

**BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT**  
**SCHOOL BOARD MEETING AGENDA**  
Intermediate/Middle School Large Group Instruction Room 229  
June 20, 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

**ACKNOWLEDGEMENT**

To acknowledge the retirement of Mrs. Nancy Krauss, Business Manager and present her with a plaque for 6 years of dedicated service.

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**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 6, 2016 as attached and marked Board A.

B. Approve the following resolution as described in Board B.

BE IT RESOLVED, that the board withdraws and extinguishes the 1993 “Green/Zimmerman” subdivision plan which was recorded as Instrument No. 1993026754.

BE IT FURTHER RESOLVED, that the board authorizes the appropriate officers to take the necessary steps to effectuate the withdrawal and extinguishment of the above-referenced subdivision plan.

C. Approve the second reading of the following Policy 238 Bullying and Cyber Bullying (Review) as attached and marked Board C.

D. Appoint \_\_\_\_\_ as a Voting Delegate to the Pennsylvania School Boards Association 2016 Delegate Assembly. The representative must attend a meeting on Saturday, October 15, 2016, the day after the PASA-PSBA School Leadership Conference as described in Board D.

E. Authorize the administration to submit a change of grade level configuration to the PA Department of Education for a newly named Intermediate/Middle School to include grades 4, 5, 6, 7 and 8 for the purpose of simplifying state reporting; Intermediate and Middle School instructional programming will remain the same.

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 June 20, 2016 totaling \$1,652,366.89 per attachment Budget A.
- B. To approve food service fund bills through June 20, 2016 totaling \$20,341.95 per attachment Budget B.
- C. To accept the following Financial Reports through May 31, 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 – Budget C.5.
  - 6. Athletic Report – Budget C.6.
- D. To award the 2016-2017 supply purchase contracts to the low bidders meeting specifications as bid through the Berks County Joint Purchasing Board per attachments Budget D.1-5. (Bid documents are available at BCIU.)
  - 1. Classroom and Office Supplies bid contracts totaling \$14,228.07
  - 2. Art Supplies bid contracts totaling \$1,784.00
  - 3. Copy Paper bid contracts totaling \$14,309.80
  - 4. Medical and Nursing Supplies bid contracts totaling \$2,408.89
  - 5. Custodial Supplies bid contracts totaling \$18,827.94
- E. To approve the 2016-2017 Facilities/Maintenance Contracts per attachments marked Budget E. 1-4:
  - 1. Preventative Maintenance and Service Agreement for Commercial Refrigeration Equipment (food service department) to \_\_\_\_\_, \_\_\_\_\_ for \$ \_\_\_\_\_.
  - 2. Service Agreement for Kitchen Equipment (food service department) to \_\_\_\_\_, \_\_\_\_\_ for \$ \_\_\_\_\_.
  - 3. District Wide Kitchen Exhaust Hood Cleaning to Falcon Fire & Safety Co., Downingtown, PA for \$1,640.00 per attachment Budget E.3.

4. Middle School Softball Dugout Repairs to Bertolet Construction Corp., Wernersville, PA for \$11,150.00 per attachment Budget E.4.
- F. To approve/extend existing BHVA contracts for online education services through the 2016-2017 school year as follows:
1. Elementary & Secondary Program (K - 12):
    - a. 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 (second of five one-year renewals in existing contract, original contract approved for 2014-2015) per attachment Budget F.1.a.
    - b. Edgenuity Inc., of Scottsdale, AZ, continuation of agreement for virtual education services for 6-12 students at a course fee of \$275 per student per semester course. (formerly Education 2020) This fee was reduced \$25/course as a result of negotiating a three-year agreement.
    - c. Fuel Education LLC of Herndon, VA, contract renewal for virtual education services for K-12 students at the following annual costs: fulltime 6 concurrent courses \$2,500/student, 5 concurrent courses \$2,160/student, 4 concurrent courses \$1,820/student, plus \$250/student for instructional services for each K-8 course per full-year per attachment Budget F.1.c.
  2. Special Education Program: Educere, LLS of Ambler, PA, for Educere K-12 Virtual Education Services including Founders Education program for special needs students at a cost of \$399-499 for complete, full-year course (half for half-year courses), \$29/week/course for partial course, and \$199 for abbreviated course per attachment F.2. (approved 6/30/2014, agreement renews annually unless changed)
- G. To approve the following Technology/Curriculum items:
1. To approve the purchase of enVisionmath2.0 materials and program activation (for a K-8 math curriculum pilot) with Pearson Education at a cost of \$16,594.52 as per attachment Budget G.1.
  2. To approve the purchase of 1,190 PNY solid state hard drives with Zones Inc. at a cost of \$42,245.00 (NCPA Cooperative Purchasing Contract) in the 2015-16 school year budget per attachment Budget G.2.
- H. To approve an agreement with Richard J Caron Foundation, Wernersville, PA for Student Assistance Program services at the Elementary, Intermediate, Middle and High School for 2016-17 at a cost to the District of \$7,429 for extended services at the High School of one day per week (6-1/2 hours) see Budget H. The Elementary, Intermediate and Middle School programs are funded through the Council on Chemical Abuse at no cost to the district.
- I. To approve the BCIU Special Education and Early Intervention Programs and Services Rates as per attachment Budget I.
- J. To approve the 2016-2017 School Breakfast and Lunch Prices as follows:

|                          | <b>2016-2017<br/>Price</b> | 2015-2016<br>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>\$2.65</b> | \$2.60 |
| Intermediate School  | <b>\$2.65</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 |

- K. To approve the 2015-2016 BHASD Food Service Budget in the amount of \$669,130 per Budget K.
- L. 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 per attachment Budget L.
- M. To authorize the administration to seek quotations for the purchase of Milk and Milk Products, Beverages, and Bread Products for the 2016-2017 school food program.
- N. Authorize the administration to notify the PA Department of Human Services of the district’s intent to discontinue participation in the PA School-Based ACCESS Program at the conclusion of the 2015-2016 fiscal year.

**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. Adopt the newly written and revised curricula for 8<sup>th</sup> Grade Fine Arts as presented at the meeting and described in Superintendent A. *Curricula was introduced at the June 6, 2016 meeting.*
- B. Approve the first reading of the newly written and revised curricula for Family and Consumer Science as presented at the meeting and described in Superintendent B. *Final adoption and approval of curricula will be requested at the August 15, 2016 meeting.*
- C. Authorize the administration to enter into an agreement with the BCIU to participate in their 2017 Guest Teacher Program for a fee of \$900.00 as attached and marked Superintendent C.

**Informational Reports**

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

**Public Comment**

**Board Discussion**

**Roll Call**

\_\_\_Mr. Bieber      \_\_\_Mrs. Grossman      \_\_\_Mr. Heffner      \_\_\_Mr. Heydt      \_\_\_Mrs. Huhn  
\_\_\_Mrs. MacMillan      \_\_\_Mr. Rothermel      \_\_\_Mr. Scheetz      \_\_\_Mr. Sterner

**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

B. Change of Status

1. Professional Staff

| <u>Name</u>        | <u>From</u>  | <u>To</u>                | <u>Rate</u>  | <u>Effective</u> |
|--------------------|--------------|--------------------------|--------------|------------------|
| a. Mrs. Karen Long | ES Principal | ES 1 <sup>st</sup> Grade | M+12/Step 10 | 08/01/2016       |

2. Support Staff – None

C. Appointments

1. Professional Staff

| <u>Name</u>              | <u>Position</u>  | <u>Rate</u> | <u>Effective</u> |
|--------------------------|--|-------------|------------------|
| a. Mrs. Donna Novakovich | ES Kindergarten ( <i>this position was filled by an LTS in 2015-16</i> ) | M/Step 1    | 2016-17 SY       |

2. Support Staff

a. Approve Mrs. Louann Wessner, support staff substitute, for 2016 summer custodial work.

3. Long Term Substitute – None

4. Co-Curricular Appointments – None

5. Co-Curricular Appointments

a. Approve the Paid Instructional (Non-Athletic) Co-Curricular appointments – None

b. Approve the Unpaid Instructional Co-Curricular Student Activity Group Advisor Recommendations – None

c. Approve the following new Athletic Co-Curricular appointments:

*(A complete list of coaches and stipends will be approved prior to each season.)*

|                        |   |
|------------------------|---|
| Winter HS G Basketball | Head Coach: Don Vinciguerra<br>Assistant Coach: Allison Vinciguerra<br>Assistant Coach: Steph Vinosky |
| Spring HS B Tennis:    | Head Coach: Jeff Lapp   |
| Fall/Winter HS Cheer:  | Head Coach: Haley Jones   |
| Fall/Winter MS Cheer:  | Head Coach: Briana Hafer  |
| Fall MS Field Hockey:  | Head Coach: Amy Rohrbach  |

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

E. Leaves

1. Approve the extension to the unpaid maternity leave of absence requested by Mrs. Jennifer Swartzentruber, High School Mathematics Teacher, effective the 1<sup>st</sup> semester of the 2016-17 school year (to return on the first day of the 2<sup>nd</sup> semester) as attached and marked Personnel E.1.

F. Other Personnel Items

1. Grant tenure to the following professional employees:  
Mila Hendrickson, School Psychologist  
Janelle Moser, Elementary School Learning Support Teacher  
Megan Trupp, Elementary Teacher
2. Approve the 2016-17 salaries for the Act 93 Administrators, Managers and Support Staff as attached and marked Personnel F.2.
3. Approve the 2016-17 salary of \$141,750.00 for Mr. Andrew Potteiger, Superintendent, effective July 1, 2016.
4. Approve the change of title for Mr. Thomas Voelker from “Director of Curriculum, Instruction and Technology” to “Assistant to the Superintendent”.
5. To forego the ten (10) year clause in the medical retirement section of the employment contract with Nancy Krauss, Business Manager, and offer medical insurance coverage for Business Manager only until Business Manager is eligible for Medicare insurance. Business Manager shall pay to Board 50% of the cost of the premium for the medical insurance coverage.

6. Approve Psychologists and Guidance Counselors to work up to the following number of days to fulfill summer related work from July 1, 2016 through June 30, 2017:

| <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           |

4. Approve the 2016-17 Substitute Support Staff Rates as follows:

| Support Staff Substitute Rates | 2015-16 Rates<br>(Board App. 6/22/15) | <b>2016-17 Suggested Rates</b> |
|--------------------------------|---------------------------------------|--------------------------------|
| Aide, Cafeteria Worker         | \$9.75 per hour                       | <b>\$9.75 per hour</b>         |
| Custodian                      | \$9.75 per hour                       | <b>\$9.75 per hour</b>         |
| RN/LPN Nurse Aide              | \$11.50 per hour                      | <b>\$11.50 per hour</b>        |

5. Approve the 2016-17 Starting Rates for Support Staff as follows:

| Starting Rates for Support Staff     | 2015-16 Rates<br>(Board App. 6/22/15) | <b>2016-17 Suggested Rates</b> |
|--------------------------------------|---------------------------------------|--------------------------------|
| Aides, Custodians, Cafeteria         | \$9.75 per hour                       | <b>\$9.75 per hour</b>         |
| Secretaries, Maintenance/<br>Courier | \$12.75 per hour                      | <b>\$12.75 per hour</b>        |
| Maintenance Worker, Skilled          | \$15.25 per hour                      | <b>\$15.25 per hour</b>        |
| RN/LPN Nurse Aide                    | \$15.25 per hour                      | <b>\$15.25 per hour</b>        |

*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 \_\_\_\_\_.*