

**BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT**  
**SCHOOL BOARD MEETING AGENDA**  
Intermediate/Middle School Large Group Instruction Room 229  
Monday, June 5, 2017  
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      \_\_\_ Mr. Tomasi

**ACKNOWLEDGEMENTS**

To acknowledge the retirement of the following Brandywine Heights Area School District employees and present each with a plaque for their dedicated service:

|                    |   |          |
|--------------------|---|----------|
| Mrs. Ronlyn Harner | Elementary School Second Grade Teacher  | 19 years |
| Mrs. Susan Trupp   | Intermediate School Fifth Grade Teacher | 34 years |

To acknowledge Mrs. Michele Beekman, Elementary School Third Grade Teacher, as a recipient of the National State Teacher of the Year (NSTOY) – PA Apple Award.

To recognize Ethan Rothermel, High School student, who made the All Berks Tennis Team and has been named Player of the Year by the Reading Eagle.

**PRESENTATIONS**

Mathematics Curricula – Mrs. Mandi Kercher, Curriculum/Technology Specialist  
Food Service – Mrs. Barbara Nissel, School Operations Services (SOS) Group, Inc.

**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 May 1, 2017 as attached and marked Board A.
- B. Approve the second reading of the following policies as attached and marked Board B.1.-B.9.
  - 1. 805. Emergency Preparedness
  - 2. 805.1. Relations With Law Enforcement (new)
  - 3. 225. Relations With Law Enforcement Agencies (eliminate/retire)
  - 4. 806. Child/Student Abuse Complete
  - 5. 807. Opening Exercises
  - 6. 808. Food Services
  - 7. 811. Bonding
  - 8. 812. Property Insurance
  - 9. 813. Other Insurance

- C. Approve the first reading of the following policies as attached and marked Board C.1.-C.12.
  - 1. 123 Interscholastic Athletics (complete redraft)
  - 2. 237 Student Use of Electronic Devices (complete redraft)
  - 3. 490 Employee Use Of Electronic Devices (new)
  - 4. 814 Copyright Material
  - 5. 815 Acceptable Use of Technology (complete redraft)
  - 6. 818 Contracted Services
  - 7. 819 Suicide Awareness, Prevention & Response
  - 8. 826 Record Retention
  - 9. 827 Record Destruction
  - 10. 829 Electronic Signatures (new)
  - 11. 831 Use Of Livestream Video On School District Property (new)
  - 12. 916 Volunteers (complete redraft)

D. Accept the 2016-17 District Goals End of Year Summary as attached and marked Superintendent D.

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

- BCIU – Mrs. Huhn
- BCTC – Mr. Scheetz
- BEITC – Mr. Bieber
- Council on Legislative Action (COLA) – Mr. Heydt
- Policy Committee – Mrs. Grossman
- Strategic Planning/Goals – Mr. Scheetz
- Negotiations/Compensation Committee – Mrs. Huhn

***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.***

- A. To approve general fund bills through June 5, 2017 totaling \$2,592,714.49 per attachment Budget A.
- B. To approve food service fund bills through June 5, 2017 totaling \$20,201.24 per attachment Budget B.
- C. To accept the following Financial Reports through April 30, 2017, 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 ratify the agreement with KidsPeace National Centers, Schnecksville, PA, to provide private academic services for a district student effective April 24, 2017 through no later than June 6, 2017 at a rate of \$161.53 per day as per Budget D.1.

2. To approve the agreement with Hogan Learning Academy LLC., Fleetwood, PA, for a six-week extended school year program (June 21 – August 8, 2017) for three students at a cost of \$380.00/day/student (cost per student for 35 days is \$13,300.00), as per Budget D.2.
3. To approve the agreement with Virginia Grim, Kutztown, PA, to perform audiology and hearing aid services for the 2017-18 school year at a fee of \$100 per hour as per Budget D.3.
4. To approve the agreement with Rita Robertson, Kutztown, PA, to perform vision support services for the 2017-18 school year at a fee of \$100 per hour as per Budget D.4

#### E. CURRICULUM/TECHNOLOGY

1. To approve the proposal from the Berks County Intermediate Unit to provide Pennsylvania Information Management System (PIMS) submission support for school district processing for the 2017-18 school year at a cost not to exceed \$6,700 (billed for actual hours at \$100/hour) as per Budget E.1.
2. To approve the agreement with Berks County Intermediate Unit to perform professional services for District federal programs (Title I, Title II, and Title IV) for the 2017-18 school year at a cost not to exceed \$6,400 as detailed in Budget E.2.
3. To amend the business equipment lease agreement with Higher Information Group, Harrisburg, PA, to remove 4 Lexmark devices and add 4 Toshiba e287CSL devices with PaperCut software licenses for a term of 36 months at a cost of \$458.00 per month as per Budget E.3.
4. To approve the agreement with Higher Information Group, LLC, Harrisburg, PA to provide information technology support including 4 full time informational technology employees from August 1, 2017 through June 1, 2019 (with a 2019-20 third year option) at a cost of \$19,681.38 for the first year and for \$20,416.71 for year two (and three) as per Budget E.4.

#### F. FACILITIES/MAINTENANCE

1. To approve the agreement with CM3 Building Solutions, Fort Washington, PA, for the high school building automation preventative maintenance and service for five years as per Budget F.1. at a cost of
  - 2017-18 school year - \$33,715
  - 2018-19 school year - \$34,525
  - 2019-20 school year - \$35,300
  - 2020-21 school year - \$36,200
  - 2021-22 school year - \$37,080
2. To approve the agreement with Honeywell Business Solutions, Fort Washington, PA, for the elementary and intermediate/middle school building automation preventative maintenance and service for three years as per Budget F.2. at a cost of
  - 2017-18 school year - \$60,161 (includes one-time programming cost of \$4,589)
  - 2018-19 school year - \$55,572
  - 2019-20 school year - \$57,240

#### G. To approve the following 2017-18 General Fund Final Budget adoption and tax items:

1. To approve the 2017-2018 general fund final budget (PDE-2028) totaling \$33,175,040 reflecting a 1.5% real estate tax increase of 0.4845 mills (32.7845 mills) per attachment Budget G.1.
2. To adopt the 2017-2018 Tax Resolutions as attached and marked Budget G.2.
3. To adopt the 2017-2018 Homestead and Farmstead Exclusion Resolution that provides for a maximum \$227.75 real estate tax reduction for approved homesteads and farmsteads funded by gambling tax funds, Philadelphia tax credit reimbursement funds, and prior year under-distribution of property tax reduction funds of \$788,903.93 per attachment marked Budget G.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 G.4.
5. To approve commitment of fund balance for future retirement rate increases as calculated by the business manager of \$1,624,000 for the 2017-18 budget.

6. To authorize the business manager to assign \$4,440,000 in fund balance for the 2017-18 budget for the following items:
- Future technology upgrades for \$228,000
  - Deferred maintenance projects for \$500,000
  - Potential litigation/arbitration for \$60,000
  - Early education start-up for \$225,000
  - Innovative programs initiative for \$75,000
  - Reserve in the event of a state budget delay for \$1,500,000
  - To balance the 2017-18 budget for \$1,852,000 including \$1,485,600 for phase III ESCO/Air Conditioning Project and \$200,000 for contingency reserve

In addition, the board authorizes the business manager to assign fund balance as needed to balance the net of revenue and expenditures in the 2016-2017 fiscal year. The amount, if any, will be determined at the completion of the audit process.

- H. To appoint the Berks County Earned Income Tax Bureau as the District's 2017-2018 Earned Income Tax Collector per Berks TCC agreement.
- I. To appoint the Berks County Tax Claim Bureau (BCTCB) as the District's 2017-2018 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.
- J. 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.
- K. To approve the Real Estate and Per Capita Tax Collectors Bond at approximately 33% of the estimated tax collections.
- L. To authorize the Business Manager to pay bills as necessary during the 2017-2018 fiscal year in accordance with School Board Policy 616 – Payment of Bills.
- M. To authorize the Business Manager to make 2016-2017 budget transfers after June 30, 2017 as required to prevent year-end over expenditure of sub function/object account codes.
- N. To authorize \$1,485,600 transfer from the General Fund to the Capital Project fund for the district-wide ESCO Project for the 2017-18 school year.
- O. To accept the Limited Procedures Engagement Audit Report submitted by the Department of the Auditor General on May 9, 2017 covering the period of July 1, 2012 through June 30, 2016 finding that the District properly implemented policies and procedures in the audited areas and complied, in all significant respects, with relevant requirements as per Budget O.
- P. To approve 2017-2018 Pennsylvania School Board Association membership dues of \$9,084.03 (\$20.70 increase), plus \$1,250.00 (no increase) for Policy Maintenance Program (same services as 2016-2017) as per Budget P.
- Q. To ratify the agreement with Kutztown University for the use of the Kutztown University Keystone Hall Fieldhouse & Arena for HS graduation occurring on May 31, 2017 as per Budget Q.
- R. To approve the agreement with St. Luke's Physician Group, Inc., to provide a school physician (Dr. Mary Fabian) for the 2017-18 through 2019-20 school years as per Budget R.

S. To approve the 2017-2018 School Breakfast and Lunch Prices as follows:

| <b>Full Price Meal</b>   | 2016-2017<br>Price | <b>2017-2018<br/>Price</b> |
|--------------------------|--------------------|----------------------------|
| <b>Student Breakfast</b> |                    |                            |
| Elementary School        | \$1.75             | <b>\$1.75</b>              |
| Intermediate School      | \$1.75             | <b>\$1.75</b>              |
| Middle School            | \$2.00             | <b>\$2.00</b>              |
| High School              | \$2.00             | <b>\$2.00</b>              |
|                          |                    |                            |
| <b>Adult Breakfast</b>   | \$3.00             | <b>\$3.00</b>              |
|                          |                    |                            |
| <b>Student Lunch</b>     |                    |                            |
| Elementary School        | \$2.65             | <b>\$2.70</b>              |
| Intermediate School      | \$2.65             | <b>\$2.70</b>              |
| Middle School            | \$2.85             | <b>\$2.95</b>              |
| High School              | \$2.85             | <b>\$2.95</b>              |
|                          |                    |                            |
| <b>Adult Lunch</b>       | \$4.50             | <b>\$4.50</b>              |

Prices were determined to meet compliance with the Healthy, Hunger-Free Kids Act Paid Lunch Equity requirements.

T. To approve the 2017-2018 BHASD Food Service Budget in the amount of \$ 656,950 as per Budget T.

U. Administrative software renewals for 2017-2018:

1. Frontline Technologies Group, LLC of Malvern, PA, for the annual subscription of the Aesop employee absences and substitute management software at a cost of \$5,324.16 as per Budget U.1.
2. Frontline Technologies Group, LLC of Malvern, PA, for the annual subscription of the My Learning Plan professional learning management software at a cost of \$2,590.56 as per Budget U.2.
3. Transfinder Corporation of Schenectady, NY, for the annual technical support and upgrade for Routefinder student transportation routing software at a cost of \$3,050.00, as per Budget U.3.
4. Dude Solutions (SchoolDude) of Pittsburgh, PA, for the annual subscription of the Maintenance Essentials Pro work order scheduling software at a cost of \$2,749.20 as per Budget U.4.
5. Netchemia of Austin, TX, for the annual subscription of the TalentEd Recruiting & Hire software at a cost of \$1,653.75 as per Budget U.5.

V. To accept the bid awards from the Berks County Intermediate Unit for the following categories:

1. Classroom and Office Supplies Bid- \$17,209.82
2. Copy Paper Bid - \$12,553.45
3. Medical and Nursing Supplies Quotation - \$629.01
4. Art Supplies Bid - \$2,028.59

W. To approve the agreement with the Berks Career & Technology Center, Leesport, PA, for Participation in Child Nutrition Programs Between School Districts, Area Vo-Techs, and Intermediate Units for the 2017-18 school year as per Budget W.

X. To approve the agreement with School Operation Services Group Inc., Pottstown, PA, to provide substitute support personnel at various District locations through June 30, 2019 as per Budget X.

***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. Acknowledge the list of 2017 Brandywine Heights High School Graduates as attached and marked Superintendent A.
- B. Approve the 2017-18 Dual Enrollment Agreement between Reading Area Community College (RACC) and Brandywine Heights Area School District as attached and marked Superintendent B.
- C. Authorize the administration to enter into an agreement with the BCIU to participate in their 2018 Guest Teacher Program for a fee of \$900.00 as attached and marked Superintendent C.
- D. Approve the 2017 ESY (Extended School Year) Program as detailed in Superintendent D. The 2017 extended school year program is offered to students who meet eligibility requirements and will run July 5 through July 27, 2017. 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, 2017.
- E. Approve the 2017 Summer Work Experience Assessment Program (SWEAP) Program for nine (9) Special Education students as detailed in Superintendent E. The program will begin June 19th and will end July 26th, 2017. Days & times will be Monday, Tuesday & Wednesday, 8:00AM to 3:00PM at Brandywine, Rodale & BCTC.
- F. Adopt the newly revised K-8 Mathematics curricula along with the recommended instructional program materials, and approve the purchase of enVisionmath2.0 for grades K-8 as detailed in Superintendent F.
- G. Approve the High School Field Trip Request for approximately 75 music students to travel with 2 teachers, 1 nurse and 10 parent chaperones to attend the Orlando Festival in Walt Disney World Resort, Orlando, FL from December 18-21, 2017 as attached and marked Superintendent G.
- H. Approve an agreement with Richard J Caron Foundation, Wernersville, PA for Student Assistance Program services at the Elementary, Intermediate, Middle and High School for 2017-18 at a cost to the District of \$7,652 for extended services at the High School of one day per week (6-1/2 hours) as detailed in Superintendent H. The Elementary, Intermediate and Middle School programs are funded through the Council on Chemical Abuse at no cost to the district.
- I. Approve the Superintendent to attend the Future Ready Schools Institute in Albany, New York from July 21-22, 2017 at a cost of mileage and hotel accommodations as attached and marked Superintendent I.

- J. Accept the anticipated receipt of \$5,000 from the Berks Business Education Coalition (BBEC) to be used to support further development in career education by funding the cost for additional time worked over the summer by Mr. Michael Kistler, Internship Coordinator, to enhance the 2017-18 High School Internship Program. The money represents a portion of a state grant awarded to BBEC through Berks County Workforce Development Board as detailed in Superintendent J.

**Accept the informational reports and make them part of the minutes.**

- Academic/Instructional Technology Report – Mr. Voelker and Mrs. Hanych
- Advanced Placement (AP) Report – Mrs. Carpenito
- Curricular Presentation: Mathematics – Mrs. Mandi Kercher, Curriculum/Technology Specialist
- Athletic Report – Mr. Romyn
- 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       Mr. Tomasi

**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 Mr. Bo Ortt, Second Shift Custodian, effective May 11, 2017 (last work day is scheduled for May 10) as attached and marked Personnel A.1.
- B. Change of Status – None
- C. Appointments
  - 1. Professional Staff
 

| <u>Name</u>             | <u>Position</u> | <u>Rate</u> | <u>Effective</u>  |
|-------------------------|-----------------|-------------|-------------------|
| a. Mrs. Janelle Moser   | ESY Teacher     | \$25.00/hr  | 6/29, 7/5-27/2017 |
| b. Ms. Megan Ellerbusch | ESY Teacher     | \$25.00/hr  | 6/29, 7/5-27/2017 |
| c. Mrs. Dawn Schwenk    | ESY Nurse       | \$25.00/hr  | 6/29, 7/5-27/2017 |
  - 2. Support Staff – None
  - 3. Long Term Substitutes – None
  - 4. Co-Curricular – None
    - a. Approve the Instructional (Non-Athletic) Co-Curricular appointments – None
    - b. Approve the Unpaid Instructional Co-Curricular Student Activity Group Advisor recommendations – None
- D. Support Staff Substitutes
  - 1. Approve the following support staff members and support staff substitutes for summer custodial work:
 

|                     |                    |                    |
|---------------------|--------------------|--------------------|
| Mrs. Dawn Derstine  | Mrs. Tammy Dunning | Mrs. Tina Levan    |
| Ms. Cheryl Melander | Mr. James Mickey   | Mrs. Linda Reinert |

E. Leaves

1. Approve the request to extend the unpaid maternity leave of absence for Mrs. Kristina Perry, High School Learning Support Teacher, through the end of the first semester of the 2017-18 school year as attached and marked Personnel E.1.
2. Approve the request for a maternity leave of absence for Mrs. Jennifer Snyder, K-5 Title I Reading Specialist, effective approximately October 27, 2017 through the end of the first semester, approximately January 10, 2018 as attached and marked Personnel E.2.
3. Approve the request from Mrs. Jennifer Snyder, K-5 Title I Reading Specialist, for a professional development sabbatical leave of absence during the second semester of the 2017-18 school year as attached and marked Personnel E.3. *Note: Sabbatical requests adhere to Board Policy 338 which specifies teachers earn half of their normal salary and full health benefits while on sabbatical leave.*

F. Other Personnel Items

1. Approve the request from Ms. Pam Karom, Elementary School Library Aide, to use 3 unpaid days on April 21, May 5 and May 8, 2017 as attached and marked Personnel E.1. *Note: The School Board previously approved requests from Ms. Karom to utilize 6.5 unpaid days in September 2016 and 1 unpaid day on February 20, 2017.*
2. Retroactively approve Mrs. Janelle Moser, Elementary Learning Support Teacher, to serve as a mentor to Ms. Nicole Kauker, Elementary Learning Support Long Term Substitute Teacher, for the 2016-17 school year for a stipend of \$650.
3. Approve Psychologists and Guidance Counselors to work up to the following number of days to fulfill summer related work from July 1, 2017 through June 30, 2018:

| <u>Name</u>             | <u>Position</u>         | <u>Days</u> |
|-------------------------|-------------------------|-------------|
| 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           |

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