



May 5, 2014

Board of Directors Meeting Agenda

1. Open Meeting

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

2. Approval of Minutes

Approval of the April 22, 2014 Regular Board Meeting Minutes and the April 22, 2014 Committee of the Whole Meeting Minutes.

3. Student/Staff Recognition and Board Reports - Samuel Tigyer and Daulton Hershey

4. Treasurer Reports

4.1 Payment of Bills

Procurement Card	\$	33,125.71
Checks/ACH/Wires	\$	438,610.31
Capital Projects	\$	12,071.00
Student Activities	\$	25,246.69
Total	\$	509,053.71

5. Reading of Correspondence

Correspondence has been received from Chartwells regarding scholarship money and correspondence also received from Big Brothers Big Sisters regarding District contribution of \$2,940.00 to support the 2014 Bowl for Kids Sake. The correspondence listed above is included with the agenda.

6. Recognition of Visitors

7. Public Comment Period

8. Structured Public Comment Period

9. Old Business

10. New Business

11. Personnel Items (Action)

New Business – Personnel Actions

11.1 Leave Without Pay - Barbara Dellinger

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. Barbara Dellinger is requesting one day leave without pay, retroactive to April 22, 2014.

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

11.2 Leave Without Pay - Beth Dimino

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. Beth Dimino is requesting one day leave without pay for May 9, 2014.

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

11.3 Leave Without Pay - Courtney Rickabaugh

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. Courtney Rickabaugh is requesting 2 days leave without pay, retroactive to April 29, 2014 and April 30, 2014.

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

11.4 Severance - Nancy Hosler

Mrs. Nancy Hosler, Nine Month Secretary at Newville Elementary School, submitted her letter of resignation for the purpose of retirement effective at the end of the 2013-2014 school year, and the Board of School Directors accepted Mrs. Hosler's resignation at their April 7, 2014 meeting. Mrs. Hosler's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Hosler is entitled to a severance allowance in the amount of \$4,732.00, under option #1.

Option #1: 26 years of service X \$182.00 = \$4,732.00

Option #2: 17.5 unused sick leave days X \$52.00 = \$910.00

The administration recommends that the Board of School Directors accept Mrs. Hosler's severance allowance of \$4,732.00 as presented.

New Business – Personnel Actions

11.5 Severance - Mary Jo Gibson

Mrs. Mary Jo Gibson, Nine Month Secretary at Oak Flat Elementary School, submitted her letter of resignation for the purpose of retirement effective at the end of the 2013-2014 school year, and the Board of School Directors accepted Mrs. Gibson's resignation at their April 7, 2014 meeting. Mrs. Gibson's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Gibson is entitled to a severance allowance in the amount of \$9,334.00, under option #2.

Option #1: 21 years of service X \$182.00 = \$3,822.00

Option #2: 179.5 unused sick leave days X \$52.00 = \$9,334.00

The administration recommends that the Board of School Directors accept Mrs. Gibson's severance allowance of \$9,334.00 as presented.

11.6 Severance - Debbie Bressler

Mrs. Debbie Bressler, Elementary Librarian, submitted her letter of resignation for the purpose of retirement effective at the end of the 2013-2014 school year, and the Board of School Directors accepted Mrs. Bressler's resignation at their April 7, 2014 meeting. Mrs. Bressler's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Bressler is entitled to a severance allowance in the amount of \$8,050.00, under option #1.

Option #1: 35 years of service X \$230.00 = \$8,050.00

Option #2: 109 unused sick leave days X \$72.00 = \$7,848.00

The administration recommends that the Board of School Directors accept Mrs. Bressler's severance allowance of \$8,050.00 as presented.

New Business – Personnel Actions

11.7 Severance - Susan Martin

Mrs. Susan Martin, Sixth Grade Math Teacher, submitted her letter of resignation for the purpose of retirement effective at the end of the 2013-2014 school year, and the Board of School Directors accepted Mrs. Martin's resignation at their April 7, 2014 meeting. Mrs. Martin's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Martin is entitled to a severance allowance in the amount of \$8,064.00, under option #2.

Option #1: 21 years of service X \$230.00 = \$4,830.00

Option #2: 112 unused sick leave days X \$72.00 = \$8,064.00

The administration recommends that the Board of School Directors accept Mrs. Martin's severance allowance of \$8,064.00 as presented.

11.8 Severance - Gloria Horst

Mrs. Gloria Horst, First Grade Teacher at Oak Flat Elementary Teacher, submitted her letter of resignation for the purpose of retirement effective at the end of the 2013-2014 school year, and the Board of School Directors accepted Mrs. Horst's resignation at their April 7, 2014 meeting. Mrs. Horst's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Horst is entitled to a severance allowance in the amount of \$8,740.00, under option #1.

Option #1: 38 years of service X \$230.00 = \$8,740.00

Option #2: 97 unused sick leave days X \$72.00 = \$6,984.00

The administration recommends that the Board of School Directors accept Mrs. Horst's severance allowance of \$8,740.00 as presented.

11.9 Retirement - Nancy Bennett

Mrs. Nancy Bennett has submitted her letter of resignation for the purpose of retirement as a full-time Middle School Aide, effective the end of the 2013-2014 school year.

The administration recommends that the Board of School Directors approve Mrs. Bennet's resignation for the purpose of retirement, effective the end of the 2013-2014 school year.

New Business – Personnel Actions

11.10 Evening Custodian Recommendation

Mr. Rick Gilliam, Director of Building and Grounds/Transportation, is recommending the individual listed as a part-time evening custodian at the Middle School.

Karen Brown

The administration recommends that the Board of School Directors approve Mrs. Brown as a part-time evening custodian as presented.

11.11 Extended School Year (ESY) Professional Staff Appointments

Mr. William Gillet, Supervisor of Special Education would like to recommend the professional staff listed to assist with the 2013-2014 ESY Summer Program.

Ashley Gleeson - Teacher

Amanda Craig - Speech Clinician

Karen Hamilton - Vocational Aide

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

11.12 Coaching Appointments

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

Johnathan Hocker - Middle School Girls Basketball Coach

Ryan Kelley - Middle School Girls Basketball Coach

Nelson Myers, Jr. - Volunteer Baseball Coach

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

New Business Items – 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.

Michael Berry	\$1,260.00
Judy Breneman	<u>\$1,311.00</u>
Total	\$2,571.00

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.

12.2 Permission to Attend Girls Basketball Team Camp

Ms. Randy Jones, Varsity Girls Basketball Coach, is requesting Board approval for the girls basketball team and coaches to attend team camp at Messiah College from July 13, 2014 through July 17, 2014. All expenses are paid for by the respective teams and/or individual student athletes.

The administration recommends that the Board of School Directors approve Ms. Jones' request for the girls basketball team and coaches to attend the summer team camp as presented.

12.3 Proposed Updated Job Descriptions

The Administration has made some revisions to the job descriptions listed. Copies of the job descriptions have been included with the agenda.

Administrative Assistant to the Athletic/Student Activities Director
Reading Specialist
School Resource Officer

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

New Business Items – Other Actions

12.4 Big Spring School District/Capital Area Intermediate Unit Special Education Contract for 2014-2015

The proposed 2014-2015 Special Education Service Contract between the Big Spring School District and the Capital Area Intermediate Unit has been reviewed by Mr. William Gillet, Supervisor of Special Education, and the Superintendent.

The administration recommends that the Board of School Directors approve the 2014-2015 Special Education Contract with the Capital Area Intermediate Unit. The final contract charges will be determined based on actual 2014-2015 Big Spring CAIU enrollments and CAIU services.

12.5 Approval of Summer Hires

The Director of Building & Grounds prepared the included list of personnel to assist the summer cleaning and technology refresh teams.

The administration recommends the Board of School Directors approve the list of 2014 summer work crew as presented.

12.6 Approval of Three year Contract with Capital Blue Cross

Over the past year we have discussed with the Association, the Finance Committee and Banyan Consulting the idea of consolidating to one carrier to gain better control over Rx Services and reduce administration fees with a larger number of contracts with the chosen carrier. This Spring Banyan began the process of seeking proposals from Capital and Highmark for a consolidation move. Capital provided the best proposal and would allow us to keep the HMO and PPO choice. Last week, the Association voted to accept the consolidation to Capital Blue Cross with the understanding that all services remain the same pending a new CBA Agreement. Note this is for plan administration only as the District is self-funded. Included is an FAQ document explaining the conversion process.

The administration recommends the Board of School Directors approve consolidating medical and prescription plan administration with Capital Blue Cross for a 3-year period beginning July 1, 2014.

New Business Items – Other Actions

12.7 Approve 2014/15 Premium Share Rates

The current premium share rates for Administration and Classified Staff are set at 15% premium share contribution by the employee with a reduction to 13% if they complete the wellness program. Based on the ongoing negotiations with BSEA, the administration recommends the current rates of 15% and 13% be used for 2014/15 school year for Administration and Classified Staff. A copy of the rates with premium share is included with the agenda.

The administration recommends the Board of School Directors approve modifying the Act 93 Document and the Classified Compensation plan to retain the same 15% premium share for the 2014/15 plan year.

12.8 Proposed New York City Trip

The High School Administration is requesting permission for Big Spring High School Spanish students to travel to New York City, tentatively scheduled for October 8, 2014 through October 10, 2014.

Information is included with the agenda.

The administration recommends that the Board of School Directors grant the High School Administration approval for the Big Spring High School Spanish students to travel to New York City as presented.

12.9 Approve 2014/15 Cafeteria Meal Prices

After a review of the Chartwell's proposal with the finance committee, the following are the recommended meals prices for the 2014/2015 school year and are included with the agenda; this is a five cent increase from the 2013-2014 school year. The target price for a reimbursable lunch under the HHFKA is currently \$2.95, although federal guidelines are changing and no date for compliance has been established.

The administration recommends the Board of School Directors approve the breakfast and lunch prices for the 2014-2015 school year as presented.

12.10 Approval of Mains Roof Bid

Included with the agenda are a Roofing Material and Services Proposal from Garland/DBS, Inc. for the HS Roof replacement. This is scheduled for early September and will not interfere with either school or pool operations; this will use a cold-applied adhesive to minimize odor. This project is being done through the US Communities Cooperative Purchasing Agreement.

The administration recommends the Board of School Directors approve the bid from David H. Mains Associates, Inc for \$524,657 to replace the HS Pool roof. Funding will come from the Capital Project fund.

13. New Business - Information Items

13.1 Tenure Status - Sarah Hammaker

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

Sarah Hammaker

Additional information regarding the professional employee has been prepared by Mrs. Linda Slusser, Mt Rock Elementary School Principal.

13.2 Proposed Planned Course Adoption

Listed below is a completed planned course and materials to support the course for board approval. All completed planned courses and materials are available in the Curriculum Center for review by the Board of School Directors prior to the May 19, 2014, Board of School Directors meeting.

Planned Course -- Elementary - Writing

Materials -- WriteSteps - Writing and Grammar Program

13.3 Updated Policy

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

223 Tobacco Use Policy

The updated policy will be an action item on May 19, 2014, Board Agenda.

13.4 Agricultural Advisory Committee Meeting Agenda

Mr. Richard W. Fry, Superintendent of School has submitted the Agricultural Advisory Committee Meeting Agenda to the Board as an information item.

14. Future Board Agenda Items

15. Board Reports

15.1 District Improvement Committee - Mr. Norris/Mr. McCrea

15.2 Athletic Committee - Mr. Swanson, Mr. Roush and Mr. Gutshall

15.3 Cumberland Perry Area Vocational Technical School - Mr. Wolf/Mr. Piper

15.4 Buildings and Property Committee - Mr. Barrick, Mr. Piper, Mr. Swanson, and Mr. Roush

15.5 Finance Committee - Mr. Gutshall, Mr. Piper, Mr. Swanson and Mr. Blasco

15.6 South Central Trust - Mr. Blasco

15.7 Capital Area Intermediate Unit - Mr. Wolf

15.8 Cumberland County Tax Collection Bureau - Mr. Wolf

15.9 Superintendent's Report

15.10 Future Board Agenda Items

16. Meeting Closing

16.1 Business from the Floor

16.2 Public Comment Regarding Future Board Agenda Items

16.3 Adjournment

Meeting adjourned at _____PM, **May 5, 2014**.

Next scheduled meeting is: **May 19, 2014**