

**BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT**  
**REVISED SCHOOL BOARD MEETING AGENDA**  
Intermediate/Middle School Large Group Instruction Room 229  
June 22, 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

**ACKNOWLEDGEMENT**

**To acknowledge the retirement of Dr. Kathy Johnson, Middle School Principal, and present her with a plaque for 18 years of dedicated service.**

**RECOGNITION** – Topton American Legion Community Ambulance Service

**DISCUSSION**

Discussion of items for approval at the June 22, 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 Regular Board Meeting held June 1, 2015 as attached and marked Board A.
- B. Appoint \_\_\_\_\_ (current Board Treasurer - Mr. Bryan Rothermel) as Board Treasurer for a one year term beginning July 1, 2015 ending June 30, 2016.

*Note: At the April 28, 2014 meeting Mrs. Nancy K. Krauss was appointed Board Secretary for a four year term beginning July 1, 2014 and ending June 30, 2018.*

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 through June 22, 2015 totaling \$3,533,692.91 per attachment Budget A.
- B. To approve food service fund bills through June 22, 2015 totaling \$21,919.82 per attachment Budget B.
- C. To accept the following Financial Reports through April 30, 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 renewal of the contract with Renaissance Learning, Inc. of Wisconsin Rapids, WI, for 2015/2016 STAR Early Literacy Renaissance Place at a cost of \$4,314.00 as detailed in Budget D.
- E. To approve an agreement with School Operations Services Group, Inc. of Malvern, PA, to provide food service consulting services July 1, 2015 through June 30, 2016 at a monthly cost of \$3,500 as outlined in Budget E. (no increase)
- F. To approve the 2015/2016 BHASD Food Service Budget in the amount of \$668,015 per Budget F.
- G. To approve the 2015-2016 School Breakfast and Lunch Prices as follows:

	<b>2015-2016 Price</b>	2014-2015 Price
<b>Full Price Meal</b>		
<b>Student Breakfast</b>		
Elementary School	<b>\$1.75</b>	\$1.75
Intermediate School	<b>\$1.75</b>	\$1.75
Middle School	<b>\$2.00</b>	\$2.00
High School	<b>\$2.00</b>	\$2.00
<b>Adult Breakfast</b>	<b>\$3.00</b>	\$3.00
<b>Student Lunch</b>		
Elementary School	<b>\$2.60</b>	\$2.60
Intermediate School	<b>\$2.60</b>	\$2.60
Middle School	<b>\$2.85</b>	\$2.85

High School	<b>\$2.85</b>	\$2.85
<b>Adult Lunch</b>	<b>\$4.50</b>	\$4.50

- H. To approve the 2015-2016 Agreement for Participation in Child Nutrition Programs between the Berks Career & Technology Center and the Brandywine Heights Area School District as detailed in Budget H.
- I. To authorize the administration to seek quotations for the purchase of Milk and Milk Products, Beverages, and Bread Products for the 2015/2016 school food program. (Milk and milk products, beverages and bread products will be a joint quote with Antietam and Oley Valley school districts.)
- J. To approve a Master Subscription Agreement with Netchemia, LLC of Prairie, KS for TalentEd Recruit & Hire Professional Edition with training at a first year cost of \$2,500 (\$1,500 annual license, \$1,000.00 one-time implementation support and training) and \$1,500 annual license thereafter as detailed in Budget J.
- K. To approve a service agreement with CBIZ Benefits & Insurance Services, Inc., of Leawood, Kansas, CBIZ ACA CheckPoint Services as described in Budget K. at a first year cost of \$2,545 (Annual base fee \$1,045 plus a one-time set-up fee \$1,500). This software and service will provide the record keeping system and reports forms 1094 & 1095) for the new requirements of the ACA.
- L. To contract with Source4Teachers of Cherry Hill, NJ, for Substitute Teachers beginning with the 2015-2016 school year. Budget L. – Proposal excerpts.
- M. To approve 2015-2016 Pennsylvania School Board Association membership dues (option 2) of \$9,064.94, plus \$999.00 for Policy Maintenance Program (option 2 - standard membership, same price as 2014-15, option 1 – all access package \$11,519.94). Budget M.
- N. To approve the 2015-2016 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 N. for a total premium of \$110,631.00.
- O. To approve Special Education contracts for services for extended school year and the 2015-2016 school year as follows:
  - 1. Out of district Extended School Year programs for four students as follows:
    - a. The Vanguard School, Paoli, PA, five-week program (July 6 – August 7, 2015) for one student at a cost of \$7,545.00 for the five-week program, Budget O.1.a.
    - b. Hogan Learning Academy LLC., Fleetwood, PA, six-week program (June 23 – August 5, 2015) for three students at a cost of \$365.00/day/student (cost per student \$11,315.00), budget O.1.b.
  - 2. Enrollment Agreement with Valley Forge Educational Services of Paoli, PA, to provide special education services through The Vanguard School for one student at an annual tuition rate of \$51,575.00, Budget O.2.
- P. To authorize a letter of intent with BCIU for district participation in the Education Technology Pool consortium at an estimated annual cost of \$700 as described in Budget P.
- Q. To approve a professional services agreement with Dave Burgess Consulting, Inc. of San Diego, CA for Digital PIRATE Professional Development Program on August 18, 2015 at a cost of \$2,900.00 as detailed in Budget Q.

- R. To approve an agreement with Kiker Learning of Richboro, PA, to provide a two day Google Certification Training on July 1-2, 2015 for up to 30 staff members at a cost of \$5,000.00 as detailed in Budget R.
- S. To retroactively approve a facilities use contract with Kutztown University for the High School to use Schaeffer Auditorium for graduation June 4, 2015 at a cost of \$500.00, Budget S.
- T. To approve addendum 1 to the Brandywine Heights Virtual Academy contract with Connections Learning to reduce the summer school pricing from \$175 to \$160 as detailed in Budget T.
- U. To approve continuing the following services through Frontline Technologies, Inc. of Exton, PA:
  - 1. AESOP Automated Substitute Placement and Absence Management system - Annual fee based on current staffing the maximum cost is estimated at \$5,096.00 (\$2.60 per employee with sub-calling and \$1.82 per employee with absence reporting only, no change).
  - 2. Veritime Automated Time and Attendance system - Annual fee of \$3,000.00.
- V. **To approve a Statement of Work Agreement with Berks County Intermediate Unit to administer Federal Programs on behalf of the District from June 15, 2015 through June 15, 2016 for a fee not to exceed \$6,000 as detailed in Budget V.**
- W. **To award the 2015-2016 paper purchase contracts totaling \$11,197.31 to the low bidders meeting specifications as bid through the Berks County Joint Purchasing Board per attachments marked Budget W. (Bid documents are available at BCIU.)**

*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. Acknowledge the list of 2015 Brandywine Heights High School Graduates as attached and marked Superintendent A.
- B. Adopt recommended textbooks to support the newly aligned curricula for 9-12 Business (first introduced at the June 1, 2015 meeting) as described in Superintendent B.
- C. Approve a one-year contract with ReadyRosie for \$1,000 as detailed in Superintendent C.
- D. Approve the list of unneeded/unnecessary equipment marked Superintendent D., and authorize the administration to recycle/dispose of the items.

**Discussion** – Foreign Travel Field Trips (school-sponsored versus non-affiliated)

**Informational Reports**

Instructional Technology Report – Mr. Voelker  
District Enrollment Report – Mr. Potteiger  
Community Engagement/Task Force – Mr. Potteiger  
Facilities Update – 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/Furloughs

1. Accept the resignation of Mrs. Paige Kowolewski, Part Time Elementary Recess Aide, effective June 2, 2015 as attached and marked Personnel A.1.
2. Accept the resignation of Ms. Jessica Cramsey, High School 12 month Secretary effective June 26, 2015 as attached and marked Personnel A.2.
3. Approve the furlough of Mrs. Nedra Koller, Elementary School Nurse, effective June 5, 2015.

B. Change of Status

1. Professional Staff

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Mrs. Karen Long	ES/IS Principal	ES Principal	7/1/2015
Ms. Stephanie Kelly	ES/IS Assistant Principal	IS/MS Assistant Principal	7/1/2015
Mrs. Lisa Bieber	IS Learning Support	MS Learning Support	2015-16 SY

2. Support Staff

Ms. Kimberly Unger	4 hr PT Nurse Aide	5 hr PT Nurse Aide	2015-16 SY
--------------------	--------------------	--------------------	------------

C. Appointments

1. Professional Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Mr. Robert Hogan	ES 3 <sup>rd</sup> Grade (Repko)	B, Step 2	2015-16 SY
Miss Lindsay Yeakel	ES 2 <sup>nd</sup> Grade (Bettenhausen)	B, Step 2	2015-16 SY
Mrs. Lynn Mayer	MS Learning Support (Flamm/Monaghan)	M, Step 1	2015-16 SY
<b>Mr. Robert Farina</b>	<b>IS/MS Principal</b>	<b>\$97,500/yr</b>	<b>TBA pending clearances</b>

2. Support Staff – None

3. Long Term Substitute

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Ms. Katherine Grow	ES Kindergarten (Hess)	B, Step 1	2015-16 SY
Miss Rebecca Guzie	ES 3 <sup>rd</sup> Grade (Womack)	M, Step 1	1 <sup>st</sup> semester 2015-16 SY

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 as attached and marked Personnel C.4.c.

D. Approval of additions to the 2014-15 Substitute Lists – None

- 1. Professional Substitutes – None
- 2. Support Staff Substitutes – None

E. Leaves

- 1. Approve the extension to the unpaid maternity leave of absence requested by Mrs. Alicia Mata, High School Social Studies Teacher, effective the first semester of the 2015-16 school year (to return on the first day of the second semester, approximately January 15, 2016) as attached and marked Personnel E.1.
- 2. Approve the extension to the unpaid maternity leave of absence for Mrs. Lauren Farina, Reading Specialist, effective through December 23, 2015 (to return January 4, 2016) as attached and marked Personnel E.2.

F. Other Personnel Items

- 1. To grant tenure to the following professional employees as of June 30, 2015:  
Mrs. Nedra Koller, Elementary School Nurse  
Mr. Jeffrey Sheeler, High School Science  
Mrs. Angela Warsing, High School Spanish
- 2. Approve the 2015-16 salaries for the Act 93 Administrators, Managers and Support Staff as attached and marked Personnel F.2.
- 3. Approve the 2015-16 salary of \$114,000 for Mrs. Nancy Krauss, Business Manager, effective July 1, 2015.
- 4. Approve the 2015-16 Substitute Support Staff Rates as follows:

<b>Support Staff Substitute Rates</b>	2014-15 Rates (Board App. 6/30/14)	<b>2015-16 Suggested Rates</b>

Aide, Cafeteria Worker	\$9.50 per hour	<b>\$9.75 per hour</b>
Custodian	\$9.50 per hour	<b>\$9.75 per hour</b>
RN/LPN Nurse Aide	\$11.25 per hour	<b>\$11.50 per hour</b>

5. Approve the 2015-16 Starting Rates for Support Staff as follows:

<b>Starting Rates for Support Staff</b>	2014-15 Rates (Board App. 6/30/14)	<b>2015-16 Suggested Rates</b>
Aides, Custodians, Cafeteria	\$9.50 per hour	<b>\$9.75 per hour</b>
Secretaries, Maintenance/ Courier	\$12.50 per hour	<b>\$12.75 per hour</b>
Maintenance Worker, Skilled	\$15.00 per hour	<b>\$15.25 per hour</b>
RN/LPN Nurse Aide	\$15.00 per hour	<b>\$15.25 per hour</b>

*Public Comment*

*Board Discussion*

*Roll Call*

\_\_\_ Mr. Bieber                      \_\_\_ Ms. Eyrich                      \_\_\_ Mr. Groff                      \_\_\_ Mrs. Grossman                      \_\_\_ Mr. Heffner  
 \_\_\_ Mrs. Huhn                      \_\_\_ Mrs. MacMillan                      \_\_\_ Mr. Porr                      \_\_\_ 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 \_\_\_\_\_.*