. Hohenshilt.

Roll call was taken to approve the Delegate Appointments.

Y Mrs. Eisenhart Y Mr. Heffner Y Mr. Hohenshilt Mrs. Huhn
Y Mr. Reitenauer Mr. Scheetz Y Mr. Stubits Y Mr. Wagaman Y Mrs. Walizer
 Motion Carried – 7 yeas, 2 absent

E. MEETING DATES

A motion to approve the Proposed 2022-23 Budget Adoption Schedule and 2022 Board Meeting Dates and authorize the administration to advertise and post all board meetings in accordance with Sunshine Laws (Right to Know) was made by Mr. Stubits, and seconded by Mr. Reitenauer:

To approve the Proposed 2023-24 Budget Adoption Schedule and 2023 Board Meeting Dates and authorize the administration to advertise and post all board meetings in accordance with Sunshine Laws (Right to Know):

Brandywine Heights Area School District Proposed 2023-24 Budget Adoption Schedule and 2023 Board Meeting Dates <i>Meetings to be held at 6:00 pm in the Intermediate/Middle School Room LGI.</i>	
Monday, January 9, 2023	School Board Meeting
Monday, February 6, 2023	School Board Meeting
Monday, February 13, 2023	Budget Work Session – Curriculum/Instruct, Special Ed, Technology, Other Instruction
Monday, February 27, 2023	Budget Work Session – Maintenance, Transportation, Business/Board, Athletics
Monday, March 6, 2023	School Board Meeting
Monday, March 27, 2023	Budget Work Session – Salary and Benefits
Tuesday, April 11, 2023	School Board Meeting
Monday, May 1, 2023	School Board Meeting – Proposed Final Budget Adoption
Monday, June 12, 2023	School Board Meeting – Final Budget Adoption

Monday, August 14, 2023	School Board Meeting
Monday, September 11, 2023	School Board Meeting
Monday, October 2, 2023	School Board Meeting
Monday, November 6, 2023	School Board Meeting – Budget Overview
Monday, December 4, 2023	Reorganization and School Board Meeting

The motion to approve the Proposed 2023-24 Budget Adoption Schedule and 2022 Board Meeting Dates and authorize the administration to advertise and post all April Board meeting from Monday, April 3, 2023, to Tuesday, April 11, 2023.

Roll Call

Y Mrs. Eisenhart Y Mr. Heffner Y Mr. Hohenshilt Mrs. Huhn
Y Mr. Reitenauer Mr. Scheetz Y Mr. Stubits Y Mr. Wagaman Y Mrs. Walizer
Motion Carried – 7 yeas, 2 absent

ADJOURNMENT

A motion was made by Mr. Heffner and seconded by Mr. Reitenauer to adjourn the meeting at 6:25 pm.

Motion carried with all yeas.

Approval Date

Nicole DelGuerico, Board Secretary
Chaydeanne Brunner, Recording
Secretary

OFFICIAL PROCEEDINGS

**OF THE
BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT
BOARD OF DIRECTORS**
December 5, 2022

PRESENTATION - High School Select Chorus Performance (5:45pm)

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:15pm by President Michael Wagaman.

Board Recording Secretary called the roll:

✓ Mrs. Eisenhart	Mrs. Huhn	✓ Mr. Stubits
✓ Mr. Heffner	✓ Mr. Reitenauer	✓ Mr. Wagaman
✓ Mr. Hohenshilt	Mr. Scheetz	✓ Mrs. Walizer

Administration Present:

- ✓ Mr. Andrew Potteiger, Superintendent
- ✓ Mr. Matthew Dziunycz, High School Principal
- ✓ Mr. William Ostroski, High School Assistant Principal
- ✓ Mr. Antonio Riggins, Intermediate/Middle School Principal
- ✓ Mrs. Michelle Ward, Intermediate/Middle School Assistant Principal
- ✓ Ms. Stephanie Kelly, Elementary School Principal
- ✓ Mrs. Carolyn Hanych, Director of Brandywine Virtual Academy
- ✓ Mr. Thomas Voelker, Assistant to the Superintendent
- ✓ Ms. Nicole DelGuerico, Business Manager/Board Secretary
- ✓ Mrs. Mandi Kercher, Director of Pupil Services
- ✓ Mr. Michael Wetzal, Director of Buildings and Grounds
- ✓ Ms. Carly Worman, Supervisor of Instruction and Assessment
- ✓ Mr. Robert Farina, Curriculum Supervisor
- ✓ Mrs. Sarah Conrad, Athletic Director

Solicitor: Mr. Benjamin Pratt, Esquire

Visitors: Nathan Raush (Rockland Township), Lisa Ann Chatburn (Macungie), Tyler Kemp (Staff), Jennifer Johnson (Staff), Christa Heagerty (Staff), Michael Miltenberger (Staff), Marcy Bates (Staff)

RECOGNITIONS

Mr. Wagaman and Mr. Potteiger presented the #newHEIGHTS Awards to outstanding employees nominated by their peers. December's recipients were Amy Rohrbach, Intermediate/Middle School Intervention Specialist and Lisa Roy, Pupil Services Secretary. Mr. Potteiger, Mr. Riggins and Mrs. Kercher shared personal accolades about the employees.

STUDENT BOARD REPRESENTATIVES REPORT:

Tatyana Ulman, Meghan Miller, and Lauren Stoudt Elementary and High Schools
Jenna Maioriello, Intermediate and Middle Schools

Public Comment relative to agenda items

BOARD OF DIRECTORS REPORT

A motion was made by Mr. Heffner and seconded by Mrs. Walizer 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 November 7, 2022, per Board A.

B. Second Reading of Policies

To approve the first reading of policies per Board B.1.-B.5.

1. 109. Resource Materials
2. 204. Attendance
3. 811. Bonding
4. 812. Property Insurance
5. 813. Other Insurance

C. First Reading of Policies

To approve the second reading of policies per Board C.1.-C.5.

1. 101. Mission Statement/Vision Statement/Shared Values
2. 814. Copyright Material
3. 815. Acceptable Use of Technology
4. 815.1 Employee Use of Social Networks (recommendation to retire)
5. 815.1 Operations – Social Media (previously 815.5)

D. District Solicitor

Approve the appointment of Saxton & Stump, LLC as District Solicitor for the 2023 Calendar Year

This motion is to appoint Saxton & Stump, LLC as the District's Solicitor. Due to a merger, the attorneys formerly at Kegel Kelin Litts & Lord LLP are moving their practices to Saxton & Stump, LLC. The District appoints Saxton & Stump, LLC with the understanding that the District will continue its relationships with the attorneys formerly at Kegel Kelin Litts & Lord LLP. The Solicitor's services and hourly rates will stay the same.

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

Berks County Intermediate Unit (BCIU) – Mrs. Huhn, report as attached.

Berks Career and Technology Center (BCTC) – Mr. Scheetz, report as attached.

Berks Earned Income Tax Collection Bureau (BEITC) – Ms. DelGuerico, report attached.

Council on Legislative Action (COLA) – Mrs. Walizer, report as attached.

Policy Committee – Mrs. Walizer – No report.

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

Negotiations/Compensation Committee – Mr. Scheetz, No report.

Building Construction Committee – Mrs. Eisenhart, Mr. Heffner, Mr. Hohenshilt, and Mr. Wagaman

Mrs. Eisenhart commented that she heard ESS had hired a substitute paraprofessional that was a college student home on break. She suggested reaching out to target more college students looking for work while they are on break between semesters.

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

<u>Y</u> Mrs. Eisenhart	<u>Y</u> Mr. Heffner	<u>Y</u> Mr. Hohenshilt	<u> </u> Mrs. Huhn	
<u>Y</u> Mr. Reitenauer	<u> </u> Mr. Scheetz	<u>Y</u> Mr. Stubits	<u>Y</u> Mr. Wagaman	<u>Y</u> Mrs. Walizer

Motion Carried – 7 years, 2 absent

BUSINESS AND OPERATIONS REPORT

A motion was made by Mrs. Eisenhart and seconded by Mrs. Walizer to approve the Business and Operations Report.

A. General Fund Bills

To approve General Fund bills through December 5, 2022, totaling \$1,896,495.17 per Business A.

B. Food Service Bills

To approve food service fund bills through December 5, 2022, totaling \$36,238.86 per Business B.

C. Construction Fund Bills

To approve construction fund bills through December 5, 2022, totaling \$21,399.55 per Business C.

D. Capital Reserve Fund Bills

To approve capital reserve fund bills through December 5, 2022, totaling \$65,308.00 Business D.

E. Financial Reports

To accept the following Financial Reports through July 31, 2022:

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 – Business E.6.
7. Budget Transfers – No Report

F. Special Education/Pupil Services

1. To approve an extension to the agreement with St. Luke's Physician Group, Inc., providing a school physician (Dr. Mary Fabian) beginning July 1, 2022, until June 31, 2025, as per Business F.1. at a cost of:

	2022-23	2023-24	2024-25
Rate per Physical	\$20.00	\$21.00	\$22.00
Hourly Rate (Other Services)	\$59.00	\$60.00	\$61.00

2. To approve a shared nursing agreement between Brandywine Heights Area School District, Kutztown School District, and Fleetwood Area School District to hire a minimum of one (1) staff member as a shared nurse substitute in lieu of contract services from December 2022 through June 30, 2023, per Business F.2.
3. To approve a contract addendum with ESS Northeast, LLC, (contract terms July 1, 2021 – June 30, 2024) to increase the permanent paraprofessional pay rate as noted below per Business F.3.

Position	Pay Rate Current	Pay Rate 2022-23	Bill Rate 2022-23	Pay Rate 2023-24	Bill Rate 2023-24
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Paraprofessional T1 (Hourly)	12.75	\$14.00	\$17.99	\$14.25	\$18.38
Paraprofessional T2 (Hourly)	14.25	\$15.00	\$19.28	\$15.25	\$19.67

4. To approve an agreement with Assist Services, LLC, to provide specialized student transportation services for McKinney-Vento, IEP, foster, homeless, and special needs students effective December 1, 2022, through July 31, 2023, per Business F.4. (*pending solicitor approval*)

G. Curriculum/Technology

1. To approve the purchase of exterior door security enhancements from CDW-G and Nymbol IT Solutions Inc., pending receipt of the Act 55 School Safety and Security Grant (anticipated \$120,000.00/\$60,000.00 general fund) at an estimated total cost of \$180,000.00 per Business G.1.a. – G.1.b.
 - a. Equipment quote
 - b. Installation quote

H. Facilities/Maintenance

1. To approve the proposal with Lehigh Electric Products, Allentown, PA 18106, for the Intermediate/Middle School lighting control console at a cost of \$6,000.00 per Business H.1. Project details are listed below.
 - 48/96 Channel that allows all the current dimmers to be controlled individually and control of the multicolor LED lights on an individual basis.
 - Funded by IS/MS Construction Funds

I. Employer Reporting Services

To approve a proposal from Conrad Siegel to perform 2022 ACA Employer Reporting services at a cost of \$5,700 (No Change from 2021) as per Business I.

J. Tax Collector Resignation

To accept the resignation of Sue Davis as Tax Collector of Topton Borough, effective December 31, 2022, per Business J.

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

Y Mrs. Eisenhart Y Mr. Heffner Y Mr. Hohenshilt Mrs. Huhn
Y Mr. Reitenauer Mr. Scheetz Y Mr. Stubits Y Mr. Wagaman Y Mrs. Walizer
 Motion Carried – 7 yeas, 2 absent

SUPERINTENDENT'S REPORT

A motion was made by Mrs. Eisenhart and seconded by Mr. Stubits to accept the Superintendent Report.

A. Overnight Student Trip

Approve the High School Field Trip Request for approximately 20–30 students to travel with 2–3 teacher chaperones, to Bryce Canyon, Zion, and Grand Canyon National Parks (EF Tours Trip), in Spring 2024 (exact dates to be determined) per Superintendent A.

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

Enrollment Report – Mr. Potteiger

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

Y Mrs. Eisenhart Y Mr. Heffner Y Mr. Hohenshilt Mrs. Huhn
Y Mr. Reitenauer Mr. Scheetz Y Mr. Stubits Y Mr. Wagaman Y Mrs. Walizer
Motion Carried – 7 yeas, 2 absent

PERSONNEL REPORT

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

A. Resignations/Retirements/Terminations/Furloughs

1. Rescind the previously approved resignation of Ms. Nicole DelGuerico, Business manager at the November 7, 2022, meeting.
2. Accept the resignation of Mr. Jason Miller, High School Boys Soccer Head Coach, effective November 16, 2022, per Personnel A.2.
3. Accept the resignations (and/or non-renewal of previous positions) for the 2022-23 Winter Season Co-Curricular Athletic Coaches listed on Personnel C.4.a.

B. Change of Status

1. Approve the change of assignment for Ms. Victoria Swank from Floating Long Term Substitute to K-5 Gifted/Intervention Specialist Long Term Substitute (Levengood) effective retroactive to November 29, 2022, through approximately April 28, 2023, at her current salary. Once this assignment concludes, Ms. Swank will return to her Floating Substitute assignment through the end of the 2022-23 school year.

C. Appointments

1. Professional Staff – None
2. Support Staff - None
3. Long Term Substitutes – None
4. Co-Curricular
 - a. Approve the revised Winter 2022-23 Athletic Coach Recommendations per Personnel C.4.a.
 - b. Approve the revised Winter 2022-23 Athletic Event Staff and Volunteer Coaches per Personnel C.4.b.

D. Support Staff Substitutes

1. Approve Ms. Denise Gabriele as a Support Staff Substitute (Food Service) at a rate of \$13.15 per hour effective December 6, 2022.

E. Leaves

1. Approve the request from Employee #13670 to take a maternity leave of absence using paid and unpaid days beginning approximately February 2, 2023, through the end of the 2022-23 school year per Personnel E.1.

F. Other Personnel Items

- G. Approve the Revised 2022-23 Rates for Support Staff as follows:

Position	Current Rate <i>Board Approved 06.13.2022</i>	Proposed Rate
RN/LPN Nurse Aide Starting Rate	Up to \$18.00 per hour	Up to \$25.00 per hour

RN/LPN Nurse Aide and Certified School Nurse Substitute Rate	Up to \$18.00 per hour	Up to \$25.00 per hour
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- H. Approve a rate adjustment for the Support Staff listed, effective December 6, 2022, per Personnel F.2.
- I. Approve a one-time vacation day payout for Ms. Nicole DelGuerico, Business Manager, of up to 10 vacation days extending beyond the Business Manager contract.

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

Y Mrs. Eisenhart Y Mr. Heffner Y Mr. Hohenshilt Mrs. Huhn
Y Mr. Reitenauer Mr. Scheetz Y Mr. Stubits Y Mr. Wagaman Mrs. Walizer

Motion Carried – 6 yeas, 2 absent (Mrs. Walizer stepped out of the meeting, not present for vote)

OTHER BUSINESS

ADJOURNMENT

A motion was made by Mr. Heffner and Mr. Hohenshilt seconded by to adjourn the meeting at 6:48pm.

Motion carried with all yeas.

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Approval Date

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Nicole DelGuerico, Board
Secretary
Chaydeanne Brunner,
Recording Secretary

Brandywine Heights Area School District

District Enrollment Board Report

December 2022

Class of	Grade	Total	Staff	Average	Students with Academic IEPs		Free/Reduced		Virtual Academy	Virtual Academy
		Enrollment	2022-23	Class Size	(with possible related services)		Lunch students		Full Time	1+ Courses
2036	Pre-K Counts	15	1	15.00						
2035	Kindergarten	82	5	16.4	12	14.63%	21	25.61%	3	0
2034	First Grade	91	5	18.20	19	20.88%	39	42.86%	0	1
2033	Second Grade	80	4	20.00	20	25.00%	23	28.75%	0	0
2032	Third Grade	86	4	21.5	16	18.60%	25	29.07%	2	0
Elementary		339			67	19.78%	108	31.57%	5	1
2031	Fourth Grade	100	5	20.20	24	24.00%	35	35.00%	1	0
2030	Fifth Grade	91	4	22.75	16	17.58%	30	32.97%	0	0
Intermediate		191			40	20.79%	65	33.98%	1	0
2029	Sixth Grade	105	5	20.60	32	30.48%	34	32.38%	0	1
2028	Seventh Grade	102			27	26.47%	41	40.20%	3	0
2027	Eighth Grade	105			23	21.90%	30	28.57%	1	1
Middle School		312			82	26.28%	105	33.72%	4	2
2026	Ninth Grade	88			30	34.09%	29	32.95%	3	55
2025	Tenth Grade	117			26	22.22%	38	32.48%	5	32
2024	Eleventh Grade	109			19	17.43%	30	27.52%	7	39
2023	Twelfth Grade	124			25	20.16%	31	25.00%	6	58
High School		438			100	23.48%	128	29.49%	21	184
Out of District Placements		12			12					
Totals		1280			301	22.58%	406	32.19%	31	187