

BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT
SCHOOL BOARD MEETING AGENDA
Berks Career and Technology Center East Campus
Tuesday, February 7, 2017
6:30 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 ___ Mr. Tomasi

TOUR – BCTC Facility Tour – Dr. Kraft

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 January 4, 2017 as attached and marked Board A.

- B. Approve the first reading of the following policies as attached and marked Board B.1.-B.16.
 - 1. 616 Payment of Bills
 - 2. 617 Petty Cash
 - 3. 618 Student Activity Funds
 - 4. 619 District Audit
 - 5. 620 Fund Balance
 - 6. 621 Local Taxpayer Bill of Rights
 - 7. 622 GASB Statement 34
 - 8. 623 Capitalization
 - 9. 709 Building Security
 - 10. 710 Use of Facilities by Staff
 - 11. 715 Use of Fax Machines (eliminate)
 - 12. 716 Integrated Pest Management
 - 13. 801 Public Records
 - 14. 802 School Organization
 - 15. 803 School Calendar
 - 16. 804 School Day

- C. Approve the 2017-18 Berks County Intermediate Unit Mandated Services Budget in the amount of \$1,839,160.00 of which \$23,823.17 is Brandywine Heights' share as attached and marked Board C. *Pamphlet to be distributed.*

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

BCIU – Mrs. Huhn

BCTC – Mr. Scheetz

Berks EITC – Mr. Bieber

Council on Legislative Action – Mr. Heydt

Policy Committee – Mrs. Grossman

Strategic Planning/Goals – Mid-Year Goals Report – Mr. Scheetz

Public Comment

Board Discussion

Roll Call

___Mr. Bieber ___Mrs. Grossman ___Mr. Heydt ___Mrs. Huhn ___Mrs. MacMillan
___Mr. Rothermel ___Mr. Scheetz ___Mr. Sterner ___Mr. Tomasi

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.

Presentation - William Gorman, Gorman Associates, on the Single Audit Report for year ending 6/30/2016.

- A. To approve general fund bills through February 7, 2017 totaling \$2,181,691.55 per attachment Budget A.
- B. To approve food service fund bills through February 7, 2017 totaling \$23,735.27 per attachment Budget B.
- C. To accept the following Financial Reports through December 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
 - 1. To approve continuation of Sweet, Stevens, Katz & Williams, L.L.P. as special counsel for matters related to special education for 2017-2018 (no change from 2016-2017): Routine matters attorney rate \$150/hr., legal assistant \$125/hr. Non-routine matters attorney rate \$195/hr., legal assistant \$125/hr. as per Budget D.1.
 - 2. To approve the Memorandum of Understanding and Transportation Plan between the Brandywine Heights Area School District and the Berks County Children and Youth Agency to establish transportation procedures for foster care youth to meet Every Student Succeeds Act (ESSA) requirements as per Budget D.2.
- E. CURRICULUM
 - 1. To approve an agreement with the Berks County Intermediate Unit to manage Pennsylvania Information Management Systems (PIMS) functions for the district for the remainder of the 2016-17 school year at a cost of \$3,200 as per Budget E.1.
- F. FACILITIES/MAINTENANCE - NONE
- G. To acknowledge the appointment by the elected tax collector of the following Deputy Tax Collectors as required under Act 164 of 2014:

<u>Township or Borough</u>	<u>Elected Tax Collector</u>	<u>Deputy Tax Collector</u>
District Township	Mollie A. Prey	George H. Babilon
Longswamp Township	Lorraine Meck	Michael Meck
Rockland Township	Mollie A. Prey	Carol S. Fox
Topton Borough	Nancy E. Heffner	Bonnie Stauffer

H. To approve Tax Collector Compensation for Current Per Capita and Current Real Estate Taxes effective July 1, 2017 as follows:

Real Estate \$1.65 per bill issued paid when collected (\$1.65 per installment if paid in installments) or when turned over as delinquent (after December 31)
Per Capita \$1.65 per bill when collected

I. To authorize the transfer of \$364,400 from the General Fund to the Capital Project Fund for ESCO-AC project expenditures.

J. To ratify the purchase of replacement library books for the High School library at a cost of \$25,029.16 per Budget J.

- Follett Non-Fiction Titles - \$15,962.21
- Follett Reference Titles - 6,449.68
- Follett Fiction Titles - 1,724.57
- Amazon Titles - 892.70

K. To approve the agreement with Student Services Company, Norristown, PA, to provide high school yearbook services for the 2017-2018 school year per Budget K.

L. To approve the agreement with the Berks County Intermediate Unit for eFinancePlus software support for the 2017-18 school year at a cost of \$23,960 and for the 2018-19 school year at an estimated cost of \$24,584 per Budget L.

Note: The upcoming Budget Workshops have been advertised:

February 13, 2017 – Curriculum/Instruction, Special Education, Technology, Other Instruction

February 20, 2017 – Maintenance, Transportation, Business/Board, Athletics

March 13, 2017 – Salary & Benefits

March 27, 2017 – Final Review, Taxes & Options, 5-Year Projection, Fund Balance

April 10, 2017 – Snow Make-up Date - if needed

All meetings start at 6:00 PM in the Intermediate/Middle School Large Group Instruction Room

Public Comment

Board Discussion

Roll Call

___ Mr. Bieber ___ Mrs. Grossman ___ Mr. Heydt ___ Mrs. Huhn ___ Mrs. MacMillan

___ Mr. Rothermel ___ Mr. Scheetz ___ Mr. Sterner ___ Mr. Tomasi

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. Approve the proposed 2017-18 District Calendar as attached and marked Superintendent A.

B. Approve the Superintendent to attend the 2017 Pennsylvania Association of Rural and Small Schools (PARSS) Annual Meeting/Conference in State College, PA on April 27-28, 2017 for a cost not to exceed \$250.00 plus mileage and hotel accommodations as attached and marked Superintendent B.

- C. Approve the High School Field Trip Request for approximately 15 business students to travel with 3 teacher chaperones to the FBLA State Leadership Conference in Hershey PA from April 2-5, 2017 as attached and marked Superintendent C.
- D. Approve the High School Field Trip Request for 2 SADD students to travel with 1 chaperone to the PA State Highway Safety Conference in State College, PA from April 19-20, 2017 as attached and marked Superintendent D.
- E. Approve the High School Field Trip Request for approximately 5 SADD students to travel with 1 chaperone to the 2017 SADD National Conference on Youth Health & Safety in Tampa, FL from June 25-28, 2017 as attached and marked Superintendent E.

Informational Reports

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

Athletic Report – Mr. Romyn

Enrollment Report – Mr. Potteiger

Community Engagement/Task Force – Mr. Potteiger

Public Comment

Board Discussion

Roll Call

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 ___Mr. Rothermel ___Mr. Scheetz ___Mr. Sterner ___Mr. Tomasi

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 Mrs. Mary Darrach, Director of Pupil Services, effective June 30, 2017 as attached and marked Personnel A.1.
- B. Change of Status
 - 1. Approve the change of status of Mrs. Mandi Kercher, Middle School Gifted and English/Language Arts Teacher, to the position of Curriculum/Technology Specialist as a Teacher on Special Assignment (TOSA), effective February 8, 2017.
- 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 for three (3) additional Fifth Grade Environmental Camp staff members: Mr. Nathaniel Bentley, Mr. Matthew Donato, and Mr. Benjamin Stephens.
 - 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

1. Approve Mrs. Melanie Scheetz, Middle School Learning Support Teacher, to serve as a mentor to Ms. Melissa Ellerbusch, Intermediate School Learning Support Long Term Substitute (in for Mrs. Levengood), effective January 3, 2017 through approximately March 29, 2017. A stipend of \$650 will be prorated based on the duration of the assignment.

Public Comment

Board Discussion

Roll Call

___Mr. Bieber ___Mrs. Grossman ___Mr. Heydt ___Mrs. Huhn ___Mrs. MacMillan
___Mr. Rothermel ___Mr. Scheetz ___Mr. Sterner ___Mr. Tomasi

I. OTHER BUSINESS

Public Comment

Board Discussion

II. ADJOURNMENT

Announcement of Executive Sessions

Public Comment

Board Discussion

A motion to adjourn made by _____, and seconded by _____.