

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING AGENDA**

**MONDAY, MAY 16, 2011**

**I. CALL TO ORDER (BIG SPRING HIGH SCHOOL) 8:00 P.M.**

**II. PLEDGE TO THE FLAG (President Wolf)**

**III. PRAYER**

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**IV. APPROVAL OF THE MAY 9, 2011 REGULAR BOARD MEETING MINUTES, AND THE MAY 9, 2011 COMMITTEE OF THE WHOLE MEETING MINUTES.**

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**V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS**

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**Student Representatives to the Board Report - Doug Kennedy/Sarah Weingarten**

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**VI. TREASURER'S REPORT (Balances as of April 30, 2011)**

General Fund	<b>9,062,004.54</b>
Cafeteria Fund	<b>180,447.41</b>
Student Activity Fund	<b>219,070.08</b>
Capital Projects	<b>2,105,116.95</b>
Newville Projects	<b>1,211,294.67</b>

**VII. PAYMENT OF BILLS**

General Fund	<b>98,788.21</b>
Capital Projects	<b>49,822.70</b>
Cafeteria Fund	<b>116,394.02</b>
Student Activity/Miscellaneous Fund	<b>9,127.02</b>
Newville Project	<b>9,790.21</b>

<b>Total</b>	<b>283,922.16</b>
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VIII. READING OF CORRESPONDENCE

IX. RECOGNITION OF VISITORS

X. PUBLIC COMMENT PERIOD

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XI. STRUCTURED PUBLIC COMMENT PERIOD

XII. OLD BUSINESS

XIII. NEW BUSINESS

A. PERSONNEL CONCERNS

**(ACTION ITEM)**

1) **Sarah Hammaker**  
Dillsburg, PA 17019

**Elementary/Instrumental Music**  
(replacing Zachary Eisenhauer)

**Education:**

Millersville University (Bachelor's of Science in Music Education)

**Experience:**

Big Spring School District – Long-Term Substitute Elementary Music Teacher  
Penn Manor School District – Elementary Music Teacher

The administration recommends that the Board of School Directors appoint Ms. Hammaker to serve as an Elementary Music Teacher for the 2011-2012 school year. Ms. Hammaker's compensation for this position should be established at Bachelor's year two (2), Step 1 \$41,551.00, 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)**2) Coaching Appointment****(ACTION ITEM)**

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individual listed as the Assistant Football Coach for the 2011-2012 school year.

**Robert Baker**

The administration recommends that the Board of School Directors approve the recommendation of Mr. Baker as the Assistant Football Coach for the 2011-2012 school year.

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**(ACTION ITEM)**

- 3) Mrs. Carol Beard**, Learning Support Teacher at Oak Flat Elementary School, submitted her letter of resignation for the purpose of retirement effective the conclusion of the 2010-2011 school year and the Board of School Directors accepted Mrs. Beard's resignation at the April 4, 2011 meeting of the Board of School Directors. Mrs. Beard's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Beard is entitled to a severance allowance in the amount of \$3,344.00, under option #2.

Option #1:

0 years of service X \$210.00 = \$0  
(\$14,500.00 maximum)

Option #2:

44 unused sick leave days X \$76.00 = \$3,344.00  
(\$14,500.00 maximum)

The administration recommends that the Board of School Directors accept Mrs. Beard's severance allowance of \$3,344.00 as presented.

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**A. PERSONNEL CONCERNS** ( . . . continued)**(ACTION ITEM)**

- 4) **Mrs. Kathy Gorka**, Life Skills Teacher at the High School, submitted her letter of resignation for the purpose of retirement effective the conclusion of the 2010-2011 school year and the Board of School Directors accepted Mrs. Gorka's resignation at the April 4, 2011 meeting of the Board of School Directors. Mrs. Gorka's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Gorka is entitled to a severance allowance in the amount of \$1,140.00, under option #2.

Option #1:

0 years of service X \$210.00 = \$0  
(14,500.00 maximum)

Option #2:

15 unused sick leave days X \$76.00 = \$1,140.00  
(14,500.00 maximum)

The administration recommends that the Board of School Directors accept Mrs. Gorka's severance allowance of \$1,140.00 as presented.

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**(ACTION ITEM)**

- 5) **Mrs. Mary Wilhelm**, Instructional Support Teacher and Interim Dean of Students at Plainfield Elementary School, submitted her letter of resignation for the purpose of retirement effective the conclusion of the 2010-2011 school year and the Board of School Directors accepted Mrs. Wilhelm's resignation at the April 4, 2011 meeting of the Board of School Directors. Mrs. Wilhelm's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Wilhelm is entitled to a severance allowance in the amount of \$2,204.00, under option #2.

Option #1:

0 years of service X \$210.00 = \$0  
(14,500.00 maximum)

Option #2:

29 unused sick leave days X \$76.00 = \$2,204.00  
(14,500.00 maximum)

The administration recommends that the Board of School Directors accept Mrs. Wilhelm's severance allowance of \$2,204.00 as presented.

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**A. PERSONNEL CONCERNS** ( . . . continued)**6) 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.

Deborah Ginter	Mathematics - Department Chairperson
Gina Froment	Mathematics - Assistant Department Chairperson
Angela Schneider	English - Department Chairperson
Barbara Dellinger	English - Assistant Department Chairperson
Niki Donato	Reading - Assistant Department Chairperson (Ele.)
VACANT	Reading - Assistant Department Chairperson (M.S.)
Dwain Messersmith	Technology Education/Agriculture – Department Chair
Kassandra Gordon	Library - Department Chairperson
Michael McVitty	Art – Department Chairperson
Micah Artz	Physical Education – Department Chairperson

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

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**7) Additional Per Diem Substitute Teacher****(ACTION ITEM)****Matthew Thielemann    Secondary Education English**

The administration recommends that the Board of School Directors approve the addition of Matthew Thielemann to the 2010-2011 per diem substitute teacher list as presented.

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

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

<b>Jamie Fortney</b>	<b>\$ 2,340.00</b>
<b>Lauren Hetrick</b>	<b>\$ 2,400.00</b>
<b>Krista Lupfer</b>	<b>\$ 1,200.00</b>
<b>Tyler Henry</b>	<b>\$ 1,071.00</b>
<b>Rachel Myers</b>	<b><u>\$ 1,600.00</u></b>
<b>Total</b>	<b>\$ 8,611.00</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 and the Big Spring School District.

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**XIII. NEW BUSINESS (. . .continued)****C) Permission to Attend Girls Basketball Camp****(ACTION ITEM)**

Ms. Randy Jones, Head Girls Basketball Coach is requesting Board approval for the girls basketball team to attend team camp at Messiah College from July 17 – July 21, 2011.

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.

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**D) Permission to Attend Girls Volleyball Camp****(ACTION ITEM)**

Mrs. Shirley Truesdell, Head Girls Volleyball Coach is requesting Board approval for the girls volleyball team to attend team camp at Penn State University from July 12 – July 15, 2011.

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

The administration recommends that the Board of School Directors approve Mrs. Truesdell's request for the girls volleyball team and coaches to attend the summer team camp as presented.

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**E) Permission to Host a Boys Basketball Camp****(ACTION ITEM)**

Mr. Jason Creek is requesting permission to host a boy's basketball camp from July 11 – July 15, 2011 at the Big Spring High School Complex.

Information is included in the agenda.

The administration recommends that the Board of School Directors approve the request to host a boy's basketball camp from July 11 – July 15, 2011 at the Big Spring High School Complex.

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

Mr. Gary Wolf is requesting permission to use the high school parking lots for the annual Corvette Autocross on Sunday July 24, 2011 from 7:00 a.m. to 4:00 p.m. Because the utilization date is on a Sunday, Board action is necessary.

The administration recommends that the Board of School Directors approve Mr. Wolf's request to use the high school parking lots as presented.

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**XIII. NEW BUSINESS (. . .continued)****G Facilities Utilization Request****(ACTION ITEM)**

Mrs. Mary Wilhelm, Plainfield Elementary School Interim Dean of Students is requesting permission to use Plainfield Elementary School grounds on Sunday, May 22, 2011 from 2:00 p.m. – 4:00 p.m. for an open house. Because the utilization date is on a Sunday, Board action is necessary.

The administration recommends that the Board of School Directors approve Mrs. Wilhelm's request to use Plainfield Elementary School grounds as presented.

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**H) Case J of 2010-2011****(ACTION ITEM)**

The parents of the student in Case J of 2010-2011 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 J of 2010-2011 school year for a period of forty-five (45) days. The student will be placed in an Alternative Placement during these forty-five (45) days. During the period of exclusion, the student is not permitted on school property at any time for any reason.

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**(ACTION ITEM)****I) Authorization of Request for Proposals for a Food Service Management Company Contract for Big Spring**

The District continues to evaluate ways to be more efficient and cost effective in how it operates the District. One of the options is to contract food services to a management company. These companies, such as Chartwells or Sodexo, develop and use standardize manning, menus and supervision models to deal with the ever increasing state and federal mandates while reducing costs to school districts. They also achieve savings by aggregating worldwide food orders to maximize discounts and set wages and benefits to match the local workforce.

The Board of School Directors directs the District Administration to prepare and release a food service management company request for proposals to contract out all food services in Big Spring School District beginning with school year 2012/13. The process should be in accordance with all federal and state laws, including PDE guidelines and require proposals to be submitted early enough that the Board can fully consider the proposals before rendering a decision prior to April 1, 2012.

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**XIII. NEW BUSINESS** (. . .continued)**J) Proposed Final Budget****(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 20, 2011. 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 \$40,207,391.00 budget amount for both expenditures and revenues. The 2011/12 Proposed Budget is \$738,900 less than the current 2010/11 Budget. Even though this is a smaller budget, a 3.8% tax increase is required to offset the significant loss in both state and federal grants and subsidies.

2010-11 Mills	16.072 mills
2010-11 Estimated Mills Post Reassessment	11.655 mills
1 (Reassessed) Mill =	\$ 1,447,793
Index Allowed (3.8% of Post Reassessment Mills)	.443 mills
Proposed 2012 Budget Tax Increase @ 3.8%	12.098 mills
RE Tax on \$100,000 Home Before Reassessment 2010	\$1,607.20
RE Tax on \$100,000 Home After Reassessment 2010	\$1,165.50
Proposed RE Tax on \$100,000 w/ 2011/12 Budget	\$1,209.77
Increase per \$100,000 Assessed Value	\$44.27

The administration recommends the Board of School Directors approve a proposed final budget in the amount of \$40,207,391 for the 2011-2012 School Year with a tax rate of 12.098 mills based on the 2010 reassessment.

**K) Proposed 2011-2012 Food Service Meal Prices****(ACTION ITEM)**

Mr. Rick Gilliam, Food Service Director, has the proposed 2011-2012 lunch and breakfast prices. The current elementary price for a school lunch is \$2.05 and the secondary price is \$2.20. The result of the schedule below is in compliance to the \$2.75 mandated minimum price within the three year period.

**Breakfast 2011-2012 \$ .10 increase from \$1.40 to \$1.50. Mandated price is \$1.50**

<u>School Year</u>	<u>Increase</u>	<u>Elementary Price</u>	<u>Secondary Price</u>
2011-2012	\$.25 increase	\$2.30	\$2.45
2012-2013	\$.25 increase	\$2.55	\$2.70
2013-2014	\$.20 increase	\$2.75	\$2.90

The administration recommends that the Board of School Directors approve the proposed 2011-2012 school lunch prices and breakfast prices as presented.

**XIII. NEW BUSINESS (. . .continued)****L) Board Emergency Preparedness Policy 805****(ACTION ITEM)**

The administration has prepared Board Policy #805, the Emergency Preparedness Policy, and a copy of the policy has been included with the agenda.

The administration recommends that the Board of School Directors approve the Board Emergency Preparedness Policy 805 as presented.

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**M) Proposed Updated 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.

High School Principal  
Middle School Principal  
Middle School Assistant Principal  
Elementary Principal  
Special Education Department Chairperson

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

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**(ACTION ITEM)****N) Resolution of #13 Implementing The National Incident Management System**

The administration is requesting Board approval on Resolution #13. Resolution #13 is the implementation of the National Incident Management System (NIMS). The resolution is included with the agenda.

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**O) Capital Area Intermediate Unit Technology Contracts****(ACTION ITEM)**

Mr. Kevin Roberts, Director of Curriculum/Instruction and Educational Technology is requesting Board approval for the updated contracts listed provided by the Capital Area Intermediate Unit.

Barracuda Back Up Service  
Internet Related Services  
PowerSchool – Student Information System

The administration recommends that the Board of School Directors approve the updated technology contracts as presented.

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**XIII. NEW BUSINESS (. . .continued)****P) Proposed Job Description****(INFORMATION ITEM)**

Mrs. Jeanne Temple, Assistant Superintendent has developed the job description listed below. A copy of the job description has been included with the agenda.

**Coordinated School Health Council and Professional Development Leadership Committee**

After the job description has been reviewed by the Board of School Directors and the administration, the administration will present the job description for Board approval at the June 6, 2011 Board meeting.

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**Q) 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.

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**XIV. FUTURE BOARD AGENDA ITEM****XV. COMMITTEE REPORTS**

- A) District Improvement Committee – Mrs. Lopp**
- 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**

**XVI. SUPERINTENDENT'S REPORT**

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**XVII. BUSINESS FROM THE FLOOR**

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**XVIII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS**

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**XIX. ADJOURNMENT**

Meeting adjourned \_\_\_\_\_ P.M.

**NEXT SCHEDULED BOARD MEETING: Monday, June 6, 2011**