

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

June 10, 2019

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 Bryan Rothermel.

The meeting opened with the Pledge of Allegiance.

Board Recording Secretary called the roll:

- | | | |
|-----------------------------|---------------------------|---------------|
| ✓ Mr. Bieber | ✓ Mrs. Huhn | Mr. Sterner |
| ✓ Dr. Carter | ✓ Mr. Rothermel | ✓ Mr. Tomasi |
| ✓ Mrs. Grossman (6:06 p.m.) | ✓ Mr. Scheetz (6:44 p.m.) | ✓ Mr. Wagaman |

Administration Present:

- ✓ Mr. Andrew Potteiger, Superintendent
- ✓ Mr. Jamison Barnhart, High School Assistant Principal
- ✓ Mr. Matthew Dziunycz, High School Principal
- ✓ Mr. Robert Farina, Intermediate/Middle School Principal
- ✓ Mr. Scott Geist, Director of Athletics
- ✓ Mrs. Carolyn Hanych, Director of Brandywine Virtual Academy
- ✓ Ms. Stephanie Kelly, Elementary School Principal
- ✓ Mr. Craig Neiman, Business Manager/Board Secretary
- ✓ Dr. René Reese, Director of Pupil Services
- ✓ Mr. Thomas Voelker, Assistant to the Superintendent
- ✓ Mr. Michael Wetzal, Director of Buildings and Grounds
- ✓ Ms. Carly Worman, Intermediate/Middle School Assistant Principal

Solicitor: Mr. James Mancuso, Esquire

Visitors: Jeanine Marie Ballantyne (staff), Darrell Ruppert (staff), Robert Hauck (staff), Samantha McLean (staff), Lyndsay Levensgood (staff), Ryan Levensgood (Fleetwood), Guy Trence (Alburtis), Sandy Trence (Alburtis), Dawn Strunk (Mertztown), Derek Strunk (Mertztown), Skylar Strunk (student), Cheryl Reppert (Alburtis), Peter Reppert (Alburtis), Samantha McLean (Fleetwood), Miles Lyons (student), Matt Staurowsky (student), Aaron Olsen (student), Logan Nace (student), Abigail Savitz (student), Tatyana Ulman (student), Abby Savitz (Macungie), Mary Kay Savitz (Macungie), Mandi Kercher (Schnecksville), Kara Staurowsky (Mertztown), Janet Ulman (Mertztown), Stephanie Young (Fleetwood), Kelly Chopkovich (Topton), Ryan Brockman, (RBC Capital Markets).

ACKNOWLEDGEMENTS

Mr. Rothermel, Mr. Potteiger and Mr. Farina acknowledged the retirement Mrs. Jeanine Marie Ballantyne, Intermediate and Middle School Librarian, and presented her with a plaque for 21 years of dedicated service.

Mr. Potteiger acknowledged the retirement Ms. Nancy Hearn (not present), Elementary School Librarian and shared accolades about her service. Ms. Hearn will be presented with a plaque for 17 years of dedicated service.

Mr. Potteiger acknowledged the retirement of Mrs. Alice Konoza (not present), Crossing Guard, and shared accolades for her time with the district. Mrs. Konoza will be presented with a plaque for 13 years of dedicated service.

Mr. Potteiger, Mr. Rothermel, Mr. Wetzel and Mr. Hauck acknowledged the anticipated retirement Mr. Darrell Ruppert, Intermediate/Middle School Custodian, and presented him with a plaque for 30 years of dedicated service.

Mr. Rothermel, Mr. Potteiger, Mr. Farina and Mr. Dziunycz acknowledged the 2018-19 School Board Student Representatives Tayler Roberts (not present), Abigail Savitz and Tatyana Ulman. Abigail Savitz and Tatyana Ulman will continue their service as School Board Representatives next year. Each student was presented with a certificate of appreciation for their dedicated service. Tayler Roberts (not present) was a 2019 graduate and will be presented with a certificate and her board name plate as a token of appreciation.

Mr. Rothermel congratulated High School Student Lindsay Conrad (not present) for her achievement as an FBLA National Finalist in Introduction to Business Communications. She will represent Pennsylvania in the FBLA National Leadership Conference this summer in San Antonio, Texas.

Mr. Rothermel, Mr. Potteiger and Mr. Geist congratulated swimmers who participated in the PIAA Swimming Championships:

- Michaela Hersh (not present) placed 13th in the 200 Freestyle & 17th in the 100 Backstroke.
- Skylar Strunk placed 4th in the 50 Freestyle & 9th in the 100 Freestyle.

Mr. Rothermel, Mr. Potteiger and Mr. Geist congratulated our Brandywine Heights Boys Volleyball Team. The Team finished the regular season 12-0, won the BCIAA Division II title, finished fourth in District III 2A and qualified for the PIAA State Championship Playoffs for the first time in Brandywine Heights' history. Student athletes Miles Lyons, Matt Staurowsky, Aaron Olsen and Logan Nace were present to represent their Team and receive applause.

Mr. Rothermel, Mr. Potteiger, Mr. Dziunycz and Mr Farina recognized the following #newHEIGHTS Award Recipients and presented each with a certificate and personal accolades:

- Ms. Samantha McLean, High School Life Skills Teacher (May)
- Mr. Benjamin Tannous (not present), High School Mathematics Teacher (May)
- Mrs. Lyndsay Levengood, Intermediate School Fifth Grade Teacher (June)
- Mr. Adam Rabenold (not present), High School Choral Instructor (June)

Mr. Ryan Brockman, RBC Capital Markets, LLC presented information to the Board relative to financing the future facility improvements.

Mr. Rothermel asked for comments from the public. Mrs. Cheryl Reppert and Mr. Peter Reppert (Alburtis) inquired about the district drug policy and student discipline procedures related to a recent student incident. Mr. Potteiger voiced that he could not publicly comment on confidential incidents, but explained that the situation was handled appropriately and according to the district's policy. Per protocol, the state police were contacted for the incident in question. Mrs. Reppert explained her concern was based on information she heard. Mr. Potteiger noted that the appropriate actions were taken, the police were contacted, and that there were specific supports in place and recourse to support a change in behavior in addition to the student discipline. Mr. Dziunycz will follow up with the family the following day. Mrs. Reppert shared her discontent with how the district handled recent discipline incidents. Mr. Potteiger stressed that the district is concerned with student safety, and conducts investigations as needed. Mr. Potteiger reminded the family to contact the district with any concerns during the next school year.

Mr. Scheetz asked about boundaries for student discipline incidents that happen in school and out of school. Mr. Potteiger explained that there is an established protocol between the district and state police. For incidents that happen outside of school, the state police are contacted. If the pattern of behavior continues, parents are advised how to help and resources are recommended to assist them with their situation. Mrs. Huhn fully supports the district in providing resources when parents ask for help.

BOARD OF DIRECTORS REPORT

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

A. Approval of Minutes

Dispense with the reading and accept the minutes from the Regular Board Meeting held May 8, 2019 per Board A.

B. First Reading of Policies

Approve the first reading of the following Policies per Board B.1.-B.5.

1. 203. Immunizations and Communicable Diseases
2. 203.1. HIV Infection
3. 204. Attendance
4. 205. Postgraduate Students
5. 238 Bullying/Cyberbullying (*review required to maintain PDE Safe Schools compliance*)

C. Second Reading of Policies

Approve the second reading of the following Policies per Board C.1.-C.7.

1. 143 Standards For Persistently Dangerous Schools
2. 144 Standards For Victims of Violent Crime
3. 202 Eligibility of Nonresident Students
4. 221 Dress and Grooming (Pupils)
5. 325 Dress and Grooming (Administrators) (revised)
6. 425 Dress and Grooming (Professional Employees) (revised)
7. 525 Dress and Grooming (Classified Employees) (revised)

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

Berks County Intermediate Unit (BCIU) – Mrs. Huhn reported on the meeting held on May 16, 2019.

The BCIU Board received updates on the following events and initiatives:

- The “Day on the Hill” advocacy visits in Harrisburg held on April 29, 2019. During the 13 meetings with legislators that day the main topic of conversation regarded funding for early childhood and early intervention, and charter school expenses.
- More than 165 attended the 49th Annual Convention of Berks County School Directors held at Reading Area Community College on April 30th. At this event, the Board acknowledged the approval of the slate of 6 BCIU Representatives for a 3-year term.
- The BCIU Board was introduced to Mr. Bill Gleason, the newly hired School Safety & Security Officer who will be providing consulting services to many of the school districts across Berks County.
- The BCIU Board acknowledged receipt of a thank you letter from US Senator Bob Casey for helping him host the Child Care Roundtable.

The BCIU took action to:

- Authorize a collective bargaining agreement with the Service Employees International Union (SEIU), Local 668, for the period of July 1, 2019 to June 30, 2022,
- Approve the Compensation and Benefits Plan for Transportation personnel, effective July 1, 2019, to June 30, 2022.
- Authorize a Legal Services Consultation agreement with Sweet, Stevens, Katz, and Williams, LLP, for legal services for participating school districts as Technology Pool Counsel. Scheduled trainings and consultations

will be provided for technology-related Board policies, phone conversations, and email advice, effective July 1, 2019, through June 30, 2020. The cost per participating school district is approximately \$700.

- Authorize an agreement with Dellicker Strategies, for the development of a comprehensive Information Security Program Plan and a Security Assessment & Authorization Plan for the BCIU.
- NOTE: The 6th Annual Core Connections to Instruction & Technology Conference will be held at Governor Mifflin High School on June 12th & June 13th from 8:30 - 3:00.

The next meeting of the BCIU Board of Directors is scheduled for Thursday, June 20, 2019.

Berks Career and Technology Center (BCTC) – Mr. Rothermel reported on the meeting of the Joint Operating Committee (JOC) held at the East Campus of the Berks Career and Technology Center in Oley, PA on Wednesday, May 22, 2019.

New Business, the Joint Operating Committee:

- Approved the first reading of the following Berks Career and Technology Center Policy:
 - Admissions Policy #201

Under Finance Committee, the Joint Operating Committee:

- Approved the 2019-2020 General Fund Operating Budget for the Berks Career and Technology Center in the amount of \$18,783,742.
- Reviewed the 2018-2019 Student Quota Report.
- Approved the daytime adult tuition rate effective July 1, 2019 from \$8.60 to \$8.77 per hour.
- Approved the authorization of the appropriate officers to execute the Bus Transportation MOU, with Berks Career & Technology Center Education Support Professional Association, to increase the amount of performance incentives as per the attached document.

Under Building/Insurance Committee, the Joint Operating Committee:

- Approved the plans for the Student Built House planned to begin construction on Lot #20 in the Summer of 2019.

Under Program/Personnel Committee, the Joint Operating Committee:

- Approved the following BCTC Program Changes for the 2019-2020 school year as presented.
 - Resolved, based on the recommendation of the Executive Director and Superintendent of Record, the Board of Directors hereby approves the following curtailment of the education program by reducing the BCTC West Campus - Graphic Imaging Technology (GIT) program from full-time to part-time based on a reduction in class and/or course enrollment.
- The Administration is directed to notify PDE as per the statute and to determine, in accordance with the provisions of the Pennsylvania Public School Code, which professional employees will be furloughed based upon this curtailment of the education program.
 - Placement of the Horticulture program (CIP #01.0601) on Probationary Status – First year
 - Placement of the Precision Machining Technologies program (CIP #48.0501) – Continued Probation
 - Placement of the Graphic Imaging Technology program – Continued Probation
 - Local program title change for Graphic Imaging Technology to Printing Production Technology. (CIP #10.0399)
 - Medical Health Professions program (CIP #51.0899) from part-time to full-time.
 - The Teacher Academy with Reading Area Community College for students enrolled in Early Childhood Education (CIP #19.0708)

Under Personnel Matters, the Joint Operating Committee took action to approve all personnel matters as presented.

Under Other Matters for Consideration, the Joint Operating Committee:

- Approved the BCTC 2019 – 2020 Textbook and Reference Book Listing.
- Approved the high bids related to the disposal of surplus equipment as presented.
- Ratified contracts to vendors for custodial supplies per the Berks County Joint Purchasing Bid Award dated May 7, 2019 for July 1, 2019 – April 30, 2020.

- Approved Dr. James Kraft, Executive Director to attend the Association for Career & Technical Education (ACTE) conference in Anaheim, CA on December 4-7, 2019 not to exceed a cost of \$3,290.
- Approved Tiffany Greene to attend the 2019 National Teachers Conference in Greenvale, NY on July 8 – 11, 2019 not to exceed a cost of \$1000.
- Approved Karla Gibson to attend the FCCLA National Leadership Conference with five students in Anaheim, CA on Jun 29 – July 5, 2019 not to exceed a cost of \$2,263.
- Approved Jessica Werner & Chris Nappi to attend the SkillsUSA National Leadership Conference with seven students in Louisville, KY on June 24 – 29, 2019 not to exceed a cost of \$1,645.
- Approved John Reedy and Dale Roberts to visit Lincoln Electric Headquarters to evaluate Welding equipment for the new building in Cleveland, OH on June 6 – 7, 2019 not to exceed a cost of \$750.
- Approved the STEAM Camp budget for June 2019 and June 2020.
- Approved John Reedy as the Management Representative for a two-year term to the board of Berks County Schools Health Insurance Consortium effective July 1, 2019 through June 30, 2021.

The next regular meeting of the Joint Operating Committee will be held on Wednesday, June 26, 2019, at the West Campus of the Berks Career and Technology Center in Leesport, PA.

Berks Earned Income Tax Collection Bureau (BEITC) – Mr. Neiman – No report.

Council on Legislative Action (COLA) – Mr. Scheetz reported on the meeting held May 9, 2019.

The following legislators and/or representatives have confirmed their attendance:

Senator Katie Muth – not attending, but represented by Carrie DeHaven, Deputy Chief of Staff, Representative Tom Caltagirone with Chris Winters, Chief of Staff, and Jessica Martinez, Constituent Outreach Specialist, Representative Jim Cox, Representative Mark Gillen – not attending, but represented by Danielle Wingate, Constituent Outreach Specialist, Representative Ryan Mackenzie. Next meeting will be in August.

Policy Committee – Mrs. Grossman noted the first and second reading of policies on the agenda this evening.

Mrs. Grossman introduced a question posed about the enrollment policy that required discussion. Mr. Potteiger explained the premise of Policy 202 Enrollment of Nonresident Students. Nonresident students may attend school for a fee that is established by PDE (typically \$12,000-\$14,000 per year per student). There had been an inquiry from an employee who asked if their child could attend school in our district for a reduced rate or no fee.

Many schools are offering this benefit with no fee. Many do not offer this benefit due to the student's needs which may include costly special placements. If the Board allows this for one, it may be viewed as discrimination if not offered to others. Mr. Wagaman asked if benefit would prompt union involvement. Mr. Mancuso noted that an MOU would need to be established which characterized it as an employment benefit. A policy that allows this would invite discrimination and if the student is of a protected class, it can become challenging.

Mr. Potteiger noted that he likes to encourage a family, community atmosphere, and there are benefits to allowing children of staff members to attend our schools. However, another challenge is available space. One consideration is month-to-month tuition to allow the district to address student issues (discipline, etc.) that would become evident.

Mr. Rothermel polled the Board for their interest and the majority voiced they were not in favor of offering staff the benefit of reduced or free tuition for their nonresident children. Mr. Potteiger will address this with the staff member and perhaps offer other support. PSBA will be contacted to see if there are sample Administrative Regulations for the nonresident policy for further consideration.

Strategic Planning/Goals – Mr. Scheetz noted that the 2018-19 District Goals summary was shared with the Board earlier in the meeting and it will be posted on the website.

Negotiations/Compensation Committee – Mrs. Huhn reported that the Negotiations/Compensation Committee has had continuing dialogue with the Act 93 representatives over the past month regarding the Act 93 Agreement. An updated agreement has been negotiated effective July 1, 2019 through June 30, 2021. Several minor wording changes were made, a new 403b Match benefit has been added, health insurance premium contributions will increase from 14% to 14.5%, and an updated Salary Grid attachment was created.

Mr. Rothermel asked for comments from Board members and the public. There were no other comments.

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

Y Mr. Bieber Y Dr. Carter Y Mrs. Grossman Y Mrs. Huhn Y Mr. Rothermel
Y Mr. Scheetz ___ Mr. Sterner Y Mr. Tomasi Y Mr. Wagaman

Motion Carried – 8 Yeas/1 Absent

BUSINESS AND OPERATIONS REPORT

A motion was made by Mr. Scheetz and seconded by Mr. Bieber to approve the Business and Operations Report. Mr. Rothermel asked that Item G.1. 2019-20 General Fund Final Budget and Item X. Agreement for District Rebranding Services be voted on separately.

A. General Fund Bills

To approve general fund bills through June 10, 2019 totaling \$2,577,712.28 per attachment Business A.

B. Food Service Bills

To approve food service fund bills through June 10, 2019 totaling \$31,559.01 per attachment Business B.

C. Financial Reports

To accept the following Financial Reports through April 30, 2019 unless otherwise noted:

1. General Fund - Revenue/Expenditures/Fund Balance – Business C.1.
2. Food Service Fund - Revenue/Expenditure – Business C.2.
3. Construction Fund - Revenue/Expenditure – Business C.3. – NO REPORT
4. Investment Schedule – Business C.4.
5. Student Activity & Trust Funds – Business C.5.
6. Budget Transfers – Business C.6. - NO REPORT

D. Special Education/Pupil Services

1. To approve the Extended School Year (ESY) Tuition Agreement with Hogan Learning Academy, Fleetwood, PA, (July 8 – August 9, 2019) for a District student at a cost of \$400/day/student (approximate total cost for 25 days is \$10,000) as per Business D.1.
2. To approve the Extended School Year (ESY) Tuition Agreement with Valley Forge Educational Services, Malvern, PA (July 1 - August 2, 2019) for a District student based on student’s IEP at a cost of \$8,460 as per Business D.2.
3. To approve a Letter of Agreement with The Meadows Behavioral Health Center for services during the 2019-20 and 2020-21 school years at a cost of \$67/day when the District is using the associated services as per Business D.3.
4. To approve the agreement with Rita Robertson, Kutztown, PA, to perform vision support services for the 2019-20 school year at a fee of \$100 per hour as per Business D.4.
5. To approve a contract extension with School Operation Services (SOS) Group Inc., Pottstown, PA, to provide 44,164 annual hours (244 hours per day at 181 days) of paraprofessional support services for the 2019-20 school year at an annual rate of \$685,789 as per Business D.5.

E. Curriculum/Technology

1. 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 2019-20 school year at a cost not to exceed \$6,400 as detailed in Business E.1. *There is no increase from 2018-19.*

2. To accept the proposal from the Berks County Intermediate Unit to provide Pennsylvania Information Management System (PIMS) submission support for school district processing for the 2019-20 school year at a cost not to exceed \$7,500 (billed for actual hours at \$100/hour) as per Business E.2. *The 2018-19 rate was not to exceed \$8,500.*
3. To approve the agreement of participation with Project Lead the Way for the 2019-20 school year at a cost of \$3,000 as per Business E.3.

F. Facilities/Maintenance

1. To approve the proposal with Communication Systems, Inc., Allentown PA, for preventative maintenance on intercom, security, access control, CCTV, auxiliary sound, software support and TV distribution systems at various buildings for the 2019-2020 school year at a cost of \$10,745 (\$2,801 increase over 2018/19) per Business F.1.
2. To approve the quote of Evans Mechanical, Inc., Leesport, PA for annual boiler and hot water heater maintenance for the 2019-2020 school year at a cost of \$2,600 (\$350 more than 2018/19) as per Business F.2.
3. To approve the annual service agreement and preventative maintenance agreement with The Longacre Company, Bally, PA, for the 2019-2020 school year on commercial refrigeration equipment (same rates as 2018/19) as per Business F.3.
4. To approve the annual service agreement with K&D Factory Service, Allentown, PA, on food service kitchen equipment for the 2019-2020 school year (slightly lower rates than 2018/19) as per Business F.4.
5. To approve the proposal with Falcon Fire, Inc., Downingtown, PA to inspect and service District fire extinguishers for the 2019-2020 school year at a cost of \$5,727.65 (increase over 2018/19 due to expanded testing scope) as per Business F.5.
6. To accept the bid awards from the Berks County Intermediate Unit for Custodial Supplies for \$14,008.46 as per Business F.6.
7. To approve the proposal from School Operation Services (SOS) Group Inc., Pottstown, PA, to provide contracted custodial services for 2019-2020, 2020-2021 and 2021-2022 to include custodial support for currently 8 FTE custodians and District-wide Custodial Supervisor position at an annual rate of \$349,539.40 as per Business F.7.
8. To contract with Trugreen, Allentown PA to provide 2019-2020 field maintenance services per specifications for the low bid of \$19,796.74 as detailed in Business F.8. Pricing is essentially flat to prior year however there is an optional, additional application included at BHASD management's discretion based on the weather.

G. 2019-20 General Fund Final Budget Approval

To approve the following 2019-20 General Fund Final Budget adoption and tax items:

1. To approve the 2019-2020 general fund final budget (PDE-2028) totaling \$33,215,448 reflecting a 1.50% real estate tax increase of 0.4987 mills (33.7422 mills) per attachment Business G.1.
2. To adopt the 2019-2020 Tax Resolutions as attached and marked Business G.2.
3. To adopt the 2019-2020 Homestead and Farmstead Exclusion Resolution that provides for a maximum \$231.94 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 \$788,032.31 per attachment marked Business 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 Business G.4.
5. To approve the transfer of \$400,000 from the committed fund balance for current retirement rate increases as calculated by the business manager for the 2019-20 budget with a remaining balance of \$824,000 to be used for future retirement rate increases.
6. To authorize the business manager to assign \$3,886,813 in fund balance for the 2019-20 budget for the following items:
 - a. Future technology upgrades for \$250,000
 - b. Deferred maintenance projects for \$800,000

- c. Potential litigation/arbitration for \$100,000
- d. Early education start-up for \$250,000
- e. Innovative programs initiative for \$100,000
- f. Reserve in the event of a state budget delay for \$2,000,000
- g. To balance the 2019-20 budget for \$386,813 including \$36,813 for one-time purchases and \$350,000 for use of 2018/19 budgetary reserve
- h. In addition, the board authorizes the business manager to assign fund balance as needed to balance the net of revenue and expenditures in the 2018-2019 fiscal year. The amount, if any, will be determined at the completion of the audit process.

H. Earned Income Tax Collector

To appoint the Berks County Earned Income Tax Bureau as the District’s 2019-20 Earned Income Tax Collector per Berks TCC agreement.

I. Delinquent Real Estate Tax Collector

To appoint the Berks County Tax Claim Bureau (BCTCB) as the District’s 2019-20 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. 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.

K. Authorization for Business Manager to Pay Bills

To authorize the Business Manager to release disbursements for expenditures from the 2018-19 school year normally held until board approval from June 11, 2019 to August 12, 2019 with ratification at the August 12, 2019 board meeting.

L. Authorization for Business Manager to Pay Bills

To authorize the Business Manager to pay bills as necessary during the 2019-20 fiscal year in accordance with School Board Policy 616 – Payment of Bills.

M. Budget Transfers

To authorize the Business Manager to make 2018-19 budget transfers after June 30, 2019 as required to prevent year-end over expenditure of sub function/object account codes.

N. 2019-20 School Breakfast and Lunch Prices

To approve the 2019-20 School Breakfast and Lunch Prices as follows:

	2018-2019	2019-2020
Full Price Meal	Price	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	\$2.70	\$2.70
Intermediate School	\$2.70	\$2.70
Middle School	\$2.95	\$2.95
High School	\$2.95	\$2.95
Adult Lunch	\$4.60	\$4.60

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

O. 2019-20 BHASD Food Service Budget

To approve the 2019-20 BHASD Food Service Budget in the amount of \$621,850 as per Business O.

P. Bid Awards

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

- 1. Classroom and Office Supplies Bid- \$16,941.66
- 2. Copy Paper Bid - \$12,743.94
- 3. Art Supplies Bid - \$821.95

Q. Participation in Child Nutrition Programs

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 2019-20 school year as per Business Q.

R. 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.

S. Unneeded/Unnecessary Equipment

To approve the list of unneeded/unnecessary equipment and to authorize the administration to recycle/sell/dispose of the items as per Business S. *(To be provided prior to the meeting)*

T. Business Insurance

To approve the business insurance proposal from CBIZ Insurance Services for the 2019-20 school year at a total annual premium cost of \$102,396, an increase of \$4,420 from 18-19. Increase is due to property appraisal increase and overall market trends as per Business T.

U. Information Systems Agreements

To approve the agreement with Frontline Technologies Group LLC, Philadelphia PA related to Professional Learning Management, Absence & Substitute Management, and Time & Attendance Management at a cost of \$15,734.90 for the 2019-20 fiscal year as per Business U.

V. Transportation Routing Agreement

To approve the agreement with Transfinder Corporation, Schenectady NY related to Routefinder pro License and Satellite Imagery Service and Annual Hosting Services at a cost of \$4,250 for the 2019-20 fiscal year as per Business V.

W. Facility Scheduling Agreement

To approve the subscription renewal with Master Library, Pittsford NY related to Athletic Facility Usage Scheduling software at a cost of \$2,300 for the 2019-20 fiscal year (\$595 less than 2018/19 cost) as per Business W.

X. Agreement for District Rebranding Services

Approve an agreement with LaunchDM, Reading, PA, for district branding, creative design services and deliverables (graphic logo, style guide, stationary design and email signatures) for the upcoming year at a cost not to exceed \$15,000 per Business X.

Y. Phone Agreement

To approve the continued partnership with AT&T, Carol Stream IL, for five district smartphones through their FirstNet (First Responder Network Authority) service, at a rate of \$44.00/phone a decrease from \$49.61/phone. This new agreement also provides additional functionality over the current service as described per Business Y.

Mr. Rothermel asked for comments from Board members and the public. There were no other comments.

Roll call was taken to approve items A.-F.8., G.2.-W., and Y. of the Business and Operations Report.

<u>Y</u> Mr. Bieber	<u>Y</u> Dr. Carter	<u>Y</u> Mrs. Grossman	<u>Y</u> Mrs. Huhn	<u>Y</u> Mr. Rothermel
<u>Y</u> Mr. Scheetz	<u> </u> Mr. Sterner	<u>Y</u> Mr. Tomasi	<u>Y</u> Mr. Wagaman	

Motion Carried – 8 Yeas/1 Absent

Roll call was taken to approve Item G.1. 2019-20 General Fund Final Budget of the Business and Operations Report.

Y Mr. Bieber Y Dr. Carter Y Mrs. Grossman Y Mrs. Huhn Y Mr. Rothermel
Y Mr. Scheetz ___ Mr. Sterner Y Mr. Tomasi N Mr. Wagaman

Motion Carried – 7 Yeas/1 Nay/1 Absent

Roll call was taken to approve Item X. Agreement for District Rebranding Services of the Business and Operations Report.

Y Mr. Bieber Y Dr. Carter Y Mrs. Grossman Y Mrs. Huhn Y Mr. Rothermel
Y Mr. Scheetz ___ Mr. Sterner Y Mr. Tomasi Y Mr. Wagaman

Motion Carried – 8 Yeas/1 Absent

SUPERINTENDENT’S REPORT

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

A. 2019 Brandywine Heights High School Graduates

Acknowledge the list of 2019 Brandywine Heights High School Graduates as attached and marked Superintendent A.

B. Employment Commitment Authorization

Authorize the Superintendent to make employment commitments to qualified applicants for the purpose of filling vacancies that occur after the last Board meeting in June with action to be ratified by the Board of School Directors at the next official meeting.

C. Professional Development Agreement

Ratify an agreement with Lancaster-Lebanon IU13, Lancaster, PA, to provide one-half day of Station Rotational Learning Professional Development on June 4, 2019 for all Keystone trigger course teachers at a cost of \$598.72 per Superintendent C.

D. First Reading of Curriculum

Approve the first reading of the revised Applied Biology curriculum per Superintendent D.

E. Summer Reading Program

Approve a four week Summer Reading Program for students in grades K-3 for from June 17 - July 18, 2019 (Mondays through Thursdays) funded through a United Way Summer Learning Grant per Superintendent E. Teacher recommendations are under the Personnel Report.

F. Conference Attendance

Approve the Superintendent to attend the ISTE Conference in Philadelphia, PA on June 24, 2019 for a cost not to exceed \$220.00 plus mileage per Superintendent F.

G. McKinney-Vento (Homeless) Compliance Monitoring Report

Accept the McKinney-Vento (Homeless) Compliance Monitoring Report issued on May 30, 2019 indicating Brandywine Heights Area School District met all requirements and is in full compliance with the 1987 McKinney-Vento Homeless Assistance Act and the 2016 Every Student Succeeds Act (ESSA) per Superintendent G.

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

Superintendent’s Report – Mr. Potteiger

Mrs. Carolyn Hanych, Virtual Academy Director shared that course provider, Engenuity, announced that the Brandywine Heights Virtual Academy students scored the highest in the state, and refer to our achievement as the “Brandywine Heights” Standard. Engenuity Data: of 388 Courses (Grades 6-12) 94% Passed with an Average Overall Grade of 86%. Pearson Connexus Data: of 74 Courses (Grades 9-12), 95% Passed.

Mrs. Huhn confirmed with Mr. Potteiger that the employee hires over the summer include two Librarian positions due to retirements.

Mrs. Grossman asked about the science path for students, and the eligibility of ninth grade students to take Biology. Mr. Farina shared information about revising the criteria for student eligibility in higher level science courses by utilizing PVAAS scores, rather than strictly grade point averages.. The science placement rubric was changed last year to broaden the criteria. He also shared the criteria for student recommendations in Math.

Mr. Rothermel asked for comments from Board members and the public. There were no other comments.

Roll call was taken for items under the Superintendent’s Report.

Y Mr. Bieber Y Dr. Carter Y Mrs. Grossman Y Mrs. Huhn Y Mr. Rothermel
Y Mr. Scheetz ___ Mr. Sterner Y Mr. Tomasi Y Mr. Wagaman

Motion Carried – 8 Yeas/1 Absent

PERSONNEL REPORT

A motion was made by Mr. Wagaman and seconded by Mr. Bieber to accept the Personnel Report.

A. Resignations/Retirements/Terminations/Furloughs

1. Accept the retirement of Mrs. Alice Konoza, Crossing Guard, effective May 31, 2019 per Personnel A.1.

B. Change of Status

1. Professional Staff

	<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
a.	Mrs. Erin Barnett	.375 HS Social Studies	.25 HS Social Studies	2019-20
b.	Mrs. Donna Novakovich	Kindergarten	First Grade	2019-20
c.	Mrs. Angela Bucci-Herb	Full Time K-1 Intervention Specialist (2017-18 and 2018-19)	Continue as permanent assignment.	8/20/2019

C. Appointments

1. Professional Staff

	<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
a.	Mrs. Christina Buehler	MS Learning Support	B+24, Step 2	8/20/2019
<i>Extended School Year (ESY) Program Staff</i>				
b.	Mrs. Colleen Dreisbach	ESY Teacher	\$25/hr	7/1-25/2019
<i>Summer Reading Program Staff</i>				
c.	Mrs. Angela Bucci-Herb	Summer Reading Lead	\$500 stipend	6/17-7/18/2019
d.	Mrs. Angela Bucci-Herb	Summer Reading Teacher	\$25/hr	6/17-7/11/2019
e.	Mrs. Emilie Adam	Summer Reading Teacher	\$25/hr	7/15-7/18/2019
f.	Ms. Beth Gaul	Summer Reading Teacher	\$25/hr	7/8-7/18/2019
g.	Mrs. Tonya Levan	Summer Reading Teacher	\$25/hr	6/17-7/18/2019
h.	Mrs. Jennifer Snyder	Summer Reading Teacher	\$25/hr	6/17-6/20/2019
i.	Ms. Carly Tunnell	Summer Reading Teacher	\$25/hr	6/24-27/2019
j.	Mrs. Lisa Weidemoyer	Summer Reading Teacher	\$25/hr	6/17-7/18/2019
k.	Mrs. Jennifer Fodor	Summer Reading Nurse	\$25/hr	6/17-6/20/2019

2. Support Staff

- a. Approve the appointment of Mr. Benjamin Mertz as a Part Time (4 hr/day) Courier/Grounds Maintenance employee at a rate of \$12.75 per hour effective TBA per Personnel C.2.a.
- b. Approve the following individuals to perform summer maintenance and custodial tasks on a part-time basis at a rate of \$10.50 per hour.
 - i. Mr. Aydin Buchanan
 - ii. Mr. Branden Snyder

3. Long Term Substitutes

Name	Position	Rate	Effective
a. Ms. Stephanie Barnes	MS Life Skills, First Semester (Sheetz)	B, Step 1	approx. 8/20/2019-1/17/2020

4. Co-Curricular

a. Paid Instructional (Non-Athletic) Co-Curricular Advisors

i. Approve the recommended professional staff members to serve as 2019-20 Department Heads for the grade levels and subject areas noted for a stipend of \$1,408 each:

- (a) Mrs. Lisa Weidemoyer K-5 Language Arts/Social Studies
- (b) Mrs. Karen Fluharty K-5 Mathematics/Science
- (c) Mrs. Kate Defibaugh 6-12 English/Language Art
- (d) Mrs. Erica Whalen 6-12 Mathematics
- (e) Mrs. Jessica Kost 6-12 Social Studies
- (f) Mr. Matthew Donato 6-12 Science
- (g) Mrs. Wendy Pristash K-12 Business/Foreign Language/Technology
- (h) Dr. Mark Graham K-12 Fine Arts (*Music, Art, Library, Guidance*)
- (i) Ms. Jessica Lapinski K-12 Practical Arts (*Health, PE, PLTW, Family & Consumer Science, Vocational Education*)
- (j) Mrs. Janelle Moser K-12 Special Education/Gifted

ii. Grant retroactive approval for Mr. Benjamin Stephens, MS Science Teacher, as the 2018-19 MS Detention Supervisor at a stipend of \$1,026.00.

D. Instructional Co-Curricular Student Activity Group Advisors – None

E. Approve a Winter Athletic Co-Curricular appointment per Personnel C.4.c.

F. Event Staff and Athletic Volunteer Coaches – None

G. Support Staff Substitutes – None

H. Leaves

1. Approve the request from Mrs. Heidi Williams, Intermediate School Fourth Grade Teacher, for a professional development sabbatical leave of absence during the second semester of the 2019-20 school year and the second semester of the 2020-21 school year per Personnel E.1. *Sabbatical requests adhere to Board Policy 338 which specifies teachers earn half of their normal salary and full health benefits while on sabbatical leave.*
2. Approve a request from Ms. Christen Stricker, High School Guidance Counselor, to take a maternity leave of absence beginning August 20 through September 13, 2019 per Personnel E.2.

I. Other Personnel Items

1. Grant tenure to Mr. Adam Rabenold, High School Choral Instructor.
2. Approve Psychologists and Guidance Counselors to work up to the following number of days to fulfill summer related work from July 1, 2019 through June 30, 2020:

Name	Position	Days
a. Mr. Michael Furman	Secondary Psychologist	10
b. Mrs. Mila Wambaugh	Elementary Psychologist	10
c. Mr. David Favata*	HS Guidance Counselor	9
d. Ms. Christen Stricker*	HS Guidance Counselor	9
e. Mr. Lawrence Schumacher	MS Guidance Counselor	3
f. Ms. Heather Kulp	IS Guidance Counselor	2
g. Mr. Douglas Felegy	ES Guidance Counselor	2

**Up to 18 days to share between the HS Counselors due to scheduled leave of absence.*

3. Approve the 2019-20 salaries for the Act 93 Administrators, Managers and Support Staff per Personnel F.3.
4. Approve the 2019-20 salary of \$158,500 for Mr. Andrew Potteiger, Superintendent, effective July 1, 2019.

J. 2019-20 Superintendent Salary

Approve the 2019-20 salary of \$158,500 for Mr. Andrew Potteiger, Superintendent, effective July 1, 2019.

K. 2019-20 Substitute Rates for Support Staff

Approve the 2019-20 Substitute Rates for Support Staff as follows:

Substitute Position	Current Rates 2018-19	Proposed Rates 2019-20
Aide, Food Service Worker	\$9.75 per hour	\$10.50 per hour
Custodian	\$10.50 per hour	\$10.50 per hour
RN/LPN Nurse Aide	\$15.25 per hour	eliminate
Certified School Nurse	\$22.00 per hour	eliminate
Nurse substitute (new)		\$18.00 per hour

L. 2019-20 Starting Rates for Support Staff

Approve the 2019-20 Starting Rates for Support Staff as follows:

Position	Current Rates 2018-19	Proposed Rates 2019-20
Aide, Food Service	\$9.75 per hour	\$10.50 per hour
Custodian	\$10.50 per hour	\$10.50 per hour
Secretary, Maintenance/Courier	\$12.75 per hour	\$12.75 per hour
Maintenance (Skilled)	\$15.25 per hour	\$15.25 per hour
RN/LPN Nurse	\$15.25 per hour	\$15.25 per hour

M. Act 93 Administrators’ Act 93 Agreement

Approve the Act 93 Administrators’ Act 93 Agreement effective July 1, 2019-June 30, 2021 per Personnel F.7.

N. Position Elimination

Approve the elimination of the Custodial Supervisor Position, effective August 1, 2019. The Administration is directed to notify and furlough the affected employee; Mr. Robert Hauck.

Mr. Rothermel asked for comments from Board members and the public. There were no other comments.

Roll call was taken to approve the Personnel Report.

Y Mr. Bieber Y Dr. Carter Y Mrs. Grossman Y Mrs. Huhn Y Mr. Rothermel
Y Mr. Scheetz ___ Mr. Sterner Y Mr. Tomasi Y Mr. Wagaman

Motion Carried – 8 Yeas/1 Absent

ADJOURNMENT

Mr. Rothermel announced there would be an executive session after the meeting to discuss school safety.

A motion was made by Mr. Tomasi and seconded by Mr. Bieber to adjourn the meeting at 9:26 p.m.

Motion carried with all yeas.

Approval Date

Craig Neiman, Board Secretary
Katharine Ege, Recording Secretary