

**OFFICIAL PROCEEDINGS
OF THE
BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT
BOARD OF DIRECTORS**

June 30, 2014

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:04 p.m. by President Kenneth Heffner.

The meeting opened with Pledge of Allegiance.

Recording Secretary called the roll:

<u>✓</u> Mr. Bieber	<u>✓</u> Ms. Eyrich	<u>✓</u> Mr. Groff
<u>✓</u> Mrs. Grossman	<u>✓</u> Mr. Heffner	<u>✓</u> Mrs. Huhn
<u>✓</u> Mrs. MacMillan	<u>✓</u> Mr. Porr	<u>✓</u> Mr. Rothermel

Administration Present:

- ✓ Mr. Andrew Potteiger, Superintendent
- ✓ Mrs. Nancy Krauss, Business Manager/Board Secretary
- ✓ Mrs. Mary Darrach, Director of Special Education
- Mrs. Carolyn Hanych, Director of Brandywine Virtual Academy
- ✓ Dr. Kathy Johnson, Middle School Principal
- ✓ Mr. Robert Kurzweg, Director of Athletics
- ✓ Mrs. Karen Long, Elementary/Intermediate Principal
- ✓ Mrs. Heather Piperato, High School Principal
- ✓ Mr. Thomas Voelker, Director of Curriculum, Instruction and Technology
- ✓ Mr. Michael Wetzal, Director of Buildings and Grounds
- ✓ Mr. Josh Ziatyk, Assistant High School Principal

Solicitor: Mr. John M. Stott, Esquire

Visitors: Ron Devlin, Reading, Dax Funderburk, Mertztown, Stephanie Kelly, Breinigsville, Jilian Keller, Breinigsville, Keith Werkheiser, Bethlehem, Bonnie Moyer, Nate Bentley, Blandon, Scott Kramer, RBC Capital Markets, and Peter Edelman, Bond Council, Benjamin Pratt, Attorney, CGA Law Firm.

There was an executive session called from 6:06 p.m. to 6:45 p.m. to discuss the ratification of the Collection Bargaining Agreement.

RATIFICATION OF COLLECTIVE BARGAINING AGREEMENT

A motion was made by Mr. Rothermel, seconded by Ms. Eyrich to approve the Collective Bargaining Agreement between the Brandywine Heights Area School Board and the Brandywine Heights Education Association effective July 1, 2012 through June 30, 2016.

Mr. Benjamin Pratt, Attorney, CGA Law Firm, briefly described the Collective Bargaining Agreement.

Mr. Funderburk asked the total cost of the contract. Mr. Funderburk also suggested the board consider having separate discussion and voting meetings.

Mr. Heffner noted that the total cost of the contract is \$1.4 million over 4 years. Mr. Heffner thanked members of the negotiating team, Mr. Pratt, Mrs. Krauss, Mr. Potteiger, Ms. Eyrich and Mr. Rothermel. Ms. Eyrich thanked Mr. Heffner, and Mrs. Huhn thanked the teaching staff.

Roll call was taken to accept the Ratification of the Collective Bargaining Agreement.

Y Mr. Bieber

Y Ms. Eyrich

Y Mr. Groff

Y Mrs. Grossman

Y Mr. Heffner

Y Mrs. Huhn

Y Mrs. MacMillan

Y Mr. Porr

Y Mr. Rothermel

Motion Carried – 9 Yeas

Mr. Josh Ziatyk, High School Assistant Principal and Mr. Michael Wetzel, Director of Buildings and Grounds presented information to the Board about the District Safety Plan.

Mr. Scott Kramer, RBC Capital Markets, and Mr. Peter Edelman, Bond Council, presented the results of the potential refunding at the meeting to support Budget Item R.

The President led review and discussion of each section of the agenda. Opportunity was provided for Board and public comment after each section.

There was an executive session called from 8:14 p.m. to 8:53 p.m. to discuss personnel matters. After a brief recess from 9:10 p.m. to 9:19 pm, the meeting proceeded to the action items.

BOARD OF DIRECTORS REPORT

A motion was made by Mr. Bieber, seconded by Ms. Eyrich to approve the Board of Directors Report.

A. Approval of Minutes

To dispense with the reading and accept the minutes from the Board Meeting held June 2, 2014 as attached and marked Board A.

B. Policy Approval

To approve the first reading of Policy 810.2 Transportation – Video/Audio Recordings as attached and marked Board B.

Accept the committee reports and make them part of the minutes.

BCIU – Mrs. Huhn reported on the BCIU Board Meeting held on June 19, 2014. Business included policy approvals, election of officers, personnel items, laptop lease agreements, authorization of a public auction for unneeded/unnecessary equipment, and approval of a contract for Dr. George to partner with the new Superintendent of Reading ASD. Noteworthy upcoming events include the Keeping Kids Safe Symposium in October and the announcement of the professional development series of workshops for 2014-15. BCIU's opening day is scheduled for August 19. The next meeting is scheduled for August 22, 2014.

BCTC – Mr. Groff reported on the meeting held on June 25, 2014. Noteworthy business included the approval of the Act 93 agreement. Mr. Groff also announced that the student built house will be sold at an auction scheduled for August 23. There will be an open house on August 3. The next meeting will be held August 27, 2014.

Berks EIT/Berks TCC – Mr. Bieber reported that there will be a meeting to discuss the proposed merger of Berks EIT and Berks TCC on July 21. The next EIT meeting is scheduled for Sept 23, 2014.

Council on Legislative Action – Mr. Heffner noted that legislation has been introduced for paycheck protection. House Bill 1507 is a policy that would prohibit unions from collecting dues via payroll deduction for political purposes.

Policy Committee – Mrs. Grossman reported the first reading of the Video and Audio Recording policy is scheduled for approval on tonight's agenda.

Strategic Planning/Goals – Mrs. Huhn – No report.

Community Engagement/Community Task Force – Mrs. Huhn announced that Mr. Funderburk is leading the Community Task Force Committee and events are posted on the website BHCTaskforce.com.org.

Roll call was taken to accept the Board of Directors Report.

Y Mr. Bieber

Y Ms. Eyrich

Y Mr. Groff

Y Mrs. Grossman

Y Mr. Heffner

Y Mrs. Huhn

Y Mrs. MacMillan

Y Mr. Porr

Y Mr. Rothermel

Motion Carried – 9 Yeas

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

A motion was made by Mr. Bieber, seconded by Mr. Porr to accept the Budget/ Finance/ Property/ Transportation Report.

A. General Fund Bills

To approve general fund bills for the month of May totaling \$2,163,381.10 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills for the month of May totaling \$23,946.50 per attachment Budget B.

C. Financial Reports

To accept the following Financial Reports through May 31, 2014, 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.

D. To approve 2014-2015 contracts for online education services as follows:

1. Secondary Program (6-12): Connections Learning of Baltimore, MD contract for ROADS Learning Management System for secondary students with pricing as detailed in Appendix B of Budget D.1. (formerly Advanced Academics)
2. Elementary & Secondary Program (Kdg. – 12): Connections Learning of Baltimore, MD, contract renewal for virtual education services for K-12 students at an annual cost of \$3,750 per seat, course fee of \$750 per student per year (first of five one-year renewals in existing contract, original contract approved for 2013-2014).
3. Elementary & Secondary Program (Kdg. - 12): Fuel Education LLC of Herndon, VA, fulltime 6 concurrent credits \$2,500/student, 5 concurrent credits \$2,160/student, 4 concurrent credits \$1,820/student, grades Kdg. – 8 full year single courses \$250/student, grades 9-12 semester single courses \$200/student as detailed in Budget D.3. (formerly K12 Virtual Schools)
4. Special Education Program: Educere, LLS of Ambler, PA, for Educere K-12 Virtual Education Services including Founders Education program for special needs students pricing with as detailed in Appendix A of Budget D.4.

E. AESOP/Veritime Agreements

To approve renewing the following agreements with Frontline Technologies, Inc. of Exton, PA, for 2014/2015

1. AESOP Automated Substitute Placement and Absence Management system as detailed in Budget E.1. Annual fee based on current staffing is estimated at \$5,348.20 (\$2.60 per employee with sub-calling and \$1.82 per employee with absence reporting only).
2. Veritime Automated Time and Attendance system as detailed in Budget E.2. at an annual fee of \$3,000.00.

F. 2014-2015 Council for Special Education Matters

To approve continuation of Sweet, Stevens, Katz & Williams as special counsel for matters related to special education for 2014-2015 (same rates as 2013-2014):

- Routine matters attorney rate \$140/hr., legal assistant \$115/hr.
- Non-routine matters attorney rate \$185/hr., legal assistant \$115/hr.

G. Early Literacy Assessment Software License

To approve renewal of the contract with Renaissance Learning, Inc. of Wisconsin Rapids, WI, for 2014/2015 STAR Early Literacy Renaissance Place at a cost of \$3,950.00 as detailed in Budget G. (same price as 2013-2014)

H. Medical Waste Removal

To approve a contract with Stericycle of Northbrook, IL, for 2014-2015 Infectious and Chemotherapeutic Waste Removal at a cost of \$236.50/month (9 months \$2,128.50) as detailed in Budget H.

I. Property and Casualty Insurance

To approve the 2014-2015 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 in Budget I. for a total premium of \$103,338.00.

J. Unneeded/Unnecessary Equipment

To approve the list of unneeded/unnecessary equipment marked Budget J., and authorize the administration to recycle/dispose of the items.

K. Food Service Consultation Services

To approve an agreement with School Operations Services Group, Inc. of Malvern, PA, to provide food service consulting services July 1, 2014 through June 30, 2015 at a monthly cost of \$3,500 as outlined in Budget K. (same price as 2013-14)

L. 2014-2015 Food Service Budget

To approve the 2014/2015 BHASD Food Service Budget in the amount of \$655,318 per Budget L.

M. School Breakfast and Lunch Prices

To approve the 2014-2015 School Breakfast and Lunch Prices as follows:

Full Price Meal	2014-2015 Price	2013-2014 Price
Student Breakfast		
Elementary School	\$1.75	\$1.75
Intermediate School	\$1.75	\$1.75
Middle School	\$2.00	\$2.00
High School	\$2.00	\$2.00
Adult Breakfast	\$3.00	\$3.00
Student Lunch		
Elementary School	\$2.60	\$2.50
Intermediate School	\$2.60	\$2.50
Middle School	\$2.85	\$2.75
High School	\$2.85	\$2.75
Adult Lunch	\$4.50	\$4.50

N. Audiological Services

To approve Audiological Service of Harrisburg, PA, to provide annual calibration of the district’s three audiometers at a cost of \$48.50 per meter. (same price as 2013-2014)

O. Security Cameras and Installation

To contract with CSI Integrated Security & Communications of Allentown, PA,(CoStars Contract #003-081) to provide and install external security cameras at the Intermediate/ Middle School bus pick-up/drop-off area at a cost of \$8,862.00 as detailed below and in Budget O. (capital project fund):

P. Technology Agreements

To authorize the administration to take the following actions for student and staff technology (Refer to chart in Instructional Technology report):

1. Revise the existing Four-Year Lease Agreement (for 855 Lenovo ThinkPad Tablet 2 student devices for K-8 and 105 Lenovo ThinkPad Twist S230u K-8 teacher devices) through Lenovo Financial Services of Jacksonville, FL to exchange the 855 student devices to Lenovo Yoga 11e with no change in the annual installment amount of \$120,545.93. (Keep existing K-8 teacher devices. Existing lease agreement will allow the District to extend the lease an additional year through 2017/18 at no change in annual cost.)
2. Exchange the 175 district owned Lenovo ThinkPad Tablet 2 devices for Lenovo Yoga 11e devices (even exchange – no additional cost).
3. Enter into an additional Four-Year Lease Agreement (2014/15 through 2017/18) for 560 Lenovo Yoga 11e Shape the Future model devices for students grades 9-12, 60 Lenovo ThinkPad S100 YOGA devices for high school teaching staff, and 15 Lenovo ThinkCentre M93z AIO devices for

district-wide office staff through Lenovo Financial Services of Jacksonville, FL in the amount of \$367,533.52 (annual installments of \$91,883.38), with an effective interest .98% as detailed in revised Budget P.3. (authorized signer – Business Manager).

Q. Adobe Software Agreements

To contract with Adobe Systems Incorporated of San Jose, CA, through the Lancaster-Lebanon Intermediate Unit 13 Statewide Software purchasing consortium for a three-year Enterprise Term License – Creative Cloud for Education and Adobe’s Digital Publishing Suite for Education at a total cost of \$10,762.50 to be paid in annual installments of \$3,587.50 as detailed in Budget Q.

R. Resolution to Authorize Refunding General Obligation 2011 A Bonds

To approve a resolution authorizing (a) the issuance of a series of General Obligation Notes to finance the refunding of the School District’s General Obligation Bonds, Series B of 2011; (b) the acceptance of a commitment letter from Fulton Bank for the purchase of the Notes on the terms and conditions established in the Resolution, and (c) the execution and delivery of all agreements, certificates and documents necessary in connection with the issuance of the Notes.

Roll call was taken to approve the Budget/ Finance/ Property/ Transportation Report.

Y Mr. Bieber

Y Ms. Eyrich

Y Mr. Groff

Y Mrs. Grossman

Y Mr. Heffner

Y Mrs. Huhn

Y Mrs. MacMillan

Y Mr. Porr

Y Mr. Rothermel

Motion Carried – 9 Yeas

SUPERINTENDENT’S REPORT

A motion was made by Mr. Bieber, seconded by Ms. Eyrich to approve the Superintendent’s Report.

A. K-12 Science Textbook Adoption

Adopt recommended textbooks (first introduced at the June 2, 2014 meeting) to support the newly aligned curricula for K-12 Science as attached and marked Superintendent A.

B. K-12 Health Textbook Adoption

Adopt recommended textbooks (first introduced at the June 2, 2014 meeting) to support the newly aligned curricula for K-12 Health as attached and marked Superintendent B.

C. Mathematics Curricula Introduction

Mathematics curricula was introduced for the courses Foundations of Algebra, Algebra I and Algebra II as presented on April 28, 2014 as a result of the realignment of secondary math courses due to state assessment requirements. Final approval is scheduled for August 4, 2014.

D. 2014 Graduates

Accept revisions to the 2013-14 list of Brandywine Heights High School Graduates (previously approved on June 2, 2014) as attached and marked Superintendent D.

Informational Report was presented.

Instructional Technology Report – Mr. Voelker

Roll call was taken to approve the Superintendent’s Report.

Y Mr. Bieber

Y Ms. Eyrich

Y Mr. Groff

Y Mrs. Grossman

Y Mr. Heffner

Y Mrs. Huhn

Y Mrs. MacMillan

Y Mr. Porr

Y Mr. Rothermel

Motion Carried – 9 Yeas

PERSONNEL REPORT

A motion was made by Mr. Rothermel, seconded by Mr. Bieber to approve the Personnel Report. Mr. Heffner requested that Item E.4., Teacher Request for an Unpaid Leave of Absence, be voted upon separately.

A. Resignations/Retirements/Terminations

1. Accept the resignation of Mrs. Heather Piperato, High School Principal, effective July 18, 2014 as attached and marked Personnel A.1.

2. Accept the resignation of Ms. Christine Santoro, High School English Teacher, effective August 17, 2014 as attached and marked Personnel A.2.

B. Change of Status

1. Professional Staff

- a. Approve the change of status of Ms. Stephanie Kelly from Intermediate Learning Support Teacher to the Assistant Elementary/Intermediate Principal (11-months) for a salary of \$62,000. Her effective starting date is pending PDE approval of her administrative certification. See Personnel B.1.a.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Mr. Jason VanVoorhis	FT HS Band Instr.	.5 HS Band Instructor/ .5 HS Dean of Students (for 1 year)	7/1/2014
Mrs. Heather Damato	FT FCS Teacher	.625 HS FCS Teacher/ .375 HS Instructional Coach (for 1 year)	7/1/2014

2. Support Staff – None

C. Appointments

1. Professional Staff

- a. Summer Reading Program (7/7-7/31/14 M-Th 9:00 am-12:00 pm)

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Mrs. Sarah Bettenhausen	Teacher	\$25.00/hr
Mrs. Lauren Farina	Teacher/Co-Coord.	\$25.00/hr + \$250.00 stipend
Mrs. Gina Hook	Teacher/Co-Coord.	\$25.00/hr + \$250.00 stipend
Ms. Amie Benfield	Substitute	\$25.00/hr
Ms. Jill Branch	Substitute	\$25.00/hr
Ms. Emily Cipa	Substitute	\$25.00/hr

- b. Extended School Year (ESY) Program (6/26/14 training, 7/1-7/31/14 M-Th, 8:30am-3:00pm)

Mr. Nathaniel Bentley	Teacher	\$25.00/hr
Mrs. Erin Davis	Teacher	\$25.00/hr
Mrs. Lyndsay Levensgood	Teacher	\$25.00/hr
Mrs. Janelle Moser	Teacher	\$25.00/hr
Mrs. Dawn Schwenk	Nurse	\$25.00/hr
Mrs. Ashleah Tomasino	Teacher	\$25.00/hr

2. Support Staff – None

3. Long Term Substitute – Professional – None

4. Short Term Substitute – Professional – None

5. Co-Curricular Appointments – (*Salaries to be determined per contract settlement.*)

- a. Approve Michelle McMullen-Foose as 2013-14 Middle School Key Club Advisor for a stipend of \$525.00.

6. Co-Curricular Athletic Appointments – None

D. Approval of additions to the Substitute Lists – None

E. Leaves

1. Accept the request for FMLA/maternity leave of absence for Mrs. Kelly Womack, Elementary 3rd Grade Teacher, from approximately September 22, 2014 through the end of the 2014-15 school year as attached and marked Personnel E.1.
2. Accept the request for FMLA/maternity leave of absence for Mrs. Lyndsay Levensgood, Intermediate School Learning Support Teacher, from approximately October 9 through approximately December 23, 2014 as attached and marked Personnel E.2.
3. Accept the request for FMLA/maternity leave of absence for Mrs. Lauren Farina, Elementary/Intermediate Title I Reading Specialist, from approximately October 27, 2014 through the end of the 2014-15 school year as attached and marked Personnel E.3.
4. Approve the request for an unpaid leave of absence for Mrs. Jilian Keller, Elementary Teacher, for the 2014-15 school year.

F. Other Personnel Items

1. To grant tenure to the following professional employees as of July 1, 2014:

Mrs. Erin Davis	ES Learning Support
Ms. Erin DeLong	HS English
Mrs. Lauren Farina	K-6 Reading Specialist
Mrs. Jenna Hart	ES PE/Health
Ms. Jessica Lapinski	HS PE/Health
Mrs. Lyndsay Levengood	IS Learning Support
2. Approve the 2014-15 salaries for the Act 93 Administrators, Managers and Support Staff as attached and marked Personnel F.2.
3. Approve the contract for Mrs. Nancy Krauss, Business Manager, effective July 1, 2014 through June 30, 2019 at a 2014-15 salary of \$110,000 as attached and marked Personnel F.3.
4. Approve the 2014-15 Substitute Teacher rates as follows:

Substitute Teacher Rates	2013-14 Rates <small>(Board App. 6/3/13)</small>	2014-15 Suggested Rates
1-15 days	\$85 per day	
16-29 days	\$90 per day	
30 or more days	\$100 per day	
1-45 days		\$90 per day
46 or more days*		\$100 per day

*Substitutes who annually complete 45 days of substitution work maintain the \$100.00 per day rate for the following year.

5. Approve the 2014-15 Substitute Support Staff Rates as follows:

Support Staff Substitute Rates	2013-14 Rates <small>(Board App. 6/3/13)</small>	2014-15 Suggested Rates
Aides, Cafeteria Workers	\$9.00 per hour	\$9.50 per hour
Custodians	\$9.50 per hour	\$9.50 per hour
LPNs	\$11.25 per hour	\$11.25 per hour

6. Approve the 2014-15 Starting Rates for Support Staff as follows:

Starting Rates for Support Staff	2013-14 Rates <small>(Board App. 6/3/13)</small>	2014-15 Suggested Rates
Aides, Custodians, Cafeteria	\$9.50 per hour	\$9.50 per hour
Secretaries, Maintenance/ Courier	\$12.50 per hour	\$12.50 per hour
Maintenance Worker, Skilled	\$15.00 per hour	\$15.00 per hour

Roll call was taken to approve Items A.-E.3. and F of the Personnel Report.

<u>Y</u> Mr. Bieber	<u>Y</u> Ms. Eyrich	<u>Y</u> Mr. Groff
<u>Y</u> Mrs. Grossman	<u>Y</u> Mr. Heffner	<u>Y</u> Mrs. Huhn
<u>Y</u> Mrs. MacMillan	<u>Y</u> Mr. Porr	<u>Y</u> Mr. Rothermel

Motion Carried – 9 Yeas

Roll call was taken to approve Item E.4., Teacher Request for an Unpaid Leave of Absence, of the Personnel Report.

<u>Y</u> Mr. Bieber	<u>N</u> Ms. Eyrich	<u>N</u> Mr. Groff
<u>N</u> Mrs. Grossman	<u>N</u> Mr. Heffner	<u>N</u> Mrs. Huhn
<u>N</u> Mrs. MacMillan	<u>Y</u> Mr. Porr	<u>N</u> Mr. Rothermel

Motion Did Not Carry – 2 Yeas/7 Nays

OTHER BUSINESS

A motion was made by Mr. Groff, seconded by Mr. Porr to approve Other Business.

A. Acknowledge receipt of the following new books (one of each) donated to the Elementary School Library from parent and School Board Director, Mrs. Christine MacMillan:

Verne, Jules. *Around the World in 80 Days*. Classic Starts, Sterling Children's Books.

Cooper, James Fenimore. *Last of the Mohicans*. Classic Starts, Sterling Children's Books.

Hugo, Victor. *The Hunchback of Notre Dame*. Classic Starts, Sterling Children's Books.

Homer. *The Odyssey*. Classic Starts, Sterling Children's Books.

A voice vote was taken to acknowledge receipt of the donated books.

Motion Carried – 9 Yeas

Public Comment: Mr. Funderburk commented on the teacher contract, board governance, and acknowledged Mr. Krauss and Mr. Potteiger for their outstanding leadership.

ADJOURNMENT

Mr. Heffner announced there would be an executive session following the board meeting to discuss personnel.

A motion was made by Mr. Bieber, seconded by Mrs. Grossman, to adjourn the meeting at 9:39 p.m.

Motion Carried

Approved

Nancy K. Krauss, Board Secretary
Katharine K. Seip, Recording Secretary