

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING AGENDA

MONDAY, MAY 6, 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 22, 2013 REGULAR BOARD MEETING MINUTES AND THE APRIL 22, 2013 COMMITTEE OF THE WHOLE MEETING MINUTES.

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

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 third quarter of the 2012-2013 school year.

Grade 10	Tyler Allen	Logistics & Warehouse Management
Grade 10	David Fetterman	American Studies
Grade 10	Lydia Hikes	Nursing Assisting
Grade 11	Briana Risbon	World Studies
Grade 11	Dakota Kuhn	World Studies
Grade 11	Noah Rife	Automotive Collision Technology
Grade 11	Joshua Bruno	Welding

B. Recognition of Academic Achievement Awards for the Third Quarter

Mr. Steven Smith will also recognize those students who have earned the academic achievement award for the third quarter for the 2012-2013 school year.

Grade 9	Larissa Kelso	99.0
Grade 10	Zach Moul	99.2
Grade 11	Rebecca Deihl	99.6
Grade 12	Lindsay Bower	99.0

C) Mr. Richard W. Fry, Superintendent of Schools will recognize the 2012-2013 Newville Quiz Bowl Champions and Coaches. The Quiz Bowl Members and coaches are as follows:

Jason Shover/Suzanne Brazeau – Coaches

Sydney Witter - Student
Tyler Hunt - Student
Bly Welker - Student
Kailee Shotto - Student
Alexis Fearnbaugh - Student
Madicyn Barnes - Student

V. TREASURER'S REPORT**VI. PAYMENT OF BILLS**

General Fund	\$ 411,860.10
Cafeteria Fund	\$ 127.52
Student Activities Fund	<u>\$ 11,564.58</u>
TOTAL	\$ 423,552.20

VII. READING OF CORRESPONDENCE**VIII. RECOGNITION OF VISITORS**

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IX. PUBLIC COMMENT PERIOD

X. STRUCTURED PUBLIC COMMENT PERIOD**XI. OLD BUSINESS****XII. NEW BUSINESS**

A) PERSONNEL CONCERNS

(ACTION ITEM)

- 1) **Ms. Stephanie Cramer**, sixth grade English Teacher has submitted her letter of resignation for the purpose of retirement as a sixth grade English Teacher at the Middle School, effective immediately.

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

The administration recommends that the Board of School Directors accepts Ms. Cramer's resignation for the purpose of retirement as a sixth grade English Teacher at the Middle School, effective immediately.

(ACTION ITEM)

- 2) **Mr. David Cox**, head wrestling coach has submitted his letter of resignation as head wrestling coach, effective immediately.

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

The administration recommends that the Board of School Directors accept Mr. Cox's resignation as head wrestling coach, effective immediately.

(ACTION ITEM)

- 3) **Mrs. Cathy Hing**, Middle School Learning Support Teacher, submitted her letter of resignation for the purpose of retirement effective the end of the 2012-2013 school year, and the Board of School Directors accepted Mrs. Hing's resignation at the April 8, 2013 meeting of the Board of School Directors. Mrs. Hing's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Hing is entitled to a severance allowance in the amount of \$7,164.00, under option #2.

Option #1:

23 years of service X \$223.00 = \$5,129.00
(Maximum of \$15,400.00)

Option #2:

99.5 unused sick leave days X \$72.00 = \$7,164.00
(\$12,500.00 maximum)

The administration recommends that the Board of School Directors accept Mrs. Hing's severance allowance of \$7,164.00 as presented.

A) PERSONNEL CONCERNS (. . . continued)**4) Newville Elementary School Quiz Bowl Coaches****(ACTION ITEM)**

Ms. Suzanne Brazeau and Mr. Jason Shover have been recommended to serve as Quiz Bowl Coaches retroactive to the beginning of the 2012-2013 school year for the Newville Elementary School Quiz Bowl Team.

The administration recommends that the Board of School Directors appoint Ms. Suzanne Brazeau and Mr. Jason Shover as Quiz Bowl Coaches retroactive to the beginning of the 2012-2013 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.

5) Coaching Appointments**(ACTION ITEM)**

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

**Beth Snyder
Austin Myers
Cale Nelson**

**Assistant Girls' Basketball Coach
Assistant Boys' Basketball Coach
Volunteer Boys' Basketball Coach**

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

6) Extended School Year (ESY) Professional Staff Appointments**(ACTION ITEM)**

Mr. William Gillet, Supervisor of Special Education would like to recommend the professional staff listed to assist with the 2012-2013 ESY Summer Program.

**Shawna Chamberlin
Kim Margosian
Amanda Craig**

**ESY Students Grades 7-12
ESY Students Grades K-6
ESY Speech Students**

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

A) PERSONNEL CONCERNS (. . . continued)**7) Department Chair Recommendations****(ACTION ITEM)**

Mr. Kevin Roberts, Director of Curriculum/Instruction and Educational Technology would like to recommend the individuals listed to serve as chair members for the respective departments in the positions noted.

Wendy Hanks	Mathematics - Department Chairperson
Christina Gruver	Mathematics - Assistant Department Chairperson
Mallory Farrands	English - Department Chairperson
Lauren Swigart	Reading/English Assistant Department Chairperson
VACANT	Reading - Assistant Department Chairperson (Elementary)
Dwain Messersmith	Technology Education/Agriculture – Department Chair
Denise Mancuso	Library - Department Chairperson
Michael McVitty	Art – Department Chairperson
Micah Artz	Physical Education – Department Chairperson
Abigail Leonard	Special Education – Department Chairperson

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

8) Middle School Arts Team Leader Appointment**(ACTION ITEM)**

Dr. Linda Wilson, Middle School Principal would like to recommend the individual listed as Arts Team Leader the beginning of the 2013-2014 school year.

Mrs. Dora Kuntz

The administration recommends that the Board of School Directors approve Mrs. Dora Kuntz as Middle School Arts Team Leader as presented.

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

Andrew Rice Social Studies and School Counseling

The administration recommends that the Board of School Directors approve the addition listed to the 2012-2013 per diem substitute teacher list as presented.

10) Additional Substitute Aide**(ACTION ITEM)**

Lisa Newsanger

The administration recommends that the Board of School Directors approve the addition listed to the 2012-2013 substitute aide list as presented.

A) PERSONNEL CONCERNS (. . . continued)**(ACTION ITEM)****11) Rebekah Loy**

Loysville, PA 17047

Middle School Health/Physical Education Teacher
(replacing Mrs. Neidlinger who will be retiring)**Education:**

Old Dominion University – Health/Physical Education K-12/Driver's Education (Bachelor's Degree)

Experience:

Juniata High School – Ninth –Twelfth Health/Physical Education Long-Term Substitute Teacher

Bayside High School – Ninth/Tenth Grade Health/Physical Education Teacher

Princess Anne Middle School – Sixth/Seventh Grade Health/Physical Education Teacher

The administration recommends that the Board of School Directors appoint Ms. Loy to serve as a Middle School Health/Physical Education Teacher for the 2013-2014 school year, replacing Mrs. Neidlinger who will be retiring. Ms. Loy's compensation for this position should be established at Bachelor's, step 6, \$47,812.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

XII. NEW BUSINESS (. . . continued)**B) College and Career Readiness/Graduate Survey Solution****(ACTION ITEM)**

Mr. Kevin Roberts, Director of Curriculum/Instruction and Educational Technology would like to recommend a comprehensive college and career readiness solution to assess, guide, and monitor our students' progress through their classes and career pathways. Through a selection team's review of the product, Mr. Roberts is recommending Naviance. In addition to the components listed above, Naviance also provides a graduate follow up survey suite that will enable our District to gather valuable feedback on our alumni.

Information is included with the agenda.

The administration recommends that the Board of School Directors approve the purchase of Naviance.

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

The parents of the student in Case F 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 F for forty-five days of the 2012-2013 school year retroactive to April 23, 2013 through September 13, 2013. If the student in Case F participates in the Student Assistance Program and if the student follows through with all recommendations the forty-five day expulsion will be reduced to thirty days. During the period of exclusion, the student is not permitted on school property at any time for any reason.

XII. NEW BUSINESS (. . .continued)**D) Permission to Attend Girl's Basketball Summer Camp****(ACTION ITEM)**

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 14, 2013 through July 18, 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 Ms. Jones' request for the girls basketball team and coaches to attend the summer team camp as presented.

E) Permission to Conduct Dogs Swim Camp**(ACTION ITEM)**

Mr. Les Stover, head swimming coach, is requesting permission to offer a Dogs Swim Summer Camp to all Big Spring School District students in grades 3-8. In addition, Mr. Stover 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 Dogs Swim Summer Camp is included with the agenda.

The administration recommends that the Board of School Directors approve Mr. Stover's request to offer a Dogs Swim Summer Camp from June 17th through June 20, 2013, as presented, and waive the building utilization fee.

(ACTION ITEM)**F) Approval of Resolution #28 for Reductions in the Numbers of Extra Duty Days for Certain Professional Employees**

The Board of School Directors has reviewed the administrative recommendation regarding the number of extra duty days necessary for specific professional positions throughout the District. The recommendation remains grounded in quality educational programming for all students while seeking cost effective means for delivering such programs. This resolution defines specific positions that will experience reductions in the number of extra duty days that are allotted by the school district in support of those specific programs.

The administration recommends the Board of School Directors adopt the included resolution regarding reductions in the number of extra duty days for certain professional employees.

XII. NEW BUSINESS (. . .continued)**G) Approval of McCoy Bros. Payment Application #1****(ACTION ITEM)**

The window replacement project started on Monday April 29th, two days early. The total project cost, including approved change orders to date, is \$737,256. This agenda includes an additional change order; if approved, it will bring the total project cost to \$751,356.

The administration recommends the Board of School Directors approve Payment Application #1 from McCoy Bothers Inc. in the amount of \$61,117.00 to be paid from the capital project fund.

H) ACNB Account Signers**(ACTION ITEM)**

We are in the process of consolidating our accounts to enable simpler cash management using the School District Liquid Asset Fund (managed by PNC/RBC). This change is based on a request from ACNB to complete the closure of the ACNB cafeteria account previously moved to F&M Trust with the other district accounts.

The administration recommends that the Board of School Directors approve the three signers for the account as Mr. Wilbur E. Wolf, Jr., Mr. Robert L. Barrick, and Mr. David W. Gutshall with Mr. Michael Statler able to view all account activity.

I) Approval of Window Project Change Order – Cafeteria Storefront**(ACTION ITEM)**

As part of a joint venture with Chartwells to ease the crowding in the Middle School cafeteria, we are creating a second serving area in the commons area. The area will be for presentation only and won't involve any in-depth preparation. However, it will have cold storage and other equipment. To secure the equipment and product, Chartwells had a glass storefront enclosure drawn up and we asked McCoy Bros to consider installation as a change order. Their response is included with the board packet.

The administration recommends the Board of School Directors approve a change order to the Middle School Window project to install a glass enclosure at a cost of \$14,100 paid from the capital project.

J) Approval of Recycling, Trash and Refuse Removal Proposal**(ACTION ITEM)**

The Maintenance Department sent out RFP packets to eight different companies seeking proposals for Recycling, Trash and Refuse Removal Services for the 2013/14 year with a 2-year optional extension. Two companies submitted proposals: Advance Disposal \$18,136.95 (current vendor) and IESI at \$20,367.52; the Advanced proposal is attached.

The administration recommends the Board of School Directors accept the proposal from Advanced Disposal for Recycling, Trash and Refuse Removal Services for 2013/14 at an annual cost of \$18,136.95.

XII. NEW BUSINESS (. . .continued)**K) Updated Policies****(INFORMATION ITEM)**

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

- 601 Fiscal Objectives
- 602 Budget Planning
- 603 Budget Preparation
- 604 Budget Adoption
- 605 Tax Levy
- 606 Tax Collection
- 607 Tuition Income
- 608 Bank Accounts
- 609 Investment of District Funds
- 610 Purchases Subject to Bid Quotation
- 611 Purchases Budgeted
- 612 Purchases Not Budgeted
- 613 Cooperative Purchasing
- 614 Payroll Authorization
- 615 Payroll Deductions
- 616 Payment of Bills
- 617 Petty Cash
- 618 Student Activity Funds
- 619 District Audit
- 621 Local Taxpayers Bill of Rights
- 622 GASB Statement 34
- 624 Taxable Fringe Benefits
- 625 Procurement Cards
- 627 Tax-exempt Bond Compliance Procedures

The updated Policies are included with the agenda. The updated policies will be an action item on the May 20, 2013 School Board Agenda.

L) Agriculture Advisory Council Agenda and Minute**(INFORMATION ITEM)**

Ms. SaraBeth Wanbaugh and Mrs. Sherisa Nailor have submitted a copy of the Agriculture Department Advisory Council, agenda and meeting minutes to the Big Spring Board of School Directors as a requirement by the state to keep the program in approval status.

A copy of the Agriculture Advisory agenda and minutes 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 20, 2013