

BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT
SCHOOL BOARD MEETING AGENDA
Intermediate/Middle School Large Group Instruction Room 229
December 2, 2014
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

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.
Nominations.
MOTION that nominations be closed.
Roll call vote.

Election of President

Temporary President opens nominations.
Nominations.
MOTION that nominations be closed.
Roll call vote.
New President takes that chair.

Election of Vice President.

President opens nominations.
Nominations
MOTION that nominations be closed.
Roll call vote.

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

Mrs. Elizabeth Huhn is the district's Berks County Intermediate Unit (BCIU) delegate, approved April 2, 2012, serving a 3-year term that expires June 30, 2015.

Mr. David Bieber is the primary voting delagate and Mrs. Rosemary Lamaestra is the alternate voting Delegate to the Berks County Tax Collection Committee (TCC) and the Berks County Earned Income Tax Collection Bureau (EIT) effective upon the closing of the merger, anticipated January 1, 2015 for a 1-year term which expires December 31, 2015.

Mr. William Groff is the district's delegate and Mr. Travis Porr is the alternate delegate to the Joint Operating Committee, Berks Career and Technology Center, each serving a 3-year term which expires December 31, 2017.

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

To appoint _____ (currently Mr. Heffner) as the district’s Council on Legislative Action representative to serve a 1-year term which expires December 31, 2015.

To appoint _____ (currently Mrs. Grossman) as the district’s Policy Committee representative to serve a 1-year term which expires December 31, 2015.

To appoint _____ (currently Mrs. Huhn) as the district’s Strategic Planning/Goals Committee representative to serve a 1-year term which expires December 31, 2015.

MEETING DATES

A motion to approve the 2015 Board Calendar made by _____, and seconded by _____.

Administration presentation of Board Meeting Dates for consideration.

To approve the 2015 Proposed Meeting Schedule:

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

Monday, January 5, 2015	Regular Board Meeting
Monday, January 26, 2015	Budget Work Session - General Overview Expend/Revenue, Taxes, & Options
Monday, February 2, 2015	Regular Board Meeting - Adopt Preliminary Budget
Monday, February 9, 2015	Budget Work Session - Curriculum/Instruct, Special Ed, Technology, Other Instruction
Monday, February 23, 2015	Budget Work Session - Maintenance, Transportation, Business/Board, Athletics
Monday, March 2, 2015	Regular Board Meeting
Monday, March 9, 2015	Budget Work Session - Salary and Benefits
Monday, March 16, 2015	Potential Budget Work Session - if needed, snow make-up
Monday, March 23, 2015	Budget Work Session - Final Review, Taxes & Options, 5-Year Projection
Monday, March 30, 2015	Budget Work Session - Discussion
Monday, April 20, 2015	Regular Board Meeting - Adopt Proposed Final Budget
Monday, May 4, 2015	Potential Budget Work Session - if needed
Monday, June 1, 2015	Regular Board Meeting - Adopt Final Budget
Monday, June 22, 2015	Regular Board Meeting
Monday, August 17, 2015	Regular Board Meeting
Monday, September 14, 2015	Regular Board Meeting
Monday, October 5, 2015	Regular Board Meeting
Monday, October 19, 2015	*Tentative* Academic Presentation pending release of state data (alternate date 11/16/15)
Monday, November 2, 2015	Regular Board Meeting
Monday, November 16, 2015	*Tentative* Budget Work Session (alternate date 12/14/15)
Tuesday, December 1, 2015	Regular Board Meeting - Reorganization

Board Discussion

Roll Call

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

REGULAR SCHOOL BOARD MEETING

OBITUARY MINUTE AND RESOLUTION – Mrs. Tracy Reifsnyder

DISCUSSION

Discussion of items for approval at the December 2, 2014 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 Board Meeting held November 3, 2014 as attached and marked Board A.

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

- BCIU – Mrs. Huhn
- BCTC – Mr. Groff
- Berks EIT/Berks TCC – Mr. Bieber
- Council on Legislative Action – Mr. Heffner
- Policy Committee – Mrs. Grossman
- Strategic Planning/Goals – Mrs. Huhn
- Community Engagement – Mrs. Huhn
- Student Representatives – Robert Turbett and Madelyne Grim

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 November totaling \$1,819,188.17 per attachment Budget A.

- B. To approve food service fund bills for the month of November totaling \$39,996.89 per attachment Budget B.
- C. To accept the following Financial Reports through October 31, 2014, 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 a Purchase of Service agreement with Diakon Family Life Services of Tipton, PA, for on-site therapist services as detailed in Budget D.
- E. To approve an addendum to the Berks County eSchoolPLUS Consortium Service Level Agreement to add-on the Family Mobile App Service through the end of the 2014-15 school year for \$388.80 (first year). There is an annual estimated cost in subsequent years of \$58.32. See details in Budget E.
- F. To approve continuation of Sweet, Stevens, Katz & Williams, L.L.P. as special counsel for matters related to special education for 2015-2016 (increase of \$10/hour over 2014-2015 rates):
- Routine matters attorney rate \$150/hr., legal assistant \$125/hr.
 - Non-routine matters attorney rate \$195/hr., legal assistant \$125/hr.
- G. To approve a Retainer Agreement with Sweet, Stevens, Katz & Williams, L.L.P. to provide representation of the district in its School Based ACCESS Program 2012-2013 Cost Settlement Appeal before the Pennsylvania Department of Public Welfare at a cost of \$5,000 as detailed in Budget G.
- H. To approve a Tuition Agreement with Hogan Learning Academy of Fleetwood, PA, to provide special education services for one student at a cost of \$365 per day per student, Budget H.
- I. To approve an extension of the Student Transportation contract with Brandywine Transportation, Inc. of Mertztown, PA for 2015-2016 through 2019-2020 as detailed in Budget I.
- J. To approve the Berks County Joint Purchasing Board 2015-16 Bid Awards for Fuel Oil as detailed in Budget J.
- K. To authorize participation by the food program in the Tristate Food Service Group (TSFSG) buying group as detailed in Budget K.
- L. To approve the sale of two used vans as follows (Bid tabulation Budget L.):
1. 2001 Ford Windstar to Floyd Falcone of Fleetwood, PA, for the high bid of \$355.00.
 2. 2003 Ford Windstar to Robert James of Kutztown, PA, for the high bid of \$1,256.00
- M. To contract with Hursh’s Landscaping, Inc. of Emmaus, PA, for lawn mowing services as itemized below and per attached bid tabulation marked Budget M.

Service	2015	2016	2017
Elementary School Cut & Trim	\$100.00	\$105.00	\$110.00
Intermediate/Middle School Cut & Trim	\$320.00	\$336.00	\$352.00
Intermediate/Middle School Banks	\$120.00	\$126.00	\$132.00
Intermediate/Middle School Athletic - Cut Only	\$60.00	\$63.00	\$66.00

High School Cut & Trim	\$360.00	\$378.00	\$396.00
High School Athletic - Cut Only	\$60.00	\$63.00	\$66.00
Hourly Rate for Additional Work	\$40.00hr	\$40.00hr	\$40.00hr

- N. To approve a 60-month lease through state contract #4400008702 for one Neopost IN-700AF Mail Machine from Document Systems Ltd. Of Allentown, PA, at a monthly cost of \$176.54 to include equipment, on-line rate protection, postage meter rental and maintenance as detailed in Budget N.
- O. To approve/deny (choose one) Mr. Jim Heckenberger’s request for the Longswamp Township Tax Collector to accept payment at face amount for 2014-15school taxes for reasons detailed in Budget O.

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. Approve the 2014-15 High School Program of Studies as attached and marked Superintendent A. (to be distributed before the meeting)
- B. Approve a Settlement Agreement and Release for an out-of-district placement for a student in an alternative school as attached and marked Superintendent B.

Discussion Item – Paperless Board Documents – Mr. Potteiger

- Option 1 – Receive a paper copy of the board packet via USPS mail and pdf board packet via email.
- Option 2 – Receive only the electronic pdf board packet via email.

Informational Reports

Instructional Technology Report – Mr. Voelker
Athletic Report – Mr. Kurzweg
District Enrollment Report – 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. Eliminate the position of 3.5/hr Part Time High School Cafeteria/Food Service Worker and layoff Ms. Dawn Derstine, High School Cafeteria/Food Service Worker, effective December 23, 2014.

B. Change of Status

1. Professional Staff – None
2. Support Staff
 - a. Approve the change of status for Mrs. Susan Sibley from Support Staff Substitute to part time 5 hours/day Intermediate School 206 day Secretary at a rate of \$12.50 per hour effective December 3, 2014 as attached and marked Personnel B.2.a.
 - b. Approve the change of status for Mrs. Michele Vandevender from Support Staff Substitute to part time 5 hours/day Intermediate School 206 day Secretary at a rate of \$12.50 per hour effective December 3, 2014 as attached and marked Personnel B.2.b.

C. Appointments

1. Professional Staff
 - a. Appoint Mrs. Stacy Carpenito as High School Assistant Principal at a pro-rated salary of \$68,000 effective on or before January 5, 2015 as attached and marked Personnel C.1.a.
2. Support Staff – None
3. Long Term Substitute – Professional – None
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

1. Professional Substitutes
Mr. Scott Wagaman, 7-12 General Science, Biology, Earth/Space, Physics
Ms. Debra Bassler, Registered Nurse

2. Support Staff Substitutes
Ms. Debra Bassler, Registered Nurse

E. Leaves

F. Other Personnel Items

1. Approve Mr. Jeffrey Sheeler, High School Science Teacher as a 2014-15 Home Bound Instructor.
2. Approve Mrs. Jonell Kiechel, Athletic Trainer, as a support staff substitute for Ms. Marie Eckhart, Athletic Secretary, at a rate of \$12.50 per hour effective November 13, 2014 through approximately January 2, 2015.
3. Approve the rate adjustment for employees based on their performance evaluations and an increase in responsibilities as described in Personnel F.3.

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 _____.