

**BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA
High School Library
August 5, 2013
6:00 p.m.**

CALL TO ORDER

PLEDGE OF ALLIGIANCE

ROLL CALL

___ Mr. Bollinger ___ Ms. Eyrich ___ Mr. Groff ___ Mr. Heffner ___ Mrs. Huhn
___ Mrs. Lamaestra ___ Mrs. MacMillan ___ Mr. Rothermel ___ Mr. Scheetz

PRESENTATIONS/UPDATES

Elimination of Property Tax – Mr. David Baldinger of the Pennsylvania Tax Payers Cyber Coalition (PTCC)
SOS Paraprofessional Update – Mr. Richard Krumrine, Vice President, SOS Group Inc.
Technology Update – Mr. Thomas Voelker

Administration presentation of items for consideration under the Board of Directors Report.

I. BOARD OF DIRECTORS REPORT

- A. To dispense with the reading and accept the minutes from the Regular Board Meeting held June 24, 2013 as attached and marked Board A.
- B. Approve a Resolution of the Brandywine Heights Area School District Board of School Directors in support of the Property Tax Independence Act as attached and marked Board B.
- C. Approve the first reading of the following policies as attached and marked Board C.1.-C.6.:
 - 1. Policy 006.2 Attendance at Meetings via Electronic Communications
 - 2. Policy 218 Student Discipline
 - 3. Policy 339 Uncompensated Leave, Administrative Employees
 - 4. Policy 439 Uncompensated Leave, Professional Employees
 - 5. Policy 539 Uncompensated Leave, Classified Employees
 - 6. Policy 815 Technology Acceptable Use Policy (to be implemented after approval of first reading)
- D. Appoint a Voting Delegate to the Pennsylvania School Boards Association 2013 Delegate Assembly. The representative must attend a meeting on Tuesday, October 15, 2013, the day prior to the PASA-PSBA School Leadership Conference.
- E. 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.

**A motion to approve the items under the Board of Directors Report made by _____,
and seconded by _____.**

Board Discussion

Public Comment

Roll Call

___ Mr. Bollinger ___ Ms. Eyrich ___ Mr. Groff ___ Mr. Heffner ___ Mrs. Huhn
___ Mrs. Lamaestra ___ Mrs. MacMillan ___ Mr. Rothermel ___ Mr. Scheetz

Administration presentation of items for approval under the Budget/Finance/Property/Transportation Report.

II. BUDGET/FINANCE/PROPERTY/TRANSPORTATION

- A. To approve general fund bills for the month of July totaling \$1,221,822.91 marked Budget A (to be distributed).
- B. To approve food service fund bills for the month of July totaling \$5,694.24 marked Budget B (to be distributed).
- C. To accept the following Financial Reports through June 30, 2013, unless otherwise noted (to be distributed):
 - 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 – Budget C.e.
 - f. Student Activity & Trust Fund – Budget C.f.
- D. To approve the 2012-2013 closing budget transfers per attachment marked Budget D (to be distributed).
- E. To contract with Don Kauffman’s Sewing Machines of Temple, PA, to service sewing machines at a cost of \$27.00 per machine, estimated total cost for 17 machines is \$378.00 per Budget E.
- F. To approve the purchase and installation of one replacement camera and monitor for the Special Education entrance at the Intermediate/Middle School security system from Protect Alarms of Allentown, PA, at a cost of \$1,625.00 as detailed in Budget F.
- G. To approve the agreement with Longswamp Learning Center to operate before and after school child care at the Elementary School for the 2013-2014 school year as detailed in Budget G.
- H. To approve the Microsoft Server Product Purchasing Group Participation Agreement with the Lancaster-Lebanon Intermediate Unit 13 for a three-year Microsoft Server Platform Academic Volume Licensing Program as detailed in Budget H.
- I. To approve the following vendors for the purchase of Food and Non-Food Products, Milk and Milk Products, Fruit Juice Products, Ice Cream Products, and Bread Products for the 2013/2014 school food program. Budget I.
 - Food and Non-Food Product Quote: ESPN Joint Cooperative Bid: US Foods of Allentown, PA and Feeser’s Food Distributors of Harrisburg, PA 17111
 - Milk and Juice Products Quote: Clover Farms Dairy of Reading, PA
 - Ice Cream Quote: Jack & Jill of Mooresville, NJ
 - Bread Quote: Morabito Baking Company of Norristown, PA

A motion to approve the items under the Budget/Finance/Property/Transportation Report made by _____, and seconded by _____.

Board Discussion

Public Comment

Roll Call

___ Mr. Bollinger ___ Ms. Eyrich ___ Mr. Groff ___ Mr. Heffner ___ Mrs. Huhn
___ Mrs. Lamaestra ___ Mrs. MacMillan ___ Mr. Rothermel ___ Mr. Scheetz

Administration presentation of items for approval under the Superintendent’s Report.

III. SUPERINTENDENT’S REPORT

- A. Approve the K-5 English Language Arts Curricula as attached and marked Superintendent A.
- B. To allow administration to establish an annual technology fee for students for use of district provided devices for curricular implementation as described in Superintendent B.
- C. Approve the movement of a Kindergarten position to a Third Grade position, and authorize the administration to add a Kindergarten position if Kindergarten enrollment exceeds 90 students as described in Superintendent C.
- D. Approve a Settlement Agreement and Release for an out-of district placement for a student in an approved private school.

Informational Reports

2013-14 Enrollment Report
Technology Report – Mr. Thomas Voelker

A motion to approve the items under the Superintendent’s Report made by _____, and seconded by _____.

Board Discussion

Public Comment

Roll Call

___ Mr. Bollinger ___ Ms. Eyrich ___ Mr. Groff ___ Mr. Heffner ___ Mrs. Huhn
___ Mrs. Lamaestra ___ Mrs. MacMillan ___ Mr. Rothermel ___ Mr. Scheetz

Administration presentation of items for approval under the Personnel Report.

IV. PERSONNEL REPORT

- A. Resignations/Retirements/Terminations
 - a. Accept the resignation of Mrs. Debby Sabastro, High School Guidance Secretary, effective August 13, 2013, as attached and marked Personnel A.a.
 - b. Accept the retirement of Mrs. Kathy Hassler, Secretary to the Business Manager, effective September 5, 2013, as attached and marked Personnel A.b.
 - c. Accept the resignation of Mrs. Kellen Gault, Elementary Teacher, effective July 15, 2013, as attached and marked Personnel A.c.

- d. Accept the retirement of Mr. Larry Kern, Middle School Custodian, effective June 28, 2013, as attached and marked Personnel A.d.
- e. Accept the resignation of Ms. Barbara Nester, High School Cook, effective June 6, 2013 as attached and marked Personnel A.e.
- f. Accept the resignation of Maurine Marcellus, School Psychologist, effective September 3, 2013 as attached and marked Personnel A.f.

B. Change of Status

- a. Professional Staff – None

- b. Support Staff

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Mr. Dale Schlegel	FT ES 2 nd Shift Custodian	FT MS 2 nd Shift Custodian	7/1/2013
Ms. Lori Miller	10-Month High School Attendance Secretary	FT High School Guidance Secretary	8/19/2013

- c. Approve reduction in hours beginning with the 2013/14 school year for the following support staff positions:

Position	Hours/day 2013/14	Hours/day 2012/13	Current Employee
ES Part-time Recess Aide	2.5	4	Bower, Donna
ES Part-time Recess Aide	2.5	4	Kowoleski, Paige
ES Part-time Library Aide	3	5	Karom, Pamela
MS Office Part-time Aide	5.75	6	Hafer, Connie
IS/MS Part-time Cafeteria Worker	5.75	6	Frederic, Susan
ES Part-time Cafeteria Worker	5.75	6	Lebo, Donna
ES Part-time Cafeteria Worker	5.75	6	Arndt, Mary

C. Appointments – None

- a. Professional Staff – None

- b. Support Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Ms. Sarah Brown	SWEAP Program Paraprofessional (replaced Ms. Kayla Peters)	\$9.50/hr	retro 6/24/2013– 7/31/2013
Mr. David Roth	Maintenance Mechanic	\$15.00/8hr	8/12/2013
Ms. Wanda Zierdt	PT 2 nd Shift MS Custodian	\$9.50/4hr	8/5/2013
TBA	HS Principal Secretary	TBA/7.5hr	TBA pending clearances
Mrs. Judelka Grande	10-Month High School Attendance Secretary	\$12.50/7.5hr	TBA pending clearances
TBA	Business Manager’s Secretary	TBA/8hr	TBA pending clearances

- c. Long Term Substitute – Professional

Ms. Jessica Benner	HS LTS English (Paxson)	B, Step 1	2013-14
TBA	HS LTS Learning Support 1 st Semester (Sanders)	TBA, Step 1	8/21/2013– 1/16/2014

- d. Short Term Substitute – Professional

Ms. Courtney Seremula	ES STS Spec Ed (Moser)	\$125/day	8/26-9/30/2013
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- e. Co-Curricular Appointments – Salaries to be determined per contract settlement. – None

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

D. Approval of additions to the Substitute Lists

- a. Professional Substitutes for 2013-14 as attached and marked Personnel D.a.
- b. Support Staff Substitutes
Ms. Tammy Dunning, Custodial Substitute (retro to 6/17/2013)

E. Leaves

- a. Approve the request for a maternity leave of absence for Mrs. Janelle Moser, Elementary Special Education Teacher, from August 26, 2013 through approximately September 30, 2013 as attached and marked Personnel E.a.
- b. Approve the request for FMLA maternity leave of absence for Mrs. Lauren Zuidema, Elementary/Intermediate Principal, from approximately September 30, 2013 through January 2, 2014 as attached and marked Personnel E.b.
- c. Approve the request for FMLA maternity leave of absence for Mrs. Karen Fluharty, Elementary School First Grade Teacher, from approximately September 30, 2013 through January 2, 2014 as attached and marked Personnel E.c.
- d. Approve the request for an unpaid leave of absence from Mr. Daniel Troxel, Part Time Custodian, from July 1, 2013 through August 12, 2013 as attached and marked Personnel E.d.

F. Other Personnel Items

- a. Approve the 2013-14 salary for Elementary/Intermediate Principal as \$86,785 which is a correction to the June 24, 2013 Administrator salary grid.
- b. Approve removal of Shelly Adam from the part-time van driver position effective with the 2013/2014 school year due to a conflict in hours with her part-time cafeteria worker position.
- c. To elect Mr. Andrew M. Potteiger as Superintendent of Schools for a three year term effective August 6, 2013 through August 5, 2016. Be it further resolved that the appropriate officers are hereby authorized to enter into a three year employment agreement with Mr. Potteiger as attached and made a part of this resolution.

A motion to approve the items under the Personnel Report made by _____, and seconded by _____.

Board Discussion

Public Comment

Roll Call

___ Mr. Bollinger ___ Ms. Eyrich ___ Mr. Groff ___ Mr. Heffner ___ Mrs. Huhn
___ Mrs. Lamaestra ___ Mrs. MacMillan ___ Mr. Rothermel ___ Mr. Scheetz

Administration presentation of items for approval under the Other Business.

V. OTHER BUSINESS

- A. Discuss Upcoming Board Meeting Dates

A motion to approve the items under Other Business made by _____, and seconded by _____.

Board Discussion

Public Comment

Roll Call

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___Mrs. Lamaestra ___Mrs. MacMillan ___Mr. Rothermel ___Mr. Scheetz

Administration presentation of items for approval under the Other Business.

VI. ADJOURNMENT

Announcement of Executive Session

A motion to Adjourn made by _____, and seconded by _____.