

**OFFICIAL PROCEEDINGS
OF THE
BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT
BOARD OF DIRECTORS**

June 6, 2016

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:02 p.m. by President Kenneth Heffner.

The meeting opened with Pledge of Allegiance.

Recording Secretary called the roll:

<u>✓</u> Mr. Bieber	<u>✓</u> Mrs. Grossman (7:41 p.m.)	<u>✓</u> Mr. Heffner
<u> </u> Mr. Heydt	<u>✓</u> Mrs. Huhn	<u> </u> Mrs. MacMillan
<u>✓</u> Mr. Rothermel	<u>✓</u> Mr. Scheetz	<u> </u> Mr. Sterner

Administration Present:

- ✓ Mr. Andrew Potteiger, Superintendent
- ✓ Mrs. Nancy Krauss, Business Manager/Board Secretary
- ✓ Mrs. Stacey Carpenito, High School Assistant Principal
- ✓ Mrs. Mary Darrach, Director of Special Education
- ✓ Mr. Robert Farina, Intermediate/Middle School Principal
- ✓ Mrs. Carolyn Hanych, Director of Brandywine Virtual Academy
- ✓ Ms. Stephanie Kelly, Intermediate/Middle School Assistant Principal
- Mr. Robert Kurzweg, Director of Athletics
- ✓ Mrs. Karen Long, Elementary Principal
- ✓ Mr. Brian Pawling, Business Manager/Board Secretary
- ✓ Mr. Thomas Voelker, Director of Curriculum, Instruction and Technology
- ✓ Mr. Michael Wetzel, Director of Buildings and Grounds
- ✓ Mr. Josh Ziatyk, High School Principal

Solicitor: Mr. John Stott, Esquire, Mr. James Mancuso, Esquire

Visitors: John Chenosky, District Township, Carol Zwoyer, Longswamp, Charles Zwoyer Jr., Longswamp, Amy Rohrbach, Longswamp, Angie DeGriosa, District Township, Cindy Zimmerman, Rockland, Theip Pham, Rockland, Sara Vacarro, Rockland, Raymond and Dorothy Geiger, Macungie, Justine Alderfer, District Township, Lori Robinson, Longswamp, Marilyn Hang, Longswamp, Gregory Kupan, Mertztown, Crystal Kupan, Mertztown, John Rausch, Rockland, Cindy Zimmerman, District Township, and Val Lacin, Reading Eagle.

ACKNOWLEDGEMENTS

Mr. Potteiger acknowledged the retirement of the following Brandywine Heights Area School District employees and will present each with a plaque for their dedicated service:

Mr. Michael Babb	High School Science Teacher	21 years
Mrs. Sally Mittl-Herbine	High School Life Skills Teacher	25 years
Mrs. Lori Walsh	High School Learning Support Teacher	25 years

Mr. Heffner acknowledged Brandywine Heights and Berks Career and Technology Center graduating seniors Noah Bieber, West Campus Computer Machining Technology and Lauren Olsen, West Campus Medical Health Professions.

PRESENTATION

Grades K-3 and 4-12 Alternative Bus Transportation Configuration – Mr. Potteiger presented the results of a survey conducted for parents relative to the alternative bus transportation plan introduced on May 2, 2016 for board consideration. There was brief discussion and board members agreed that bus transportation will remain the same with no changes for 2016-17.

BOARD OF DIRECTORS REPORT

A motion was made by Mr. Scheetz and seconded by Mr. Rothermel to approve the Board of Directors Report.

A. Approval of Minutes

To dispense with the reading and accept the minutes from the Regular Board Meeting held May 2, 2016 as attached and marked Board A.

B. Retirement Incentive

Authorize the administration to execute a \$7,000 Retirement Incentive with eligible full time support staff members with a deadline of June 30, 2016 submit a letter of intent.

C. First Reading of Policy

Approve the first reading of the following policy:

- 1. Policy 238 Bullying and Cyber Bullying (Review)

D. Item removed.

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

BCIU – Mrs. Huhn reported on the meeting held on May 19, 2016. Business included the seating of new board members, and approvals of paraprofessional staffing services, personnel, a legal consultation agreement, bids for vehicles, and a compensation plan for employees. The next meeting will be held on June 16, 2016.

BCTC – Mr. Scheetz reported on the meeting held on May 25 which included a visit to the student house project. The meeting also include student recognitions and an administrative evaluation. The next meeting will be on June 22, 2016.

Berks TCC – Mr. Bieber – No report. Next meeting is June 30, 2016.

Council on Legislative Action – Mr. Heffner reported on the following legislative items including the education funding formula and House Bill 1499 with proposes extensive revisions to pension provisions for the Public School Employees' Retirement System.

Policy Committee – Mrs. Grossman – No report.

Strategic Planning/Goals – Mrs. Huhn – No report.

Mr. Heffner asked for comments from the public and board members. John Rausch, Sara Vaccaro, Lori Robinson, Justine Alderfer, Angie DeGriosa, and Cindy Zimmerman commented on the proposed transportation configuration.

Roll call was taken to accept the Board of Directors Report.

Y Mr. Bieber Mrs. Grossman Y Mr. Heffner Mr. Heydt Y Mrs. Huhn
 Mrs. MacMillan Y Mr. Rothermel Y Mr. Scheetz Y Mr. Sterner

Motion Carried – 6 Yeas/3 Absent

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

A motion was made by Mr. Bieber and seconded by Mr. Sterner to accept the Budget/ Finance/ Property/ Transportation Report. There was a request to vote on item D.1., Final 2016-17 Budget Adoption, separately.

A. **General Fund Bill through May 2016**

To approve general fund bills through May 2016 totaling \$2,235,574.00 per attachment Budget A.

B. **Food Service Bills**

To approve food service fund bills through May 2016 totaling \$27,365.66 per attachment Budget B.

C. **Financial Reports**

To accept the following Financial Reports through April 30, 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 Report - Budget C.5.

D. **2016-2017 Final Budget Adoption**

To approve the following 2016-2017 Final Budget adoption and tax items:

1. To approve the 2016-2017 Budget in the amount of \$32,392,811 which reflects a real estate tax levy of 32.3 mills (0.0% increase) as attached and marked Budget D.1.
2. To adopt the 2016-2017 Tax Resolutions as attached and marked Budget D.2.
3. To adopt the 2016-2017 Homestead and Farmstead Exclusion Resolution that provides for a maximum \$227.46 real estate tax reduction for approved homesteads and farmsteads funded by gambling tax funds of \$790,335.15 per attachment marked Budget D.3.
4. No Action Required – Reminder that the board approved a resolution June 4, 2012 providing an option for installment payment of real estate taxes. A copy of the resolution is attachment Budget D.4.
5. To approve commitment of fund balance for future retirement rate increases as calculated by the business manager (\$1,624,000 2016/17 budget), authorize the business manager to assign fund balance for Phase 2 ESCO/Air Conditioning Project (\$1,850,000 2016/17 budget), authorize the business manager to assign fund balance for future technology upgrades (\$228,000 2016/17 budget), authorize the business manager to assign fund balance for potential litigation/arbitration (\$60,000 2016/17 budget), authorize the business manager to assign fund balance for state-mandated health care benefits (\$53,000 2016/17 budget), authorize the business manager to assign fund balance for early education start-up (\$225,000 2016/17 budget), authorize the business manager to assign fund balance for innovative programs initiative (\$75,000 2016/17 budget), authorize the business manager to assign fund balance as a reserve in the event of a state budget delay (\$2,140,000), and authorize the business manager to assign fund balance to use to balance the 2016/17 budget (\$1,675,000 including \$1,150,000 for phase I ESCO/Air Conditioning Project, \$325,000 E-rate Category 2 Project, and \$200,000 contingency reserve). Total committed and assigned fund balance of \$7,930,000 for 2016/17. In addition, the board authorizes the business manager to assign fund balance as needed to balance the net of revenue and expenditures in the 2015-2016 fiscal year. The amount, if any, will be determined at the completion of the audit process.

E. **2016-2017 Earned Income Tax Collector**

To appoint the Berks County Earned Income Tax Bureau as the District's 2016-2017 Earned Income Tax Collector per Berks TCC agreement.

F. **2016-2017 Delinquent Real Estate Tax Collector**

To appoint the Berks County Tax Claim Bureau (BCTCB) as the District's 2016-2017 Delinquent Real Estate Tax Collector for a commission of 5% 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. **Delinquent Per Capita Tax Collectors**

To appoint Lorraine Meck (Longswamp Township), Nancy Heffner (Topton Borough), Mollie Prey (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 5% of collections.

H. **Real Estate and Per Capita Tax Collectors Bond**

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

- I. **Authorization to Pay Bills**
To authorize the Business Manager to pay bills as necessary during the 2016-2017 fiscal year to meet deadlines, avoid late charges and take advantage of early payment discounts.
- J. **2015-20116 Budget Transfers**
To authorize the Business Manager to make 2015-2016 budget transfers after June 30, 2016 as required to prevent year-end over expenditure of sub function/object account codes.
- K. **Fund Transfer for ESCO/AC Project**
To authorize \$1,150,000 transfer from Gen Fund to Cap Project fund for ESCO/AC Project July 1, 2016. (Note: There will be an additional \$1,850,000 transfer July 1, 2017 for 2017/18 MS portion of the project.)
- L. **2016-2017 Athletic and First Aid Supply Purchase Contracts**
To award the 2016-2017 Athletic and First Aid supply purchase contracts totaling \$12,998.92 to the low bidders meeting specifications per attachment marked Budget L. (Bid documents are available for inspection in the athletic office.)
- M. **2016-2017 Maintenance Contracts**
To approve the 2016-2017 Maintenance Contracts per attachment marked Budget M. 1-3:
 1. Generators: Reading Electric of Reading, PA, at a total annual cost of \$1,735.00
 2. Annual Boiler Maintenance: Evans Mechanical, Inc., Wyomissing Hills, PA \$2,250
 3. Fire Extinguisher and Hood Inspection and Service: Falcon Fire & Safety Co., Downingtown, PA, \$2,057.75.
- N. **2016-2017 Turf Maintenance and Service**
To contract with Hursh's Landscaping, Inc. of Emmaus, PA, to provide 2016-2017 turf maintenance and service per specifications for the low bid of \$32,460.52 as detailed in Budget N. (bids due June 2, results will be distributed at meeting)
- O. **Truck Purchase**
To authorize the purchase of a 2017 Ford F250 4x4 supercab truck with 6-3/4' bed, plow, bed liner and LED strobe bar through COSTARS #25-Municipal Work Vehicles, Supplier Contract #025-018 Manderbach Ford of Temple, PA (plow, bed liner and strobe bar supplier contract #25-053 E.M. Kutz, Inc.) at a cost of \$37,313.00 per attachment marked Budget O. (replaces 2005 F250)
- P. **Elementary Stage Curtains**
To approve the proposal from Pittsburgh Stage Inc. of Sewickley, PA, to furnish and install stage curtains in the Elementary School multipurpose room at a cost of \$4,987.00 (COSTARS Contract 34) as summarized in Budget P.
- Q. **Elementary School Door Locksets**
To approve the quotation from Oak Security Group, LLC of Indianapolis, IN, for ADA compliant locksets for interior doors at the Elementary School at a cost of \$18,214.50 (COSTARS Contract #008-396) as itemized in Budget Q.
- R. **2016-17 Special Education Contracts**
To approve Special Education contracts for services for extended school year and the 2016-2017 school year as follows:
 1. Hogan Learning Academy LLC., Fleetwood, PA, six-week extended school year program (June 21 – August 3, 2016) for three students at a cost of \$375.00/day/student (cost per student for 31 days \$11,625.00), budget R.1.
 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 \$54,380.00, Budget R.2.
 3. Three-Year (2016/17, 2017/18 & 2018/19) contract renewal with Austill's Rehabilitation Services, Inc. of Exton, PA, for occupational physical therapy services at detailed in Budget R.3.
 4. The Vanguard School, Paoli, PA, five-week extended school year program (July 5 – August 5, 2016) for one student at a cost of \$7,700.00 for the five-week program, Budget R.4.
- S. **To approve the following Technology items:**
 1. To authorize a letter of intent with BCIU for district participation in the Education Technology Pool consortium at an estimated annual cost of \$700 as described in Budget S.1.

2. To approve continuation of the fourth IT Support Technician through Higher Information Group (HIG), LLC of Harrisburg, PA through July 31, 2017, to correspond with the end date of the current IT service agreement with HIG, at a monthly cost of \$3,500.00, Budget S.2.
3. To approve participation in the Lancaster Lebanon Intermediate Unit 13 Consortia for Microsoft Volume Licensing beginning with the 2016-2017 fiscal year, Budget S.3.
4. To approve agreements with Higher Information Group (Costars #003-322) of Harrisburg, PA, to install/configure additional Access Points at a cost of \$19,143.45 (Elementary School \$913.75 to install/configure 4 district owned Cisco access points, Intermediate/Middle \$7,484.60 to provide/install/configure 11 Dell Aruba access points, and High School \$10,745.10 to provide/install/configure 16 Dell Aruba access points) as detailed in Budget S.4.

T. SchoolMint Student Enrollment Software

To approve a three-year software agreement (2016-2017, 2017-2018, 2018-2019) with SchoolMint, Inc. of San Francisco, CA, for student enrollment software including annual license fee plus year round option and payment module at an estimated cost of \$6,262.00 for 2016-2017 (base license \$3,807, year round forms \$705 based on 1,410 students at \$0.50, one-time setup/implementation/ training cost \$1,750, and payment module cost based on \$0.30 per transaction plus 3%), \$4,724.00 for 2017-2018, and \$4.935 for 2018-2019 as detailed in Budget T.

U. Unneeded/Unnecessary Equipment

To approve the list of unneeded/unnecessary equipment marked Budget U., and to authorize the administration to recycle/sell/dispose of the items.

V. PSBA Membership

To approve 2016-2017 Pennsylvania School Board Association membership dues of \$9,063.33, plus \$1,250.00 for Policy Maintenance Program (same services as 2015-2016), Budget V.

W. Administrative software renewals for 2016-2017:

1. Heartland Payment Solutions (dba Heartland School Solutions) of Princeton, NJ, annual license fee and technical support for Nutrikids food program point of service system at a cost of \$1,524.50, Budget W.1.
2. Frontline Technologies Group, LLC of Malvern, PA, annual subscription for VeriTime employee time tracking system at a cost of \$4,000.00, Budget W.2.
3. Transfinder Corporatoin of Schenectady, NY, annual technical support and upgrade for Routefinder student transportation services at a cost of \$3,050.00, Budget W.3.

X. Food Service Consulting Services

To contract with School Operations Services Group, Inc. of Malvern, PA, to provide food service consulting services beginning July 1, 2016 for three years (through June 30, 2019 with option for two additional years) at a monthly cost of \$3,600 in the first year and increased by 2.5% in each subsequent year as detailed in Budget X (excerpts of proposal submitted).

Y. Substitute Teacher Services

To contract with Substitute Teacher Service, Inc. of Aston, PA for Substitute Teacher Services beginning with the 2016-17 school year for one year (through June 30, 2017 with option for two additional years) at a contracted pay rate of \$100 for daily substitutes (1-20 days), \$110 for daily substitutes (21+ days), and \$125 per day for a short term substitute teacher with a 31% billing markup. Budget Y., Proposal excerpts.

Mr. Heffner asked for comments from the public and board members. Mr. Charles Zwoyer, Longswamp, Mr. Gregory Kupan and Mr. John Chenosky, District Township commented on the ESCO Project. Mr. Gregory Kupan, Mertztown, made comments on the bidding process for contractors. Mr. Heffner noted that at 8:01 p.m. Mr. Chenosky was asked to leave the meeting after he made disrespectful remarks to the board.

Roll call was taken to approve items A.-C.5. and D.2.-Y. Budget/ Finance/ Property/ Transportation Report.

<u>Y</u> Mr. Bieber	<u>Y</u> Mrs. Grossman	<u>Y</u> Mr. Heffner	<u> </u> Mr. Heydt	<u>Y</u> Mrs. Huhn
<u> </u> Mrs. MacMillan	<u>Y</u> Mr. Rothermel	<u>Y</u> Mr. Scheetz	<u>Y</u> Mr. Sterner	

Motion Carried – 7 Yeas/2 Absent

Roll call was taken to approve item D.1. Final 2016-17 Budget Adoption on the Budget/ Finance/ Property/ Transportation Report.

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

Motion Carried – 7 Yeas/2 Absent

SUPERINTENDENT’S REPORT

A motion was made by Mr. Bieber and seconded by Mrs. Scheetz to accept the Superintendent’s Report.

A. 2016 ESY (Extended School Year) Program

Approve the 2016 ESY (Extended School Year) Program as detailed in Superintendent A. The 2016 extended school year program is offered to students who meet eligibility requirements and will run July 5 through July 28, 2016. The program will offer three AM sessions (8:30-11:30) and three PM sessions (12:30-3:30). There is also a required in-service day for the teachers only on June 29, 2016.

B. 2016 Summer Work Experience Assessment Program (SWEAP) Program

Approve the 2016 Summer Work Experience Assessment Program (SWEAP) Program for eleven (11) Special Education students as detailed in Superintendent B. The program will begin June 20 and end July 27, 2016, Monday-Wednesday, 8:30 to 3:30 at Brandywine and 8:00-3:00 at the Rodale site.

C. First Reading of Curriculum

Approve the first reading of the newly written and revised curricula for 8th Grade Fine Arts as presented at the meeting and described in Superintendent C. *Final adoption and approval of curricula will be requested at the June 20, 2016 meeting.*

D. 2016-17 RACC Dual Enrollment Agreement

Approve the 2016-17 Dual Enrollment Agreement between Reading Area Community College (RACC) and Brandywine Heights Area School District as attached and marked Superintendent D.

E. 2016 Graduates

Acknowledge the list of 2016 Brandywine Heights High School Graduates as attached and marked Superintendent E.

Informational Reports

Academic/Instructional Technology Report – Mr. Voelker and Mrs. Hanych

Athletic Report – Mr. Kurzweg (absent)

District Enrollment Report – Mr. Potteiger commented that our May 2016 end of year enrollment of 1,472 is greater than the beginning of the year September 2015 enrollment of 1,463.

Community Engagement/Task Force – Mr. Potteiger noted upcoming events, including June 9: Task Force 2nd Anniversary Celebration; June 14: Task Force meeting; September 17 - 2nd Annual Battle of the Bands.

Mr. Heffner asked for comments from the public and board members. There were no comments.

Roll call was taken to approve items on the Superintendent Report.

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

Motion Carried – 7 Yeas/2 Absent

PERSONNEL REPORT

A motion was made by Mr. Scheetz and seconded by Mr. Bieber to approve the Personnel Report. A request was made to vote on F.1. and F.2. separately.

A. Resignations/Retirements/Terminations/Furloughs – None

B. Change of Status – None

- a. Professional Staff – None
- b. Support Staff – None

C. Appointments

1. Professional Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Mr. Nathaniel Bentley	ESY Teacher	\$25.00/hr	7/5-28/2016
Mrs. Lynn Burrows	ESY Teacher	\$25.00/hr	7/5-28/2016
Mrs. Janelle Moser	ESY Teacher	\$25.00/hr	7/5-28/2016
Mrs. Dawn Schwenk	ESY Nurse	\$25.00/hr	7/5-28/2016

2. Support Staff – None

3. Long Term Substitute – None

4. Co-Curricular Appointments – None

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

E. Leaves – None

F. Other Personnel Items

1. Approve the Administrator Act 93 Compensation Plan effective July 1, 2016 – June 30, 2019 as attached and marked Personnel F.1.

2. Approve Mrs. Lisa Bieber, IS Learning Support Teacher, as a mentor for the Intermediate School Learning Support 5th Grade teachers (Miss Hoose, 1st Semester and Mrs. Molis, LTS, 2nd Semester) for the 2015-16 school year for a stipend of \$650.00.

Mr. Heffner asked for comments from the public and board members. There was brief discussion among board members about the Act 93 Compensation Plan.

Roll call was taken to approve items A.-E. under the Personnel Report.

<u>Y</u> Mr. Bieber	<u>Y</u> Mrs. Grossman	<u>Y</u> Mr. Heffner	<u> </u> Mr. Heydt	<u>Y</u> Mrs. Huhn
<u> </u> Mrs. MacMillan	<u>Y</u> Mr. Rothermel	<u>Y</u> Mr. Scheetz	<u>Y</u> Mr. Sterner	

Motion Carried – 7 Yeas/2 Absent

Roll call was taken to approve item F.1. under the Personnel Report.

<u>Y</u> Mr. Bieber	<u>Y</u> Mrs. Grossman	<u>Y</u> Mr. Heffner	<u> </u> Mr. Heydt	<u>Y</u> Mrs. Huhn
<u> </u> Mrs. MacMillan	<u>Y</u> Mr. Rothermel	<u>N</u> Mr. Scheetz	<u>Y</u> Mr. Sterner	

Motion Carried – 6 Yeas/1 Nay/2 Absent

Roll call was taken to approve item F.2. under the Personnel Report.

<u>Abstain</u> Mr. Bieber	<u>Y</u> Mrs. Grossman	<u>Y</u> Mr. Heffner	<u> </u> Mr. Heydt	<u>Y</u> Mrs. Huhn
<u> </u> Mrs. MacMillan	<u>Y</u> Mr. Rothermel	<u>Y</u> Mr. Scheetz	<u>Y</u> Mr. Sterner	

Motion Carried – 6 Yeas/1 Abstention/2 Absent

OTHER BUSINESS

Mr. Heffner announced there would be an executive session after the meeting to discuss the administrator’s evaluations and a student issue.

ADJOURNMENT

A motion was made by Mrs. Grossman, seconded by Mr. Sterner to adjourn the meeting at 8:39 p.m.

Motion Carried

Approved

Brian Pawling, Board Secretary
Katharine Ege, Recording Secretary