

**BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT**  
**REORGANIZATION AND SCHOOL BOARD MEETING AGENDA**  
Intermediate/Middle School Large Group Instruction Room 229  
December 5, 2016  
6:00 p.m.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

\_\_\_ Mr. Bieber      \_\_\_ Mrs. Grossman      \_\_\_ Mr. Heydt      \_\_\_ Mrs. Huhn      \_\_\_ Mrs. MacMillan  
\_\_\_ Mr. Rothermel      \_\_\_ Mr. Scheetz      \_\_\_ Mr. Sterner      \_\_\_ Vacancy

**RESIGNATION**

A motion is made by \_\_\_\_\_, and seconded by \_\_\_\_\_ to accept the resignation of Mr. Kenneth L. Heffner, School Board President, from the remainder of a four year School Board Director term ending December 2019 as attached and marked Resignation A.

*Voice vote.*

**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**

***Solicitor opens nominations.***

A motion is made by \_\_\_\_\_ to nominate \_\_\_\_\_ as the Temporary President.

***MOTION that nominations be closed.***

A motion is made by \_\_\_\_\_, (and seconded by \_\_\_\_\_) to close the nominations and to entrust the secretary to cast a unanimous ballot for \_\_\_\_\_ as the Temporary President.

*Voice vote.*

**Election of President**

***Temporary President opens nominations.***

A motion is made by \_\_\_\_\_ to nominate \_\_\_\_\_ as the President.

(A motion is made by \_\_\_\_\_ to nominate \_\_\_\_\_ as the President.)

***MOTION that nominations be closed.***

A motion is made by \_\_\_\_\_, (and seconded by \_\_\_\_\_) to close the nominations.

***Voice vote (one nomination). Or,***

**Roll call vote (if more than one nomination) with members stating the name of who they are voting for.**

\_\_\_\_\_ Mr. Bieber      \_\_\_\_\_ Mrs. Grossman      \_\_\_\_\_ Mr. Heydt      \_\_\_\_\_ Mrs. Huhn  
\_\_\_\_\_ Mrs. MacMillan      \_\_\_\_\_ Mr. Rothermel      \_\_\_\_\_ Mr. Scheetz      \_\_\_\_\_ Mr. Sterner  
- \_\_\_\_\_ Vacancy

***New President takes that chair.***

**Election of Vice President**

***President opens nominations.***

A motion is made by \_\_\_\_\_ to nominate \_\_\_\_\_ as the Vice President.

(A motion is made by \_\_\_\_\_ to nominate \_\_\_\_\_ as the Vice President.)

***MOTION that nominations be closed.***

A motion is made by \_\_\_\_\_, (and seconded by \_\_\_\_\_) to close the nominations.

***Voice vote (one nomination). Or,***

**Roll call vote (if more than one nomination) with members stating the name of who they are voting for.**

\_\_\_\_\_ Mr. Bieber      \_\_\_\_\_ Mrs. Grossman      \_\_\_\_\_ Mr. Heydt      \_\_\_\_\_ Mrs. Huhn  
\_\_\_\_\_ Mrs. MacMillan      \_\_\_\_\_ Mr. Rothermel      \_\_\_\_\_ Mr. Scheetz      \_\_\_\_\_ Mr. Sterner  
- \_\_\_\_\_ Vacancy

***New Vice President takes that chair.***

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

*Mrs. Elizabeth Huhn is the district's Berks County Intermediate Unit (BCIU) delegate, serving a three (3) year term beginning July 1, 2015 through June 30, 2018.*

To appoint \_\_\_\_\_ (currently Mr. David Bieber) as the primary voting delegate and \_\_\_\_\_ (currently Mrs. Rosemary Lamaestra) as the alternate voting Delegate to the Berks County Tax Earned Income Tax Collection Bureau effective January 1, 2017 for a one (1) year term which expires December 31, 2017.

To appoint \_\_\_\_\_ (currently Mr. John Scheetz) as the district's delegate and \_\_\_\_\_ (currently Mr. Bryan Rothermel) as the alternate delegate to the Joint Operating Committee, Berks Career and Technology Center each to serve the a three (3) year term beginning January 1, 2017 which expires December 31, 2019.

*Mr. Nolan Shaub is the district representative to the Berks Vocational Technical School Authority, approved November 3, 2014, serving a four (4) year term which expires December 31, 2018.*

To appoint \_\_\_\_\_ (currently Vacant) as the district's representative to the Berks County Committee on Legislative Action effective immediately for a one (1) year term which expires December 31, 2017.

To appoint \_\_\_\_\_ (currently Mrs. Ellen Grossman) as the district's Policy Committee representative effective January 1, 2017 for a one (1) year term which expires December 31, 2017.

To appoint \_\_\_\_\_ (currently Mrs. Elizabeth Huhn) as the district’s Strategic Planning/Goals Committee representative effective January 1, 2017 for a one (1) year term which expires December 31, 2017.

**Meeting Dates**

***A motion to approve the 2017 Board Calendar made by \_\_\_\_\_, and seconded by \_\_\_\_\_.***

***Administration presentation of Board Meeting Dates for consideration.***

To approve the Proposed 2017-18 Budget Adoption Schedule and 2017 Board Meeting Dates and authorize the administration to advertise and post all board meetings in accordance with Sunshine Laws (Right to Know):

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

Monday, January 9, 2017	Board Meeting
Monday, January 30, 2017	Budget Work Session - General Overview Expend/Revenue, Taxes, & Options
Tuesday, February 7, 2017 ALTERNATE LOCATION	Board Meeting - Adopt Preliminary Budget Meeting will be held at BCTC East Campus, 3307 Friedensburg Road, Oley, PA 19547
Monday, February 13, 2017	Budget Work Session - Curriculum/Instruct, Special Ed, Technology, Other Instruction
Monday, February 20, 2017	Budget Work Session - Maintenance, Transportation, Business/Board, Athletics
Monday, March 6, 2017	Board Meeting
Monday, March 13, 2017	Budget Work Session - Salary and Benefits
Monday, March 27, 2017	Budget Work Session - Final Review, Taxes & Options, 5-Year Projection & Board Discussion
Monday, April 3, 2017	Board Meeting
Monday, April 10, 2017	Reserved for Budget Work Session in case weather cancels scheduled sessions
Monday, May 1, 2017	Board Meeting - Proposed Final Budget Adoption
Monday, June 5, 2017	Board Meeting - Final Budget Adoption
Monday, June 19, 2017	Board Meeting
Monday, August 14, 2017	Board Meeting
Monday, September 11, 2017	Board Meeting
Monday, October 2, 2017	Board Meeting
Monday, October 23, 2017	Public Meeting - Academic Presentation
Monday, November 6, 2017	Board Meeting
Monday, November 13, 2017	Initial Budget 2017-18 Presentation
Monday, December 4, 2017	Reorganization and Board Meeting

***Board Discussion***

***Roll Call***

\_\_\_ Mr. Bieber      \_\_\_ Mrs. Grossman      \_\_\_ Mr. Heydt      \_\_\_ Mrs. Huhn      \_\_\_ Mrs. MacMillan  
 \_\_\_ Mr. Rothermel      \_\_\_ Mr. Scheetz      \_\_\_ Mr. Sterner      \_\_\_ Vacancy

## REGULAR SCHOOL BOARD MEETING

### 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.*

- A. To dispense with the reading and accept the minutes from the Regular Board Meeting held November 7, 2016 as attached and marked Board A.
  
- B. Approve the second reading of the following policies as attached and marked Board B.1.-B.11. *(All policies previously distributed, except B.3.)*
  - 1. 610 – Purchases Subject to Bid/Quotation
  - 2. 611 – Purchases Budgeted
  - 3. 612 – Purchases Not Budgeted *(minor revision from first reading)*
  - 4. 613 – Cooperative Purchasing
  - 5. 614 – Payroll Authorization
  - 6. 615 – Payroll Deductions
  - 7. 702 - Gifts, Grants, Donations
  - 8. 702.1 - Memorials
  - 9. 706 - Property Records
  - 10. 707 - Use of School Facilities
  - 11. 708 - Lending Equipment and Books

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

Student Board Representatives – McGuire Galing and Caylee Lasko, Elementary and High Schools  
Andrew Armbruster, Intermediate and Middle Schools

BCIU – Mrs. Huhn

BCTC – Mr. Scheetz

Berks TCC – Mr. Bieber

Council on Legislative Action – Vacancy

Policy Committee – Mrs. Grossman

Strategic Planning/Goals – Mrs. Huhn

### *Public Comment*

### *Board Discussion*

### *Roll Call*

\_\_\_ Mr. Bieber      \_\_\_ Mrs. Grossman      \_\_\_ Mr. Heydt      \_\_\_ Mrs. Huhn      \_\_\_ Mrs. MacMillan  
\_\_\_ Mr. Rothermel      \_\_\_ Mr. Scheetz      \_\_\_ Mr. Sterner      \_\_\_ Vacancy

### 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.*

- A. To approve general fund bills through December 5, 2016 totaling \$1,887,004.34 per attachment Budget A.
  
- B. To approve food service fund bills through December 5, 2016 totaling \$27,141.71 per attachment Budget B.

- C. To accept the following Financial Reports through October 31, 2016, unless otherwise noted:
  - 1. General Fund - Revenue/Expenditures/Fund Balance – Budget C.1.
  - 2. Food Service Fund - Revenue/Expenditure – Budget C.2.
  - 3. Construction Fund - Revenue/Expenditure – Budget C.3.
  - 4. Investment Schedule - Budget C.4.
  - 5. Student Activity & Trust Funds - Budget C.5.
- D. Special Education/Pupil Services - None
- E. Curriculum
  - 1. To approve the addendum to the Berks County eSchoolPlus Consortium agreement to enable usage of eSchoolPlus as an online grade book per Budget E.1.
- F. Facilities/Maintenance
  - 1. To award the bid for the sale of a 2004 Ford F250 standard cab pick-up truck with 8’ bed and Fisher V-plow to \_\_\_\_\_ for the price of \$\_\_\_\_\_.
- G. To award contracts for the purchase of fuel through Berks County IU Joint Purchasing for the 2017-18 school year per Budget G.
- H. To approve the Resolution not to exceed the Act 1 index of 3.0% for the 2017-18 fiscal year per Budget H.
- I. To approve the establishment of Tri-M Music Honor Society as a new student activity club/organization for the 2016-17 school year per Budget I.

***Public Comment***

***Board Discussion***

***Roll Call***

\_\_\_Mr. Bieber      \_\_\_Mrs. Grossman      \_\_\_Mr. Heydt      \_\_\_Mrs. Huhn      \_\_\_Mrs. MacMillan  
 \_\_\_Mr. Rothermel      \_\_\_Mr. Scheetz      \_\_\_Mr. Sterner      \_\_\_Vacancy

**III. SUPERINTENDENT’S REPORT**

***A motion to approve the items under the Superintendent’s Report made by \_\_\_\_\_, and seconded by \_\_\_\_\_.***

***Administration presentation of items for consideration.***

- A. Authorize administration to submit an application for use of an Act 80 Exception for October 10, 2016 and apply the day to the currently approved 2016-17 school calendar in order for twelfth grade students to meet the minimum day requirements for graduation.
- B. Approve the 2017-18 Brandywine Heights High School Program of Studies as attached and marked Superintendent B.

**Informational Reports**

Academic/Instructional Technology Report – Mr. Voelker and Mrs. Hanych  
 Athletic Report – No report due to transition.  
 Enrollment Report – Mr. Potteiger  
 Community Engagement/Task Force – Mr. Potteiger

***Public Comment***

***Board Discussion***

***Roll Call***

\_\_\_Mr. Bieber      \_\_\_Mrs. Grossman      \_\_\_Mr. Heydt      \_\_\_Mrs. Huhn      \_\_\_Mrs. MacMillan  
\_\_\_Mr. Rothermel      \_\_\_Mr. Scheetz      \_\_\_Mr. Sterner      \_\_\_Vacancy

**IV. PERSONNEL REPORT**

***A motion to approve the items under the Personnel Report made by \_\_\_\_\_, and seconded by***

***Administration presentation of items for consideration.***

- A. Resignations/Retirements/Terminations/Furloughs
  - 1. Accept the resignation of Ms. Jennifer Langan, District Data Manager, effective November 28, 2016 as attached and marked Personnel A.1.
- B. Change of Status – None
- C. Appointments
  - 1. Professional Staff – None
  - 2. Support Staff – None
  - 3. Long Term Substitutes – None
  - 4. Co-Curricular
    - 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 Athletic Co-Curricular appointments as attached and marked Personnel C.4.c.
    - d. Approve the Athletic Event Staff – None
- D. Support Staff Substitutes – None
- E. Leaves – None
- F. Other Personnel Items

***Public Comment***

***Board Discussion***

***Roll Call***

\_\_\_Mr. Bieber      \_\_\_Mrs. Grossman      \_\_\_Mr. Heydt      \_\_\_Mrs. Huhn      \_\_\_Mrs. MacMillan  
\_\_\_Mr. Rothermel      \_\_\_Mr. Scheetz      \_\_\_Mr. Sterner      \_\_\_Vacancy

**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 \_\_\_\_\_.*