

**BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT
COMMITTEE OF THE WHOLE AGENDA
High School Library
June 3, 2013
6:00 p.m.**

DISCUSSION

- A. Capital Projects Update
- B. 2013/2014 Budget Process
- C. Outsourcing Paraprofessionals
- D. Discussion of items for approval at the June 3, 2013 Regular Board Meeting (agenda below).

**BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA
High School Library
June 3, 2013
7:00 p.m.**

CALL TO ORDER

PLEDGE OF ALLIGIANCE

ROLL CALL

I. BOARD OF DIRECTORS REPORT

- A. To dispense with the reading and accept the minutes from the Regular Board Meeting held May 6, 2013 as attached and marked Board A.
- B. To approve the SECOND reading of the revised policy #214 Class Rank as attached and marked Board B.

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 May totaling \$1,600,982.86 per attachment Budget A.
- B. To approve food service fund bills for the month of May totaling \$36,573.79 per attachment Budget B.
- C. To accept the following Financial Reports through April 30, 2013, 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 June 3, 2013 - Budget C.e.
 - f. Student Activity & Trust Fund – Budget C.f.
 - g. Athletic Report through February 28, 2013 – Budget C.g.
- D. To approve the following 2013-2014 Budget adoption and tax items:
- a. To approve the 2013-2014 Budget in the amount of \$29,791,204 which reflects a real estate tax levy of 32.3 mills as attached and marked Budget D.a.
 - b. To adopt the 2013-2014 Tax Resolutions as attached and marked Budget D.b.
 - c. To adopt the 2013-2014 Homestead and Farmstead Exclusion Resolution that provides for a maximum \$218.93 real estate tax reduction for approved homesteads and farmsteads funded by gambling tax funds of \$788,797.70 per attachment marked Budget D.c.
 - d. To approve commitment of fund balance for future retirement rate increases as calculated by the business manager (\$1,387,000 2013/14 budget), commitment of fund balance for health self-insurance start-up as calculated by the business manager (\$200,000 13/14 budget), authorize the business manager to assign fund balance for future maintenance projects (\$1,226,000 2013/14 budget), authorize the business manager to assign fund balance for future technology upgrades (\$200,000 2013/14 budget), and authorize the business manager to assign fund balance to use to balance the 2013/14 budget (\$200,000). Total committed and assigned fund balance of \$3,213,000 for 2013-14. In addition, the board authorizes the business manager to assign fund balance as needed to balance the net of revenue and expenditures in the 2012-2013 fiscal year. The amount, if any, will be determined at the completion of the audit process.
- E. To appoint the Berks County Earned Income Tax Bureau as the District's 2013-2014 Earned Income Tax Collector per Berks TCC agreement.
- F. To appoint the Berks County Tax Claim Bureau (BCTCB) as the District's 2013-2014 Delinquent Real Estate Tax Collector for a commission of five percent 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.
- G. To appoint Lorraine Meck (Longswamp Township), Nancy Heffner (Topton Borough), George Babilon (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 five percent of collections.
- H. To approve the Real Estate and Per Capita Tax Collectors Bond at 33% of the estimated tax collections.
- I. To authorize the Business Manager to pay bills as necessary during the 2013-2014 fiscal year to meet deadlines, avoid late charges and take advantage of early payment discounts.
- J. To authorize the Business Manager to make 2012-2013 budget transfers after June 30, 2013 as required to prevent year-end over expenditure of sub function/object account codes.
- K. To contract with South Mountain YMCA, Wernersville, PA for the 2013-2014 Intermediate School fifth-grade environmental camp at a total fee of \$13,660.00 per attachment marked Budget K.
- L. To award the 2013-2014 supply purchase contracts to the low bidders meeting specifications as bid through the Berks County Joint Purchasing Board per attachment marked Budget L, a-f: (Bid documents are available at BCIU.)
- a. Classroom and office supply purchase contracts totaling \$20,508.69
 - b. Art supply purchase contracts totaling \$1,920.29
 - c. Physical Education equipment and supply contracts totaling \$33.45
 - d. Digital media supplies (laminating film) purchase contracts totaling \$363.00
 - e. Custodial supply purchase contracts totaling \$21,441.32

- f. Nurse supply purchase contracts totaling \$2,875.17
 - g. Trash removal service 2013/2014 and 2014/2015 estimated annual cost \$11,978.76
- M. To award the 2013-2014 Athletic supply purchase contracts totaling \$11,754.68 to the low bidders meeting specifications per attachment marked Budget M. (Bid documents are available for inspection in the athletic office.
- N. To approve 2013-2014 contracts for online education services as follows:
- a. Secondary Program (6-12): Advanced Academics, Inc. of Oklahoma City, OK, summer school \$150/course/student, school year \$300/semester course/student as detailed in Budget N.a.
 - b. Elementary Program (Kdg. - 5): K12 Virtual Schools of Herndon, VA, fulltime 6 concurrent credits \$2,500/student, 5 concurrent credits \$2,160/student, 4 concurrent credits \$1,820/student, additional instructional cost of \$250/student per course and other fees as detailed in Budget N.b.
 - c. Special Education Program: Educere, LLS of Ambler, PA, for Founders Academy virtual education services for special needs students \$1,999 per seat annually, course fee of \$399 per student/year, \$199.50 per student per half year course as detailed in Budget N.c.
 - d. Elementary Program (Kdg. - 5): Connections Learning of Baltimore, MD, virtual education services for K-5 students at an annual cost of \$3,750 per seat, course fee of \$750 per student per year detailed in Budget N.d.
- O. 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 2013-14 at a cost to the District of \$7,283 for extended services at the High School of one day per week (6-1/2 hours) see Budget O. The Elementary, Intermediate and Middle School programs are funded through the Council on Chemical Abuse at no cost to the district.
- P. To approve a Four-Year Lease Agreement for 855 Lenovo ThinkPad Tablet 2 student devices and 105 Lenovo ThinkPad Twist S230u teacher devices through Lenovo Financial Services of Jacksonville, FL in the amount of \$482,183.72 (annual installments of \$120,545.93), with an interest rate of 0.0% as detailed in Budget P.
- Q. To approve a contract with Higher Information Group of Harrisburg, PA, for Technology Network/Wireless Upgrade Project at a cost of \$89, 692.13 through Co-STARS #003-322 as detailed in Budget Q.
- R. To approve a three-year (2013/2014, 2014/2015 and 2015/2016) subscription agreement for the Blackboard Connect/AlertNow mass notification service with Blackboard Connect, Inc. of at an annual fixed fee of \$2,624 (\$1.60/student, 1640 students) as described in Budget R.
- S. To approve 2013-2014 Pennsylvania School Board Association membership dues of \$8,575.42.
- T. To approve an agreement to participate in the School-Based ACCESS Program Administrative Claims Program per the PA Department of Education and described in Budget T.
- U. To approve an agreement with Frontline Technologies, Inc. of Exton, PA, for 2013/2014 AESOP Automated Substitute Placement and Absence Management system as detailed in Budget U. Annual fee based on current staffing is estimated at \$5,910.00 (\$2.50 per employee with sub-calling and \$1.75 per employee with absence reporting only).
- V. To approve an agreement with School Operations Services Group, Inc. of Malvern, PA, to provide food service consulting services July 1, 2013 through June 30, 2014 at a monthly cost of \$3,500 as outlined in Budget V.
- W. To approve the 2013/2014 BHASD Food Service Budget in the amount of \$653,235 per Budget W.

- X. To approve the 2013-2014 Agreement for Participation in Child Nutrition Programs between the Berks Career & Technology Center and the Brandywine Heights Area School District as detailed in Budget X.
- Y. To authorize the Business Manager to transfer \$11,000.00 in FY2012/2013 from the General Fund to the Food Service Fund for equipment purchases and repairs.
- Z. To approve the proposal from The Longacre Company of Bally, PA to replace the condensing unit, install a new evaporator and associated parts and labor on the Intermediate/Middle School Walk-in Freezer at a cost of \$9,940.00 per attached proposal Budget Z.
- AA. To approve the proposal from Miller Flooring Company, Inc. of West Chester, PA, to perform maintenance, cleaning and refinishing the High School gymnasium floor at a cost of \$3,770.00 as detailed in Budget AA.
- BB. To contract with Martin's Flooring, Inc. of Lancaster, PA, for the purchase and installation of carpet for the Intermediate/Middle School Band Practice Rooms as detailed in Budget BB at a cost of \$1,098.00.
- CC. To approve a renewal contract with Renaissance Learning, Inc. of Wisconsin Rapids, WI, for 2013/2014 STAR Early Literacy Renaissance Place at a cost of \$3,950.00 as detailed in Budget DD.

III. SUPERINTENDENT'S REPORT

- A. Approve the 2012-13 Driver Education Testing Course Agreement with the Berks County Intermediate Unit which allows Brandywine Heights Area School District students the option to participate in Behind-the-Wheel instruction and/or the opportunity to take the End of Course Skills test as part of the Driver Education Program at no cost to the District, as attached and marked Superintendent A.
- B. Approve a High School Music Department Overseas Field Trip Request to Germany and Austria from March 25, 2015 through April 4, 2015 as attached and marked Superintendent B.
- C. Approve a subscription through a BCIU consortium to utilize the SafeSchools® Staff Development Video Library to address the requirement of Act 126 – Child Abuse Recognition and Reporting Training as well as many other staff training requirements at a cost not to exceed \$8 per employee (approximately \$2,400 per year). The program description is attached and marked Superintendent C.
- D. Approve the newly written K-8 Library Skills Curricula as attached and marked Superintendent D. *Final approval of curricula will be requested at the June 24, 2013 meeting.*
- E. Approve the newly written 9-12 Information Literacy Library Curricula as attached and marked Superintendent E. *Final approval of curricula will be requested at the June 24, 2013 meeting.*
- F. Adopt the Zaner Bloser Online Writing Center with 6 year access for Grades 1-3 at a cost of \$11,717.56 and Grades 4-5 at \$11,397.00 as a part of the 2013-14 Curriculum cycle budget as attached and marked Superintendent F. *Final approval of the writing program will be requested at the June 24, 2013 meeting.*
- G. Adopt the Houghton Mifflin Harcourt Journeys Common Core Language Arts Program and student textbooks noted below for Elementary (K-3) and Intermediate (4-5) Schools as well as additional resources for Grades K-3 a cost of \$ 56,771.56 and Grades 4-5 at a cost of \$15,732.44 as part of the

2013-2014 curriculum cycle budget as attached and marked Superintendent F. *Final approval of the textbooks will be requested at the June 24, 2013 meeting.*

- Journeys Common Core Kindergarten ©2014, Houghton Mifflin Harcourt ISBN 9780547913636
- Journeys Common Core Grade 1 ©2014 Houghton Mifflin Harcourt ISBN 9780547885001
- Journeys Common Core Grade 2 ©2014 Houghton Mifflin Harcourt ISBN 9780547885018
- Journeys Common Core Grade 3 ©2014 Houghton Mifflin Harcourt ISBN 9780547885025
- Journeys Common Core Grade 4©2014, Houghton Mifflin Harcourt ISBN 9780547880532
- Journeys Common Core Grade 5 ©2014, Houghton Mifflin Harcourt, ISBN: 9780547885049

- H. Approve the 2013 ESY (Extended School Year) Program to be offered to students who meet eligibility requirements. The 2013 extended school year program will run July 1, 2013 through August 1, 2013. The program will offer four AM sessions (8:30-11:30) and four PM sessions (12:30-3:30). There is also a required in-service day for the teachers only on June 27, 2013.
- I. Approve the 2013 Summer Work Experience Assessment Program (SWEAP) Program for eight Special Education students. The SWEAP program requires one job coach for every five students to provide supervision, instruction for basic work skills, and work evaluations. The program will begin June 24, 2013 and end July 31, 2013, Monday – Wednesday, 8:30 to 3:30. There is a mandatory training for the SWEAP job coaches on June 20th at the Goodwill St. Lawrence Facility.
- J. Approve the Brandywine Heights High School Handbook with the revisions outlined as attached and marked Superintendent J.
- K. Approve the implementation of ST Math (Mind Research Institute) as supplemental resources for Intermediate School Math for a one time start-up fee of \$19,000 as attached and marked Superintendent K.

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 Ms. April Tarone, Elementary School Instructional Aide, effective April 30, 2013 as attached and marked Personnel A.a.
 - b. Accept the resignation of Ms. Debra Tyson, High School Cook, effective June 5, 2013 as attached and marked Personnel A.b.
 - c. Accept the retirement of Ms. Linda Windish, Elementary School Custodian, effective June 28, 2013 as attached and marked Personnel A.c.
 - d. Accept the resignation of Mrs. Maria Sproat, Intermediate Learning Support Teacher, effective June 7, 2013 as attached and marked Personnel A.d.
 - e. Terminate the employment of Mr. Lawrence Rossi, 5th Grade Intermediate School Teacher, upon exhaustion of his accumulated paid time off on or about March 12, 2013.
- B. Change of Status
 - a. Professional Staff – None
 - b. Support Staff – None

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Rate</u>	<u>Effective</u>
Mrs. Julie Rapp	Part Time 5/hr BVA Aide	Full Time 7.5/hr BVA Aide	\$11.00/hr	7/1/2013

Mr. Dale Schlegel	Part Time 4/hr MS Custodian	Full Time 8/hr ES Custodian	\$9.50/hr	7/1/2013
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C. Appointments –Summer Programs

a. Professional Staff

Ms. Kayla Peters	SWEAP Program Special Education Teacher
Mrs. Dawn Schwenk	ESY Program Nurse
Mrs. Ashleah Tomisino	ESY Program Special Education Teacher
Mrs. Janelle Moser	ESY Program Special Education Teacher
Mrs. Erin Davis	ESY Program Special Education Teacher
Mrs. Lyndsay Levengood	ESY Program Special Education Teacher
Mr. Nate Bentley	ESY Program Special Education Teacher
Mrs. Gina Hook	Summer Reading Program Coordinator

b. Support Staff

Mrs. Patty Weaver	SWEAP Program Paraprofessional
Ms. Karen Jones-Fisher	ESY Program Paraprofessional and ESY Van Aide
Ms. Rebeka Singer	ESY Program Paraprofessional
Ms. Donna Hertzog	ESY Program Paraprofessional
Ms. Donna Heffner	ESY Program Paraprofessional
Ms. Lynn Hilbert	ESY Program Paraprofessional

c. Long Term Substitute – Professional – None

d. Short Term Substitute – Professional – None

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

Approve the appointment of Dr. Kevin Dolan as Interim Student Council advisor for the purpose of writing end of year checks, in absence of advisor Mrs. Kelly Shaw, effective May 17, 2013.

f. Additional Co-Curricular Athletic Appointments as attached and marked Personnel C.f. – Salaries to be determined per contract settlement.

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Mr. Matthew Donato	HS Girls' Tennis Head Coach	\$4,032	2013-14
Mr. Benjamin Stephens	HS Girls' Tennis Asst. Coach	\$1,995	2013-14
Mr. Brent Gechter	HS Girls' Volleyball Asst. Coach	\$2,100	2013-14
Ms. Eden Reichard	HS Girls' Volleyball Asst. Coach	\$1,000	2013-14
Mr. Brian Keeney	HS Girls' Soccer Asst. Coach	\$2,714	2013-14
Ms. Amanda Johnson	HS Girls' Soccer Asst. Coach	\$1,100	2013-14
Mr. Ryan Wehr	HS Boys' Basketball Head Coach	TBA	2013-14

D. Approval of additions to the Substitute Lists

a. Professional Substitutes – None

b. Support Staff Substitutes

Sarah Mickey	Custodial Substitute (pending clearances)
Tina Levan	Summer Custodial Substitute
Linda Reinert	Summer Custodial Substitute
Mary Arndt	Summer Custodial Substitute
LuAnn Wessner	Summer Custodial Substitute

E. Leaves

a. Approve the request for an extended unpaid medical leave of absence for Mr. Larry Kern, Middle School Custodian, from May 14, 2013 through August 31, 2013 as attached and marked Personnel E.a.

- b. Approve the request for and unpaid leave of absence for Ms. Barbara Nester, High School Cook, from May 6, 2013 through the end of the 2012-13 school year as attached and marked Personnel E.b.
- c. Approve the request for an unpaid medical leave of absence for Ms. Debbie Steffy, Intermediate Instructional Aide, from May 23, 2013 through the end of the 2012-13 school year as attached and marked Personnel E.c.
- d. Approve the revised request for a maternity leave of absence for Mrs. Maria Sproat, Intermediate School Learning Support Teacher, from May 22, 2013 through the end of the 2012-13 school year as attached and marked Personnel E.d.
- e. To approve the request for unpaid leave for Mrs. Jilian Keller, Elementary Teacher, for the 2013-14 school year as attached and marked Personnel E.e.

F. Absence Without Pay – None

G. Other Personnel Items

- a. Approve Mr. Nathaniel Bentley, Middle School Special Education Teacher, as a Home Bound Instructor for the 2012-13 school year.
- b. Approve the 2013-14 Substitute Teacher rates as follows:

Substitute Teacher Rates	2012-13 Rates <small>(Board App. 6/25/12)</small>	2013-14 Suggested Rates
1-14 days	\$85 per day	\$85 per day
15-29 days	\$90 per day	\$90 per day
30 or more days	\$100 per day	\$100 per day
Short term sub (continuous for same teacher 15 days)	\$125 per day	\$125 per day

- c. Approve the 2013-14 Substitute Support Staff Rates as follows:

Support Staff Substitute Rates	2012-13 Rates <small>(Board App. 6/25/12)</small>	2013-14 Suggested Rates
Aides, Cafeteria Workers	\$8.50 per hour	\$9.00 per hour
Custodians	\$9.50 per hour	\$9.50 per hour
Van Drivers	\$10.75 per hour	\$10.75 per hour
LPNs		\$11.25 per hour

- d. Approve the 2013-14 Starting Rates for Support Staff as follows:

Starting Rates for Support Staff	2012-13 Rates <small>(Board App. 6/25/12)</small>	2013-14 Suggested Rates
Aides, Custodians, Cafeteria	\$9.50 per hour	\$9.50 per hour
Secretaries, Van Drivers, Maintenance/Courier	\$12.50 per hour	\$12.50 per hour
Maintenance Worker, Skilled	\$15.00 per hour	\$15.00 per hour

V. OTHER BUSINESS