

BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT
REORGANIZATION AND SCHOOL BOARD MEETING AGENDA
Intermediate/Middle School Large Group Instruction Room 229
December 7, 2015
6:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

___ Mr. Bieber (holdover) ___ Mrs. Grossman (holdover) ___ Mr. Heffner (reelected)
___ Mr. Heydt (holdover) ___ Mrs. Huhn (reelected) ___ Mrs. MacMillan (reelected)
___ Mr. Rothermel (reelected) ___ Mr. Scheetz (newly elected) ___ Vacancy

RESIGNATION

To accept the resignation of Mrs. Christine MacMillan, from the remainder of the four year School Board Director term ending December 2017 as attached and marked Resignation A. Mrs. MacMillan was elected to another position as School Board Director for the Brandywine Heights Area School District for a four year term to expire December 2019.

Voice Vote

ANNOUNCEMENT OF ELECTION RESULTS

The following individuals were elected to the Brandywine Heights Area School District Board of Directors at the annual election held November 3, 2015:

- Mr. Ken Heffner, incumbent 4 year term to expire December 2019
- Mrs. Elizabeth Huhn, incumbent, 4 year term to expire December 2019
- Mrs. Christine MacMillan, incumbent, 4 year term to expire December 2019
- Mr. Bryan Rothermel, incumbent, 4 year term to expire December 2019
- Mr. John Scheetz, newly elected, 4 year term to expire December 2019

ADMINISTRATION OF OATH

Administration of oath for newly elected and reelected board members.

I do solemnly swear that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity.

REORGANIZATION

Procedural Notes:

1. Nominations do not require a second.
2. If only one person is nominated for a position, there needs to be a motion and second for the Secretary to cast a unanimous ballot for the person nominated.
3. If more than one person is nominated for a position there needs to be a roll call vote with members stating the name of the person they are voting for.

Election of a Temporary President

Open nominations.

A motion is made by _____ to nominate _____ as the Temporary President.

MOTION that nominations be closed.

A motion is made by _____ to close the nominations.

Roll call vote.

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

Election of President

Temporary President opens nominations.

A motion is made by _____ to nominate _____ as the President.

MOTION that nominations be closed.

A motion is made by _____ to close the nominations.

Roll call vote.

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

New President takes that chair.

Election of Vice President.

President opens nominations.

A motion is made by _____ to nominate _____ as the Vice President.

MOTION that nominations be closed.

A motion is made by _____ to close the nominations.

Roll call vote.

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

Appointment of Delegates to Boards and Commissions for the Ensuing Year:

Mrs. Elizabeth Huhn is the district’s Berks County Intermediate Unit (BCIU) delegate, serving a three (3) year term beginning July 1, 2015 through June 30, 2018.

To appoint _____ (currently Mr. David Bieber) as the primary voting delegate and _____ (currently Mrs. Rosemary Lamaestra) as the alternate voting Delegate to the Berks County Tax Collection Committee (TCC) and the Berks County Earned Income Tax Collection Bureau (EIT) effective January 1, 2016 for a one (1) year term which expires December 31, 2016.

To appoint _____ (currently unfilled) as the district’s delegate and _____ (currently unfilled) as the alternate delegate to the Joint Operating Committee, Berks Career and Technology Center each to serve the remainder of a three (3) year term which expires December 31, 2016.

Mr. Nolan Shaub is the district representative to the Berks Vocational Technical School Authority, approved November 3, 2014, serving a four (4) year term which expires December 31, 2018.

To appoint _____ (currently Mr. Kenneth Heffner) as the district’s Council on Legislative Action representative to serve a one (1) year term which expires December 31, 2016.

To appoint _____ (currently Mrs. Ellen Grossman) as the district’s Policy Committee representative to serve a one (1) year term which expires December 31, 2016.

To appoint _____ (currently Mrs. Elizabeth Huhn) as the district’s Strategic Planning/Goals Committee representative to serve a one (1) year term which expires December 31, 2016.

MEETING DATES

A motion to approve the 2016 Board Calendar made by _____, and seconded by _____.

Administration presentation of Board Meeting Dates for consideration.

To approve the Proposed 2016-17 Budget Adoption Schedule and 2016 Board Meeting Dates and authorize the administration to advertise and post all board meetings in accordance with Sunshine Laws (Right to Know):

All meetings to be held at 6:00 pm in the Intermediate/Middle School Large Group Instruction Room #229

Monday, January 4, 2016	Regular Board Meeting - approve resolution limiting tax increase to index OR determine that a preliminary budget will be adopted at the January 25, 2016 board meeting
Monday, January 11, 2016	Budget Work Session - General Overview Expend/Revenue, Taxes, & Options
Monday, January 25, 2016	Regular Board Meeting - Adopt Preliminary (if no resolution to limit tax increase to index)
Monday, February 1, 2016	Budget Work Session - Curriculum/Instruct, Special Ed, Technology, Other Instruction
Monday, February 8, 2016	Budget Work Session - Maintenance, Transportation, Business/Board, Athletics
Monday, February 22, 2016	Budget Work Session - Salary and Benefits
Monday, February 29, 2016	Budget Work Session - Final Review, Taxes & Options, 5-Year Projection
Monday, March 7, 2016	Regular Board Meeting
Monday, March 14, 2016	Budget Work Session - Discussion
Monday, March 21, 2016	Reserved for Budget Work Session in case weather cancels scheduled sessions
Monday, April 4, 2016	Regular Board Meeting
Monday, May 2, 2016	Regular Board Meeting - Proposed Final Budget Adoption
Monday, May 9, 2016	Potential Budget Work Session - if needed
Monday, June 6, 2016	Regular Board Meeting - Final Budget Adoption
Monday, June 20, 2016	Regular Board Meeting
Monday, August 15, 2016	Regular Board Meeting
Monday, September 12, 2016	Regular Board Meeting
Monday, October 3, 2016	Regular Board Meeting
Monday, October 24, 2016	Public Meeting - Academic Presentation
Monday, November 7, 2016	Regular Board Meeting
Monday, November 14, 2016	Initial Budget 2017-18 Presentation
Monday, December 5, 2016	Annual Board Reorganization and Regular Board Meeting

Board Discussion

Roll Call

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

REGULAR SCHOOL BOARD MEETING

ACKNOWLEDGEMENT

Extend congratulations to the High School SADD Chapter who won Chapter of the Year at the PA SADD conference.

DISCUSSION

Discussion of items for approval at the December 7, 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 November 2, 2015 and the Special Board Meeting held November 16, 2015 as attached and marked Board A.

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 ___ Mrs. Grossman ___ Mr. Heffner ___ Mr. Heydt ___ Mrs. Huhn
___ Mrs. MacMillan ___ Mr. Rothermel ___ Mr. Scheetz ___ Vacancy

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 November 2015 totaling \$1,750,452.47 per attachment Budget A.
- B. To approve food service fund bills through November 2015 totaling \$32,084.84 per attachment Budget B.
- C. To accept the following Financial Reports through October 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. Student Activity & Trust Funds - Budget C.3.
 4. General Fund Schedule of Outstanding Investments - Budget C.4.
- D. To approve the final 2014-2015 closing budget transfers in the amount of \$27,400.00 per attachment marked Budget D.

- E. To approve the 2015-2016 List of Student Activity Groups as detailed in Budget E.
- F. Establish 2016/17 budget process timetable & discussion to determine if seeking exceptions or if limiting tax increase to Act 1 Index. The deadline to the 2016-2017 proposed preliminary budget available for public inspection OR adopt a resolution pursuant to Section 311(d)(1) indicating that the district will not raise the rate of any tax by more than the index is January 7, 2016.
- G. To approve the sale of one 2005 Ford F-250 Truck to the highest bidder at \$4,160, bid tabulation Budget G.
- H. To approve an upgrade to the existing CM3 Building Automation System to Tridium Niagara 4.0 as detailed in Budget H. at a cost of \$39,500.
- I. To authorize the administration to proceed with the Air Conditioning Project for the Elementary and Intermediate/Middle Schools and approve Rider 1 to the Provident Energy Consulting Client Services Agreement for Energy Project Development & Management as attached in Budget I.
- J. To approve a revision to the 2015-2016 RWAN Telecommunications Services Order Form - Regional Wide Area Network (RWAN) consortium through BCIU – increasing the monthly cost to \$3,497.75 (an increase of \$47.99/month) as detailed in Budget J.

Public Comment

Board Discussion

Roll Call

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

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 Personnel Report.

- A. Approve the 2016-17 Brandywine Heights High School Program of Studies as attached and marked Superintendent A.

Informational Reports

Student Representative Reports – Caylee Lasko and Preston MacLean
 Academic/Instructional Technology Report – Focus: “BrightBytes” – Mr. Voelker
 Athletic Report – Mr. Kurzweg
 District Enrollment Report – Mr. Potteiger
 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 ____ Vacancy

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 – None
 - 2. Support Staff – None
 - 3. Long Term Substitute

	<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
a.	Miss Amie Benfield	IS 5 th Grade (Tucker)	B, Step 1	11/23/2015 – 12/23/2015
 - 4. 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 Athletic Co-Curricular appointments per the BHASD School Board Salary Schedule as attached and marked Personnel C.4.c.
- D. Approval of 2015-16 Support Staff Substitutes – None
- E. Leaves
 - 1. Accept the medical leave of absence for Mrs. Audrey Tucker, Fifth Grade Intermediate School Teacher, from October 1 through approximately December 23, 2015.
 - 2. Approve the request for a maternity leave of absence for Mrs. Erin Davis, Elementary Learning Support Teacher, from approximately March 31, 2016 through the end of the 2015-16 school year as attached and marked Personnel E.2.
- F. Other Personnel Items

1. Approve Mrs. Mary Ann Lambert, High School Science Teacher, to serve as a mentor to Dr. Daniel Sauers, Long Term Substitute High School Science Teacher (in for Mr. Babb) retroactively from October 19, 2015 through the end of the 2015-16 school year. A stipend of \$650 will be prorated based on the duration of the assignment.

Public Comment

Board Discussion

Roll Call

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

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 _____.

2016-17 Budget Overview Presentation – Mrs. Krauss