

BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT
SCHOOL BOARD MEETING AGENDA
Intermediate/Middle School Large Group Instruction Room 229
June 6, 2016
6:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

___ Mr. Bieber ___ Mrs. Grossman ___ Mr. Heffner ___ Mr. Heydt ___ Mrs. Huhn
___ Mrs. MacMillan ___ Mr. Rothermel ___ Mr. Scheetz ___ Mr. Sterner

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 Babb	High School Science Teacher	21 years
Mrs. Sally Mittl-Herbine	High School Life Skills Teacher	25 years
Mrs. Lori Walsh	High School Learning Support Teacher	25 years

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.

FURTHER DISCUSSION: Grades K-3 and 4-12 Bus Transportation Configuration

- A. To dispense with the reading and accept the minutes from the Regular Board Meeting held May 2, 2016 as attached and marked Board A.
 - B. Authorize the administration to execute a \$7,000 Retirement Incentive with eligible full time support staff members.
 - C. Approve the first reading of the following policy:
 - 1. Policy 238 Bullying and Cyber Bullying (Review)
- Agenda item if desired after discussion:*
- D. Approve a new Grades K-3 and 4-12 Bus Transportation Configuration beginning in the 2016-2017 school year.

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

BCIU – Mrs. Huhn
BCTC – Mr. Scheetz
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 ___ Mrs. Grossman ___ Mr. Heffner ___ Mr. Heydt ___ Mrs. Huhn
___ Mrs. MacMillan ___ Mr. Rothermel ___ Mr. Scheetz ___ Mr. Sterner

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 May 2016 totaling \$2,235,574.00 per attachment Budget A.
- B. To approve food service fund bills through May 2016 totaling \$27365.66 per attachment Budget B.
- C. To accept the following Financial Reports through April 30, 2016, unless otherwise noted:
 - 1. General Fund - Revenue/Expenditure/Fund Balance - Budget C.1.
 - 2. Food Service Fund - Revenue/Expenditure - Budget C.2.
 - 3. Student Activity & Trust Funds - Budget C.3.
 - 4. General Fund Schedule of Outstanding Investments - Budget C.4.
 - 5. Capital Project Fund – Revenue/Expenditure Report - Budget C.5.
- D. To approve the following 2016-2017 Final Budget adoption and tax items:
 - 1. To approve the 2016-2017 Budget in the amount of \$32,392,811 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 2016-2017 Tax Resolutions as attached and marked Budget D.2.
 - 3. To adopt the 2016-2017 Homestead and Farmstead Exclusion Resolution that provides for a maximum \$227.46 real estate tax reduction for approved homesteads and farmsteads funded by gambling tax funds of \$790,335.15 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 (\$1,624,000 2016/17 budget), authorize the business manager to assign fund balance for Phase 2 ESCO/Air Conditioning Project (\$1,850,000 2016/17 budget), authorize the business manager to assign fund balance for future technology upgrades (\$228,000 2016/17 budget), authorize the business manager to assign fund balance for potential litigation/arbitration (\$60,000 2016/17 budget), authorize the business manager to assign fund balance for state-mandated health care benefits (\$53,000 2016/17 budget), authorize the business manager to assign fund balance for early education start-up (\$225,000 2016/17 budget), authorize the business manager to assign fund balance for innovative programs initiative (\$75,000 2016/17 budget), authorize the business manager to assign fund balance as a reserve in the event of a state budget delay (\$2,140,000), and authorize the business manager to assign fund balance to use to balance the 2016/17 budget (\$1,675,000 including \$1,150,000 for phase I ESCO/Air Conditioning Project, \$325,000 E-rate Category 2 Project, and \$200,000 contingency reserve). Total committed and assigned fund balance of \$7,930,000 for 2016/17. In addition, the board authorizes the business manager to assign fund balance as needed to balance the net of revenue and expenditures in the 2015-2016 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 2016-2017 Earned Income Tax Collector per Berks TCC agreement.
- F. To appoint the Berks County Tax Claim Bureau (BCTCB) as the District's 2016-2017 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), Mollie Prey (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 5% 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 2016-2017 fiscal year to meet deadlines, avoid late charges and take advantage of early payment discounts.
- J. To authorize the Business Manager to make 2015-2016 budget transfers after June 30, 2016 as required to prevent year-end over expenditure of sub function/object account codes.
- K. To authorize \$1,150,000 transfer from Gen Fund to Cap Project fund for ESCO/AC Project July 1, 2016. (Note: There will be an additional \$1,850,000 transfer July 1, 2017 for 2017/18 MS portion of the project.)
- L. To award the 2016-2017 Athletic and First Aid supply purchase contracts totaling \$12,998.92 to the low bidders meeting specifications per attachment marked Budget L. (Bid documents are available for inspection in the athletic office.)
- M. To approve the 2016-2017 Maintenance Contracts per attachment marked Budget M. 1-3:
 1. Generators: Reading Electric of Reading, PA, at a total annual cost of \$1,735.00
 2. Annual Boiler Maintenance: Evans Mechanical, Inc., Wyomissing Hills, PA \$2,250
 3. Fire Extinguisher and Hood Inspection and Service: Falcon Fire & Safety Co., Downingtown, PA, \$2,057.75.
- N. To contract with _____ of _____, __, to provide 2016-2017 turf maintenance and service per specifications for the low bid of \$ _____ as detailed in Budget N. (bids due June 2, results will be distributed at meeting)
- O. To authorize the purchase of a 2017 Ford F250 4x4 supercab truck with 6-3/4' 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 \$37,313.00 per attachment marked Budget O. (replaces 2005 F250)
- P. To approve the proposal from Pittsburgh Stage Inc. of Sewickley, PA, to furnish and install stage curtains in the Elementary School multipurpose room at a cost of \$4,987.00 (COSTARS Contract 34) as summarized in Budget P.
- Q. To approve the quotation from Oak Security Group, LLC of Indianapolis, IN, for ADA compliant locksets for interior doors at the Elementary School at a cost of \$18,214.50 (COSTARS Contract #008-396) as itemized in Budget Q.
- R. To approve Special Education contracts for services for extended school year and the 2016-2017 school year as follows:

1. Hogan Learning Academy LLC., Fleetwood, PA, six-week extended school year program (June 21 – August 3, 2016) for three students at a cost of \$375.00/day/student (cost per student for 31 days \$11,625.00), budget R.1.
 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 \$54,380.00, Budget R.2.
 3. Three-Year (2016/17, 2017/18 & 2018/19) contract renewal with Austill’s Rehabilitation Services, Inc. of Exton, PA, for occupational physical therapy services at detailed in Budget R.3.
 4. The Vanguard School, Paoli, PA, five-week extended school year program (July 5 – August 5, 2016) for one student at a cost of \$7,700.00 for the five-week program, Budget R.4.
- S. To approve the following Technology items:
1. 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 S.1.
 2. To approve continuation of the fourth IT Support Technician through Higher Information Group (HIG), LLC of Harrisburg, PA through July 31, 2017, to correspond with the end date of the current IT service agreement with HIG, at a monthly cost of \$3,500.00, Budget S.2.
 3. To approve participation in the Lancaster Lebanon Intermediate Unit 13 Consortia for Microsoft Volume Licensing beginning with the 2016-2017 fiscal year, Budget S.3.
 4. To approve agreements with Higher Information Group (Costars #003-322) of Harrisburg, PA, to install/configure additional Access Points at a cost of \$19,143.45 (Elementary School \$913.75 to install/configure 4 district owned Cisco access points, Intermediate/Middle \$7,484.60 to provide/install/configure 11 Dell Aruba access points, and High School \$10,745.10 to provide/install/configure 16 Dell Aruba access points) as detailed in Budget S.4.
- T. To approve a three-year software agreement (2016-2017, 2017-2018, 2018-2019) with SchoolMint, Inc. of San Francisco, CA, for student enrollment software including annual license fee plus year round option and payment module at an estimated cost of \$6,262.00 for 2016-2017 (base license \$3,807, year round forms \$705 based on 1,410 students at \$0.50, one-time setup/implementation/training cost \$1,750, and payment module cost based on \$0.30 per transaction plus 3%), \$4,724.00 for 2017-2018, and \$4.935 for 2018-2019 as detailed in Budget T.
- U. To approve the list of unneeded/unnecessary equipment marked Budget U., and to authorize the administration to recycle/sell/dispose of the items.
- V. To approve 2016-2017 Pennsylvania School Board Association membership dues of \$9,063.33, plus \$1,250.00 for Policy Maintenance Program (same services as 2015-2016), Budget V.
- W. Administrative software renewals for 2016-2017:
1. Heartland Payment Solutions (dba Heartland School Solutions) of Princeton, NJ, annual license fee and technical support for Nutrikids food program point of service system at a cost of \$1,524.50, Budget W.1.
 2. Frontline Technologies Group, LLC of Malvern, PA, annual subscription for VeriTime employee time tracking system at a cost of \$4,000.00, Budget W.2.
 3. Transfinder Corporatoin of Schenectady, NY, annual technical support and upgrade for Routefinder student transportation services at a cost of \$3,050.00, Budget W.3.
- X. To contract with School Operations Services Group, Inc. of Malvern, PA, to provide food service consulting services beginning July 1, 2016 for three years (through June 30, 2019 with option for two additional years) at a monthly cost of \$3,600 in the first year and increased by 2.5% in each subsequent year as detailed in Budget X (excerpts of proposal submitted).
- Y. To contract with _____ of _____ for Substitute Teacher Services beginning with the 2016-17 school year. Budget Y Proposal excerpts.

Public Comment

Board Discussion

Roll Call

___Mr. Bieber ___Mrs. Grossman ___Mr. Heffner ___Mr. Heydt ___Mrs. Huhn
___Mrs. MacMillan ___Mr. Rothermel ___Mr. Scheetz ___Mr. Sterner

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 2016 ESY (Extended School Year) Program as detailed in Superintendent A. The 2016 extended school year program is offered to students who meet eligibility requirements and will run July 5 through July 28, 2016. The program will offer three AM sessions (8:30-11:30) and three PM sessions (12:30-3:30). There is also a required in-service day for the teachers only on June 29, 2016.
- B. Approve the 2016 Summer Work Experience Assessment Program (SWEAP) Program for eleven (11) Special Education students as detailed in Superintendent B. The program will begin June 20 and end July 27, 2016, Monday-Wednesday, 8:30 to 3:30 at Brandywine and 8:00-3:00 at the Rodale site.
- C. Approve the first reading of the newly written and revised curricula for 8th Grade Fine Arts as presented at the meeting and described in Superintendent C. *Final adoption and approval of curricula will be requested at the June 20, 2016 meeting.*
- D. Approve the 2016-17 Dual Enrollment Agreement between Reading Area Community College (RACC) and Brandywine Heights Area School District as attached and marked Superintendent D.
- E. Acknowledge the list of 2016 Brandywine Heights High School Graduates as attached and marked Superintendent E.

Informational Reports

Academic/Instructional Technology Report – Mr. Voelker and Mrs. Hanych
Athletic Report – Mr. Kurzweg
District Enrollment Report – Mr. Potteiger
Community Engagement/Task Force – Mr. Potteiger

Public Comment

Board Discussion

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 – None

- B. Change of Status – None
 - 1. Professional Staff – None
 - 2. Support Staff – None

C. Appointments

- 1. Professional Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Mr. Nathaniel Bentley	ESY Teacher	\$25.00/hr	7/5-28/2016
Mrs. Lynn Burrows	ESY Teacher	\$25.00/hr	7/5-28/2016
Mrs. Janelle Moser	ESY Teacher	\$25.00/hr	7/5-28/2016
Mrs. Dawn Schwenk	ESY Nurse	\$25.00/hr	7/5-28/2016

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

D. Approval of 2015-16 Support Staff Substitutes – None

E. Leaves – None

F. Other Personnel Items

- 1. Approve the Administrator Act 93 Agreement effective July 1, 2016 – June 30, 2019 as attached and marked Personnel F.1.
- 2. Approve Mrs. Lisa Bieber, IS Learning Support Teacher, as a mentor for the Intermediate School Learning Support 5th Grade teachers (Miss Hoose, 1st Semester and Mrs. Molis, LTS, 2nd Semester) for the 2015-16 school year for a stipend of \$650.00.

Public Comment

Board Discussion

Roll Call

Mr. Bieber Mrs. Grossman Mr. Heffner Mr. Heydt Mrs. Huhn
 Mrs. MacMillan Mr. Rothermel Mr. Scheetz Mr. Sterner

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 _____.