

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

April 20, 2015

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:02 p.m. by President Kenneth Heffner.

The meeting opened with Pledge of Allegiance.

Recording Secretary called the roll:

<input checked="" type="checkbox"/> Mr. Bieber	<input checked="" type="checkbox"/> Ms. Eyrich	<input type="checkbox"/> Mr. Groff
<input checked="" type="checkbox"/> Mrs. Grossman	<input checked="" type="checkbox"/> Mr. Heffner	<input checked="" type="checkbox"/> Mrs. Huhn
<input type="checkbox"/> Mrs. MacMillan	<input type="checkbox"/> Mr. Porr	<input checked="" type="checkbox"/> Mr. Rothermel

Administration Present:

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

Solicitor: Mr. Jim Mancuso, Esquire

Student Representatives: Robert Turbett (absent), Madelyne Grim

Visitors: Jeff Lapp, Department Chair (presentation), Tom Whalen, Department Chair (presentation), Janet Huston, Department Chair (presentation), Nedra Koller, Dawn Schwenk, Jennifer Johnson.

Mr. Voelker introduced Department Chairs to share presentations on newly revised curricula including Mr. Lapp, Business, Ms. Huston, Social Studies 6-12, and Mr. Whalen, Social Studies K-5.

The President led review and discussion of each section of the agenda. Opportunity was provided for Board and public comment after each section. After a brief recess from 9:15 p.m. to 9:24 p.m., the meeting proceeded to the action items.

BOARD OF DIRECTORS REPORT

A motion was made by Mr. Bieber and 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 Regular Board Meeting held March 2, 2015 as attached and marked Board A.

- B. To dispense with the reading and accept the minutes from the Regular Board Meeting held March 2, 2015 as attached and marked Board A.
- C. Approve the Berks Career and Technology Center 2015-2016 budget in the amount of \$16,469,414 of which \$666,362 (regular programs \$596,916, special education programs estimated \$69,446) is Brandywine Heights Area School District's share. The district is also responsible for \$98,849 of the Berks Career and Technology Center debt service.
- D. Approve the Resolution supporting the Elimination of Keystone Exams as Graduation Requirements as attached and marked Board C.
- E. To re-appoint Mrs. Nancy Krauss, Business Manager, as the district's Berks Health Trust representative to serve a 2-year term beginning July 1, 2015 through June 30, 2017.
- F. To appoint Mrs. Huhn as the district's Berks County Intermediate Unit representative to serve a 3-year term beginning July 1, 2015 through June 30, 2018.
- G. To approve the First Reading of the revised policies as attached and marked Board F.1. – F.5:
 - 1. Policy 201. Admission of Students
 - 2. Policy 202. Admission of Nonresident Students
 - 3. Policy 210. Medications
 - 4. Policy 210.1. Possession/Use Of Asthma Inhalers/ Epinephrine Auto-Injectors
 - 5. Policy 121. Field Trips

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

BCIU – Mrs. Huhn – reported on the meetings held March and April. Business included a discussion of the Berks Health Trust, multiple Superintendent searches in the county, outstanding receivables associated with school districts, budget approval, and the second reading of policies. The Annie Sullivan Award was presented on April 15, which recognizes work of advocates who encourage understanding of students with disabilities in their schools and the community. The 45th Annual Convention of Berks County School Directors hosted by Hamburg Area School District at Perry Elementary Center will be held on May 7. Keynote Speaker will be Dr. Bob Jarvis, Director of Excellence and Equity of University of Pennsylvania. Other upcoming events include: Camp Connect for children mourning the loss of a parent; the StarTalk Mandarin Chinese Program funded by a grant from the NSA; and the Connections to Instruction and Technology Conference at Wilson School District June 16-17, 2015. Looking ahead, the BCIU will present the 2015-16 Leadership Series on *Rigor: How to Recognize It, Plan for It, Teach for It, and Sustain It* with Dr. Paula Bevan on October 6 and November 17, 2015, and March 15, 2016. The BCIU hosted local legislators for the PA Economic Summit Early Learning Investment which explored Early Education as a key to developing interest in Science, Technology, Engineering, Art and Math (STEAM) skills. This past month Mrs. Huhn was been appointed as Secretary to the BCIU Board of Directors. The next meeting is May 21, 2015.

BCTC – Mr. Groff – Absent, no report.

Berks TCC – Mr. Bieber – No report.

Council on Legislative Action – Mr. Heffner reported on current legislative topics including Governor Wolf's plan to curb the pension funding expense of over \$60 billion unfunded liability. Mr. Heffner also noted legislators are considering House Bill 860 Property Tax Relief Plan.

Policy Committee – Mrs. Grossman – acknowledged the policies discussed at the meeting and revisions will be made for the Second Reading.

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

Mr. Heffner asked for comments from the public and board members. There were no comments.

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

Y Mr. Bieber

Y Ms. Eyrich

 Mr. Groff

Y Mrs. Grossman

Y Mr. Heffner

Y Mrs. Huhn

___Mrs. MacMillan
Motion Carried – 6 Yeas/3 Absent

___Mr. Porr

Y Mr. Rothermel

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

A motion was made by Ms. Eyrich and seconded by Mr. Bieber to accept the Budget/ Finance/ Property/ Transportation Report.

A. **General Fund Bills**

To approve general fund bills for the month of March totaling \$1,846,722.54 per attachment Budget A.

B. **Food Service Bills**

To approve food service fund bills for the month of March totaling \$29,662.87 per attachment Budget B.

C. **Financial Reports**

To accept the following Financial Reports through February 28, 2015, unless otherwise noted:

1. General Fund - Revenue/Expenditure/Fund Balance – Budget C.1.
2. Food Service Fund - Revenue/Expenditure – Budget C.2.
3. Construction Fund - Revenue/Expenditure – Budget C.3.
4. General Fund Schedule of Outstanding Investments - Budget C.4.
5. Student Activity & Trust Funds - Budget C.5.
6. Athletic Report – Budget C.6

D. **2015-2016 Proposed Final Budget Approval**

To approve the 2015-2016 general fund proposed final budget (PDE #2028) totaling \$30,495,190 reflecting a 0.0% real estate tax increase of 0.0 mills (32.3 mills) per attachment Budget D.

Note: The 2015-2016 budget is scheduled for final adoption on June 1, 2015 at 6:00 pm. The 2015-2016 General Fund Budget will be available for inspection on Tuesday, April 21, 2015 in the business office and on the District's website www.bhasd.org. Call (610) 682-5141 or email nankra@bhasd.org with questions.

- E. To designate The National Penn Bank, Pennsylvania School District Liquid Asset Fund, Univest Bank and Trust Co. (formerly Valley Green Bank), and Wilmington Savings Fund Society Bank of Delaware as 2015-2016 depositories for district funds.
- F. To designate CBIZ Benefits & Insurance Services of PA as the 2015-2016 insurance broker of record.
- G. To contract Gorman & Associates, P.C. of Northampton, PA, to audit the general purpose financial statements and perform the audit required by the Single Audit Act of 1996 for the year ending June 30, 2015 for a base fee of \$17,600, Single Audit Fee of \$2,100 and hourly rate of \$75.00 for additional services and a second year (year ending June 30, 2016) for a base fee of \$17,700, Single Audit Fee of \$2,150 and hourly rate of \$75.00 for additional services per attachment marked Budget G.
- H. To appoint John M. Stott of Brumbach, Mancuso & Fegley P.C. as the 2015-16 BHASD solicitor for a retainer of \$9,500 and hourly fee of \$125.00 for hearings and other special assignments.
- I. To participate in the Regional Wide Area Network (RWAN) consortium through BCIU and approve the 2015-2016 RWAN Telecommunications Services Order Form marked Budget I.
- J. To approve the 2015-2016 Maintenance Contracts per attachment marked Budget J. 1-7:
 1. Shop Specialties Incorporated Machinery Maintenance of Nazareth, PA, covering the High School general shop and art room equipment: \$1,780 plus any parts which may be required.
 2. Generators: Reading Electric of Reading, PA, at a total annual cost of \$1,700.00
 3. High School Dust Collector Fire Suppression System: SSI Fire & Explosion Protection of Pennsburg, PA, at a total annual cost of \$660.00.
 4. Comprehensive Service Agreement and Preventative Maintenance Agreements: Communication Systems, Inc. (CSI) , Allentown, PA \$16,311.00 as itemized below:
 - a. Comprehensive Service Agreement High School IWATSU telephone and Rauland intercom & master clock systems \$4,839.00
 - b. Preventative Maintenance Agreement High School Auxiliary Sound systems and TV distribution \$888.00
 - c. Preventative Maintenance Agreement High School CCTV system \$1,656.00
 - d. Preventative Maintenance Agreement Intermediate/Middle School CCTV & security system \$1,440.00
 - e. Comprehensive Service Agreement Elementary School IWATSU telephone system \$3,804.00

- f. Preventative Maintenance Agreement Elementary Intercom system \$396.00
- g. Preventative Maintenance Agreement & Manufacturer Software Assurance District-wide Genetec Access Control \$3,288.00
- 5. District-wide Alarm Monitoring Intermediate/Middle School Entry System, and Elementary School Entry System and Cameras: Protect Alarms Service Contract, Allentown, PA \$4,587
- 6. Annual Boiler Maintenance: Evans Mechanical, Inc., Wyomissing Hills, PA \$2,185
- 7. Preventative Maintenance Agreement for Commercial Refrigeration (food service department): The Longacre Company, Bally, PA \$4,350.00.
- K. To contract with CSI Integrated Security & Communications of Allentown, PA,(PEPPM Contract) to provide and install three additional security cameras and alarm keypad for music wing entrance at the Intermediate/Middle School and districtwide card access/CCTV server upgrade at a cost of \$13,717.17 as detailed below and in Budget K. (capital project fund):
 - 1. Outside camera near Intermediate/Middle School music wing door to view playground area: \$1,899.56
 - 2. Outside camera on the front of Intermediate/Middle School to view bus loading area and main entrance: \$1,865.24
 - 3. Interior cameras in Intermediate/Middle School hallway: \$1,617.87
 - 4. Card Access at Intermediate/Middle School Music Wing Entrance: \$1,876.50
 - 5. Districtwide card access/CCTV server upgrade: \$6,458.00
- L. To contract with Don Kauffman’s Sewing Machines of Temple, PA, to service sewing machines for 2015-16 at a cost of \$30.00 per machine, estimated total cost for 17 machines is \$510.00.
- M. To contract with Hursh’s Landscaping, Inc. of Emmaus, PA, to provide 2015-2016 turf maintenance and service per specifications for the low bid of \$31,318.10 as detailed in Budget M.
- N. To contract with Rubright Construction of Shoemakersville, PA, for concrete sidewalk repairs at the Elementary School, Intermediate/Middle School and High School at a cost of \$15,900.00, proposal tabulation Budget N.
- O. To award a three-year contract to Carrier Corporation of Plymouth Meeting, PA, to provide district-wide HVAC maintenance material and service per specifications for the low bid of \$76,000.00 for 2015-2016, \$76,000.00 for 2016-2017, and \$76,000.00 for 2017-2018 per attached bid tabulation marked Budget O.
- P. To authorize the purchase of a 2016 Ford F350 truck with 8’ bed, plow, bed liner and LED strobe bar through COSTARS #25-Municipal Work Vehicles, Supplier Contract #025-018 Manderbach Ford of Temple, PA (plow, bed liner and strobe bar supplier contract #25-053 E.M. Kutz, Inc.) at a cost of \$35,850 per attachment marked Budget P. (replaces 2005 F250)
- Q. To approve the purchase of a Continental Pass-thru Refrigerator Model No. 1R-PT as detailed in Budget Q. for the High School food service program from Singer Equipment Company of Elverson, PA, at a cost to the food service fund of \$4,598.01 installed, through State Contract # 4400011968.
- R. To approve a service agreement with Curtis Bay Medical Waste Services of Baltimore, MD, for 2015-2016 Biomedical Waste Removal at a cost of \$54.75/month (10 months \$547.50), quote tabulation and service agreement Budget R.
- S. To award the 2015-2016 Medical Supply purchase contracts totaling \$2,843.88 to the vendors below based on low quotes meeting specifications. (Detailed quote tabulation available for inspection in the business office.)

<u>VENDOR</u>	<u>TOTAL AWARD</u>
Moore Medical	\$0.00
Medco Sports Medicine & School First Aid	\$2,196.88
MacGill Discount School Nurse Supplies	\$647.00
	<u>\$2,843.88</u>

- T. To contract with South Mountain YMCA, Wernersville, PA for the 2015-2016 Intermediate School fifth-grade environmental camp at a total fee of \$11,620.00 per attachment marked Budget T.

- U. To approve agreements with BCIU for the following services:
 1. Service Level Agreement for eFinancePlus Support Services for 2015/2016 at a cost of \$24,422.00 (includes upgrade to eFinancePlus 5.1) and 2016/2017 at a cost of \$23,336.00 as detailed in Budget U.1.
 2. Service Level Agreement for Student Management Services and Special Education Application Services with the BCIU for Sungard E-School Plus-IEPPlus applications for three years beginning July 1, 2015 through June 30, 2018 as described in Budget U.2.
 3. 2015-2016 BCIU Office of Innovation and Technology Services Product/Service Rate Schedule as detailed in Budget U.3.
- V. To approve a payment of \$8,597.23 to Rockland Ventures L.P. of Whitehall, PA, for D&E Communication (aka Windstream) payments incorrectly made to the Brandywine Heights Area School District after the sale of the Rockland school.
- W. To change the status of the High School Anime Club from a non-fundraising to fundraising organization, Budget W.
- X. To approve entering into a Merchant Processing Agreement with Heartland to enable the district to accept on-line credit card payments, Budget X.
- Y. To authorize the purchase of an Insert Salt Spreader from the Borough of Tipton at a cost of \$750.00, pending approval by Borough Council April 13, 2015.

Mr. Heffner asked for comments from the public and board members. There were no comments.

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

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

Motion Carried – 6 Yeas/3 Absent

SUPERINTENDENT’S REPORT

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

- A. Approve the Brandywine Heights Area School District Special Education Plan dated July 1, 2015 through June 30, 2018 as attached and marked Superintendent A.
- B. Adopt newly written and revised curricula for 9-12 Business courses as presented at the meeting and described in Superintendent B. *Final approval of curricula will be requested at the June 1, 2015 meeting.*
- C. Adopt newly written and revised curricula for K-12 Social Studies courses as presented at the meeting and described in Superintendent D. *Final approval of curricula will be requested at the June 1, 2015 meeting.*
- D. Adopt recommended textbooks to support the newly aligned curricula for K-12 Social Studies as marked Superintendent E (to be distributed). *Final approval will be requested at the June 1, 2015 meeting.*

Mr. Potteiger presented the topic of foreign field trips for discussion and suggested that the Board consider policy clarifying whether the district will or will not sponsor foreign travel field trips. He provided an article published by the National School Boards Association (NSBA) which detailed pros and cons for consideration of both school-sponsored versus non-affiliated foreign travel field trips. Mr. Potteiger highlighted risks and liabilities as well as the importance of clear policy.

The Board engaged in discussion about the educational value and opportunity of foreign trips versus liability and risks. The Board asked Mr. Potteiger to further research the topic, including gathering input from other districts as well as historical liability claims and legal fees in order to develop a policy to support foreign travel.

Informational Reports were presented.

Student Representatives – Madelyne Grim reported on recent and upcoming events at the Elementary, Intermediate, Middle and High Schools.

Instructional Technology Report – Mr. Voelker

Athletic Report – Mr. Kurzweg

District Enrollment Report – Mr. Potteiger

Community Engagement/Task Force – Mr. Potteiger announced that Mr. Voelker stepped down from the Task Force Board, and Mr. Potteiger stepped in as the Vice President. The YMCA Program is thriving.

Upcoming events include:

- April 23 – “A Mother’s Voice” – Berks County resident Diane Shepley will speak on the epidemic of addiction and the hold heroin had on her son Tyler at 6:00 p.m. in Schaeffer Auditorium at Kutztown University.
- April 28-29 Time to Talk – Tips for parents for talking with their children to prevent drug and alcohol abuse.
- August 29 – “Battle of the Bands” Competition Fundraiser Event

Mr. Potteiger noted that there is a new requirement from PDE to submit a PIMS upload on district attendance before and after the PSSA testing and make-up assessment windows.

Mr. Heffner asked for comments from the public and board members. There were no comments.

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

Y Mr. Bieber

Y Ms. Eyrich

 Mr. Groff

Y Mrs. Grossman

Y Mr. Heffner

Y Mrs. Huhn

 Mrs. MacMillan

 Mr. Porr

Y Mr. Rothermel

Motion Carried – 6 Yeas/3 Absent

PERSONNEL REPORT

A motion was made by Mrs. Huhn and seconded by Mr. Rothermel to approve the Personnel Report.

A. Resignations/Retirements/Terminations

1. To accept the resignation of Mr. Ronald Howells, HS PT 4/hr 2nd Shift Custodian, effective after April 16, 2015 as attached and marked Personnel A.1.

B. Change of Status

1. Professional Staff
 - a. Approve the change of status of Mr. Paul Gilbert from Part Time .6 Elementary Art Teacher to Full Time High School Art Teacher effective at the start of the 2015-16 school year as attached and marked Personnel B.1.a.
2. Support Staff – None

C. Appointments

1. Professional Staff – None
2. Support Staff – None
3. Long Term Substitute

<u>Name</u>	<u>Position</u>	<u>Prorated Rate</u>	<u>Effective</u>
Mrs. Morgan Geske	LTS .5 HS Mathematics (Small)	B, Step 1	8/18/2014 – EOY
<i>Previously approved for first semester, and has now been extended through the end of the year.</i>			
Ms. Angel Gerould	LTS .25 MS FCS (Esser)	M, Step 1	3/30/2015 – EOY
Mr. Tyler Nolan	LTS HS Social Studies (Mata)	B, Step 1	approx. 4/20/2015 – EOY

4. Co-Curricular Appointments
 - a. Approve the Paid Instructional (Non-Athletic) Co-Curricular appointments per the BHEA and BHASD School Board Salary Schedules – None
 - b. Approve the Unpaid Instructional Co-Curricular Student Activity Group Advisor Recommendations – None
 - c. Approve the Athletic Co-Curricular appointments per the BHASD School Board Salary Schedule – None

D. Approval of additions to the 2014-15 Substitute Lists

- 1. Professional Substitutes
 - Ms. Janice Carr, BCIU Guest Teacher
 - Ms. Jan Conrad, BCIU Guest Teacher
 - Ms. Angel Gerould, Elementary K-6, Family and Consumer Science K-12,
Mid-Level English 7-9, Reading Specialist K-12
 - Mr. Hershel Howell, BCIU Guest Teacher
 - Ms. Brittany Kauffman, Elementary Pre-K-4
 - Ms. Brittany Mengel, BCIU Guest Teacher
 - Ms. Caitlyn Woods, K-12 Art
- 2. Support Staff Substitutes – None

E. Leaves

- 1. Accept the medical leave of absence, including 17.5 unpaid days, for Mr. David Roth, Maintenance Mechanic, from February 10 through April 8, 2015.
- 2. Accept the medical leave of absence for Mrs. Joyce Esser, PT .25 Middle School FCS Teacher from March 30, 2015 through the end of the 2014-15 school year.
- 3. Accept the medical leave of absence for Ms. Joanne Telenko, Middle School Special Education Teacher, from March 19 through approximately May 4, 2015.

F. Other Personnel Items – None

Mr. Heffner asked for comments from the public and board members. There were no comments.

Roll call was taken to approve the Personnel Report.

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

Motion Carried – 6 Yeas/3 Absent

OTHER BUSINESS

There was no other business.

Mr. Heffner asked for comments from the public and board members. There were no comments.

Mr. Heffner announced executive sessions took place on March 2, 23 and 30, 2015 for the purpose of negotiations and personnel, and that there would be an executive session immediately following the meeting for the purpose of personnel.

ADJOURNMENT

A motion was made by Mrs. Huhn, seconded by Ms. Eyrich to adjourn the meeting at 9:43 p.m.

Motion Carried

Approved

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