

# BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

## BOARD MEETING AGENDA

MONDAY, APRIL 8, 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 MARCH 18, 2013 REGULAR BOARD MEETING MINUTES AND THE MARCH 18, 2013 COMMITTEE OF THE WHOLE MEETING MINUTES.

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IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS – Nickolas Hasse  
Wade Reichelderfer

A) Mr. Justin Bruhn, Administrative Director, Cumberland Perry Area Vocational Technical School, will introduce and recognize our vocational technical student, Ian Horn, Electrical Construction and Maintenance.

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V. TREASURER'S REPORT

VI. PAYMENT OF BILLS

General Fund	\$ 2,166,244.20
Cafeteria Fund	\$ 99,042.43
Student Activities Fund	\$ 34,698.50
<b>TOTAL</b>	<b>\$ 2,299,985.13</b>

VII. READING OF CORRESPONDENCE

A) The Superintendent has received correspondence from Connie L. Derr, Audit Coordinator, Pennsylvania Department of Education, regarding the approval of the Single Audit Report for fiscal year ended June 30, 2011.

The letter is included with the agenda

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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. Mary Jo Neidlinger**, Middle School Physical Education Teacher has submitted her letter of resignation for the purpose of retirement effective the end of the 2012-2013 school year.

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

The administration recommends that the Board of School Directors accept Mrs. Neidlinger's resignation for the purpose of retirement, effective the end of the 2012-2013 school year.

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A) PERSONNEL CONCERNS (. . . continued)

**(ACTION ITEM)**

- 2) **Mrs. Rita Beck**, Elementary Title I Reading Teacher has submitted her letter of resignation for the purpose of retirement effective the end of the 2012-2013 school year.

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

The administration recommends that the Board of School Directors accept Mrs. Beck's resignation for the purpose of retirement, effective the end of the 2012-2013 school year.

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**(ACTION ITEM)**

- 3) **Mrs. Deborah Ginter**, High School Math Teacher has submitted her letter of resignation for the purpose of retirement effective the end of the 2012-2013 school year.

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

The administration recommends that the Board of School Directors accept Mrs. Ginter's resignation for the purpose of retirement, effective the end of the 2012-2013 school year.

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**(ACTION ITEM)**

- 4) **Mrs. Julie Friscia**, grade one teacher at Oak Flat Elementary School has submitted her letter of resignation, effective the end of the 2012-2013 school year.

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

The administration recommends that the Board of School Directors accept Mrs. Friscia's resignation letter as a grade one teacher at Oak Flat Elementary School, effective the end of the 2012-2013 school year.

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**(ACTION ITEM)**

- 5) **Mrs. Karen Johnson**, full-time high school custodian has submitted her letter of resignation, retroactive to March 15, 2013.

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

The administration recommends that the Board of School Directors accept Mrs. Johnson's resignation letter as a full-time high school custodian, retroactive to March 15, 2013.

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## A) PERSONNEL CONCERNS (. . . .continued)

**(ACTION ITEM)**

- 6) **Mrs. Cathy Hing**, Middle School Learning Support Teacher has submitted her letter of resignation for the purpose of retirement effective the end of the 2012-2013 school year.

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

The administration recommends that the Board of School Directors accept Mrs. Hing's resignation for the purpose of retirement, effective the end of the 2012-2013 school year.

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**(ACTION ITEM)**

- 7) **Mrs. Angela Heishman**, School Psychologist has submitted her resignation as Co-coordinator of the Student Assistance Program, effective the end of the 2012-2013 school year.

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

The administration recommends that the Board of School Directors accept Mrs. Heishman's resignation letter as Co-coordinator of the Student Assistance Program, effective the end of the 2012-2013 school year.

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**(ACTION ITEM)**

- 8) **Charles Hickes** Long-Term Substitute High School Math Teacher  
Carlisle, PA 17015 (replacing Mrs. Detwiler who will be on child-rearing leave of absence)

**Education:**

Shippensburg University – Elementary Education (Bachelor's Degree)  
Bowie State – Counselor (Master's Degree)  
UMUC – Secondary Math

**Experience:**

Big Spring School District – Substitute Teacher  
Prince Georges County – Math Teacher

The administration recommends that the Board of School Directors appoint Mr. Hickes to serve as a long-term substitute High School Math Teacher, from approximately May 3, 2013 through the end of the 2012-2013 school year, replacing Mrs. Detwiler who will be on child-rearing leave of absence. Mr. Hickes' compensation for this position should be established at Master's, plus 30, step 16, \$66,858.00, 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)

9) Additional Per Diem Substitute Teachers**(ACTION ITEM)**

Nicholas Minnich	Technology Education
Caitlin Pohlman	Elementary Education
Holly Tiffany	Spanish Education

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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10) Substitute School Nurse Recommendation**(ACTION ITEM)**

Mrs. Jeanne Temple, Assistant Superintendent would like to recommend the individual listed as a substitute school nurse.

**Mrs. Krista Uplinger**

The administration recommends that the Board of School Directors approve the substitute school nurse as presented.

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11) Coaching Appointments**(ACTION ITEM)**

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

Jason Creek	Head Boys Basketball Coach
Rebekah Loy	Head Girls Field Hockey Coach
John Epley	Volunteer Softball Coach
Joan Schmidt	Volunteer Track and Field Coach

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

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**(ACTION ITEM)**

12) Mrs. Candace Bova, Learning Support Teacher at the Middle School, is requesting unpaid leave of absence as a Learning Support Teacher at the Middle School for two years, beginning the 2014-2015 school year and concluding June, 2016 with a return date of August, 2016.

A copy of Mrs. Bova's letter requesting unpaid leave of absence is included with the agenda. The administration has defined terms to describe the specific leave requested. Such leave will require Board and Big Spring Education Association concurrence on the criteria set for leave.

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

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

**Jolene Regatta                      \$489.00**

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.

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**C) Case D of 2012-2013****(ACTION ITEM)**

The parents of the student in Case D of the 2012-2013 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 D of the 2012-2013 school year for a period of six days followed by an alternative education placement for the remainder of the 2012-2013 school year. The student's status will be reviewed by administration June of 2013 to determine a possible return for the 2013-2014 school year. During the period of exclusion, the student is not permitted on school property at any time for any reason.

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

Mr. Scott Anderson is requesting permission to use the high school soccer fields for U-17 boys and U-18 girls soccer games on Sunday, April 7, 21, May 5, 12, 19, 26, June 2 & 9, 2013, from 1:00 p.m. – 2:45 p.m. Because the utilization dates are on a Sunday, Board action is necessary.

The administration recommends that the Board of School Directors approve Mr. Anderson's request to use the high school soccer fields as presented.

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**E) Permission to Attend Girls Field Hockey Camp****(ACTION ITEM)**

Mr. Jay Hockenbroch, Athletic Director is requesting Board approval for the girls field hockey team to attend team camp at Lock Haven University Field Hockey Camp from August 4 – August 7, 2013.

All expenses are paid for by the respective teams and/or individual student athletes.

The administration recommends that the Board of School Directors approve Mr. Hockenbroch's request for the girls field hockey team and coaches to attend the summer team camp as presented.

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**XII. NEW BUSINESS (. . .continued)****F) Special Education Grant****(ACTION ITEM)**

Mr. William Gillet, Supervisor of Special Education requests permission to pursue a small grant from the Central PA Down Syndrome Awareness Group. The funds from the grant allow the Special Education Department to purchase a cash register which will be utilized to assist life skills students with daily living skills.

The administration recommends that the Board of School Directors authorize Mr. William Gillet to pursue the grant as outlined above.

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**G) Approval of Barton Associates Consulting Services****(ACTION ITEM)**

The Board has previously engaged Barton Associates to conduct energy modeling and to prepare the bid specification for the HW Heater / UV Light install. Next, we would recommend that Barton serve as the engineer for the Oak Flat HVAC renovation project and they will need to conduct some up front engineering to develop the project with the Board. We need to provide initial capital project funding with the Board approving any additional funding as part of the Oak Flat HVAC project.

The administration recommends that Barton Associates be hired as an engineering consultant and paid from Capital Projects Fund for work on energy modeling, hot water heat replacement, UV light install and the Oak Flat HVAC projects at a cost not to exceed \$50,000.

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**H) Approval of ProSoft Accounting System****(ACTION ITEM)**

Previously the Board designated \$200,000 of fund balance for the implementation of new student and financial information systems. Both systems are moving to a platform that is capable of supporting the online operations as part of the multi-year Technology Transformation project. ProSoft (recently purchased by Harris) was selected for the financial system after multiple calls and visits to Carlisle, Shippensburg and Greencastle who currently use the program. This is part of the 2014 Budget. The Solicitor has reviewed the contract and changes are in process.

The administration recommends the Board of School Directors approve the purchase, implementation and associated support agreements with N. Harris for the ProSoft program at an estimated cost of \$89,696. Pending Solicitor review and approval, the administration is authorized to complete such documents and contracts necessary to begin the process.

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**I) Updated Policies****(ACTION ITEM)**

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

**122 Extracurricular Activities**  
**123 Interscholastic Athletics**

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

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**XII. NEW BUSINESS (. . . .continued)****J) Accepts Bids from Oak Flat/Newville Moving RFP****(INFORMATION ITEM)**

The Board previously released a request for proposals for the mowing & trimming of Oak Flat and Newville on a one year trial basis. If this is successful and the District can save resources, a multi-year contract could be considered the following year. The RFP is available on the website or via [direct link](#). The bid proposals are due Friday April 5<sup>th</sup> and will be discussed at Building & Property Meeting.

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**K) Proposed Job Descriptions****(INFORMATION ITEM)**

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

- 103 Director of Educational Technology and Public Relations**
- 215 District Literacy Coordinator**
- 506 Administrative Assistant for Transportation and Food Service**
- 516 Administrative Assistant for Technology and Accounts Payable**

After the job description has been reviewed by the Board of School Directors and the administration, the administration will present the updated job descriptions for Board approval at the April 22, 2013 Board meeting.

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**L) Updated Policies****(INFORMATION ITEM)**

The administration has submitted the updated policies listed below for Board review.

- 901 Public Relations Objectives**
- 902 Publications Program**
- 903 Public Participation in Board Meetings**
- 904 Public Attendance at School Events**
- 905 Citizen Advisory Committees**
- 906 Public Complaints**
- 907 School Visitors**
- 908 Relations with Parents and Guardians**
- 909 Municipal Government Relations**
- 910 Community Engagement**
- 911 News Media Relations**
- 912 Relations with Educational Institutions**
- 913 Non-School Organizations**
- 914 Relations with Intermediate Units**
- 916 Community Volunteers**
- 917 Parental Family Involvement**
- 918 Title I Parent Involvement**
- 919 District School Report Cards**

The updated Policies are included with the agenda. The updated policies will be an action item on the April 22, 2013 School Board Agenda.

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**XIII. FUTURE BOARD AGENDA ITEMS**

**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, April 22, 2013**