

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING AGENDA**

**MONDAY, JANUARY 17, 2011**

**I. CALL TO ORDER (BIG SPRING HIGH SCHOOL) 8:00 P.M.**

**II. PLEDGE TO THE FLAG (President Wolf)**

**III. PRAYER**

---

**IV. APPROVAL OF THE DECEMBER 20, 2010 REGULAR BOARD MEETING MINUTES, AND THE DECEMBER 20, 2010 COMMITTEE OF WHOLE MEETING MINUTES**

---

**V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS**

---

**Student Representatives to the Board Report - Alyssa Jones**

---

**VI. TREASURER'S REPORT (Balances as of December 31, 2010)**

General Fund	14,741,521.62
Student Activity/Miscellaneous Fund	170,947.35
Cafeteria Fund	168,788.57
Newville Project	2,251,293.21
Capital Projects	1,221,677.52

**VII. PAYMENT OF BILLS**

General Fund	496,962.42
Student Activity/Miscellaneous Fund	14,606.89
Newville Project Fund	93,947.46
Cafeteria Fund	102,607.78

<b>Total</b>	<b>\$708,124.55</b>
--------------	---------------------

## VIII. READING OF CORRESPONDENCE

## IX. RECOGNITION OF VISITORS

## X. PUBLIC COMMENT PERIOD

---

---

---

---

## XI. STRUCTURED PUBLIC COMMENT PERIOD

## XII. OLD BUSINESS

## XIII. NEW BUSINESS

## A) PERSONNEL CONCERNS

**(ACTION ITEM)**

- 1) **Mrs. Linda Frantz's** has submitted her letter of resignation as a part-time evening custodian at the High School, retroactive to December 24, 2010.

A copy of Mrs. Frantz's letter is included with the agenda.

The administration recommends that the Board of School Directors accept Mrs. Frantz's resignation as a part-time evening custodian at the High School, retroactive to December 24, 2010.

**(ACTION ITEM)**

- 2) **Ms. Jill Barrick** is recommended to serve as a long-term substitute aide at the Middle School through the remainder of the 2010-2011 school year, replacing Mrs. Boudier who is on medical leave.

The administration recommends that the Board of School Directors appoint Ms. Barrick as a long-term substitute aide at the Middle School through the remainder of the 2010-2011 school year.

**A. PERSONNEL CONCERNS** ( . . . continued)**(ACTION ITEM)**

- 3) **Mrs. Earlene Heckendorn**, District Finance Controller, submitted her letter of resignation for the purpose of retirement effective June 30, 2011. Mrs. Heckendorn's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Heckendorn is entitled to a severance allowance in the amount of \$5,425.00, under option #1.

Option #1:

31 years of service X \$175.00 = \$5,425.00  
(9,500.00 maximum)

Option #2:

24.5 unused sick leave days X \$50.00 = \$1,225.00  
(9,500.00 maximum)

The administration recommends that the Board of School Directors accept Mrs. Heckendorn's letter of resignation for the purpose of retirement and her severance allowance of \$5,425.00 as presented.

---

**(ACTION ITEM)**

- 4) **Ms. Andrea Lehman**, has submitted her letter of resignation as Varsity Cheerleading Coach, effective immediately.

A copy of Ms. Lehman's letter is included with the agenda.

The administration recommends that the Board of School Directors accept Ms. Lehman's resignation as Varsity Cheerleading Coach, effective immediately.

---

**(ACTION ITEM)**

- 5) **Ms. Michele Northrop** is recommended to serve as Middle School Odyssey of the Mind Coach, effectively immediately, replacing Mrs. Susan Lyons who has resigned.

The administration recommends that the Board of School Directors appoint Ms. Northrop as Middle School Odyssey of the Mind Coach, effectively immediately.

---

**(ACTION ITEM)**

- 6) **Ms. Julie Fealtman** is recommended to serve as a part-time cashier at the High School, effective immediately.

The administration recommends that the Board of School Directors appoint Ms. Fealtman to serve as a part-time cashier at the High School, effective immediately.

---

**A. PERSONNEL CONCERNS** ( . . . continued)**7) Additional Per Diem Substitute Teachers****(ACTION ITEM)**

The administration recommends that the Board of School Directors approve the additions of the individuals listed to the 2010-2011 per diem substitute teacher list as presented, pending all required paperwork.

**Sheila Wasser - Elementary Education**

**Lisa Davis - Elementary Education/English 7-9**

---

**(ACTION ITEM)**

- 8) Ms. Emily Stum**, is recommended to serve as a six (6) hour per day Intensive Learning Support Aide at Mt. Rock Elementary School due to increased class enrollment.

The administration recommends that the Board of School Directors approve Ms. Stum as a six (6) hour per day Intensive Learning Support Aide at Mt. Rock Elementary School due to increased class enrollment.

---

**(ACTION ITEM)**

- 9) Ms. Tanya Armolt**, is recommended to serve as a five (5) hour per day aide at Newville Elementary School, replacing Mrs. Schoonover who has transferred.

The administration recommends that the Board of School Directors approve Ms. Armolt as a five (5) hour per day aide at Newville Elementary School as presented.

---

**10) Approval of Child-Rearing Leave for Katie Magee****(ACTION ITEM)**

Mrs. Katie Magee, Seventh Grade English Teacher at the Middle School has requested leave of absence under the Family & Medical Leave Act from approximately April 3, 2011 through approximately the beginning of the 2011-2012 school year. According to Section 3.08 of the contract between the Big Spring Education Association and the District, a professional employee may request up to one year of child-rearing leave upon the birth of a child. In addition to the duration of the leave period, her request meets all provisions for a child-rearing leave according to the current contract.

A copy of Mrs. Magee's letter appears in the agenda.

The administration recommends that the Board of School Directors approve Mrs. Magee's request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately April 3, 2011 through approximately the beginning of the 2011-2012 school year, according to the terms of the current contract between the Big Spring Education Association and the Big Spring School District.

---

**A. PERSONNEL CONCERNS** ( . . . continued)**(ACTION ITEM)****11) Ms. Corrie Saracina**

Carlisle, PA 17015

Long-Term Substitute Middle School  
Keyboarding Teacher (replacing Mr. Scott Meldrum)**Education:**

Shippensburg University – Criminal Justice

**Experience:**

Big Spring School District – Substitute Teacher

The administration recommends that the Board of School Directors appoint Ms. Saracina to serve as a Long-Term Substitute Keyboarding Teacher at the Middle School, replacing Mr. Meldrum. Ms. Saracina's compensation should be established at Step 1, Bachelor's Degree \$40,092.00, prorated, based on the current contract between the Big Spring School District.

---

**12) Substitute Cafeteria Worker****(ACTION ITEM)**

The individual whose name is listed below is recommended to serve as a substitute cafeteria worker during the 2010-2011 school year.

**Melissa Tressler**

The administration recommends that the Board of School Directors approve Mrs. Tressler as a substitute cafeteria worker as presented.

---

**(ACTION ITEM)****13) Ms. Suzanne Brett**

Mechanicsburg, PA 17050

Long-Term Substitute High School English  
(replacing Mr. Robert Hanks who is on medical leave)**Education:**Moravian College – Bachelors in English  
East Stroudsburg University - Education**Experience:**Bethlehem Catholic High School – English Teacher  
Easton Area High School – English Teacher

The administration recommends that the Board of School Directors appoint Ms. Brett to serve as a Long-Term Substitute English Teacher at the High School, replacing Mr. Hanks who is on medical leave with the anticipated date of return being the end of February, 2011. Ms. Brett's compensation should be established at Step 9, Bachelor's Degree \$48,941.00, prorated, based on the current contract between the Big Spring School District.

---

**XIII. NEW BUSINESS (. . .continued)****B) Credit Pay****(ACTION ITEM)**

The professional employees whose names are listed below has successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contract.

<b>Amber Brennan</b>	<b>\$2,322.00</b>
<b>Matthew Brinkman</b>	<b>2,322.00</b>
<b>Therese Bukousky</b>	<b>1,170.00</b>
<b>Barbara Dellinger</b>	<b>1,161.00</b>
<b>Stephanie Devonald</b>	<b>2,322.00</b>
<b>Nicole Donato</b>	<b>1,200.00</b>
<b>Tracey Feldbauer</b>	<b>1,161.00</b>
<b>Jamie Fortney</b>	<b>1,161.00</b>
<b>Megan Frantz</b>	<b>1,161.00</b>
<b>Julie Friscia</b>	<b>1,161.00</b>
<b>Michael Fronk</b>	<b>660.00</b>
<b>Richard Fry</b>	<b>1,000.00</b>
<b>Stacey Gibb</b>	<b>2,136.00</b>
<b>Kassandra Gordon</b>	<b>1,161.00</b>
<b>Christina Gruver</b>	<b>2,400.00</b>
<b>Tyler Henry</b>	<b>1,113.00</b>
<b>Kay Keim</b>	<b>2,340.00</b>
<b>Jennifer Kuhn</b>	<b>1,170.00</b>
<b>Abigail Leonard</b>	<b>1,170.00</b>
<b>Nicholas Losiewski</b>	<b>1,161.00</b>
<b>Leslie Lynch</b>	<b>1,161.00</b>
<b>Rachel Myers</b>	<b>1,600.00</b>
<b>Sherisa Nailor</b>	<b>1,200.00</b>
<b>Ashley Oldham</b>	<b>1,161.00</b>
<b>Bethany Pagze</b>	<b>1,161.00</b>
<b>Jennifer Roberts</b>	<b>1,161.00</b>
<b>Sarah Roller</b>	<b>2,322.00</b>
<b>Valerie Sauter</b>	<b>1,548.00</b>
<b>Bethany Stanton</b>	<b>1,110.00</b>
<b>Sara Vanderheijden</b>	<b>980.01</b>
<b>Deborah Whitmoyer</b>	<b>2,040.00</b>

**XIII. NEW BUSINESS (. . .continued)****B) Credit Pay (. . .continued)****(ACTION ITEM)**

Stephanie Weller	1,170.00
Erin Zinn	1,170.00
<b>Total</b>	<b>\$48,397.01</b>

The administration recommends that the Board of School Directors authorize reimbursement for graduate credits as outlined above and as provided in the current contract between the Big Spring Education Association and the Big Spring School District.

---

**(ACTION ITEM)****C) Proposed Updated Job Description for the Department Assistant Chairperson**

Mr. Kevin Roberts, Director of Curriculum/Instruction and Technology Instruction has made some revisions to the job description for the Department Assistant Chairperson.

A copy of the job description has been included with the agenda.

The administration recommends that the Board of School Directors approve the job description for the Department Assistant Chairperson as presented.

---

**(ACTION ITEM)****D) Cumberland Perry Area Vocational Technical School General Fund Budget Proposal**

The Cumberland Perry Area Vocational Technical School has developed a General Fund Budget Proposal for the 2011–2012 school year. The proposed budget reflects a 4.07% increase for the Big Spring School District. The dollar value of this increase for Big Spring School District is \$27,673.00

The administration recommends that the Board of School Directors approve the proposed 2011-2012 CPAVTS budget as presented with the understanding that the actual cost for Big Spring's participation in the Vo-Tech school will be determined based on final enrollment calculations.

---

**E) 2011-2012 Capital Area Intermediate Unit General Operating Budget (ACTION ITEM)**

A summary of the Capital Area Intermediate Unit General Operating Budget for the 2011-2012 school year is included in the agenda. The budget reflects a 1.4% increase for the 2011-2012 school year. This percentage equates to a \$371.72 increase for the Big Spring School District.

The administration recommends that the Board of School Directors approve the Capital Area Intermediate Unit's 2011-2012 General Operating Budget as presented.

---

**XIII. NEW BUSINESS (. . .continued)****F) Proposed 2011-2012 School District Calendar****(ACTION ITEM)**

The administration drafted a proposed school district calendar for the 2011-2012 school year, and copies of the proposed calendar were provided to the Board of School Directors at the December 20, 2010 board meeting.

Additional copies have been included with the agenda.

The administration recommends that the Board of School Directors approve the proposed 2011-2012 school district calendar as presented.

---

**G) Newville Elementary PTO Fundraisers****(ACTION ITEM)**

The Newville Elementary School Parent Teacher Organization is requesting permission to conduct the fundraisers listed below during the 2010-2011 school term.

**Italian Taxi Subs (Spring)  
Catalogue Sale**

The administration recommends that the Board of School Directors approve the Newville Elementary Parent Teacher Organization's request to conduct the fundraisers listed above during the 2010-2011 school term.

---

**H) Contractor Payment #11 for Newville Project – Construction Fund****(ACTION ITEM)**

McKissick Associates reviewed the payment applications for work performed on the Newville Addition & Renovation project. The payment to eciConstruction includes a +\$40,000 adjustment to cover work accomplished during the delay in processing App #11; that amount will be deducted from the next pay application approved by McKissick. These payments will come from the Newville Project Fund. A copy of the completed and notarized payment applications is included with the agenda in the following amounts:

<u>Prime</u>	<u>Vendor / App #</u>	<u>Amount</u>	<u>Balance to Pay</u>
General	eciConstruction, LLC	\$52,832.40	\$100,688.17
HVAC	MidState Mechanical & Electrical,	-	\$ 27,693.04
Electrical	MidState Mechanical & Electrical,	-	\$22,939.00
Plumbing	Mann Plumbing and Heating, LLC	\$2,836.80	\$3,636.8

The administration recommends that the Board of School Directors approve payment from the Newville Project Fund to eciConstruction, LLC in the amount of \$52,832.40; to Mann Plumbing and Heating, LLC in the amount of \$2,836.80.

---



**XIII. NEW BUSINESS** (. . .continued)**I) Collective Bargaining Agreement****(ACTION ITEM)**

The current Collective Bargaining Agreement between the Big Spring Board of School Directors and the Big Spring Education Association is set to expire on June 30, 2011. The Board has been in discussions with the Association to develop a successor agreement.

The administration recommends that the Board of School Directors approve the proposed Collective Bargaining Agreement with the Big Spring Education Association to be in effect from July 1, 2011 through June 30, 2014.

---

**(DISCUSSION ITEM)****J) Elementary Reconfiguration Timeline and Decision Making Process****K) Planned Course Adoption****(INFORMATION ITEM)**

Listed below are completed planned courses for board approval. All completed planned courses are available in the Curriculum Center for review by the Board of School Directors prior to the February 7, 2011, Board of School Directors meeting.

High School  
Living On Your Own  
Essential Home Projects

---

**L) Updated Year-to-Date Summaries/Taxes and General Fund****(INFORMATION ITEM)**

The Business Office prepared updated year-to-date summaries for taxes and general fund that is included with the agenda.

---

**(INFORMATION ITEM)**

**M)** The Board will vote on a preliminary budget at the February 7, 2011 meeting. A copy of that budget for review is included in the packet.

---

**XIV. FUTURE BOARD AGENDA ITEM**

**XV. COMMITTEE REPORTS**

- A) District Improvement Committee – Mrs. Lopp**
- B) Athletic Committee – Mr. Swanson**
- C) Vocational-Technical School – Mr. Wolf/Mr. Piper**
- D) Buildings and Property Committee – Mr. Barrick**
- E) Finance Committee – Mr. Blasco**
- F) South Central Trust – Mr. Blasco**
- G) Capital Area Intermediate Unit – Mr. Wolf**
- H) Tax Collection Committee (TCC) – Mr. Wolf**

**XVI. SUPERINTENDENT’S REPORT**

---

---

---

---

---

---

**XVII. BUSINESS FROM THE FLOOR**

---

---

---

---

---

---

**XVIII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS**

---

---

---

---

**XIX. ADJOURNMENT**

Meeting adjourned \_\_\_\_\_ P.M.

**NEXT SCHEDULED BOARD MEETING: Monday, February 7, 2011**