

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

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. Robert Allison	High School Guidance Counselor	32 years
Mr. Joseph Brown	High School Spanish Teacher	9 years
Mrs. Judith Repko	Elementary Third Grade Teacher	31 years
Mrs. Suzanne Oswald	High School Art Teacher	36 years
Mrs. Gail Egan	High School World Language Teacher	20 years

Student Representatives – To recognize the 2013-14 School Board Student Representatives and present certificates of appreciation to Matei Jordache and Tyler Reignn for their dedicated service.

PRESENTATION

Mid Term Examinations – Dr. Kathy Johnson, Middle School Principal and Mrs. Heather Piperato, High School Principal

DISCUSSION

Discussion of items for approval at the June 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 April 28, 2014 as attached and marked Board A.
- B. Approve a Resolution Supporting Removal of Article XVI-C from the Public School Code of 1949 as attached and marked Board B.

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 – Matei Jordache and Tyler Reighn

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

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 April totaling \$1,788,907.74 per attachment Budget A.
- B. To approve food service fund bills for the month of April totaling \$36,404.62 per attachment Budget B.
- C. To accept the following Financial Reports through April 30, 2014, unless otherwise noted:
 - 1. General Fund - Revenue/Expenditure/Fund Balance - C.1.
 - 2. Food Service Fund - Revenue/Expenditure - C.2.
 - 3. Construction Fund - Revenue/Expenditure - C.3.
 - 4. General Fund Schedule of Outstanding Investments - Budget C.4.
 - 5. Student Activity & Trust Fund - Budget C.5.
- D. To approve the following 2014-2015 Budget adoption and tax items:
 - 1. To approve the 2014-2015 Budget in the amount of \$_____ which reflects a real estate tax levy of ___ mills as attached and marked Budget D.1.
 - 2. To adopt the 2014-2015 Tax Resolutions as attached and marked Budget D.2.
 - 3. To adopt the 2014-2015 Homestead and Farmstead Exclusion Resolution that provides for a maximum \$_____ real estate tax reduction for approved homesteads and farmsteads funded by gambling tax funds of \$787,573.24 per attachment marked Budget D.3.
 - 4. To approve a resolution providing an option for installment payment of real estate taxes per attachment marked Budget D.4.

5. To approve commitment of fund balance for future retirement rate increases as calculated by the business manager (\$_____ 2014/15 budget), commitment of fund balance for health self-insurance start-up as calculated by the business manager (\$200,000 2014/15 budget), authorize the business manager to assign fund balance for future maintenance projects (\$3,000,000 2014/15 budget), authorize the business manager to assign fund balance for future technology upgrades (\$200,000 2014/15 budget), and authorize the business manager to assign fund balance to use to balance the 2014/15 budget (\$_____). Total committed and assigned fund balance of \$_____ for 2014-15. In addition, the board authorizes the business manager to assign fund balance as needed to balance the net of revenue and expenditures in the 2013-2014 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 2014-2015 Earned Income Tax Collector per Berks TCC agreement.

- F. To appoint the Berks County Tax Claim Bureau (BCTCB) as the District's 2014-2015 Delinquent Real Estate Tax Collector for a commission of five percent 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), George Babilon (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 five percent of collections.

- H. To approve the Real Estate and Per Capita Tax Collectors Bond at 33% of the estimated tax collections.

- I. To authorize the Business Manager to pay bills as necessary during the 2014-2015 fiscal year to meet deadlines, avoid late charges and take advantage of early payment discounts.

- J. To authorize the Business Manager to make 2013-2014 budget transfers after June 30, 2014 as required to prevent year-end over expenditure of sub function/object account codes.

- K. To award the 2014-2015 supply purchase contracts to the low bidders meeting specifications as bid through the Berks County Joint Purchasing Board per attachment marked Budget K.1-5.: (Bid documents are available at BCIU.)
 1. Classroom and office supply purchase contracts totaling \$19,787.72
 2. Art supply purchase contracts totaling \$1,485.83
 3. Physical Education equipment and supply contracts totaling \$60.59
 4. Custodial supply purchase contracts totaling \$25,849.90
 5. Medical and Nurse supply purchase contracts totaling \$1,709.61

- L. To award the 2014-2015 Athletic and First Aid supply purchase contracts totaling \$13,337.09 to the low bidders meeting specifications per attachment marked Budget L. (Bid documents are available for inspection in the athletic office.)

- M. To approve a two-year renewal agreement (July 1, 2014 through June 30, 2016) with The Reading Hospital Medical Group –Sports Medicine to provide sports medicine services for the district athletic program as detail in Budget M. at an annual cost of \$47,740.00 and \$45.00 per hour for additional services.

- N. To approve replacement of the ice machine in the Intermediate/Middle School for the athletic program with a Hoshizaki ice machine with bin and water filtration system from Penn United Restaurant Supply, LLC of Harrisburg, PA, at a cost of 3,800.00 installed., Budget N.

- O. To contract with South Mountain YMCA, Wernersville, PA for the 2014-2015 Intermediate School fifth-grade environmental camp at a total fee of \$11,620.00 per attachment marked Budget O.
- P. To approve 2014-2015 Pennsylvania School Board Association membership dues of \$9,064.94.
- Q. To approve the 2014-2015 Agreement for Participation in Child Nutrition Programs between the Berks Career & Technology Center and the Brandywine Heights Area School District as detailed in Budget Q.
- R. To authorize the administration to seek quotations for the purchase of Milk and Milk Products, Ice Cream Products and Bread Products for the 2014/2015 school food program.
- S. To contract with Evans Mechanical, Inc. of Wyomissing Hills, PA, for the purchase and installation of one Webster burner replacement at the Elementary School at a cost of \$9,850.00, Budget S.
- T. To contract with Martin's Flooring, Inc. of Lancaster, PA, for the removal of carpet and the purchase and installation of VCT Tile for the Intermediate/Middle School Library as detailed in Budget T. at a cost of \$38,396.35 through NJPA Contract #40000703.
- U. To contract with Morris Black & Sons, Inc. of Lehigh Valley, PA HS to supply and install a custom exterior vestibule at the High School main entrance at a cost of \$8,561.00 as detailed in Budget U.
- V. To approve the 2014-2015 Maintenance Contracts per attachment marked Budget V.1-4:
 - 1. Revise the maintenance contract with Shop Specialties Incorporated Machinery Maintenance of Nazareth, PA, covering the High School general shop (approved 4/28/14 at \$1,480) to also include the art department shop equipment at a cost of \$1,780 plus any parts which may be required. (This is an additional cost of \$300 to add the art department shop equipment.)
 - 2. District-wide Alarm Monitoring Intermediate/Middle School Entry System, and Elementary School Entry System and Cameras: Protect Alarms Service Contract, Allentown, PA \$4,587.
 - 3. Annual Boiler Maintenance: Evans Mechanical, Inc., Wyomissing Hills, PA \$2,185
 - 4. To approve a preventative maintenance agreement for commercial refrigeration in the food service department with The Longacre Company of Bally, PA, at an annual cost of \$4,350.00.
- W. To approve Special Education contracts for services for the 2014-15 school year as follows:
 - 1. Out of district Extended School Year programs for three students as follows:
 - a. The Vanguard School, Paoli, PA, five-week program (July 7 – August 8, 2014) for one student at a cost of \$7,360.00 for the five-week program, Budget W.1.a.
 - b. Hogan Learning Academy LLC., Fleetwood, PA, six-week program (June 23 – August 8, 2014) for two students at a cost of \$350.00/day/student (cost per student \$11,550.00), budget W.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 \$49,115.00, Budget W.2.
 - 3. Virginia Grim of Kutztown, PA, for Audiology Services at a cost of \$100.00/hour per Budget W.3.
- X. To authorize RBC Capital Markets to proceed with refunding the General Obligation Series 2011B Bond Issue.
 - **Presentation - Potential Bond Refunding** – Mr. Scott Kramer, RBC Capital Markets

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. Adopt newly written and revised curricula for K-12 Science, Health/Physical Education, Computer/Information Technology courses as presented at the meeting and described in Superintendent A. *Curricula was presented at the April 28, 2014 meeting.*
- B. Approve purchasing the QUEST Employee Assistance Program as detailed in Superintendent B through the Berks County School Districts Health Trust effective July 1, 2014 at a cost of \$1.45/employee/month.
- C. Approve the 2014 ESY (Extended School Year) Program as detailed in Superintendent C. The 2014 extended school year program is offered to students who meet eligibility requirements and will run July 1 through July 31, 2014. The program will offer five AM sessions (8:30-11:30) and five PM sessions (12:30-3:30). There is also a required in-service day for the teachers prior to the start of ESY.
- D. Approve the 2014 Summer Work Experience Assessment Program (SWEAP) Program for eleven Special Education students and job coach as detailed in Superintendent D.
- E. Approve the implementation of an Emotional Support Classroom to service Grades 6-8 as detailed in Superintendent E.
- F. Approve the 2014 Summer Reading Program for K-2 students as detailed in Superintendent F.
- G. Adopt recommended textbooks to support the newly aligned curricula for K-12 Science as attached and marked Superintendent G. *Final approval will be at the June 30, 2014 meeting.*
- H. Adopt recommended textbooks to support the newly aligned curricula for K-12 Health as attached and marked Superintendent H. *Final approval will be at the June 30, 2014 meeting.*

Informational Reports

Athletic Report – Mr. Kurzweg (will be distributed at the meeting)
Instructional Technology Report – Mr. Voelker
District Enrollment Report

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 – None

B. Change of Status

1. Professional Staff

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Mrs. Marcella Acosta	ES 2 nd Grade	IS 4 th Grade	2014-15 SY
Mr. Nathaniel Bentley	MS Life Skills	HS Life Skills	2014-15 SY
Mrs. Shannon Burghardt	HS PT .625 Soc. St.	HS FT Soc. St.	2014-15 SY
Mrs. Colleen Dreisbach	MS Learning Support	MS Emotional Support	2014-15 SY
Dr. Mark Graham	HS Soc. St./Gifted	HS Art/Gifted	2014-15 SY
Mr. Michael Kistler	HS Business	HS PT .875 Business	2014-15 SY
Mrs. Tonya LeVan	MS 6 th Grade	IS 5 th Grade	2014-15 SY
Mrs. Anne Moll	HS Learning Support	HS Learning Support/ Transition Coordinator	2014-15 SY
Mrs. Susan Panuski	ES 2 nd /3 rd Autistic Support	IS 4 th /5 th Autistic Support	2014-15 SY
Mrs. Cynthia Rissmiller	ES 1 st Grade	ES 2 nd Grade	2014-15 SY
Ms. Joanne Telenko	MS Learning Support	MS Life Skills	2014-15 SY
Mrs. Angela Warsing	HS Soc. St./ESL	HS Spanish/ESL	2014-15 SY

2. Support Staff

a. Approve the following support staff members and support staff substitutes for summer custodial work:

Ms. Mary Arndt	Mrs. Dawn Derstine	Mrs. Tammy Dunning
Mr. Robert Krasley	Ms. Tina Levan	Mrs. Cheryl Melander
Mr. James Mickey	Ms. Sarah Mickey	Mrs. Linda Reinert
Mrs. LouAnn Wessner		

C. Appointments

1. Professional Staff – None

2. Support Staff – None

3. Long Term Substitute – Professional – None

4. Short Term Substitute – Professional

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Mrs. Marcy Shoemaker-Bates	HS Spanish Teacher (Brown)	\$125/day	4/22/2014-6/6/2014
Mr. Tyler Nolan	HS Social Studies (Ehrets)	\$125/day	5/12/2014-6/6/2014

5. Co-Curricular Appointments – None

6. Co-Curricular Athletic Appointments – None

D. Approval of additions to the Substitute Lists

1. Professional Substitutes
Mr. Tyler Nolan, 7-12 Social Studies

2. Support Staff Substitutes – None

E. Leaves – None

F. Other Personnel Items

1. Approve the Support Staff Working Conditions as attached and marked Personnel F.1.

2. Approve Mr. Jason VanVoorhis, High School Music Teacher to fulfill specific building level duties under the direction of the Superintendent in the absence of Dr. Kathy Johnson, Middle School Principal, for a stipend of \$500.00 from April 25, 2014 through approximately May 29, 2014.

3. Accept the request for a maternity leave of absence during the 2014-15 school year for Mrs. Terry Flamm, Middle School Learning Support Teacher, from approximately October 27, 2014 through approximately January 5, 2015, as attached and marked Personnel E.3.

4. Accept the medical leave of absence of Mr. Joseph Brown, High School Spanish Teacher from April 22, 2014 through June 6, 2014.

5. Approve Psychologists and Guidance Counselors to work up to the following number of days to fulfill summer related work from July 1, 2014 through June 30, 2015:

<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

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 _____.