

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING AGENDA**

**MONDAY, JANUARY 21, 2013**

**I. CALL TO ORDER (Big Spring High School) 8:00 P.M.**

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

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**III. APPROVAL OF THE DECEMBER 17, 2012 REGULAR BOARD MEETING MINUTES AND THE DECEMBER 17, 2012 COMMITTEE OF THE WHOLE MEETING MINUTES**

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**IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS – Shania Radabaugh  
Nick Hasse**

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**V. TREASURER'S REPORT (Balances as of December 31, 2012)**

General Fund	<b>\$ 19,518,329.38</b>
Cafeteria Fund	<b>\$ 230,420.28</b>
Student Activity Fund	<b>\$ 230,904.30</b>
Capital Projects	<b>\$ 4,268,107.74</b>

**VI. PAYMENT OF BILLS**

General Fund	<b>\$ 2,180,498.17</b>
Cafeteria Fund	<b>\$ 112,554.73</b>
Student Activities Fund	<b>\$ 49,763.80</b>
Capital Projects	<b>\$ <u>50,969.63</u></b>

**Total \$ 2,393,786.33**

VII. READING OF CORRESPONDENCE

VIII. RECOGNITION OF VISITORS

IX. PUBLIC COMMENT PERIOD

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X. STRUCTURED PUBLIC COMMENT PERIOD

XI. OLD BUSINESS

XII. NEW BUSINESS

A) PERSONNEL CONCERNS

**(ACTION ITEM)**

- 1) **Mrs. Kay Bear** has submitted her letter of resignation as a member of the Wellness and Professional Development Committee, effective immediately.

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

The administration recommends that the Board of School Directors accept Mrs. Bear's resignation as a member of the Wellness and Professional Development Committee, effective immediately.

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

- 2) **Mrs. Shirley Truesdell** has submitted her letter of resignation as a seventh grade math teacher, effective, January 25, 2013

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

The administration recommends that the Board of School Directors accept Mrs. Truesdell's resignation as a seventh grade math teacher, effective January 25, 2013.

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**(ACTION ITEM)**

- 3) **Mr. Pete Strack** has submitted his letter of resignation as a high school social studies teacher, retroactive to January 4, 2013

A copy of Mr. Strack's letter is included with the agenda.

The administration recommends that the Board of School Directors accept Mr. Strack's resignation as a high school social studies teacher, retroactive to January 4, 2013.

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4) **Part –Time Custodial Recommendation**

**(ACTION ITEM)**

Mr. Rick Gilliam, Director of Building and Grounds and Transportation would like to recommend the individual listed as a part time evening custodian at Oak Flat Elementary School, replacing Mr. James Keast who has resigned.

**Amanda Gilbert**

The administration recommends that the Board of School Directors approve the appointment of Ms. Amanda Gilbert as presented.

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5) **Extension of Interim 6<sup>th</sup> Grade Maroon Team Leader**

**(ACTION ITEM)**

Mrs. Christine Tolbert was approved to serve as an Interim Sixth Grade Maroon Team Leader, at the October 15, 2012 Board of School Directors meeting from October 1, 2012 through December 21, 2012, replacing Stephanie Cramer who is on a leave of absence. Ms. Cramer requested an extension of her leave to the end of the 2012-2013 school year which was approved by the Board of School Directors on December 17, 2012. The administration would like to extend Mrs. Tolbert's position as Interim 6<sup>th</sup> Grade Maroon Team Leader to the end of the 2012-2013 school year due to the extension of Ms. Cramer's leave.

**Christine Tolbert**

The administration recommends that the Board of School Directors approve the extension of Mrs. Tolbert as an Interim Sixth Grade Maroon Team Leader until the end of the 2012-2013 school year.

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**A) PERSONNEL CONCERNS (...continued)****6) Additional Per Diem Substitute Teachers****(ACTION ITEM)**

<b>Beytullah Arikan</b>	<b>Math Education</b>
<b>Shannon Brose</b>	<b>Elementary Education</b>
<b>Megan Goyt</b>	<b>Foreign Language</b>
<b>Kathleen Livengood</b>	<b>Elementary Education/Special Education</b>
<b>Callie Salvisburg</b>	<b>Elementary Education</b>

The administration recommends that the Board of School Directors approve the additions listed to the 2012-2013 per diem substitute teacher list as presented.

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**(ACTION ITEM)****7) Approval of Chartwells' Big Spring School District Food Service Employees**

Per the contract Big Spring School District initiated with Chartwells, the District must approve all employees. Ms. Michelle Mattern, Chartwells Food Service Director is recommending the individuals listed as cafeteria employees.

<b>Trisha Graham</b>	<b>High School Cafeteria Aide</b>
<b>Jessica Clepper</b>	<b>Cafeteria Substitute</b>

The administration recommends the Board of School Directors approve the above listed Chartwells employees for the 2012-13 school year.

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**8) Coaching Appointments****(ACTION ITEM)**

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individuals listed as coaches for the 2012-2013 and 2013-2014 school year.

<b>Roger Young</b>	<b>Head Track Coach</b>
<b>John Beeman</b>	<b>Assistant Track Coach</b>
<b>Tim Jumper</b>	<b>Junior High Girls Soccer Coach</b>
<b>Don Belanger</b>	<b>Junior High Girls Soccer Coach</b>
<b>Chris Jones</b>	<b>Junior High Boys Soccer Coach</b>
<b>Cara Penner</b>	<b>Head Volleyball Coach/Junior High Volleyball</b>
<b>Michael Berry</b>	<b>Head Football Coach</b>
<b>Cara Penner</b>	<b>Head Volleyball Coach/Junior High Volleyball Coach</b>

The administration recommends that the Board of School Directors approve the appointment of the above listed coaches as presented.

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**9) 2012-2013 Lifeguard****(ACTION ITEM)****Kelsey Fickes**

The administration recommends that the Board of School Directors approve the individual listed to serve as a lifeguard during the 2012-2013 school year and summer months, pending receipt of all required paperwork.

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**A) PERSONNEL CONCERNS (...continued)****10) Additional Substitute Aide****(ACTION ITEM)****Christine Cohick**

The administration recommends that the Board of School Directors approve the individual listed to be placed on the 2012-2013 substitute aide list.

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**11) Learning Support Aide****(ACTION ITEM)**

Mr. William Gillet, Supervisor of Special Education would like to recommend the individual listed as a five hour Learning Support Aide at Mt. Rock Elementary School.

**Emma Killian**

The administration recommends that the Board of School Directors approve the individual listed as a five hour Learning Support Aide at Mt. Rock Elementary School.

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**12) Approval of Child-Rearing Leave for Charity Franklin****(ACTION ITEM)**

Mrs. Charity Franklin, second grade teacher at Oak Flat Elementary School, has requested leave of absence under the Family & Medical Leave Act from approximately March 27, 2013 through the remainder of the 2012-2013 school year and the 2013-2014 school year with a return date of August, 2014. 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. Franklin's letter appears in the agenda.

The administration recommends that the Board of School Directors approve Mrs. Charity Franklin's request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately March 27, 2013 through the remainder of the 2012-2013 school year and the 2013-2014 school year with a return date of August, 2014, according to the terms of the current contract between the Big Spring Education Association and the Big Spring School District.

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**A) PERSONNEL CONCERNS** (...continued)**13) Approval of Child-Rearing Leave for Heather Detwiler****(ACTION ITEM)**

Mrs. Heather Detwiler, high school math teacher, has requested leave of absence under the Family & Medical Leave Act from approximately May 3, 2013 through the remainder of the 2012-2013 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. Detwiler's letter appears in the agenda.

The administration recommends that the Board of School Directors approve Mrs. Heather Detwiler's request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately May 3, 2013 through the remainder of the 2012-2013 school year according to the terms of the current contract between the Big Spring Education Association and the Big Spring School District.

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**(ACTION ITEM)****14) Dana Sheaffer**

Boiling Spring, PA 17007

Long-Term Substitute Grade Four Teacher  
at Mt. Rock Elementary School

**Education:**

Shippensburg University (Bachelor's Elementary Education)

**Experience:**

Big Spring School District - Instructional Aide

West Shore School District - Long-Term Substitute Teacher Grade Three Teacher

The administration recommends that the Board of School Directors appoint Ms. Sheaffer to serve as a Long-Term Substitute Grade Four Teacher at Mt. Rock Elementary School from approximately February 22, 2013 through the remainder of the 2012-2013 school year, replacing Jolene Regetta who will be on child-rearing leave of absence. Ms. Sheaffer's compensation for this position should be established at Bachelor's Degree Step 1, \$42,588.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

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

**15) Shannon Brose**  
Allison Park, PA 15101

Long-Term Substitute Grade Two Teacher  
at Oak Flat Elementary School

**Education:**

Shippensburg University (Bachelor's Elementary Education)

**Experience:**

Kinder Care Learning Center - Teacher

The administration recommends that the Board of School Directors appoint Ms. Brose to serve as a Long-Term Substitute Grade Two Teacher at Oak Flat Elementary School from approximately March 27, 2013 through the remainder of the 2012-2013 school year and the 2013-2014 school year, replacing Charity Franklin who will be on child-rearing leave of absence. Ms. Brose's compensation for this position should be established at Bachelor's Degree Step 1, \$42,588.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

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**(ACTION ITEM)**

**16) Justine Reid**  
Dillsburg, PA 17019

Long-Term Substitute Seventh Grade Math Teacher  
at the Middle School

**Education:**

Millersville University (Bachelor's Elementary Education/Middle School Math 7-9)

**Experience:**

Bayou Lacombe Middle School – Sixth Grade Math and Science Teacher

Carolyn Park Middle School – After School Math Tutor

Honey Island Elementary School – Long-Term Substitute Teacher (Grade 3)

The administration recommends that the Board of School Directors appoint Ms. Reid to serve as a Long-Term Substitute Seventh Grade Math Teacher at the Middle School from January 28, 2013 through the remainder of the 2012-2013 school year, replacing Shirley Truesdell who has resigned. Ms. Reid's compensation for this position should be established at Bachelor's Degree Step 2, \$43,009.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

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

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

<b>Krista Boynton</b>	<b>\$5,936.00</b>
<b>Meghan Bullock</b>	<b>\$1,272.00</b>
<b>Charlene D'Amore</b>	<b>\$2,544.00</b>
<b>Barbara Dellinger</b>	<b>\$2,544.00</b>
<b>Heidi Fraker</b>	<b>\$1,272.00</b>
<b>Amanda Frankford</b>	<b>\$1,272.00</b>
<b>Lindsay Graham</b>	<b>\$1,272.00</b>
<b>Sarah Hammaker</b>	<b>\$1,272.00</b>
<b>Jennifer Kump</b>	<b>\$1,209.00</b>
<b>Keith Lavala</b>	<b>\$1,272.00</b>
<b>Kimberly Margosian</b>	<b>\$1,272.00</b>
<b>Michael Spears</b>	<b>\$1,248.00</b>
<b>Michael Statler</b>	<b>\$1,272.00</b>
<b>Leslie Lynch</b>	<b>\$1,272.00</b>
<b>Katie Magee</b>	<b>\$1,248.00</b>
<b>Ashley Oldham</b>	<b>\$1,236.00</b>
<b>Cherie Powell</b>	<b>\$2,544.00</b>
<b>Katie Sands</b>	<b>\$2,544.00</b>
<b>Lauren Swigart</b>	<b>\$2,544.00</b>
<b>Aimee Yost</b>	<b><u>\$1,272.00</u></b>
<b>Total</b>	<b>36,317.00</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.

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**C) Grant Application Request****(ACTION ITEM)**

**Mr. Kevin Roberts**, Director of Curriculum/Instruction and Educational Technology would like to request permission to pursue a grant through Exelon Corporation through Exelon Corporate Relations. The grant funds will pursue the purchase of classroom sets of nonfiction resources. The grant funding amount will be \$30,000.00.

Information is included with the agenda.

The administration recommends that the Board of School Directors authorize the administration to pursue the request for grant funds as noted above.

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**XII. NEW BUSINESS (. . .continued)****D) Approve Use of Budget Reserve for Tablet/Device Trial****(ACTION ITEM)**

The District is in the process of considering implementation of a pilot one-to-one device at the High School for 2013/14. As part of this process we need to select the device along with developing the server infrastructure and learning management software required to deliver an integrated electronic learning environment for (selected) core courses. Several teachers volunteered to be part of a pilot/testing program to help inform the program development and decisions along the way. This was not included on the 2012/13 budget as a line item; however, there are sufficient budget reserves allowing the Board to support this.

The administration recommends that the Board of School Directors authorize the expenditure of \$20,000 from the 2012/13 budget reserve to support the Tablet/Device Trial.

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**E) Tuition Exemption for Non-Resident Student****(ACTION ITEM)**

Ms. Sue Sheets, parent of Rachael Ditzler, Grade 12, Big Spring High School senior, is requesting for her daughter to complete her senior year at Big Spring High School as per the conditions outlined in Board Policy 202.3: "Non-resident students in the senior class may be given special consideration to continue their education in the district at the discretion of the Superintendent of Schools provided they have been enrolled in the Big Spring School District a minimum of two (2) full years immediately preceding their senior year." The parents are required to provide the necessary transportation.

**Rachael Ditzler      Grade 12**

The administration recommends that the Board of School Directors approve Ms. Sheets' request for a tuition exemption for the remainder of the 2012-2013 school year, as per the conditions outlined in Board Policy 202.3.

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**F) Facilities Utilization Request****(ACTION ITEM)**

The Big Spring Aquatic Club is requesting permission to use the High School pool for an age group diving meet on Sunday, January 27, 2013 from 1:00 p.m. – 6:00 p.m. Because the utilization date is on a Sunday, Board action is necessary.

The administration recommends that the Board of School Directors approve the Big Spring Aquatic's Club request to use the High School pool as presented.

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**XII. NEW BUSINESS (. . .continued)****G) Facilities Utilization Request****(ACTION ITEM)**

The Big Spring Aquatic Club is requesting permission to use the High School pool for an age group diving championship meet on Sunday, February 17, 2013 from 1:00 p.m. – 6:00 p.m. Because the utilization date is on a Sunday, Board action is necessary.

The administration recommends that the Board of School Directors approve the Big Spring Aquatic's Club request to use the High School pool as presented.

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**H) Updated Policies****(ACTION ITEM)**

The administration has submitted the updated policies listed and the copies are included with the agenda.

**207 Confidential Communication of Students**  
**209.1 Emergency Care of Students by Staff**  
**212 Reporting Student Progress**

The administration recommends that the Board of School Directors approve the policies as presented.

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**(ACTION ITEM)****I) 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 2013-2014 school year. The proposed budget reflects a -3.62% decrease for the Big Spring School District. The dollar value of this decrease for Big Spring School District is \$25,297.00.

The administration recommends that the Board of School Directors approve the Cumberland Perry Area Vocational Technical School General fund Budget for the 2013-2014 school year as presented.

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**J) Update on MS Window Replacement****(DISCUSSION/ACTION ITEM)**

The pre-bid walk-thru for the window project was Monday, 14 January 2013. As a result, Mr. Tobie Wolf will put out an addendum tomorrow to address any items from the pre-bid and add an additional requirement for school districts to collect new verification forms to ensure that contractor employees are authorized to work in the United States. In addition, we've had some internal discussion about the ability to darken the room for use of the smartboard vs. allowing natural light to create an open classroom with daylight penetrating across the entire classroom. Information regarding the asbestos requirements and window shading is included with the agenda.

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**XII. NEW BUSINESS (. . .continued)****K) Proposed Updated Job Descriptions****(INFORMATION ITEM)**

Mrs. Jeanne Temple, Assistant Superintendent has developed and updated the job descriptions listed. Copies of the job descriptions have been included with the agenda.

**Evening Cyber Advisor  
Secretary to the Middle School Principal  
Secretary to the Middle School Assistant Principal**

After the job descriptions have been reviewed by the Board of School Directors and the administration, the administration will present the updated job descriptions for Board approval at the February 4, 2013 Board meeting.

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**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 are included with the agenda.

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**M) Proposed 2013-2014 School District Calendar****(INFORMATION/DISCUSSION ITEM)**

The administration drafted a proposed school district calendar for the 2013-2014 school year.

A copy of the proposed 2013-2014 school district calendar has been included with the agenda.

This is a Board Information/Discussion item that will be included on the February 4, 2013 Board meeting agenda as an action item.

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**XIII. FUTURE BOARD AGENDA ITEM**

**XIV. COMMITTEE REPORTS**

- A) District Improvement Committee – Mr. Norris/Mr. McCrea**
- 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**

**XV. SUPERINTENDENT’S REPORT**

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**XVI. BUSINESS FROM THE FLOOR**

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

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**XVIII. ADJOURNMENT**

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

**NEXT SCHEDULED BOARD MEETING: Monday, February 4, 2013**