

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

High School Library
December 3, 2013
6:00 p.m.

CALL TO ORDER

PLEDGE OF ALLIGIANCE

ROLL CALL

___ Mr. Bieber (newly elected)	___ Ms. Eyrich (reelected)	___ Mr. Groff (holdover)
___ Mrs. Grossman (newly elected)	___ Mr. Heffner (holdover)	___ Mrs. Huhn (holdover)
___ Mrs. MacMillan (reelected)	___ Mr. Porr (newly elected)	___ Mr. Rothermel (holdover)

ANNOUNCEMENT OF ELECTION RESULTS

The following individuals were elected to the Brandywine Heights Area School District Board of Directors at the annual election held November 7, 2013:

- Mr. David Bieber, 4 year term to expire December 2017
- Ms. Cheryl Eyrich, incumbent, 4 year term to expire December 2017
- Mrs. Ellen Grossman, 4 year term to expire December 2017
- Mrs. Christine MacMillan, incumbent, 2 year term to expire December 2015
- Mr. Travis Porr, 4 year term to expire December 2017

ADMINISTRATION OF OATH

Administration of oath for newly elected and reelected board members.

I do solemnly swear that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity.

REORGANIZATION

Procedural Notes:

1. Nominations do not 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.

Election of a Temporary President

Open nominations.
Nominations.
MOTION that nominations be closed.
Roll call vote.

Election of President

Temporary President opens nominations.
Nominations.
MOTION that nominations be closed.
Roll call vote.
New President takes that chair.

Election of Vice President.

President opens nominations.
Nominations
MOTION that nominations be closed.
Roll call vote.

Appointment of Delegates to Boards and Commissions for the Ensuing Year:

To appoint _____ (currently unfilled) as the district’s Berks EIT delegate and _____ (currently Mrs. Krauss) as the alternate delegate each to serve a 1-year term which expires December 31, 2014.

To appoint _____ (currently unfilled) as the district’s Berks TCC delegate and _____ (currently Mrs. Krauss) as the alternate delegate to serve a 1-year term which expires December 31, 2014.

Mrs. Huhn is the district’s BCIU delegate, approved April 2, 2012 for a 3-year term that expires June 30, 2015.

To appoint _____ (currently unfilled) as the district’s delegate and _____ (currently unfilled) as the alternate delegate to the Joint Operating Committee, Berks Career and Technology Center each to serve a 3-year term which expires December 31, 2017.

To appoint _____ (currently Mr. Heffner) as the district’s Council on Legislative Action representative to serve a 1-year term which expires December 31, 2014.

To appoint _____ (currently Mr. Groff) as the district’s Policy Committee representative to serve a 1-year term which expires December 31, 2014.

To appoint _____ (currently Mrs. Huhn) as the district’s Strategic Planning/Goals Committee representative to serve a 1-year term which expires December 31, 2014.

Board Discussion

Roll Call

___ Mr. Bieber ___ Ms. Eyrich ___ Mr. Groff ___ Mrs. Grossman ___ Mr. Heffner
___ Mrs. Huhn ___ Mrs. MacMillan ___ Mr. Porr ___ Mr. Rothermel

MEETING DATES

A motion to approve the 2013-14 Board Calendar made by _____, and seconded by _____.

Administration presentation of Board Meeting Dates for consideration.

To approve the 2014 Proposed Meeting Schedule:

All meetings to be held at 6:00 pm in the Middle School Large Group Instruction Room #229

Monday, January 6, 2014	Board Meeting
Monday, January 27, 2014	Budget Work Session - General Overview Expend/Revenue, Taxes, & Options
Monday, February 3, 2014	Board Meeting - Adopt Preliminary budget
Monday, February 10, 2014	Budget Work Session - Curriculum/Instruct, Special Ed, Technology, Other Instruction
Monday, February 24, 2014	Budget Work Session - Maintenance, Transportation, Business/Board, Athletics
Monday, March 3, 2014	Board Meeting
Monday, March 10, 2014	Budget Work Session - Salary and Benefits
Monday, March 17, 2014	Budget Work Session - if needed
Monday, March 24, 2014	Budget Work Session - Final Review, Taxes & Options, 5-Year Projection
Monday, March 31, 2014	Budget Work Session - Discussion
Monday, April 7, 2014	Board Meeting
Monday, April 28, 2014	Board Meeting - Proposed Final Budget Adoption

Monday, May 12, 2014	Budget Work Session - if needed
Monday, June 2, 2014	Board Meeting - Final Budget Adoption
Monday, June 30, 2014	Board Meeting
Monday, August 4, 2014	Board Meeting
Monday, September 8, 2014	Board Meeting
Monday, October 6, 2014	Board Meeting
Monday, November 3, 2014	Board Meeting
Tuesday, December 2, 2014	Board Meeting

Board Discussion

Roll Call

___ Mr. Bieber ___ Ms. Eyrich ___ Mr. Groff ___ Mrs. Grossman ___ Mr. Heffner
 ___ Mrs. Huhn ___ Mrs. MacMillan ___ Mr. Porr ___ Mr. Rothermel

REGULAR BOARD MEETING

I. BOARD OF DIRECTORS REPORT

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

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

- A. To dispense with the reading and accept the minutes from the Board Meeting held November 4, 2013 as attached and marked Board A.
- B. To approve a Settlement Agreement and Release and Third Party Education Trust for student IS #32503.
- C. Accept the committee reports and make them part of the minutes.
 BCIU – Mrs. Huhn
 BCTC
 Berks EIT/Berks TCC
 Council on Legislative Action
 Policy Committee
 Strategic Planning/Goals
 Student Representatives – Matei Jordache and Tyler Reignn

Board Discussion

Public Comment

Roll Call

___ Mr. Bieber ___ Ms. Eyrich ___ Mr. Groff ___ Mrs. Grossman ___ Mr. Heffner
 ___ Mrs. Huhn ___ Mrs. MacMillan ___ Mr. Porr ___ Mr. Rothermel

II. BUDGET/FINANCE/PROPERTY/TRANSPORTATION

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

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

- A. To approve general fund bills for the month of October totaling \$1,692,177.29 per attachment Budget A.
- B. To approve food service fund bills for the month of October totaling \$36,100.63 per attachment Budget B.
- C. To accept the following Financial Reports through October 31, 2013, unless otherwise noted:
 - 1. General Fund - Revenue/Expenditure/Fund Balance – C.1.
 - 2. Food Service Fund - Revenue/Expenditure – C.2.
 - 3. Construction Fund - Revenue/Expenditure – C.3.
 - 4. General Fund Schedule of Outstanding Investments - Budget C.4.
 - 5. Student Activity & Trust Fund – Budget C.5.a.-c.
 - a. August 31, 2013 – C.5.a.
 - b. September 30, 2013 – C.5.b.
 - c. October 31, 2013 – C.5.c.
- D. To approve the 2012-13 closing budget transfer totaling \$430,000.00 as detailed in Budget D.
- E. To approve the Berks County Joint Purchasing Board 2014-15 Bid Awards for Fuels and Natural Gas as detailed in Budget E.
- F. To approve changing the High School Debate Club from non-fundraising to fundraising group.
- G. To approve purchasing document management services (convert paper documents to disc and shred source documents) from Higher Information Group, Harrisburg, PA, at a cost of \$200.00 per carton (estimate 8 cartons per year, estimated annual cost \$1,600). Price firm for three years (2013/14 through 2015/16).
- H. To approve a price reduction for United Concordia of Harrisburg, PA, as dental plan administrator for calendar year 2014 from \$2.30 to \$2.25 per employee per month.
- I. To approve/deny (choose one) Ms. Linda Vroman’s request for the Longswamp Township Tax Collector to accept payment at face amount for her 2013-14 school taxes for reasons detailed in Budget I.
- J. To approve/deny (choose one) the Topton Community Ambulance Service Inc. request for a refund of their 2013 real estate taxes of \$11,449.25 and exoneration on interim tax bills as detailed in Budget J. The organization has been determined by the Berks Count Assessment Office as exempt from real estate taxes.

Board Discussion

Public Comment

Roll Call

Mr. Bieber Ms. Eyrich Mr. Groff Mrs. Grossman Mr. Heffner
 Mrs. Huhn Mrs. MacMillan Mr. Porr Mr. Rothermel

III. SUPERINTENDENT’S REPORT

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

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

- A. Approve the 2014-15 High School Program of Studies per the summary of changes attached and marked Superintendent A.
- B. Approve the High School Field Trip Request for a small group of Accounting students to travel to Woodloch Pines Resort in Hawley PA from March 16-18, 2014 as attached and marked Superintendent B.
- C. Accept the following Informational Reports and make them part of the minutes.
Athletic Report – Mr. Kurzweg
Instructional Technology Report – Mr. Voelker
District Enrollment Report

Board Discussion

Public Comment

Roll Call

____Mr. Bieber ____Ms. Eyrich ____Mr. Groff ____Mrs. Grossman ____Mr. Heffner
____Mrs. Huhn ____Mrs. MacMillan ____Mr. Porr ____Mr. Rothermel

IV. PERSONNEL REPORT

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

Administration presentation of items for approval under the Personnel Report.

- A. Resignations/Retirements/Terminations – None
- B. Change of Status
 - 1. Professional Staff – None

2. Support Staff

<u>Name</u>	<u>Position</u>	<u>To</u>	<u>Effective</u>
Mrs. Donna Bower	2 hr ES PT Cafe/Recess	4 hr ES PT Cafe/Recess	12/3/2013
Mrs. Paige Kowolewski	2 hr ES PT Cafe/Recess	4 hr ES PT Cafe/Recess	12/3/2013

C. Appointments

1. Professional Staff – None

2. Support Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Mr. Bo Ortt	MS FT 2 nd Shift Custodian	\$9.50/8hrs	11/4/2013
Ms. Deborah Bausch	HS PT 2 nd Shift Custodian	\$9.50/4hrs	approx. 12/9/2013 pending clearances

3. Long Term Substitute – Professional – None

4. Short Term Substitute – Professional – None

- 5. Co-Curricular Appointments
 - a. Change Middle School Yearbook Co-Advisor from Ms. Janet Huston to Ms. Kate Small for the 2013-14 school year at the same compensation of \$468.00.
- 6. Co-Curricular Athletic Appointments – None

D. Approval of additions to the Substitute Lists

- 1. Professional Substitutes for 2013-14:
 - Mr. Muhammed Francis Camara, BCIU Guest Teacher
 - Ms. Elisabeth Pruitt, K-12 Art
 - Ms. Loretta Marrone, K-12 Special Education, K-6 Elementary
- 2. Support Staff Substitutes – None

E. Leaves – None

F. Other Personnel Items

- 1. To approve Mrs. Joyce Esser, Mrs. Melanie Sheetz and TBA as Home Bound Instructors for the 2013-14 school year.

Board Discussion

Public Comment

Roll Call

Mr. Bieber Ms. Eyrich Mr. Groff Mrs. Grossman Mr. Heffner
 Mrs. Huhn Mrs. MacMillan Mr. Porr Mr. Rothermel

V. OTHER BUSINESS

VI. ADJOURNMENT

Announcement of Executive Sessions

Reminder – The Board will be meeting with the Solicitor directly following the meeting for an informational session on Board duties and responsibilities.

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