

**BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT
SCHOOL BOARD MEETING AGENDA**
Intermediate/Middle School Large Group Instruction Room 229
June 1, 2015
6:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

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

ACKNOWLEDGEMENTS

Retirements – To acknowledge the retirement of the following Brandywine Heights Area School District employees and present each with a plaque for their dedicated service:

Mr. Michael Daddario	High School Art Teacher	20 years
Miss Maryellen Monaghan	High School Learning Support Teacher	36 years
Ms. Joanne Telenko	Middle School Learning Support Teacher	15 years
Mrs. Kathleen Hart	Intermediate/Middle School Reading Specialist	39 years
Mrs. Rebecca Rhodes	High School Music and Chorus Teacher	13 years
Mr. Kermit Berger	PT Elementary Custodian	19 years

Student Representatives – To recognize the 2014-15 School Board Student Representatives and present certificates of appreciation to Robert Turbett and Madelyne Grim for their dedicated service.

DISCUSSION

Discussion of items for approval at the June 1, 2015 Board Meeting (agenda below). This meeting will allow for discussion immediately followed by the Regular Board voting.

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 Reorganization and Regular Board Meeting held April 20, 2015 as attached and marked Board A.
- B. To approve the Second Reading of the revised policies as attached and marked Board B.1. – B.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
BCTC – Mr. Groff
Berks TCC – Mr. Bieber
Council on Legislative Action – Mr. Heffner
Policy Committee – Mrs. Grossman
Strategic Planning/Goals – Mrs. Huhn

Public Comment

Board Discussion

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 REPORT

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 April totaling \$985,973.96 per attachment Budget A.
- B. To approve food service fund bills for the month of April totaling \$46,278.95 per attachment Budget B.
- C. To accept the following Financial Reports through March 31, 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.
- D. To approve the following 2015-2016 Final Budget adoption and tax items:
 - 1. To approve the 2015-2016 Budget in the amount of \$30,495,190 which reflects a real estate tax levy of 32.3 mills (0.0% increase) as attached and marked Budget D.1.
 - 2. To adopt the 2015-2016 Tax Resolutions as attached and marked Budget D.2.
 - 3. To adopt the 2015-2016 Homestead and Farmstead Exclusion Resolution that provides for a maximum \$224.03 real estate tax reduction for approved homesteads and farmsteads funded by gambling tax funds of \$788,785.65 per attachment marked Budget D.3.
 - 4. No Action Required – Reminder that the board approved a resolution June 4, 2012 providing an option for installment payment of real estate taxes. A copy of the resolution is attachment Budget D.4.
 - 5. To approve commitment of fund balance for future retirement rate increases as calculated by the Business Manager (\$3,156,000 2015/16 budget), authorize the Business Manager to assign fund balance for future maintenance projects (\$3,000,000 2015/16 budget), authorize the Business Manager to assign fund balance for future technology upgrades (\$257,000 2015/16 budget), authorize the Business Manager to assign fund balance for potential litigation/arbitration (\$100,000 2015/16 budget), authorize the Business Manager to assign fund balance for state-

mandated health care benefits (\$53,000 2015/16 budget), authorize the Business Manager to assign fund balance for early education start-up (\$225,000 2015/16 budget), authorize the Business Manager to assign fund balance for innovative programs initiative (\$75,000 2015/16 budget), and authorize the Business Manager to assign fund balance to use to balance the 2015/16 budget (\$200,000). Total committed and assigned fund balance of \$7,066,000 for 2015/16. In addition, the board authorizes the Business Manager to assign fund balance as needed to balance the net of revenue and expenditures in the 2014-2015 fiscal year. The amount, if any, will be determined at the completion of the audit process.

- E. To appoint the Berks County Earned Income Tax Bureau as the District's 2015-2016 Earned Income Tax Collector per Berks TCC agreement.
- F. To appoint the Berks County Tax Claim Bureau (BCTCB) as the District's 2015-2016 Delinquent Real Estate Tax Collector for a commission of 5% of collections if tax is paid by taxpayer within 31 days of legal notice by the BCTCB. Taxpayer is responsible for the 5% commission if tax is paid after 31 days of legal notice.
- G. To appoint Lorraine Meck (Longswamp Township), Nancy Heffner (Topton Borough), George Babilon (District Township) and Mollie Prey (Rockland Township) as the Delinquent Per Capita Tax Collectors for a fee of \$1.65 per bill collected plus a commission of five percent of collections.
- H. To approve the Real Estate and Per Capita Tax Collectors Bond at approximately 33% of the estimated tax collections.
- I. To authorize the Business Manager to pay bills as necessary during the 2015-2016 fiscal year to meet deadlines, avoid late charges and take advantage of early payment discounts.
- J. To authorize the Business Manager to make 2014-2015 budget transfers after June 30, 2015 as required to prevent year-end over expenditure of sub function/object account codes.
- K. To award the 2015-2016 supply purchase contracts to the low bidders meeting specifications as bid through the Berks County Joint Purchasing Board per attachment marked Budget K.1-4. (Bid documents are available at BCIU.)
 - 1. Classroom and office supply purchase contracts totaling \$15,770.57
 - 2. Art supply purchase contracts totaling \$1,974.16
 - 3. Custodial supply purchase contracts totaling \$20,981.47
 - 4. Trash removal service 2015/2016 and 2016/2017 (Solid Waste Services) estimated annual cost \$18,080.00
- L. To award the 2015-2016 Athletic and First Aid supply purchase contracts totaling \$11,113.99 to the low bidders meeting specifications per attachment marked Budget L. (Bid documents are available for inspection in the athletic office.)
- M. To revise action taken at the April 20, 2015 board meeting and contract with Bertolet Construction Corporation of Wernersville, PA, for concrete sidewalk repairs at the Elementary School, Intermediate/Middle School and High School at a cost of \$16,700.00, proposal tabulation Budget M. (Awarded to Rubright Construction of Shoemakersville, PA April 20, 2015 at \$15,900, but company withdrew quote after award. Bertolet Construction was the next lowest quote.)
- N. To approve the 2015-2016 Maintenance Contracts per attachment marked Budget J. 1-:
 - 1. Fire Extinguisher and Hood Inspection and Service: Falcon Fire & Safety Co., Downingtown, PA, \$2,998.80

2. Fire Alarm & Sprinkler Service Agreement: SimplexGrinnell of Allentown, PA, 10,981.00 (Elementary School \$2,045.00, Intermediate/Middle School \$1,993.00, High School \$6,943.00)
- O. 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 2014-2015)
- P. To approve the Berks County Joint Purchasing Board Bid Award for Natural Gas for July 1, 2016 through June 30, 2017 as detailed in Budget P.
- Q. To approve a contract with Miller Flooring Company, Inc. of West Chester, PA, for Elementary and Intermediate/Middle School gym wall padding replacement through KPN Contract A-201202-01B at a cost of \$16,304.40 (Elementary \$14,679.00, Intermediate/Middle \$1,625.40)
- R. To approve a contract with Honeywell International, Inc. of Fort Washington, PA, to upgrade the Elementary School's Honeywell DDC controls to include monitoring of boiler status and heating loops at a cost of \$5,896.00.
- S. To approve the purchase of a Tomcat Micromini Edge auto scrubber from XPEDIX of Camp Hill, PA, through PA Commonwealth Contract #4400013641 at a cost of \$7,207.52.
- T. To contract with CSI Integrated Security & Communications of Allentown, PA, (PEPPM Contract) to add card access system to two additional doors at the Elementary School at a cost of \$5,607.00 per door (\$11,214.00 total cost) as detailed in Budget T.
- U. To contract with CSI Integrated Security & Communications of Allentown, PA (Costars contract #003-081) to replace the High School auditorium projection system at a cost of \$10,163.00 and the Intermediate/Middle School auditorium projection system at a cost of \$10,023.00 as detailed in Budget U.
- V. To award the contract for macadam repairs/replacement at the Elementary and High Schools to _____ of _____, ___ at a base bid of \$_____ plus additional services as needed based on price schedule included in bid. The bid opening is scheduled for Monday, June 1, 2015 at 9:05 AM. Bid tabulation and recommendation by Liberty Engineering - Budget R. (to be distributed at meeting)
- W. To approve correcting the agenda item from the April 20, 2015 board agenda to change the 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 **and the year ended June 30, 2016** for a base fee of \$17,600, Single Audit Fee of \$2,100 and hourly rate of \$75.00 for additional services **and for the 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** - Budget W – pricing page only. (**\$200 increase over 2013-14 for 2014-15 and 2015-16, \$150 increase for 2016-17 over 2015-16**)
- X. To accept the resignation of George H. Babilon, Tax Collector effective December 30, 2015 or earlier if a suitable replacement can be found, Budget X.

Public Comment

Board Discussion

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 _____.

- A. Adopt newly written and revised curricula for 9-12 Business courses (first introduced at the April 20, 2015 meeting) as described in Superintendent B.
- B. Adopt recommended textbooks to support the newly aligned curricula for 9-12 Business as marked Superintendent C. *Final approval will be requested at the June 22, 2015 meeting.*
- C. Adopt newly written and revised curricula for K-12 Social Studies courses (first introduced at the April 20, 2015 meeting) as described in Superintendent D.
- D. Adopt recommended textbooks to support the newly aligned curricula for K-12 Social Studies (first introduced at the April 20, 2015 meeting) as marked Superintendent E.
- E. Approve the 2015 ESY (Extended School Year) Program as detailed in Superintendent E. The 2015 extended school year program is offered to students who meet eligibility requirements and will run July, 1, 2015 through July 30, 2015. The program will offer four AM sessions (8:30-11:30) and four PM sessions (12:30-3:30). There is also a required in-service day for the teachers only on June 29, 2015.
- F. Approve the 2015 Summer Work Experience Assessment Program (SWEAP) Program for twelve Special Education students as detailed in Superintendent F. The program will begin June 22 and end July 29, 2015, Monday – Wednesday, 8:30 to 3:30.

Discussion – Foreign Travel Field Trips (school-sponsored versus non-affiliated)
Pre-Kindergarten Grant Opportunity

Informational Reports

Student Representative Reports – Robert Turbett and Madelyne Grim
Instructional Technology Report – Mr. Voelker
Athletic Report – Mr. Kurzweg (to be distributed at meeting)
District Enrollment Report – Mr. Potteiger
Community Engagement/Task Force – Mr. Potteiger

Public Comment

Board Discussion

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

1. Accept the retirement of Dr. Kathy A Johnson, Middle School Principal, effective June 30, 2015 as attached and marked Personnel A.1.
2. Accept the resignation of Mr. Kermit Berger, Part Time Custodian effective June 30, 2015 as attached and marked Personnel A.2.
3. Accept the resignation of Ms. Marci Jenkins, High School Library Aide, effective at the end of the 2014-15 school year as attached and marked Personnel A.3.

B. Change of Status

1. Professional Staff

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Mrs. Heather Damato	.5 HS FCS/ .5 HS Instr.Coach	.8125 HS FCS/ .1875 MS FCS (Esser)	2015-16
Mrs. Joyce Esser	MS .25 FCS	MS .25 Reading Support	2015-16
Mrs. Terry Flamm	MS Learning Support	HS Learning Support	2015-16
Mrs. Katie Hess	ES Grade K	ES Grade 2 (Remp)	2015-16
Mr. Michael Kistler	.875 HS Business	.5 HS Business/ .5 HS Instructional Coach	2015-16
Mrs. Tonya LeVan	IS Grade 5	MS Grade 6	2015-16
Mrs. Kimberly Remp	ES Grade 2	IS Grade 5 (Reifsnnyder)	2015-16
Ms. Marian Smith	MS Reading	IS Grade 5 (LeVan)	2015-16
Mr. Benjamin Tannous	.25 MS/.75 HS Math	HS Mathematics	2015-16
Mr. Jason VanVoorhis	.5 HS Band Instructor/ .5 HS Dean of Students	HS Band/Music	2015-16

2. Support Staff – None

C. Appointments

1. Professional Staff – None
2. Support Staff – None
3. Long Term Substitute – None
4. Co-Curricular Appointments – None
 - 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 – None

2. Support Staff Substitutes

a. Approve the following support staff members and support staff substitutes for summer custodial work:

Mrs. Linda Reinert	Ms. Tina Levan	Mrs. Dawn Derstine
Mrs. Louann Wessner	Ms. Mary Arndt	Ms. Cheryl Melander
Ms. Tammy Dunning	Mr. James Mickey	Mr. Robert Krasley

E. Leaves

1. Accept the medical leave of absence for Mr. Richard Oswald, Part Time Crossing Guard, from January 5, 2015 through the end of the 2014-15 school year.
2. Accept an extension to the maternity leave of absence requested by Mrs. Kelly Womack, Elementary Teacher, effective through the first semester of the 2015-16 school year.

F. Other Personnel Items

1. Approve the request to use two unpaid sick leave days on April 20 and 21, 2015 for Mrs. Marci Jenkins, High School Library Aide as attached and marked Personnel F.1.
2. Approve the 2015 Extended School Year (ESY) Program Teachers at a rate of \$25.00/hr.
Mr. Nathaniel Bentley Miss Rebecca Guzie Mrs. Lynn Burrows Mayer
3. Approve Mr. Karl Kotsch, Middle School Social Studies Teacher, as a Home Bound Instructor for the 2014-15 school year.
4. Approve Psychologists and Guidance Counselors to work up to the following number of days to fulfill summer related work from July 1, 2015 through June 30, 2016:

<u>Name</u>	<u>Position</u>	<u>Days</u>
Mr. Matthew Smith	Secondary Psychologist	10
Ms. Mila Hendrickson	Elementary Psychologist	10
Mr. David Favata	HS Guidance Counselor	9
Mrs. Kelly Pearsall	HS Guidance Counselor	9
Mr. Lawrence Schumacher	MS Guidance Counselor	3
Ms. Heather Kulp	IS Guidance Counselor	2
Mr. Doug Felegy	ES Guidance Counselor	2

Public Comment

Board Discussion

Roll Call

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

V. OTHER BUSINESS

Public Comment

Board Discussion

VI. ADJOURNMENT

Announcement of Executive Sessions

Public Comment

Board Discussion

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