

BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT
SCHOOL BOARD MEETING AGENDA
Intermediate/Middle School Large Group Instruction Room 229
April 20, 2015
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

PRESENTATIONS – Newly Revised Curricula

Business – Mr. Jeffrey Lapp, Department Chair

Social Studies – Mrs. Janet Huston (6-12) & Mr. Thomas Whalen Jr. (K-5), Department Chairs

DISCUSSION

Discussion of items for approval at the April 20, 2015 Board Meeting (agenda below). Following the discussion the board will go back through the agenda and vote on the items.

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 March 2, 2015 as attached and marked Board A.
- B. Approve the Berks Career and Technology Center 2015-2016 budget in the amount of \$16,469,414 of which \$666,362 (regular programs \$596,916, special education programs estimated \$69,446) is Brandywine Heights Area School District's share. The district is also responsible for \$98,849 of the Berks Career and Technology Center debt service. *(The BCTC Proposed Budget Summary was distributed at the March 30, 2015 Budget meeting.)*
- C. Approve the Resolution supporting the Elimination of Keystone Exams as Graduation Requirements as attached and marked Board C.
- D. To re-appoint Mrs. Nancy Krauss, Business Manager, as the district's Berks Health Trust representative to serve a 2-year term beginning July 1, 2015 through June 30, 2017.
- E. To appoint _____ (currently Mrs. Huhn) as the district's Berks County Intermediate Unit representative to serve a 3-year term beginning July 1, 2015 through June 30, 2018.

- F. To approve the First Reading of the revised policies as attached and marked Board F.1. – F.5:
 - 1. Policy 201. Admission of Students
 - 2. Policy 202. Admission of Nonresident Students
 - 3. Policy 210. Medications
 - 4. Policy 210.1. Possession/Use Of Asthma Inhalers/ Epinephrine Auto-Injectors
 - 5. Policy 121. Field Trips

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 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 March totaling \$1,846,722.54 per attachment Budget A.
- B. To approve food service fund bills for the month of March totaling \$29,662.87 per attachment Budget B.
- C. To accept the following Financial Reports through February 28, 2015, 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.
 - 6. Athletic Report – Budget C.6
- D. To approve the 2015-2016 general fund proposed final budget (PDE #2028) totaling \$30,495,190 reflecting a 0.0% real estate tax increase of 0.0 mills (32.3 mills) per attachment Budget D (PDE-2028 to be distributed at the meeting).

Note: The 2015-2016 budget is scheduled for final adoption on June 1, 2015 at 6:00 pm. The 2015-2016 General Fund Budget will be available for inspection on Tuesday, April 21, 2015 in the business office and on the District’s website www.bhasd.org. Call (610) 682-5141 or email nankra@bhasd.org with questions.

- E. To designate The National Penn Bank, Pennsylvania School District Liquid Asset Fund, Univest Bank and Trust Co. (formerly Valley Green Bank), and Wilmington Savings Fund Society Bank of Delaware as 2015-2016 depositories for district funds.
- F. To designate CBIZ Benefits & Insurance Services of PA as the 2015-2016 insurance broker of record.
- G. To contract Gorman & Associates, P.C. of Northampton, PA, to audit the general purpose financial statements and perform the audit required by the Single Audit Act of 1996 for the year ending June 30, 2015 for a base fee of \$17,600, Single Audit Fee of \$2,100 and hourly rate of \$75.00 for additional services per attachment marked Budget G. (\$200 increase over 2014-15) Option for a second year (year ending June 30, 2016) for a base fee of \$17,700, Single Audit Fee of \$2,150 and hourly rate of \$75.00 for additional services.
- H. To appoint John M. Stott of Brumbach, Mancuso & Fegley P.C. as the 2015-16 BHASD solicitor for a retainer of \$9,500 and hourly fee of \$125.00 for hearings and other special assignments.
- I. To participate in the Regional Wide Area Network (RWAN) consortium through BCIU and approve the 2015-2016 RWAN Telecommunications Services Order Form marked Budget I.
- J. To approve the 2015-2016 Maintenance Contracts per attachment marked Budget J. 1-7:
 - 1. Shop Specialties Incorporated Machinery Maintenance of Nazareth, PA, covering the High School general shop and art room equipment: \$1,780 plus any parts which may be required.
 - 2. Generators: Reading Electric of Reading, PA, at a total annual cost of \$1,700.00
 - 3. High School Dust Collector Fire Suppression System: SSI Fire & Explosion Protection of Pennsburg, PA, at a total annual cost of \$660.00.
 - 4. Comprehensive Service Agreement and Preventative Maintenance Agreements: Communication Systems, Inc. (CSI) , Allentown, PA \$16,311.00 as itemized below:
 - a. Comprehensive Service Agreement High School IWATSU telephone and Rauland intercom & master clock systems \$4,839.00
 - b. Preventative Maintenance Agreement High School Auxiliary Sound systems and TV distribution \$888.00
 - c. Preventative Maintenance Agreement High School CCTV system \$1,656.00
 - d. Preventative Maintenance Agreement Intermediate/Middle School CCTV & security system \$1,440.00
 - e. Comprehensive Service Agreement Elementary School IWATSU telephone system \$3,804.00
 - f. Preventative Maintenance Agreement Elementary Intercom system \$396.00
 - g. Preventative Maintenance Agreement & Manufacturer Software Assurance District-wide Genetec Access Control \$3,288.00
 - 5. District-wide Alarm Monitoring Intermediate/Middle School Entry System, and Elementary School Entry System and Cameras: Protect Alarms Service Contract, Allentown, PA \$4,587
 - 6. Annual Boiler Maintenance: Evans Mechanical, Inc., Wyomissing Hills, PA \$2,185
 - 7. Preventative Maintenance Agreement for Commercial Refrigeration (food service department): The Longacre Company, Bally, PA \$4,350.00.
- K. To contract with CSI Integrated Security & Communications of Allentown, PA,(PEPPM Contract) to provide and install three additional security cameras and alarm keypad for music wing entrance at the Intermediate/Middle School and districtwide card access/CCTV server upgrade at a cost of \$13,717.17 as detailed below and in Budget K. (capital project fund):
 - 1. Outside camera near Intermediate/Middle School music wing door to view playground area: \$1,899.56

2. Outside camera on the front of Intermediate/Middle School to view bus loading area and main entrance: \$1,865.24
 3. Interior cameras in Intermediate/Middle School hallway: \$1,617.87
 4. Card Access at Intermediate/Middle School Music Wing Entrance: \$1,876.50
 5. Districtwide card access/CCTV server upgrade: \$6,458.00
- L. To contract with Don Kauffman’s Sewing Machines of Temple, PA, to service sewing machines for 2015-16 at a cost of \$30.00 per machine, estimated total cost for 17 machines is \$510.00.
- M. To contract with _____ of _____, __, to provide 2015-2016 turf maintenance and service per specifications for the low bid of \$ _____ as detailed in Budget M. (bids due April 10, results will be distributed at meeting)
- N. To contract with _____ of _____, __, for concrete sidewalk repairs at the Elementary School, Intermediate/Middle School and High School at a cost of \$ _____, proposal tabulation Budget N. (proposals due 4/17/15, results will be distributed at meeting)
- O. To award a three-year contract to _____ of _____, __, to provide district-wide HVAC maintenance material and service per specifications for the low bid of \$ _____ for 2015-2016, \$ _____ for 2016-2017, and \$ _____ for 2017-2018 per attached bid tabulation marked Budget O. (bids due April 10, results will be distributed at meeting)
- P. To authorize the purchase of a 2016 Ford F350 truck with 8’ bed, plow, spreader, bed liner and LED strobe bar through COSTARS #25-Municipal Work Vehicles, Supplier Contract #025-018 Manderbach Ford of Temple, PA (plow, spreader, bed liner and strobe bar supplier contract #25-053 E.M. Kutz, Inc.) at a cost of \$37,821.00 per attachment marked Budget P. (replaces 2005 F250)
- Q. To approve the purchase of a Continental Pass-thru Refrigerator Model No. 1R-PT as detailed in Budget Q. for the High School food service program from Singer Equipment Company of Elverson, PA, at a cost to the food service fund of \$4,598.01 installed, through State Contract # 4400011968.
- R. To approve a service agreement with Curtis Bay Medical Waste Services of Baltimore, MD, for 2015-2016 Biomedical Waste Removal at a cost of \$54.75/month (10 months \$547.50), quote tabulation and service agreement Budget R.
- S. To award the 2015-2016 Medical Supply purchase contracts totaling \$2,843.88 to the vendors below based on low quotes meeting specifications. (Detailed quote tabulation available for inspection in the business office.)

<u>VENDOR</u>	<u>TOTAL AWARD</u>
Moore Medical	\$0.00
Medco Sports Medicine & School First Aid	\$2,196.88
MacGill Discount School Nurse Supplies	\$647.00
	\$2,843.88

- T. To contract with South Mountain YMCA, Wernersville, PA for the 2015-2016 Intermediate School fifth-grade environmental camp at a total fee of \$11,620.00 per attachment marked Budget T.

- U. To approve agreements with BCIU for the following services:
 1. Service Level Agreement for eFinancePlus Support Services for 2015/2016 at a cost of \$24,422.00 (includes upgrade to eFinancePlus 5.1) and 2016/2017 at a cost of \$23,336.00 as detailed in Budget U.1.
 2. Service Level Agreement for Student Management Services and Special Education Application Services with the BCIU for Sungard E-School Plus-IEPPlus applications for three years beginning July 1, 2015 through June 30, 2018 as described in Budget U.2.
 3. 2015-2016 BCIU Office of Innovation and Technology Services Product/Service Rate Schedule as detailed in Budget U.3.

- V. To approve a payment of \$8,597.23 to Rockland Ventures L.P. of Whitehall, PA, for D&E Communication (aka Windstream) payments incorrectly made to the Brandywine Heights Area School District after the sale of the Rockland school.

- W. To change the status of the High School Amine Club from a non-fundraising to fundraising organization, Budget W.

- X. To approve entering into a Merchant Processing Agreement with Heartland to enable the district to accept on-line credit card payments, Budget X.

- Y. To authorize the purchase of an Insert Salt Spreader from the Borough of Topton at a cost of \$_____, pending approval by Borough Council April 13 (details to be provided at the meeting – Budget Y).

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 Brandywine Heights Area School District Special Education Plan dated July 1, 2015 through June 30, 2018 as attached and marked Superintendent A. *(The Special Education Plan was presented to the Board at the March 2, 2015 meeting.)*

- B. Adopt newly written and revised curricula for 9-12 Business courses as presented at the meeting and described in Superintendent B. *Final approval of curricula will be requested at the June 1, 2015 meeting.*

- C. Adopt recommended textbooks to support the newly aligned curricula for 9-12 Business as marked Superintendent C (to be distributed). *Final approval will be requested at the June 1, 2015 meeting.*

- D. Adopt newly written and revised curricula for K-12 Social Studies courses as presented at the meeting and described in Superintendent D. *Final approval of curricula will be requested at the June 1, 2015 meeting.*
- E. Adopt recommended textbooks to support the newly aligned curricula for K-12 Social Studies as marked Superintendent E (to be distributed). *Final approval will be requested at the June 1, 2015 meeting.*

Discussion – Foreign Travel Field Trips (school-sponsored versus school-affiliated)

Informational Reports

- Student Representative Reports – Robert Turbett and Madelyne Grim
- Instructional Technology Report – 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 | ___ 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. To accept the resignation of Mr. Ronald Howells, HS PT 4/hr 2nd Shift Custodian, effective after April 16, 2015 as attached and marked Personnel A.1.
- B. Change of Status
 - 1. Professional Staff
 - a. Approve the change of status of Mr. Paul Gilbert from Part Time .6 Elementary Art Teacher to Full Time High School Art Teacher effective at the start of the 2015-16 school year as attached and marked Personnel B.1.a.
 - 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>Prorated Rate</u>	<u>Effective</u>
Mrs. Morgan Geske	LTS .5 HS Mathematics (Small)	B, Step 1	8/18/2014 – EOY
<i>Previously approved for first semester, and has now been extended through the end of the year.</i>			
Ms. Angel Gerould	LTS .25 MS FCS (Esser)	M, Step 1	3/30/2015 – EOY
Mr. Tyler Nolan	LTS HS Social Studies (Mata)	B, Step 1	approx. 4/27/2015 – EOY

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 – None

D. Approval of additions to the 2014-15 Substitute Lists

1. Professional Substitutes

- Ms. Janice Carr, BCIU Guest Teacher
- Ms. Jan Conrad, BCIU Guest Teacher
- Ms. Angel Gerould, Elementary K-6, Family and Consumer Science K-12, Mid-Level English 7-9, Reading Specialist K-12
- Mr. Hershel Howell, BCIU Guest Teacher
- Ms. Brittany Kauffman, Elementary Pre-K-4
- Ms. Brittany Mengel, BCIU Guest Teacher
- Ms. Caitlyn Woods, K-12 Art

2. Support Staff Substitutes – None

E. Leaves

- 1. Accept the medical leave of absence, including 17.5 unpaid days, for Mr. David Roth, Maintenance Mechanic, from February 10 through April 8, 2015.
- 2. Accept the medical leave of absence for Mrs. Joyce Esser, PT .25 Middle School FCS Teacher from March 27, 2015 through the end of the 2014-15 school year.
- 3. Accept the medical leave of absence for Ms. Joanne Telenko, Middle School Special Education Teacher, from March 19 through approximately May 4, 2015.

F. Other Personnel Items – None

Public Comment

Board Discussion

Roll Call

- | | | | | |
|-------------------------------------|-----------------------------------------|------------------------------------|----------------------------------------|--------------------------------------|
| <input type="checkbox"/> Mr. Bieber | <input type="checkbox"/> Ms. Eyrich | <input type="checkbox"/> Mr. Groff | <input type="checkbox"/> Mrs. Grossman | <input type="checkbox"/> Mr. Heffner |
| <input type="checkbox"/> Mrs. Huhn | <input type="checkbox"/> Mrs. MacMillan | <input type="checkbox"/> Mr. Porr | <input type="checkbox"/> 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 _____.