



# February 18, 2014

## Board of Directors Meeting Agenda

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### 1. Open Meeting

- 1.1 Call to Order (President Wolf)
- 1.2 Pledge to the Flag

### 2. Approval of Minutes

Approval of the January 13, 2014 Regular Board Meeting Minutes, and the January 13, 2014 Committee of the Whole Meeting Minutes.

### 3. Staff Recognition and Board Reports

### 4. Treasurer Reports

#### 4.1 Treasurer's Fund Report

General Fund	\$ 18,711,935.76
Capital Projects	\$ 5,287,612.06
Cafeteria Fund	\$ 360,607.10
Student Activities	<u>\$ 207,079.97</u>
<b>Total</b>	<b>\$24,567,234.89</b>

#### 4.2 Payment of Bills

General Fund	\$ 3,033,735.96
Capital Projects	\$ 15,429.11
Cafeteria Fund	\$ 103,886.79
Student Activities	<u>\$ 26,941.58</u>
<b>Total</b>	<b>\$ 3,179,993.44</b>

#### 4.3 Budget Transfers

The Business Office prepared a budget transfer report for January that is included with the agenda.

**5. Reading of Correspondence**

**6. Recognition of Visitors**

**7. Public Comment Period**

**8. Structured Public Comment Period**

**9. Old Business**

**10. New Business**

**11. New Business - Personnel Actions**

**11.1 Additional Custodial Substitute Recommendations**

Mr. Rick Gilliam, Supervisor of Building/Grounds and Transportation would like to recommend the individuals listed as substitute custodians for the 2013-2014 school year.

**Richard Cook**  
**Gary Myers**

The administration recommends that the Board of School Directors appoint the above listed individuals to serve custodial substitutes as presented.

**11.2 Per Diem Substitute Teachers**

<b>Zachary Dale</b>	<b>Secondary Social Studies</b>
<b>Kathryn Walters</b>	<b>Elementary Education</b>
<b>Dakotah Karstetter</b>	<b>Spanish K-12</b>

The administration recommends that the Board of School Directors approve the additions listed to the 2013-2014 per diem substitute teacher list as presented.

## **New Business - Personnel Actions**

### **11.3 Long-Term Substitute Emotional Support Teacher**

**Leisa Weicht** - Long-Term Substitute Emotional Support Teacher

**Education:** Millersville University Bachelors Degree Elementary Education/Special Education

**Experience:** Big Spring School District - Long-Term Substitute Middle School Learning Support Teacher

Northern High School - Long-Term Substitute Emotional Support Teacher

West Shore School District - Substitute Teacher

The administration recommends that the Board of School Directors appoint Ms. Weicht to serve as a long-term substitute emotional support teacher at the Middle School, replacing Ms. Emily Thomas who will be on child-rearing leave of absence from approximately March 24, 2014 through approximately April 30, 2014. Ms. Weicht's compensation for this position should be established at Bachelor's Step 1, \$43,648.00, plus a \$400.00 special education stipend, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

### **11.4 Substitute Nurse Recommendation**

The administration would like to recommend the individual listed to be added to the substitute nurse list for the 2013-2014 school year.

**Melissa Coldren**

The administration recommends that the Board of School Directors approve the addition to the substitute nurse list as presented.

### **11.5 Substitute Aide Recommendation**

Mr. William Gillet, Supervisor of Special Education would like to recommend the individual listed to be placed on the substitute aide list.

**Joan Ellis**

The administration recommends that the Board of School Directors approve the addition to the substitute aide list as presented.

## **New Business - Personnel Actions**

### **11.6 Leave Without Pay Request - Lori Shover**

Section 3.09 of the contract between the Big Spring Education Association and the Big Spring School District provides that "The Board may grant leave without pay to an employee who requests prior approval for such leave. Mrs. Lori Shover is requesting two days leave without pay, retroactive to Thursday, February 13, 2014 and Friday, February 14, 2014.

The administration recommends that the Board of School Directors approve the following request for leave without pay as presented.

### **11.7 Leave Without Pay Request – Suzanne Brazeau**

Section 3.09 of the contract between the Big Spring Education Association and the Big Spring School District provides that "The Board may grant leave without pay to an employee who requests prior approval for such leave. Ms. Suzanne Brazeau is requesting one day leave without pay for Monday, March 10, 2014.

The administration recommends that the Board of School Directors approve the following request for leave without pay as presented.

### **11.8 Child-Rearing Leave of Absence - Chaapel**

Ms. Cassandra Chaapel, Elementary Librarian is requesting child-rearing leave of absence via section 3.07 of the current Collective Bargaining Agreement from approximately May 19, 2014 through approximately June 6, 2014. According to Section 3.07 of the current 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.

The administration recommends that the Board of School Directors approve Ms. Chaapel's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately May 19, 2014 through approximately June 6, 2014.

### **11.9 Resignation – T. Dalton**

Mr. Trevor Dalton will be resigning from his position as assistant boys soccer coach and will transfer to a volunteer boys soccer coach, effective immediately.

The administration recommends that the Board of School Directors approve Mr. Dalton's resignation as an assistant boy's soccer coach and request the transfer of Mr. Dalton as a volunteer boy's soccer coach, effective immediately.

## **New Business - Personnel Actions**

### **11.10 Coaching Appointments**

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

<b>Ron Clever</b>	<b>JV Softball Co-Head Coach</b>
<b>Shea Hurley</b>	<b>JV Softball Co-Head Coach</b>
<b>Mark Wagner</b>	<b>Varsity Assistant Girls Softball Coach</b>
<b>Scott Anderson</b>	<b>Junior High Boys Soccer Coach</b>
<b>Josh Calaman</b>	<b>Volunteer Junior High Boys Soccer Coach</b>

The administration recommends that the Board of School Directors appoint the above listed individuals to serve as coaches for the 2013-2014 school year, as presented.

## **12. New Business - Other Actions**

### **12.1 Credit Pay**

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>Michael Berry</b>	<b>\$5,088.00</b>
<b>Megan VanDenHengel</b>	<b><u>\$1,311.00</u></b>
<b>Total</b>	<b>\$6,399.00</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.

### **12.2 Updated Policy**

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

#### **Volunteers**

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

## **New Business - Other Actions**

### **12.3 Case C of 2013-2014**

The parents of the student in Case C of the 2013-2014 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends that the Board of School Directors exclude the student in Case C of the 2013-2014 school year for a period of one calendar year. During the one year period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason.

### **12.4 DuPont Pioneer Grant**

Mr. Kevin Roberts, Director of Curriculum and Instruction would like to pursue a grant opportunity through the DuPont Pioneer grant. The grant funding would be utilized to support a curriculum revision for the Food Science course at the High School. Information is included with the agenda.

The administration recommends that the Board of School Directors authorize Mr. Kevin Roberts to pursue the grant opportunity through DuPont Pioneer grant as presented.

### **12.5 "My Voice PA" Campaign**

The Big Spring School District was awarded \$1000 from Communities in Schools as part of the "My Voice PA" campaign. This campaign is designed to promote positive messaging to youth throughout the Commonwealth of Pennsylvania. The Student Assistance Team would like to begin utilizing the funds to assist with promoting messages of kindness and a drug free community with the students.

The administration recommends that the Board of School Directors authorize the accounts to be established for the "My Voice PA" campaign, as presented.

### **12.6 Proposed France Trip, 2015**

Ms. Zina Jensen, Ms. Carol Schutt, Mrs. Shawna Chamberlin and Mr. Robert McClure are requesting permission for Big Spring High School students to travel to France, tentatively scheduled for July, 2015. The trip will be open to all students who are enrolled in the 2014-2015 school year. A proposed itinerary is included with the agenda.

The administration recommends that the Board of School Directors grant Ms. Zina Jensen, Ms. Carol Schutt, Mrs. Shawna Chamberlin and Mr. Robert McClure approval for the Big Spring School students to travel to France scheduled for July, 2015, pending final approval of the detailed itinerary by the high school administration.

## **New Business - Other Actions**

### **12.7 School Resource Officer**

In the fall of 2013 the Pennsylvania Department of Education (PDE) made grant funds available to municipalities throughout the Commonwealth in support of School Resource Officers (SRO). The Borough of Newville contacted the school district and expressed their desire to pursue a grant. In late January, 2014 the Borough was informed that they did indeed receive the \$60,000 grant. In support of that position and process the administration requests the following considerations.

The administration recommends that the Board of School Directors adopt the School Resource Officer (SRO) grant received by the Borough of Newville. The administration also recommends approval of the job description for the SRO position. Lastly, the administration recommends that the Board of School Directors authorize the Board President to execute an updated Memorandum of Understanding with the Borough of Newville and also a School Resource Interagency Agreement with PDE.

### **12.8 Approval of High School Pool Roof Project**

Professional Roofing Services worked with the Building & Property Committee to define the repairs needed for the HS Pool Roof. After a meeting on December 18th, the Building & Property Committee recommended replacement of the Pool Roof. Professional Roofing Services developed a bid specification for use by Garland/DBS, Inc. to bid the project within the US Communities contract; it is currently under review by the Solicitor. Included with the agenda is a document from Garland describing the project and estimated cost.

The administration recommends the Board of School Directors approve the replacement of the High School Pool Roof for the summer of 2014 at an estimated price of \$526,000 to be paid from the Capital Project fund. In addition, the Administration is authorized to coordinate with Garland/DBS, Inc. and Professional Roofing Services to bid the project, pending Solicitor review, and develop a final contract for Board Approval.

### **12.9 Approval of Middle School Paving Project**

CenterPoint Engineering worked with the Building & Property Committee to refine the summer 2014 paving project. The included presentation addresses the previous items discussed and contains alternates the Board would have to approve on bid day based on pricing. To prepare construction documents (CDs) in time for effective bidding, we are requesting the Board approve the content and funding of the project.

The administration recommends the Board of School Directors approve Phase 1 of the Paving Project for the summer of 2014 at an estimated price of \$376,000 to be paid from the Capital Project fund. In addition, the Administration is authorized to approve the construction documents and advertise for bids after review by the Solicitor.

## **New Business - Other Actions**

### **12.10 Construction Payment Applications**

The District received the following payment applications for ongoing projects:

<b>Project</b>	<b>Contractor</b>	<b>This Payment</b>	<b>Balance</b>
OF HVAC	Honeywell	\$189,202.00	\$22,704.20
Paving	CenterPoint	\$ 4,662.00	\$19,708.00

### **12.11 Agreements of Sale for Plainfield and Frankford Elementary Schools**

Motion to execute a Fourth Endorsement to the Agreements of Sale for Frankford and Plainfield Elementary Schools to extend the closing dates for both properties due to the Court date scheduled for the hearings to approve the sale of the buildings.

## **13. New Business - Information Items**

### **13.1 Proposed 2014-2015 School District Calendar**

The administration drafted a proposed school district calendar for the 2014-2015 school year.

A copy of the proposed 2014-2015 school district calendar has been included with the agenda.

This is a Board Information Item that will be included on the March 3, 2014 Board meeting agenda as an action item.

### **13.2 Updated Policies**

The administration has submitted the updated policy listed for Board review.

**137 - Home Education Program Policy**  
**215 – Promotion and Retention Policy**

The updated policies will be an action item on the March 3, 2014 Board Agenda.

### **13.3 2014-2015 Capital Area Intermediate Unit General Operating Budget**

A summary of the Capital Area Intermediate Unit General Operating Budget for the 2014-2015 is included in the agenda. The budget reflects no change for the 2014-2015 school year. The Capital Area Intermediate Unit General Operating Budget will be an action item on the March 3, 2014 Board Agenda.



## **New Business - Information Items**

- 13.4** The Business Office prepared an updated year-to-date summary of the general fund which is included with the agenda.

## **14. Board Reports**

- 14.1** District Improvement Committee - Mr. Norris/Mr. McCrea
- 14.2** Athletic Committee - Mr. Swanson, Mr. Roush and Mr. Gutshall
- 14.3** Cumberland Perry Area Vocational Technical School - Mr. Wolf/Mr. Piper
- 14.4** Building and Property Committee - Mr. Barrick, Mr. Piper, Mr. Swanson and Mr. Roush
- 14.5** Finance Committee - Mr. Blasco, Mr. Piper, Mr. Swanson and Mr. Gutshall
- 14.6** South Central Trust - Mr. Blasco
- 14.7** Capital Area Intermediate Unit - Mr. Wolf
- 14.8** Cumberland County Tax Collection Bureau - Mr. Wolf

## **15. Meeting Closing**

### **15.1 Business from the Floor**

### **15.2 Public Comment Regarding Future Board Agenda Items**

### **15.3 Adjournment**

Meeting adjourned at \_\_\_\_\_ PM, **February 18, 2014.**

Next scheduled meeting is: **March 3, 2014**