

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING AGENDA

MONDAY, APRIL 22, 2013

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

II. PLEDGE TO THE FLAG (President Wolf)

III. APPROVAL OF THE APRIL 8, 2013 REGULAR BOARD MEETING MINUTES, THE APRIL 8, 2013 COMMITTEE OF THE WHOLE MEETING MINUTES AND THE APRIL 8, 2013 BUILDING AND PROPERTY MINUTES.

**IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS – Megan Carr
Shania Radabaugh**

V. TREASURER'S REPORT (Balances as of March 31, 2013)

General Fund	\$ 14,692,394.91
Cafeteria Fund	\$ 273,751.66
Student Activity Fund	\$ 239,299.48
Capital Projects	\$ 4,669,481.70

VI. PAYMENT OF BILLS

General Fund	\$ 849,411.38
Cafeteria Fund	\$ 99,408.86
Student Activities Fund	\$ 14,116.32
TOTAL	\$ 962,936.56

VII. READING OF CORRESPONDENCE

VIII. RECOGNITION OF VISITORS

IX. PUBLIC COMMENT PERIOD

X. STRUCTURED PUBLIC COMMENT PERIOD**XI. OLD BUSINESS****XII. NEW BUSINESS****A) PERSONNEL CONCERNS****(ACTION ITEM)**

- 1) **Mrs. Amy Davidson**, Assistant Varsity Girls Basketball Coach has submitted her letter of resignation as Assistant Varsity Girls Basketball Coach, effective immediately.

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

The administration recommends that the Board of School Directors accept Mrs. Davidson's resignation as Assistant Varsity Girls Basketball Coach, effective immediately.

(ACTION ITEM)

- 2) **Mrs. Gina Froment**, Middle School Eighth Grade Math Teacher has submitted her letter of resignation as Middle School Eighth Grade Math Teacher, effective the end of the 2012-2013 school year.

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

The administration recommends that the Board of School Directors accept Mrs. Froment's resignation as Middle School Eighth Grade Math Teacher, effective the end of the 2012-2013 school year.

A) PERSONNEL CONCERNS (. . .continued)**3) Additional Per Diem Substitute Teachers****(ACTION ITEM)**

Amy Ahlbrandt	Early Childhood/Special Education
Clara Spicer	Elementary Education
Whitney Walter	Elementary Education
Janelle Weller	Elementary Education
Gilbert Cornwell	Elementary Education
Kylee Gallipani	Elementary/Reading Education
Emily Gerlach	Special 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.

4) 2012-2013 Lifeguard's**(ACTION ITEM)**

Blair Lehman
Abigail McCrea

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

5) Promotion of Josh Putt**(ACTION ITEM)**

Mr. Josh Putt was hired in 2012 as Maintenance Technician I. Since then he has proven himself as an exemplary member of the maintenance team. Due to his exceptional potential he was appointed as the administrator of the security system. He recently passed his pesticide certificate and is now qualified to maintain the pool chemicals. Based on his additional duties and exceptional performance, the administration recommends his promotion to Level II.

The administration recommends that Mr. Josh Putt be promoted to Maintenance Technician II at a rate of \$14.70 per hour effective April 30, 2013.

A) PERSONNEL CONCERNS (. . .continued)**6) Approval of Summer Work Crew****(ACTION ITEM)**

The Director of Building & Grounds prepared the included list of personnel he plans to utilize this summer. The additional people are part of support to the Window Project.

Tim Barrett	Custodian	Amanda Gilbert	Custodian
Tracy Planken	Custodian	Lisa Chandler	Custodian
John Weller	Custodian	Jerry Motter	Maintenance
Tim Sheeler	Seasonal	John Miller	Seasonal Grounds
	Grounds		
Ronald Mowers	Seasonal	Pat Mowers	Painting
	Grounds/Painting		
Marilyn Zinn	Painting	Dave Kinzler	Custodian
Bob Rummel	Custodian	Joan Gutshall	Custodian
Mary Kantz	Custodian	Janet Walker	Custodian
Kay Galbraith	Custodian	Patty Nailor	Custodian
Francisco Beltre DeLosSantas	Custodian	Brandie Batchelder	Custodian
Wilma Marpoe	Custodian	Susan Lane	Custodian
Nathan Miller	Custodian	Darlene Barrick	Custodian
Don Reid	Custodian	Dennis Witmer	Custodian
Andrew Fry	Student Worker	Jordon Houck	Student Worker
Saul Cohick	Student Worker	Jake Lautsbaugh	Student Worker

The administration recommends the Board of School Directors approve the list of the 2013 summer work crew as listed.

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.

Cherie Powell**\$1,272.00**

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.

XII. NEW BUSINESS (. . .continued)**C) Case E of 2012-2013****(ACTION ITEM)**

The parents of the student in Case E 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 E of the 2012-2013 school year retroactive to April 11, 2013 through September 3, 2013. During this period the student in Case E will be placed in an alternative education placement. The student's status will be reviewed by administration September 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.

D) Permission to Conduct Boys' Basketball Camp**(ACTION ITEM)**

Mr. Jason Creek, head boys' basketball coach, is requesting permission to offer a youth boys basketball summer camp to all Big Spring School District boys who will be entering grades one through eight at the beginning of the 2013-2014 school year. In addition, Mr. Creek is requesting a waiver of the building utilization fee. There will be no cost to the school district for the proposed program.

Additional information regarding the proposed boys' basketball camp is included with the agenda.

The administration recommends that the Board of School Directors approve Mr. Creek's request to offer a boys' basketball summer camp from July 22nd through July 25, 2013, as presented, and waive the building utilization fee.

E) Proposed Job Descriptions**(ACTION ITEM)**

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. The updated job descriptions were information items on the April 8, 2013 School Board 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

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

XII. NEW BUSINESS (. . .continued)**F) Updated Policies****(ACTION ITEM)**

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

- 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

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

G) 2013-14 Approval of Breakfast/Lunch Pricing for 2013/14**(ACTION ITEM)**

After review of the Chartwell's proposal with the Finance Committee, the following are the recommended meals prices for the 2013/14 school year; this is a 10¢ increase from last year. The target price for a reimbursable lunch under the HHFKA is \$2.85, although federal guidelines are changing.

<u>Meal</u>	<u>Price</u>	<u>Meal</u>	<u>Price</u>
Elementary Lunch	\$2.45	Yellow Breeches & River Rock Elementary Lunch	\$2.45
Secondary Lunch	\$2.60	Yellow Breeches & River Rock Secondary Lunch	\$2.60
Adult	\$3.60		
Milk (All)	55¢	Breakfast (BSSD, Breeches & Rock)	\$1.50

The administration recommends the Board of School Directors approve the breakfast and lunch prices for 2013/14 as shown.

XII. NEW BUSINESS (. . .continued)**H) Approval of Chartwells Contract Extension for 2013/14****(ACTION ITEM)**

Included with the agenda is a letter from Chartwells with their proposed budget for 2013/14. This proposal includes a 10¢ increase for lunch discussed above and increases the management fee from .0655¢ per meal to .0666¢ for the 2013-2014 school year.

The administration recommends the Board of School Directors approval the Chartwells' budget and contract extension for the 2013/14 school year.

I) Approval of Change Order for Window Project**(ACTION ITEM)**

As part of the Window Project preparation the contractor discovered asbestos in the soffit in the DAO building. The MS tested negative. Mr. Wolf obtained a price of \$3,256 from the general contractor to perform the required abatement and replace the soffit material.

The administration recommends the Board of School Directors approve change order 2 for the window project at a cost of \$3,256 to be paid from the capital project fund.

J) Proposed Final Budget for 2013/14**(ACTION ITEM)**

The Board is required to take action to designate a proposed final budget at least 30 days before final budget adoption scheduled for June 3, 2013. This proposed budget must be available for public inspection 20 days prior to the final adoption. The administration, in working with the Board's Finance Committee, is recommending a budget of \$44,075,473.00 for expenditures and corresponding revenues of \$43,597,473.00 in taxes and subsidies plus \$478,000 from the general fund balance.

2012/13 Mills	12.3640 mills
Index Allowed (2.2% of 2012/13 Mills)	.2662 mills
Proposed 2013/14 Budget Tax Increase w/ 2.2% Index	12.630 mills
RE Tax on \$100,000 Home at 2012/13 Rate	\$1,236
Proposed RE Tax on \$100,000 w/ 2013/14 Budget	\$1,263
Increase per \$100,000 Assessed Value	\$27

The administration recommends the Board of School Directors approve a proposed final budget in the amount of \$44,075,473.00 for the 2013-2014 School Year with a tax rate of 12.630 mills.

XII. NEW BUSINESS (. . .continued)**K) Professional Extra Duty Days****(DISCUSSION ITEM)**

The administration continues to review staffing needs throughout the District and is always seeking cost effective means for delivering a quality education to all students. Over the course of the last three years the District has reduced our number of classified employees by 40%, reduced the number of administrators by 15% and reduced the number of professional employees by 15%.

As part of this budget cycle we have taken a long look at professional positions that currently are granted extra days to accomplish their duties. This review has run for roughly eighteen months and has included a thorough review of job descriptions and also what neighboring districts are providing these employees. The administration is prepared to discuss an initial proposal to adjust the number of extra duty days for specific job titles in the District.

L) Tenure Status**(INFORMATION ITEM)**

The following professional employees have completed the required years of service as temporary professional employees and have earned tenure based on their satisfactory performance.

Katie Magee	Seventh Grade Reading
Emily Thomas	Middle School Emotional Support Teacher

Additional information regarding the professional employees has been prepared by Dr. Linda Wilson, Middle School Principal.

M) 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.

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

XVI. BUSINESS FROM THE FLOOR

XVII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

XVIII. ADJOURNMENT

Meeting adjourned _____ P.M.

NEXT SCHEDULED BOARD MEETING: Monday, May 6, 2013