

**BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT  
COMMITTEE OF THE WHOLE AGENDA**

High School Library

**February 4, 2013**

6:00 p.m.

**PRESENTATION – READ 180 – Mary Darrach, Director of Special Education**

**DISCUSSION**

- A. School Police Officer/School Safety Issues – **Discussion A**
- B. Capital Projects Update
- C. 2013/2014 Budget Process
- D. Outsourcing Support Staff
- E. Discussion of items for approval at the February 4, 2013 Board Meeting - see agenda below.

**BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA**

High School Library

February 4, 2013

7:00 p.m.

**CALL TO ORDER**

**PLEDGE OF ALLIGIANCE**

**ROLL CALL**

~~**PRESENTATION – READ 180 – Mary Darrach, Director of Special Education**~~ (moved to COW)

**I. BOARD OF DIRECTORS REPORT**

- A. To dispense with the reading and accept the minutes from the Reorganization and Regular Board Meeting held January 7, 2013 as attached and marked Board A.
- B. To approve the SECOND reading of the revised policies as attached and marked Board B.a., B.d, and B.g.
  - a. 011 Local Board Procedures/Board Governance Standards/Code of Conduct**
  - b. 203 Pupils/ Immunizations and Communicable Diseases (previously C.b.)
  - c. 248 Pupils/Unlawful Harassment (previously C.c.)
  - d. 305 Employees/Employment of Substitutes (NEW)**
  - e. 307 Employees/Student Teachers/Interns (NEW) (previously C.e.)
  - f. 317 Administrative Employees/Conduct/Disciplinary Procedures (previously C.f.)
  - g. 348 Administrative Employees/Unlawful Harassment**
  - h. 705 Property/Safety (previously C.h.)
  - i. 818 Operations/Contracted Services (previously C.i.)
- C. To accept the committee reports and make them part of the minutes.
  - Committee Reports:**
  - BCIU - Mrs. Huhn
  - BCTC - Mr. Bollinger
  - Berks EIT/Berks TCC - Mrs. Lamaestra

Council on Legislative Action - Mr. Heffner  
Policy Committee – Mr. Groff  
Strategic Planning/Goals– Mrs. Huhn  
Student Representatives – Adam Pritchard, Zachary Miller

## **II. BUDGET/FINANCE/PROPERTY/TRANSPORTATION**

- A. To approve general fund bills for the month of January totaling \$3,567,072.87 per attachment Budget A.
- B. To approve food service fund bills for the month of January totaling \$37,412.67 per attachment Budget B.
- C. To accept the following Financial Reports for December 31, 2012, unless otherwise noted:
  - a. General Fund - Revenue /Expenditure/Fund Balance – Budget C.a.
  - b. Food Service Fund - Revenue /Expenditure – Budget C.b.
  - c. Construction Fund - Revenue/Expenditure – Budget C.c.
  - d. General Fund Schedule of Outstanding Investments - Budget C.d.
  - e. Construction Fund - Detailed Activity Report through February 4, 2013 - Budget C.e.
  - f. Student Activity & Trust Fund – Budget C.f.
- D. To accept the Single Audit Report for the fiscal year ended June 30, 2012 as submitted by Gorman & Associates, P.C. Certified Public Accountants. (Distributed at the January 7, 2013 board meeting.)
- E. To approve Tax Collector Compensation for Current Per Capita and Current Real Estate Taxes effective July 1, 2013 as follows:

Real Estate \$1.65 per bill issued paid when collected (\$0.55 per installment if paid in installments) or when turned over as delinquent (after December 31)  
Per Capita \$1.65 per bill when collected
- F. To approve a contract with Lehigh Valley School Neuropsych Associates, LLC of Bethlehem, PA, to provide Independent Evaluation Services to include neuropsychological evaluation, report writing, review of records, classroom observation, teacher input and parent input at a cost of \$3,525.00 plus mileage for observation at \$.555/mile.
- G. To approve the 2012-2013 List of Student Activity Groups as detailed in Budget G, including the addition of “Class of 2016” and dissolving “Class of 2012.”
- H. To approve a two-year agreement (July 1, 2013 through June 30, 2015) with The Reading Hospital Medical Group –Sports Medicine to provide sports medicine services for the district athletic program as detail in Budget H at an annual cost of \$47,740.00 and \$45.00 per hour for additional services.
- I. To authorize the Business Manager to seek proposals for the following services for 2013-2014:
  - a. Turf and Field Maintenance (current contract ends 6/30/13) – one year proposal
  - b. Macadam Project Design and Engineering

J. **To award the e-rate reimbursable communications contracts effective July 1, 2013 to the following low bidders meeting specifications:**

a. Cellular Service (1-year)	AT&T	\$ 465.00/month
b. Basic Telephone (2- year)	Service Electric Telephone	\$ 1,123.98/month
c. Long Distance Service (2-yr)	Service Electric Telephone	\$ 0.03/minute
d. Local Area Network Fiber (month to month)	Service Electric Inc.	\$ 605.00/month

K. To approve the PDE 2028 Preliminary General Fund Budget for fiscal year July 1, 2013 to June 30, 2014 with expenditures totaling \$31,170,863 per attachment marked Budget I, and to authorize the Business Manager to apply for referendum exceptions from the PA Department Education.

L. **To approve a Print Management agreement with Higher Information Group of Harrisburg, PA, at a cost of \$2,400.00 per month for services described in attachment Budget L.**

### III. SUPERINTENDENT'S REPORT

A. Approve Dr. Handler to attend the PASA 2013 Education Congress - Elevating the Essentials to Radically Improve Student Learning with Dr. Michael Schmoker on March 7, 2013 in Harrisburg, PA for a cost of \$229 plus mileage.

B. **To approve the establishment of a voluntary sick bank for a staff member as attached and marked Superintendent B.**

C. **To approve the Externship Contract between Berks Technical Institute and Brandywine Heights Area School District dated January 16, 2013 for the purpose of jointly providing a practical learning experience for Business Administration and Accounting program students as attached and marked Superintendent C.**

#### Informational Reports

Elementary & Intermediate Schools - Mrs. Zuidema

Middle School - Dr. Johnson

High School - Mrs. Piperato

Athletic Report – Mr. Kurzweg

Instructional Technology Report – Mr. Voelker

Enrollment Report

### IV. PERSONNEL REPORT

A. Resignations/Retirements/Terminations

a. Accept the resignation of Mrs. Tina Beach, 1-1 Elementary Instructional Aide, effective January 31, 2013 as attached and marked Personnel A.

b. **Resolved that Kelly Helfrich is hereby terminated from her position as 1-1 instructional aide effective January 28, 2013 for failure to provide clearances as required by PA School Code in a reasonable timeframe as attached and marked Personnel A.b.**

B. Change of Status

a. Professional Staff

b. Support Staff

C. Appointments

a. Professional Staff

b. Support Staff

c. Long Term Substitute – Professional

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Ms. Robyn Gralinski	3 <sup>rd</sup> Grade (Repko)	B, Step 1	11/13/2012
Ms. Rikki Savidge	Kindergarten (Keller)	B, Step 1	12/10/2012

d. Short Term Substitute – Professional

e. Additional Co-Curricular Appointments – Salaries to be determined per contract settlement.

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Mrs. Terry Flamm	MS Yearbook Co-Advisor (50%)	\$468.00
Mrs. Melanie Scheetz	MS Yearbook Co-Advisor (50%)	\$468.00

f. Additional Co-Curricular Athletic Appointments – Salaries to be determined per contract settlement.

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Mr. Ben Stephens	HS Boys Asst. Tennis Coach	\$1995.00
<b>Mr. George Kressley</b>	<b>MS Baseball Asst Coach (50%)</b>	<b>\$ 705.50</b>
<b>Mr. Jeff Sheeler</b>	<b>MS Baseball Asst Coach (50%)</b>	<b>\$ 705.50</b>
<b>Mrs. Jenna Hart</b>	<b>MS Softball Asst Coach</b>	<b>\$1411.00</b>

D. Approval of additions to the Substitute Lists

a. Professional Substitutes

Mr. Tyler Carl, Secondary Social Studies  
Ms. Adrienne Feeser, Art K-12  
Ms. Jennifer Grill, Elementary K-6, Special Education N-12  
**Mrs. Marci Bates, Spanish K-12 (pending clearances)**

b. Support Staff Substitutes

Heather Moyer  
April Tarone  
**Neil Yuran (pending clearances)**

E. Leaves

**To approve maternity leave for Mrs. Melanie Scheetz, Middle School Learning Support Teacher, from approximately May 2, 2013 through the end of the school year as attached and marked Personnel E.**

F. Absence Without Pay

<u>Name</u>	<u>Position</u>	<u>Date(s)</u>
Mrs. Terry Flamm	MS Learning Support	12/20/2012 (1 day); 12/21/2012 (.5 day)

G. Other Personnel Items

**V. OTHER BUSINESS**