

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

June 20, 2016

The Regular Meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 6:01 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	<u>✓</u> Mr. Heffner
<u>✓</u> Mr. Heydt	<u>✓</u> Mrs. Huhn	<u>✓</u> Mrs. MacMillan
<u>✓</u> Mr. Rothermel (6:08 p.m.)	<u>✓</u> Mr. Scheetz (6:18 p.m.)	<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. James Mancuso, Esquire

Visitors: None.

ACKNOWLEDGEMENT

Mr. Potteiger acknowledged the retirement of Mrs. Nancy Krauss, Business Manager and presented her with a plaque for 6 years of dedicated service.

A motion was made by Mr. Bieber and seconded by Mr. Scheetz to approve the Board of Directors Report, Budget/ Finance/ Property/ Transportation Report, Superintendent's Report and Personnel Report.

BOARD OF DIRECTORS REPORT

A. Approval of Minutes

To dispense with the reading and accept the minutes from the Regular Board Meeting held June 6, 2016 as attached and marked Board A.

B. Resolution to Withdrawal of Subdivision Plan 1993

Approve the following resolution as described in Board B.

BE IT RESOLVED, that the board withdraws and extinguishes the 1993 "Green/Zimmerman" subdivision plan which was recorded as Instrument No. 1993026754.

BE IT FURTHER RESOLVED, that the board authorizes the appropriate officers to take the necessary steps to effectuate the withdrawal and extinguishment of the above-referenced subdivision plan.

C. Policy Approval

Approve the second reading of Policy 238 Bullying and Cyber Bullying (Review) as attached and marked Board C.

D. PSBA Voting Delegate

Appoint Mr. Scheetz as a Voting Delegate to the Pennsylvania School Boards Association 2016 Delegate Assembly. The representative must attend a meeting on Saturday, October 15, 2016, the day after the PASA-PSBA School Leadership Conference as described in Board D.

E. School Reconfiguration

Authorize the administration to submit a change of grade level configuration to the PA Department of Education for a newly named Intermediate/Middle School to include grades 4, 5, 6, 7 and 8 for the purpose of simplifying state reporting; Intermediate and Middle School instructional programming will remain the same.

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

BCIU – Mrs. Huhn reported on the meeting held on June 16, 2016. Business included the seating of new board members, personnel, policy approvals, organizational structure changes, 2016-17 salary schedules and compensation and benefits plans. Upcoming June events include the StarTalk Mandarin Chinese Program and Camp Connect for children mourning the loss of a parent. The BCIU annual Leadership Series for 2016-17 will focus on Effective Grading and Reporting for All Students with sessions beginning in the fall. The next meeting will be held on August 18, 2016.

BCTC – Mr. Scheetz – No meeting. The next meeting will be on August 24, 2016.

Berks TCC – Mr. Bieber – No report.

Council on Legislative Action – Mr. Heffner – No new items to report.

Policy Committee – Mrs. Grossman – No report. The second reading of the Bullying Policy will be voted on this evening.

Strategic Planning/Goals – Mrs. Huhn – A draft 2016-17 District Goals document was distributed to Board members. Approval is anticipated in August.

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

A. General Fund Bills

To approve general fund bills through June 20, 2016 totaling \$1,652,366.89 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills through June 20, 2016 totaling \$20,341.95 per attachment Budget B.

C. Financial Reports

To accept the following Financial Reports through May 31, 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 – Budget C.5.
6. Athletic Report – Budget C.6.

D. Berks County Joint Purchasing Bids

To award the 2016-2017 supply purchase contracts to the low bidders meeting specifications as bid through the Berks County Joint Purchasing Board per attachments Budget D.1-5. (Bid documents are available at BCIU.)

1. Classroom and Office Supplies bid contracts totaling \$14,228.07
2. Art Supplies bid contracts totaling \$1,784.00

3. Copy Paper bid contracts totaling \$14,309.80
4. Medical and Nursing Supplies bid contracts totaling \$2,408.89
5. Custodial Supplies bid contracts totaling \$18,827.94

E. 2016-17 Facilities/Maintenance Contracts

To approve the 2016-2017 Facilities/Maintenance Contracts per attachments marked Budget E.1-4:

1. Preventative Maintenance and Service Agreement for Commercial Refrigeration Equipment (food service department) to The Longacre Co., Bally, PA, as per attachment Budget E.1.
2. Service Agreement for Kitchen Equipment (food service department) to K & D Factory Service, Allentown, PA, as per attachment Budget E.2.
3. District Wide Kitchen Exhaust Hood Cleaning to Falcon Fire & Safety Co., Downingtown, PA for \$1,640.00 per attachment Budget E.3.
4. Middle School Softball Dugout Repairs to Bertolet Construction Corp., Wernersville, PA for \$11,150.00 per attachment Budget E.4.

F. 2016-17 BHVA Online Education Service Agreements

To approve/extend existing BHVA contracts for online education services through the 2016-17 school year as follows:

1. Elementary & Secondary Program (K - 12):
 - a. Connections Learning of Baltimore, MD, contract renewal for virtual education services for K-12 students at an annual cost of \$3,750 per seat, course fee of \$750 per student per year (second of five one-year renewals in existing contract, original contract approved for 2014-2015) per attachment Budget F.1.a.
 - b. Edgenuity Inc., of Scottsdale, AZ, continuation of agreement for virtual education services for 6-12 students at a course fee of \$275 per student per semester course. (formerly Education 2020) This fee was reduced \$25/course as a result of negotiating a three-year agreement.
 - c. Fuel Education LLC of Herndon, VA, contract renewal for virtual education services for K-12 students at the following annual costs: fulltime 6 concurrent courses \$2,500/student, 5 concurrent courses \$2,160/student, 4 concurrent courses \$1,820/student, plus \$250/student for instructional services for each K-8 course per full-year per attachment Budget F.1.c.
2. Special Education Program: Educere, LLS of Ambler, PA, for Educere K-12 Virtual Education Services including Founders Education program for special needs students at a cost of \$399-499 for complete, full-year course (half for half-year courses), \$29/week/course for partial course, and \$199 for abbreviated course per attachment F.2. (approved 6/30/2014, agreement renews annually unless changed)

G. Technology/Curriculum Items

To approve the following Technology/Curriculum items:

1. To approve the purchase of enVisionmath2.0 materials and program activation (for a K-8 math curriculum pilot) with Pearson Education at a cost of \$16,594.52 as per attachment Budget G.1.
2. To approve the purchase of 1,190 PNY solid state hard drives with Zones Inc. at a cost of \$42,245.00 (NCPA Cooperative Purchasing Contract) in the 2015-16 school year budget per attachment Budget G.2.

H. 2016-2017 Caron Foundation Student Assistance Program Agreement

To approve an agreement with Richard J Caron Foundation, Wernersville, PA for Student Assistance Program services at the Elementary, Intermediate, Middle and High School for 2016-17 at a cost to the District of \$7,429 for extended services at the High School of one day per week (6-1/2 hours) see Budget H. The Elementary, Intermediate and Middle School programs are funded through the Council on Chemical Abuse at no cost to the district.

I. BCIU Special Education and Early Intervention Programs and Services Rates

To approve the BCIU Special Education and Early Intervention Programs and Services Rates as per attachment Budget I.

J. Approve the 2016-2017 School Breakfast and Lunch Prices as follows:

Full Price Meal	2016-17 Price	2015-16 Price
Student Breakfast		
Elementary School	\$1.75	\$1.75
Intermediate School	\$1.75	\$1.75
Middle School	\$2.00	\$2.00
High School	\$2.00	\$2.00
Adult Breakfast		
	\$3.00	\$3.00
Student Lunch		
Elementary School	\$2.65	\$2.60
Intermediate School	\$2.65	\$2.60
Middle School	\$2.85	\$2.85
High School	\$2.85	\$2.85
Adult Lunch		
	\$4.50	\$4.50

K. 2016-17 BHASD Food Service Budget

To approve the 2016-17 BHASD Food Service Budget in the amount of \$669,130 per Budget K.

L. 2016-17 Agreement for Participation in Child Nutrition Programs with BCTC

To approve the 2016-17 Agreement for Participation in Child Nutrition Programs between the Berks Career & Technology Center and the Brandywine Heights Area School District per attachment Budget L.

M. Bids for Milk, Beverages, and Bread Products for the 2016-2017

To authorize the administration to seek quotations for the purchase of Milk and Milk Products, Beverages, and Bread Products for the 2016-2017 school food program.

N. ACCESS Program Discontinuation

Authorize the administration to notify the PA Department of Human Services of the district's intent to discontinue participation in the PA School-Based ACCESS Program at the conclusion of the 2015-16 fiscal year.

SUPERINTENDENT'S REPORT

A. Curriculum Second Reading

Adopt the newly written and revised curricula for 8th Grade Fine Arts as presented at the meeting and described in Superintendent A. *Curricula was introduced at the June 6, 2016 meeting.*

B. Curriculum First Reading

Approve the first reading of the newly written and revised curricula for Family and Consumer Science as presented at the meeting and described in Superintendent B. Final adoption and approval of curricula will be requested at the August 15, 2016 meeting.

C. 2017 BCIU Guest Teacher Program Participation

Authorize the administration to enter into an agreement with the BCIU to participate in their 2017 Guest Teacher Program for a fee of \$900.00 as attached and marked Superintendent C.

Informational Reports

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

Community Engagement/Task Force – Mr. Potteiger reminded the Board of the 2nd Annual Battle of the Bands scheduled for September 17, and a Red Ribbon Run is scheduled for October 22. In addition, Too Good for Drugs curriculum will be implemented in the schools next year.

PERSONNEL REPORT

A. Resignations/Retirements/Terminations/Furloughs – None

B. Change of Status

1. Professional Staff

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Rate</u>	<u>Effective</u>
a. Mrs. Karen Long	ES Principal	ES 1 st Grade	M+12/Step 10	08/01/2016

2. Support Staff – None

C. Appointments

1. Professional Staff

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
a. Mrs. Donna Novakovich	ES Kindergarten (<i>this position was filled by an LTS in 2015-16</i>)	M/Step 1	2016-17 SY

2. Support Staff

a. Approve Mrs. Louann Wessner, support staff substitute, for 2016 summer custodial work.

3. Long Term Substitute – None

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 following new Athletic Co-Curricular appointments:

(A complete list of coaches and stipends will be approved prior to each season.)

Winter HS G Basketball	Head Coach: Don Vinciguerra Assistant Coach: Allison Vinciguerra Assistant Coach: Steph Vinosky
Spring HS B Tennis:	Head Coach: Jeff Lapp
Fall/Winter HS Cheer:	Head Coach: Haley Jones
Fall/Winter MS Cheer:	Head Coach: Briana Hafer
Fall MS Field Hockey:	Head Coach: Amy Rohrbach

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

E. Leaves

1. Approve the extension to the unpaid maternity leave of absence requested by Mrs. Jennifer Swartzentruber, High School Mathematics Teacher, effective the 1st semester of the 2016-17 school year (to return on the first day of the 2nd semester) as attached and marked Personnel E.1.

F. Other Personnel Items

1. Grant tenure to the following professional employees:

Mila Hendrickson, School Psychologist

Janelle Moser, Elementary School Learning Support Teacher

Megan Trupp, Elementary Teacher

2. Approve the 2016-17 salaries for the Act 93 Administrators, Managers and Support Staff as attached and marked Personnel F.2.

3. Approve the 2016-17 salary of \$141,750.00 for Mr. Andrew Potteiger, Superintendent, effective July 1, 2016.

4. Approve the change of title for Mr. Thomas Voelker from “Director of Curriculum, Instruction and Technology” to “Assistant to the Superintendent”.

5. To forego the ten (10) year clause in the medical retirement section of the employment contract with Nancy Krauss, Business Manager, and offer medical insurance coverage for Business Manager only until Business Manager is eligible for Medicare insurance. Business Manager shall pay to Board 50% of the cost of the premium for the medical insurance coverage.

6. Approve Psychologists and Guidance Counselors to work up to the following number of days to fulfill summer related work from July 1, 2016 through June 30, 2017:

<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

7. Approve the 2016-17 Substitute Support Staff Rates as follows:

Support Staff Substitute Rates	2015-16 Rates (Board App. 6/22/15)	2016-17 Suggested Rates
Aide, Cafeteria Worker	\$9.75 per hour	\$9.75 per hour
Custodian	\$9.75 per hour	\$9.75 per hour
RN/LPN Nurse Aide	\$11.50 per hour	\$11.50 per hour

8. Approve the 2016-17 Starting Rates for Support Staff as follows:

Starting Rates for Support Staff	2015-16 Rates (Board App. 6/22/15)	2016-17 Suggested Rates
Aides, Custodians, Cafeteria	\$9.75 per hour	\$9.75 per hour
Secretaries, Maintenance/ Courier	\$12.75 per hour	\$12.75 per hour
Maintenance Worker, Skilled	\$15.25 per hour	\$15.25 per hour
RN/LPN Nurse Aide	\$15.25 per hour	\$15.25 per hour

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

Roll call was taken to accept the Board of Directors Report, Budget/ Finance/ Property/ Transportation Report, Superintendent's Report and Personnel Report.

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

Motion Carried – 8 Yeas/1 Absent

OTHER BUSINESS

Mr. Heffner announced there would be an executive session after the meeting to discuss personnel issues.

ADJOURNMENT

A motion was made by Mr. Scheetz, seconded by Mr. Bieber to adjourn the meeting at 7:09 p.m.

Motion Carried

Approval Date

Brian Pawling, Board Secretary
Katharine Ege, Recording Secretary