

**BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT
COMMITTEE OF THE WHOLE AGENDA
High School Auditorium
June 24, 2013
6:00 p.m.**

DISCUSSION

- A. Facility Use Fee Schedule Effective 7/1/2013
- B. Discussion of items for approval at the June 24, 2013 Regular Board Meeting (agenda below).

**BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA
High School Auditorium
June 24, 2013
7:00 p.m.**

CALL TO ORDER

PLEDGE OF ALLIGIANCE

ROLL CALL

ACKNOWLEDGEMENTS

To acknowledge the retirement of Ms. Linda Windish, Elementary Custodian, and present her with a plaque of appreciation for 13 years dedicated service.

To recognize and congratulate the Brandywine Heights High School Girls Softball Team for winning the 2013 State PIAA Class AA Championship.

I. BOARD OF DIRECTORS REPORT

- A. To dispense with the reading and accept the minutes from the Regular Board Meeting held June 3, 2013 and the Special Board Meeting held June 13, 2013 as attached and marked Board A.

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 – No report. Reports will continue on September 2013 after new student representatives are selected.

II. BUDGET/FINANCE/PROPERTY/TRANSPORTATION

- A. To approve general fund bills for the month of June totaling \$1,833,114 per attachment Budget A.
- B. To approve food service fund bills for the month of June totaling \$27,130.47 per attachment Budget B.

- C. To accept the following Financial Reports through May 31, 2013, unless otherwise noted (to be distributed at the meeting):
- General Fund - Revenue /Expenditure/Fund Balance – Budget C.a.
 - Food Service Fund - Revenue /Expenditure – Budget C.b.
 - Construction Fund - Revenue/Expenditure – Budget C.c.
 - General Fund Schedule of Outstanding Investments - Budget C.d.
 - Construction Fund - Detailed Activity Report through June 24, 2013 – no report
 - Student Activity & Trust Fund – Budget C.f.
- D. 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-b: (Bid documents are available at BCIU.)
- Copy paper purchase contracts totaling \$20,948.40
 - Food service paper products purchase contracts totaling \$3,654.23
- E. To approve a contract with Stericycle of Northbrook, IL, for 2013-2014 Infectious and Chemotherapeutic Waste Removal at a cost of \$229.00/month (9 months \$2,061.00) as detailed in Budget E.
- F. To approve the 2013-2014 Property and Casualty Insurance through the PSBA Insurance Trust for all coverage except Boiler and Machinery coverage through Hartford Steam Boiler as recommended by the District’s insurance broker and detailed below for a total premium of \$90,274.00.

Coverage	2013-2014	2012-2013	Difference
Package	\$55,444.00	\$45,700.00	\$9,744.00
Automobile	\$7,776.00	\$6,954.00	\$822.00
Boiler & Machinery	<u>\$3,939.00</u>	<u>\$3,893.00</u>	<u>\$46.00</u>
Subtotal	\$67,159.00	\$56,547.00	\$10,612.00
Educator’s Legal Liability	\$15,663.00	\$14,239.00	\$1,424.00
Excess Liability (\$5 million)	<u>\$7,452.00</u>	<u>\$6,774.00</u>	<u>\$678.00</u>
Total	\$90,274.00	\$77,560.00	\$12,714.00

- G. To approve a preventative maintenance agreement for commercial refrigeration in the food service department with The Longacre Company of Bally, PA, as detailed in Budget G. at an annual cost of \$4,350.00.
- H. To authorize the administration to seek quotations for the purchase of Milk and Milk Products, Ice Cream Products and Bread Products for the 2013/2014 school food program.
- I. To approve Special Education contracts for services for the 2013-14 school year as follows:
- Ruth Scott Portonova of Berwyn, PA, for Vision, Orientation and Mobility Services at a cost of \$100/hour per Budget I.a.
 - Austill’s Rehabilitation Services, Inc. of Exton, PA, three-year addendum to contract for occupation and physical therapy services (year 1 OTR/PT \$58.69/hr., COTA \$47.20/hr., year 2 OTR/PT \$59.34/hr., COTA \$47.72/hr., and year 3 OTR/PT \$59.99/hr., COTA \$48.24/hr.) per Budget Ib.
 - Devereux of Villanova, PA, for Extended School Year (ESY) program (July 1 – August 16, 2013) for one student at a cost of \$196.00 per day CBHS, \$9.00/15 min. I/DD Services, and \$75.00/hr. Clinical Services as detailed in Budget I.c.
 - Sweet, Stevens, Katz & Williams – special counsel for matters related to special education as described in Budget I.d. at the following rates:
 - Routine matters attorney rate \$140/hr., legal assistant \$115/hr.
 - Non-routine matters attorney rate \$185/hr., legal assistant \$115/hr.

- J. To approve Budget J - list of unneeded/unnecessary technology equipment and authorize the administration to recycle/dispose of the items.
- K. To approve the purchase of the following instructional technology equipment:
 - a. 75 wireless AV connectors from TeqAvit of Rancho Santa Margarita, CA, at a cost of \$16,125.00.
 - b. 20 iMac computers from the Apple Store at a cost of \$24,980.00.
 - c. 30 Lenovo laptops with RAM for Project Lead the Way technology lab from Tech Depot at a cost of \$659.36 per laptop, total cost \$19,780.80 through TPCN cooperative purchase agreement Contract Number: R5113.
 - d. 5 Lenovo desktop replacement computers with RAM for High School office and TV studio from Tech Depot at a cost of \$606.24 per laptop, total cost \$3,031.20 through TPCN cooperative purchase agreement Contract Number: R5113.
- L. To approve the purchase of classroom management software licenses from Faronics of San Ramon, CA or comparable product, at a cost not to exceed \$15,000.00.

III. SUPERINTENDENT'S REPORT

- A. Approve the list of 2013-14 Brandywine Heights High School Graduates as attached and marked Superintendent A.
- B. Approve the newly written K-8 Library Skills Curricula. *This item was first introduced at the meeting held June 3, 2013.*
- C. Approve the newly written 9-12 Information Literacy Library Curricula. *This item was first introduced at the meeting held June 3, 2013.*
- D. 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 D. *This item was first introduced at the meeting held June 3, 2013.*
- E. 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 E. *This item was first introduced at the meeting held June 3, 2013.*
 - 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

Informational Reports

2013-14 Projected Enrollment Report

IV. PERSONNEL REPORT

- A. Resignations/Retirements/Terminations
 - a. Accept the resignation of Ms. Tammy Dunning, Custodian, effective June 14, 2013 as attached and marked Personnel A.a.
 - b. Accept the resignation of Ms. Sue Merkel, Middle School Instructional Aide, effective June 7, 2013 as attached and marked Personnel A.b.

- c. Accept the retirement of Mr. Dennis Ward, Maintenance Mechanic, effective August 16, 2013 as attached and marked Personnel A.c.
- d. Accept the resignation of Ms. Sarah Sepkowski, High School Principal's Secretary, effective August 9, 2013 as attached and marked Personnel A.d.
- e. Accept the resignation of Mrs. Linda Adams, Intermediate/Middle School Custodian, effective June 29, 2013 as attached and marked Personnel A.e.
- f. Eliminate para-professional positions and lay-off existing para-professionals effective June 6, 2013 as attached and marked Personnel A.f.

B. Change of Status

a. Professional Staff

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Mrs. Nancy Butt	FT ES Library	PT .6 ES Library	2013-14
Ms. Jessica Cammarano	FT HS Math	PT 5/8 HS Math	2013-14
Mrs. Erin Davis	FT IS Autistic Support	FT ES Learning Support	2013-14
Ms. Erin DeLong	FT HS English	PT 5/8 English	2013-14
Mrs. Joyce Esser	PT 3/8 MS FCS	PT 1/4 MS FCS	2013-14
Mrs. Lauren Farina	FT IS/MS Title I Rdg.	FT ES/IS Title I Reading	2013-14
Mr. Paul Gilbert	FT MS Art	PT .6 ES Art	2013-14
Mrs. Jenna Hart	FT ES/IS PE	PT 5/8 ES PE, 3/8 HS Math	2013-14
Mrs. Kathleen Hart	FT MS Reading	FT MS/IS Title I Reading	2013-14
Mrs. Stephanie Kelly	FT ES 2 nd Grade	FT IS 5 th Learn. Support (Sproat)	2013-14
Mrs. Karen Krumanocker	FT ES Computer	FT ES/IS Computer	2013-14
Mrs. Cathy Ohl	FT ES 3 rd Grade	FT ES 2 nd Grade (Kelly)	2013-14
	<i>(Grade 3 classroom was eliminated)</i>		
Mrs. Kathleen Rabert	FT ES Art	FT IS/MS Art	2013-14
Mrs. Lisa Turner	FT ES Kindergarten	FT ES 1 st Grade	2013-14
	<i>(Grade K classroom was eliminated)</i>		
Mrs. Angela Warsing	PT 5/8 HS Spanish	PT 1/4 HS Spanish	2013-14

b. Support Staff – None

C. Appointments – None

a. Professional Staff – None

b. Support Staff – None

c. Long Term Substitute – Professional

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Ms. Jill Branch	4 th Grade (Keller)	B, Step 1	2013-14
Ms. Erin DeLong	PT 3/8 HS English (Paxson)	B, Step 1	2013-14
Mrs. Andrea Meyers	HS Science/Chem. (Babb)	B, Step 1	2013-14
Mrs. Angela Warsing	PT 3/4 HS Soc. St. (Angstadt)	M+12, Step 1	2013-14

d. Short Term Substitute – Professional – None

e. Additional Co-Curricular Appointments – Salaries to be determined per contract settlement. – None

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>
Ms. Erin DeLong	HS Girls' Cheer Head Coach	\$3,132	2013-14
Mrs. Angela Warsing	HS Girls' Cheer Asst. Coach	\$1,380	2013-14
Ms. Taryn Winterburn	HS Girls' Cheer Asst. Coach	\$1,000	2013-14
Ms. Jessica Lapinski	HS Girls' Cheer Asst. Coach	\$ 500	2013-14
Mr. Guy Miller	HS Girls' Soccer Head Coach	\$4,920	2013-14

Mr. Brian Keeney	HS Girls' Soccer Asst. Coach	\$2,714	2013-14
Ms. Amanda Johnsen	HS Girls' Soccer Asst. Coach	\$1,100	2013-14
Mr. Matthew Donato	HS Girls' Tennis Head Coach	\$4,032	2013-14
Mr. Benjamin Stephens	HS Girls' Tennis Asst. Coach	\$1,995	2013-14
Ms. Jessica Franko	HS Girls' Volleyball Head Coach	\$3,226	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
Ms. Jessica Cammarano	MS Girls' Field Hockey Asst. Coach	\$1,411	2013-14
Mr. Ryan Wehr	HS Boys' Basketball Head Coach	\$6,344	2013-14
Mr. Eric Luckenbill	HS Boys' Basketball Asst. Coach	\$4,386	2013-14

D. Approval of additions to the Substitute Lists

- a. Professional Substitutes – None
- b. Support Staff Substitutes
 - Mr. Robert Kresley, Custodial Substitute (pending clearances)
 - Mr. Harold Madeira, Custodial Substitute

E. Leaves – None

F. Absence Without Pay

Approve employee days without pay for 2012-13 as attached and marked Personnel F (to be distributed at the meeting).

G. Other Personnel Items

- a. Approve the Act 93 Administrator Agreement effective July 1, 2013 through June 30, 2016 as attached and marked Personnel G.a.
- b. Approve the 2013-14 salaries for the Act 93 Administrators, Business Manager and Non-Union personnel as attached and marked G.b.
- c. Approve the 2013-14 Starting Rates for LPN Aide as \$15.00/hr.
- d. To appoint the title of interim “Acting Superintendent” to Mr. Andrew M. Potteiger, Assistant to the Superintendent, beginning July 1, 2013 until August 5, 2013 when it is anticipated a Superintendent is recommended and board approved.

V. OTHER BUSINESS

- A. Approve Psychologists, Guidance Counselors and the Registration/PIMS Secretary to work up to the following number of days to fulfill summer related work from July 1, 2013 to June 30, 2014:

<u>Name</u>	<u>Position</u>	<u>Days</u>
Mr. Matthew Smith	Secondary Psychologist	10
Ms. Maureen Marcellus	Elementary Psychologist	10
Mrs. Rosanne Kegerise	Registration/PIMS Secretary	10
Mr. David Favata	HS Guidance Counselor	9
Mrs. Kelly Pearsall	HS Guidance Counselor	9
Mr. Robert Allison	HS Guidance Counselor	2
Mr. Lawrence Schumacher	MS Guidance Counselor	3
Mrs. Heather Kulp	IS Guidance Counselor	2
Mr. Doug Felegy	ES Guidance Counselor	2

- B. To grant tenure to the following professional employees:

Mr. Nathaniel Bentley	MS Life Skills
Ms. Christa Heagerty	HS Science
Ms. Sarah Malecki	ES 2 nd Grade
Mrs. Kristina Perry	HS Learning Support
Mrs. Lisa Turner	ES 1 st Grade
Mr. Ryan Wehr	HS Learning Support