



## MARCH 21, 2016 BOARD MEETING

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### 1. Opening Meeting

- a. Call to Order (President Wolf)
- b. Pledge to the Flag

### 2. Approval of Minutes

Approval of the March 7, 2016, Regular Board Meeting Minutes, the March 7, 2016 Building and Property Meeting Minutes and the March 7, 2016 Committee of the Whole Meeting Minutes.

### 3. Recognition of Students of the Quarter

Mr. William August, High School Principal, will recognize those students who have earned the academic achievement awards for the second quarter for the 2015-2016 school year.

#### Agriculture Department

Grade 9 Zachary Hasco  
Grade 10 Rebecca Webster  
Grade 11 Makayla Mainhart  
Grade 12 Holly Jones

#### Mathematics Department

Grade 9 Hannah Hess  
Grade 10 Lucas Shenk  
Grade 11 Emily Baker  
Grade 12 Triston Cooper

#### Art Department

Grade 9 Donovan Jones  
Grade 10 Shannon McCabe  
Grade 11 Emily Siwy  
Grade 12 Tiffany Scalavino

#### Science Department

Grade 9 Shelby Miller  
Grade 10 Anthony Cleary  
Grade 11 Evangeline Kennedy  
Grade 12 Morganne Frampton

#### Business Department

Grade 9 Hunter Gregoris  
Grade 10 Demetria Smith  
Grade 11 Cierra DeWalt  
Grade 12 Trey Piper

#### Social Studies Department

Grade 9 Zachary Hasco  
Grade 10 Baylee Hartman  
Grade 11 Olivia Leitzel  
Grade 12 Alexis Reed

#### English Department

Grade 9 Grace Patterson  
Grade 10 Madana Tigyer  
Grade 11 Isabelle Macioce  
Grade 12 Tiffany Scalavino

### 4. Student/Staff Recognition and Board Reports - Kenny Blessing & Noah Powell

**5. Financial Reports**

**a. Payment of Bills**

General Fund	\$ 1,097,264.95
Capital Projects	\$ 58,698.36
Stadium & Track Projects	\$ 1,056.76
Cafeteria Fund	\$ 0.00
Student Activities	\$ <u>15,482.01</u>
<b>Total</b>	<b>\$ 1,172,502.08</b>

Motion to approve payment of bills as presented.

**b. Treasurer's Fund Report**

General Fund	\$ 16,846,388.55
Capital Projects	\$ 4,411,530.52
Stadium & Track Projects	\$ 3,005,420.07
Cafeteria	\$ 423,725.78
Student Activities	\$ <u>196,982.81</u>
<b>Total</b>	<b>\$ 24,884,047.73</b>

Motion to accept the Treasurer's report and budget transfers as presented.

**c. YTD General Fund Report and YTD Taxes**

The administration prepared these reports for the Board. The General Fund report looks at our revenue and expense for this year against the budget and compares those amounts to last year.

The YTD Tax report shows the monthly collections and cumulative collections and compares that to the two previous years.

Motion to accept Year-To-Date General Fund and Tax Reports as submitted.

**6. Reading of Correspondence**

**7. Recognition of Visitors**

**8. Public Comment Period**

**9. Structured Public Comment Period**

**10. Old Business**

**11. New Business**

**12. Personnel Items - Action Items**

## **Personnel Items - Action Items**

### **a. Resignation - Mrs. Marie Nye**

Mrs. Marie Nye, Elementary Reading Specialist, submitted her resignation for the purpose of retirement, effective the end of the 2015-2016 school year.

The administration recommends that the Board of School Directors approve Mrs. Nye's resignation for the purpose of retirement as an Elementary Reading Specialist, effective the end of the 2015-2016 school year.

### **b. Resignation - Mrs. Debra Smith**

Mrs. Debra Smith, Seventh Grade Social Studies Teacher, submitted her resignation for the purpose of retirement, effective October 6, 2016.

The administration recommends that the Board of School Directors approve Mrs. Smith's resignation for the purpose of retirement as a Seventh Grade Social Studies Teacher, effective October 6, 2016.

### **c. Resignation - Mrs. Brandie Shatto**

Mrs. Brandie Shatto, Director of Educational Technology and Public Relations, submitted her resignation for the purpose of retirement, effective April 29, 2016.

The administration recommends that the Board of School Directors approve Mrs. Shatto's resignation for the purpose of retirement as Director of Educational Technology and Public Relations, effective April 29, 2016.

### **d. Resignation - Hunter Yingling**

Mr. Hunter Yingling, PC Technician, submitted his resignation, effective March 31, 2016.

The administration recommends that the Board of School Directors approve Mr. Yingling's resignation as a PC Technician, effective March 31, 2016.

### **e. Resignation - Michael Fronk**

Mr. Michael Fronk, Network Administrator, submitted his resignation for the purpose of retirement, effective March 31, 2016.

The administration recommends that the Board of School Directors approve Mr. Fronk's resignation for the purpose of retirement as a Network Administrator, effective March 31, 2016.

**Personnel Items - Action Items**

**f. Transfer of Professional Personnel**

Based on Big Spring School District outsourcing the Technology Department, the administration will transfer the professional employee whose name is listed below, effective April 1, 2016. This transfer is in accordance with Board Policy 309 and section 5.05 of the Collective Bargaining Agreement with the Big Spring Education Association.

<u>Employee</u>	<u>From</u>	<u>To</u>
David Roberts	K-12 Technology Integrator	Secondary Mathematics

The administration recommends that the Board of School Directors approve the professional employee transfer as presented.

**g. Approval for Child-Rearing Leave - Ashley Gleeson**

Mrs. Ashley Gleeson, High School Learning Support Teacher is requesting child-rearing leave of absence from approximately August 19, 2016 through approximately September 9, 2016. 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 Mrs. Gleeson's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately August 19, 2016 through approximately September 9, 2016.

**h. Approval of Resolution for Transitional Benefits for Technology Employees**

With the transition to Questeq, the Solicitor prepared a resolution for the technology employees providing transitional and severance benefits. This resolution follows the same guidelines as the resolution that was written for the cafeteria employees during their transition to Chartwells.

The administration recommends the Board of School Directors approve resolution #38 providing transitional and severance benefits to technology employees.

**13. New Business - Action Items**

**a. Credit Pay**

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

<b>Judy Breneman</b>	<b>\$1,395.00</b>
<b>Kevin Roberts</b>	<b>\$2,460.00</b>
<b>Total</b>	<b>\$3,855.00</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, the Act 93 Agreement and the Big Spring School District.

## **New Business - Action Items**

### **b. Proposed Trip to Washington, D.C. 2017**

Ms. Lauren Hetrick, High School Social Studies Teacher and Ms. Jocelyn Kraus, High School Counselor is requesting permission for Big Spring High School students to travel to Washington, D.C. to attend the Inauguration of the 45th President of the United States, tentatively scheduled for January 18-21, 2017. All funding will come from payments by students. No District funds are utilized for this trip. A detailed itinerary has been included with the agenda.

The administration recommends that the Board of School Directors grant Ms. Hetrick and Ms. Kraus permission to pursue the Washington, D.C. trip, as presented.

### **c. Approval of the Proposed Job Description for the Director of Curriculum and Instruction**

The administration has updated the job description listed and a copy of the job description has been included with the agenda.

#### **114 Director of Curriculum and Instruction**

The administration recommends that the Board of School Directors approve the job description for the Director of Curriculum and Instruction, as presented.

### **d. Approval of the Proposed Updated Policy**

The administration has updated the policy listed.

#### **217 Graduation Requirements**

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

### **e. Approve Stadium Project Vendor Proposals**

Mr. Tobie Wolf presented a proposal for work performed under District oversight on the Stadium project for construction inspection and testing.

The administration recommends the Board of School Directors approve the proposal from F.T. Kitlinski & Associates at an estimated cost of \$8,500. Further, the Business Manager is authorized to pay the invoices from the Stadium and Project Fund pending concurrence from the project engineer (Wolf Consulting Engineers).

### **f. Approval of Construction Payments - Stadium & Track Project Fund**

Mr. Tobie Wolf of Wolf Consulting Engineers LLC (WCE) submitted a bill from the Western Cumberland Council of Governments (WCCOG) for the stadium permit fees in the amount of \$9,976.80. We will need to pay this in order to obtain the building permit. R.L. Diffenbaugh submitted an invoice for the Storm Water Management Plan and NPDES Permit application in the amount of \$21,970.

The administration recommends the Board of School Directors authorize the payment from the Stadium and Track Project Fund in the amount of \$9,976.80 to WCCOG and \$21,970 to R.L. Diffenbaugh Associates.

## **New Business - Action Items**

### **g. Approval of the Proposed CAIU 2016-2017 General Operating Budget**

A summary of the Capital Area Intermediate Unit General Operating Budget for the 2016-2017 school year is included in the agenda. A copy of the proposed budget was provided to the members of the Board of School Directors at the March 7, 2016 Board meeting.

The administration recommends that the Board of School Directors approve the Capital Area Intermediate Unit's 2016-2017 General Operating Budget as presented.

### **h. Case C of 2015-2016**

The parents of the student in Case C of the 2015-2016 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 2015-2016 school year for a period of ten (10) days. During the 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 without direct approval from the high school principal.

### **i. Facilities Utilization Request**

The Big Spring Hurricane Softball Organization is requesting permission to utilize Oak Flat Elementary and Mt. Rock Elementary softball fields on Sunday, April 3, 2016 from 4:00 p.m. to 7:00 p.m. for a softball instructional clinic. Because the utilization request is on a Sunday, Board action is necessary.

The administration recommends that the Board of School Directors approve the Big Spring Hurricane Softball Organization's request to utilize Oak Flat Elementary and Mt. Rock Elementary softball fields on Sunday, April 3, 2016 from 4:00 p.m. to 7:00 p.m. for a softball instructional clinic, as presented.

### **j. Facilities Utilization Request**

Cumberland County Gymnastics is requesting permission to utilize the High School gym, commons, concession area and the auditorium on April 16 & 17, 2016 from 8:00 a.m. to 10:00 p.m. for a gymnastic competition. Because the utilization request is on Sunday, April 17, 2016 Board action is necessary.

The administration recommends that the Board of School Directors approve Cumberland County Gymnastics to utilize the High School gym, commons, concession area and the auditorium on April 16 & 17, 2016 from 8:00 a.m. to 10:00 p.m. for a gymnastic competition, as presented.

### **k. Approve Payment of Debt Service from Capital Project Fund**

With the continued failure of the legislators to produce a budget, it is essential that the District protect general fund cash to support operations in June & July. One of the options available is to pay debt service with capital project funds. The District has three remaining payments this school year.

The administration recommends the Board of School Directors authorize payment of debt service from the Capital Project fund; those payments are \$1,333,497.50 to the Wilmington Trust N.A. and \$52,911.74 to F&M Trust Company.

#### **14. New Business - Information Item**

##### **a. Proposed 2016-2019 Special Education Plan Report**

Mr. William Gillet, Director of Pupil Services, and the Planning Committee have updated and prepared the proposed 2016-2019 Special Education Plan Report. A copy of 2016-2019 Special Education Plan Report is included with the agenda. This is a Board information item.

##### **b. South Central Trust Payments**

With the continued failure of the legislators to produce a budget, it is essential that the District protect general fund cash to support operations -- especially payroll -- in June & July. One of the options available is to use fund balance in the South Central Trust to pay claims. Accordingly, The District won't make contributions in April, May & June. Employee contributions will be deposited in the trust.

#### **15. Future Board Agenda Items**

#### **16. Board Reports**

##### **a. District Improvement Committee - Mr. Bob Kanc**

##### **b. Athletic Committee - Mr. Swanson, Mr. Gutshall, Mr. Deihl**

##### **c. Vocational-Technical School - Mr. Wolf and Mr. Piper**

##### **d. Building and Property Committee - Mr. Barrick, Mr. Piper, Mr. Swanson, Mr. Roush, Mr. Gutshall**

##### **e. Finance Committee - Mr. Blasco, Mr. Piper, Mr. Swanson, Mr. Gutshall**

**Finance Committee Meeting Agenda from earlier in the evening**

- 1. Update on personnel and healthcare issues from current year.**
- 2. Update on 15-16 budget and the Commonwealth default on District subsidies.**
- 3. Draft 16-17 budget – assumption & guesses**

##### **f. South Central Trust - Mr. Blasco**

A copy of an updated balance sheet is attached for SCT.

##### **g. Capital Area Intermediate Unit - Mr. Wolf**

##### **h. Tax Collection Committee - Mr. Wolf and Mr. Swanson**

##### **i. Future Board Agenda Items**

##### **j. Superintendent's Report**

**17. Meeting Closing**

**a. Business from the Floor**

**b. Public Comment Regarding Future Board Agenda Items**

**c. Adjournment**

Meeting adjourned at \_\_\_\_\_ PM, **March 21, 2016.**

Next scheduled meeting is: **April 4, 2016.**