

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING AGENDA

MONDAY, FEBRUARY 7, 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 JANUARY 17, 2011 REGULAR BOARD MEETING MINUTES, THE JANUARY 17, 2011 BUILDING AND PROPERTY MINUTES AND THE COMMITTEE OF THE WHOLE MEETING MINUTES

V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

A) Recognition of Vocational-Technical School Students of the Quarter

Mr. Steven Smith, high school principal, will recognize those Vocational-Technical School students who earned "Student of the Quarter" awards for the second quarter of the 2010-2011 school year.

Grade 10	Hank Donovan	Carpentry
Grade 10	Dalton Harry	Electrical Construction & Maintenance
Grade 11	Zack Conners	Automotive Technology
Grade 11	Ashlee Kitner	World Studies
Grade 11	John Marsh	Diesel Technology
Grade 11	Joshua Stewart	World Studies
Grade 11	Nopoko Thiombiano	World Studies
Grade 11	Philip Warehime	World Studies
Grade 12	Zachary DiMemmo	Criminal Justice
Grade 12	Tyler Russell	Dental Assisting
Grade 12	Erik Schall	Computer Information System

V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS (. . . continued)

B) Recognition of Academic Achievement Awards for the Second Quarter

Mr. Steven Smith will also recognize those students who have earned the academic achievement award for the second quarter for the 2010-2011 school year.

Grade 9	Kayla Dupert	99.4
Grade 10	Ryan Fultz	98.9
Grade 11	Kayla Himes	98.8
Grade 12	Kelsey Mengle	98.7

Student Representatives to the Board Report - Joey Brown/Doug Kennedy

VI. TREASURER'S REPORT

VII. PAYMENT OF BILLS

General Fund	659,415.52
Student Activity/Miscellaneous Fund	14,390.15
Total	673,805.67

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) **Mr. Carl Creek** has submitted his letter of resignation as assistant varsity football coach, effective immediately.

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

The administration recommends that the Board of School Directors accept Mr. Creek's resignation as assistant varsity football coach, effective immediately.

(ACTION ITEM)

- 2) **Ms. Kathleen Bravin** has submitted her letter of resignation as assistant cross country coach and assistant track and field coach, effective immediately.

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

The administration recommends that the Board of School Directors accept Ms. Bravin's resignation as assistant cross country coach and assistant track and field coach, effective immediately.

- 3) **Newville Elementary School Quiz Bowl Coaches**

(ACTION ITEM)

Mrs. Wendy Arnold and Mrs. Katie Ocker have been recommended to serve as Quiz Bowl Coaches for the 2010-2011 school year for the Newville Elementary School Quiz Bowl Teams.

The administration recommends that the Board of School Directors appoint Mrs. Wendy Arnold and Mrs. Katie Ocker as Quiz Bowl Coaches for the 2010-2011 school year at Newville Elementary School and establish their compensation for this position based on the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)

- 4) **Mr. Joseph Barnouski** is recommended to serve as High School Head Baseball Coach for the 2010-2011 school year, replacing Mr. Scott Penner who has resigned.

The administration recommends that the Board of School Directors appoint Mr. Joseph Barnouski to serve as High School Head Baseball Coach for the 2010-2011 school year, as presented.

A. PERSONNEL CONCERNS (. . . continued)

(ACTION ITEM)

- 5) **Mr. Scott Penner** is recommended to serve as Assistant Social Studies Department Chairperson, effectively immediately.

The administration recommends that the Board of School Directors appoint Mr. Scott Penner as Assistant Social Studies Department Chairperson, as presented.

6) Additional Per Diem Substitute Teacher**(ACTION ITEM)**

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

Carrie Snider – Elementary Education

7) Additional Per Diem Substitute Guest Teachers**(ACTION ITEM)**

In an attempt to provide a sufficient number of substitute teachers for the 2010-2011 school year, the Big Spring School District is working in cooperation with the Capital Area Intermediate Unit to sponsor the "Guest Teacher Program." The individuals whose names appear below have participated in an orientation program sponsored by the Capital Area Intermediate Unit and have been issued emergency certification by the Pennsylvania Department of Education.

**Pattie Creek
Melinda Kierzkowski
Scott Shepard**

The administration recommends that the Board of School Directors approve the additions of the above-named guest teachers to the 2010-2011 per diem substitute guest teacher list effective immediately.

(ACTION ITEM)

- 8) **Mrs. Beth Dimino**, learning support teacher at the Middle School, is requesting one day leave without pay for Monday, February 21, 2011.

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."

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

The administration recommends that the Board of School Directors approve Mrs. Dimino's request for one day leave without pay as presented.

A. PERSONNEL CONCERNS (. . . continued)

(ACTION ITEM)

- 9) **Mrs. Karen Showaker**, Family Consumer Science Teacher at the Middle School, is requesting three days leave without pay retroactive to Thursday, January 13, 2011, Thursday, January 20, 2011 and Friday, February 4, 2011.

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.”

The administration recommends that the Board of School Directors approve Mrs. Showaker’s request for three days leave without pay as presented.

XIII. NEW BUSINESS (. . . continued)

B) Credit Pay

(ACTION ITEM)

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

Katie Ocker	\$1,161.00
Leah Richwine	1,161.00
Total	\$ 2,322.00

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

Mrs. Jeanne Temple, Assistant Superintendent has made some revisions to the job descriptions listed. A copy of the job descriptions has been included with the agenda.

Teacher	Secondary Pool Aide
English as a Second Language Teacher	Elementary Instructional Coach
Dean of Students	Speech and Language Clinician
Home and School Visitor	High School Counseling Secretary
Coordinator of Student Assistance	Certified School Nurse
Aquatics Director – Pool	

The administration recommends that the Board of School Directors approve the job descriptions listed above as presented.

XIII. NEW BUSINESS (. . . .continued)**D) Preliminary General Fund Budget for 2011-12****(ACTION ITEM)**

The Finance Committee has met several times over the past two months to consider the budget. At this point, with very little firm information, this budget preserves that status quo and provides the Board future options. The Board has the authority to lower; or, if need be, raise the final budget in June. This budget will acknowledge the County reassessment. Our 2010-11 mill rate is 16.072 mills; after reassessment our revenue neutral millage is 11.6548 for 2011-12. This budget would increase that by 4.66%. That includes .4430 mills for the 3.8% index and .1 mill for the PSERS exception for a total preliminary budget figure of 12.198 mills.

The administration recommends that the Board of School Directors approve the 2011-2012 Preliminary General Fund Budget in the amount of \$41,721,017.

E) Message Board**(ACTION ITEM)**

The Board's Athletic Committee reviewed an option to include advertising on the gymnasium scoreboard at the high school. Currently, all exterior scoreboards on campus have sponsors advertising as they aided in the purchase of the board. The indoor board in the high school gymnasium was included within the construction of the high school. District Solicitor Spare has reviewed the proposal and made appropriate adjustments.

The administration recommends the Board of School Directors approve the purchase and marketing plan for a message board to be attached to the high school gymnasium score board.

F) District WiFi Infrastructure Upgrade and Expansion**(ACTION ITEM)**

Last month, the Board reviewed a proposal to replace the current collection of individual wireless access points. The wireless system would be upgraded to the newest standard using an integrated overlay of dual-channel managed access points to provide: 1) total coverage of the District, 2) greater security, 3) faster speed and 4) easier/reduced maintenance. It would be easily expandable in the future to support the additional density required by a one-to-one program

The administration recommends the Board of School Directors approve the use of \$124,996.41 from the Capital Projects to replace the phone system per the included COSTARS and MIU4 SMART Contract quote.

XIII. NEW BUSINESS (. . . .continued)

G) District Phone Replacement Project

(ACTION ITEM)

Last month, the Board reviewed two specific authorizations to replace the District's old non-repairable phone system and to replace the current individual wireless access points. The new phone system would use our existing network and allow us to greatly reduce our expenses with CenturyLink while providing more flexibility, capability and reduce maintenance costs. Both of these upgrades would require updating our network switch gear and that is included with the phone quote. The phone replacement was included in the budget for the bond used to cover the Newville Project.

The administration recommends that the Board of School Directors approve the use of \$192,769.32 in proceeds from the Newville Project Fund bond to replace the phone system per the included COSTARS quote.

H) 2010-2011 Dual Enrollment Grant

(ACTION ITEM)

Mrs. Jeanne Temple, Assistant Superintendent of Schools, has received notification from the Pennsylvania Department of Education indicating that the 2010-2011 Dual Enrollment grant has been approved in the amount of \$1,924.

Information is included with the agenda.

The administration recommends that the Board of School Directors authorize the administration to establish all of the required accounts to expend funds on behalf of the 2010-2011 Dual Enrollment grant.

I) Tax Collector Settlement and Release

(ACTION ITEM)

Business Office personnel have met with the District's tax collectors and have prepared tax settlement data for each District municipality. Copies of the Annual School Tax Report summaries are included with the agenda.

The administration recommends that the Board of School Directors authorize the Board President and Secretary to sign the Tax Collector Release forms for all nine tax collectors for the 2010-2011 fiscal year and authorize the administration to forward all delinquent accounts to the appropriate delinquent tax collectors.

J) Planned Course Adoption

(ACTION ITEM)

Listed below are completed planned courses for board approval.

- High School
- Living On Your Own
- Essential Home Projects

The administration recommends the Board of School Directors approve the planned courses as presented.

XIII. NEW BUSINESS (. . . .continued)**K) New Board Policy – Procurement Cards****(INFORMATION ITEM)**

The Board previously approved a procurement card for District use. The flexibility to respond quicker to critical purchases and use cheaper online sources are real benefits to the District. This policy sets the parameters for a limited expansion to selected administrators as listed. It includes those controls suggested by the Auditor General. The Board will still review these purchases as a separate “check” list provided at the second meeting of each month.

The administration recommends that the Board of School Directors review this policy as a first reading.

L) Revised Job Description for Accounting Controller**(INFORMATION ITEM)**

With the Departure of Ms. Heckendorn, the administration revised the job description to align with the needs of the District. As we conduct more analysis of our spending, and require more in-depth accounting and reporting, this will be a critical position. The position title is change to Accounting Controller to reflect the additional expectations.

The administration recommends that the Board of School Directors approve the revised job description as provided in the agenda.

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 21, 2011