

# BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

## BOARD MEETING AGENDA

MONDAY, JUNE 21, 2010

- I. CALL TO ORDER (BIG SPRING HIGH SCHOOL) 8:00 P.M.
  - II. PLEDGE TO THE FLAG (President Wolf)
  - III. PRAYER
  - IV. APPROVAL OF THE JUNE 7, 2010 REGULAR BOARD MEETING MINUTES, THE JUNE 7, 2010 BUILDING AND PROPERTY MEETING MINUTES AND THE JUNE 7, 2010 COMMITTEE OF THE WHOLE MEETING MINUTES
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### V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

#### A) Recognition of Vocational-Technical School Students of the Quarter

Mr. Steven Smith, high school principal, will recognize those high school students who have earned Vocational-Technical School Student of the Quarter honors:

Adam L. Brossman	Automotive Technology	Grade 10
Brock D. Bull	Logistics and Warehouse Management	Grade 10
Kody L. Richmond	Carpentry	Grade 10
Kristen E. Day	Cosmetology	Grade 11
Brian Murray	Masonry	Grade 11
Erik Schall	Computer Information System	Grade 11
Briana White	Health Occupations	Grade 11
Travis Jumper	Automotive Collision Technology	Grade 12
Thomas Woodrey	Electrical Construction & Maintenance	Grade 12

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#### B) Recognition of Academic Achievement Awards for the Fourth Quarter

Mr. Steven Smith will also recognize those students who have earned the academic achievement award for the fourth quarter for the 2009-2010 school year.

Grade 9	Jaime Boudier	98.1
Grade 10	Michelle Sheeler	98.3
Grade 11	Lauren Hurley	100.0
Grade 12	Kathleen Woods	101.0

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**VI. TREASURER’S REPORT (Balances as of May 31, 2010)**

General Fund	\$ 6,261,710.42
Athletic Fund	\$ 666.48
Cafeteria Fund	\$ 137,076.10
Capital Reserve Fund	\$ 66,690.78
Student Activity/Miscellaneous Fund	\$ 154,242.81

**VII. PAYMENT OF BILLS**

A) General Fund	\$ 333,585.32
B) Athletic Fund	\$ 2,580.31
C) Cafeteria Fund	\$ 105,956.99
D) Newville Project Fund	\$ 164,971.68
E) Student Activity/Miscellaneous Fund	\$ <u>10,663.28</u>
<b>Total</b>	<b>\$ 617,757.58</b>

**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**

**1) Additional Per Diem Substitute Teacher**

**(ACTION ITEM)**

**Jennifer Ross – Elementary Education/Middle Level Math**

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

**2) Transfer of Professional Personnel**

**(ACTION ITEM)**

As per Board Policies 3850.0-3850.4, the administration will transfer the professional employees whose names are listed below for the 2010-2011 school year.

<b>Employee</b>	<b>From</b>	<b>To</b>
Suzanne Brazeau	Oak Flat Third Grade	Newville Third Grade
Jennifer Roberts	Full-Time Title I Reading Teacher	Part-Time Title I Reading Teacher

The administration recommends that the Board of School Directors approve the professional employees transfers as presented.

**3) Curriculum Center Student Worker**

**(ACTION ITEM)**

**Miss Megan Kuntz**

The administration recommends that the Board of School Directors approve Miss Megan Kuntz to assist in the Curriculum Department during the summer of 2009-2010.

A. PERSONNEL CONCERNS ( . . . continued)

**(ACTION ITEM)**

4) **Marsha Stellfox**  
Enola, PA 17025

Emotional Support Teacher at the  
Middle School replacing Mrs. Heather Hess  
who has resigned

**Education:**

Lock Haven University (Bachelor's Degree Education)  
Bloomsburg University  
Shippensburg University (Master's of Education)

**Experience:**

Halifax School District – Learning Support Teacher

The administration recommends that the Board of School Directors appoint Mrs. Stellfox to serve as an Emotional Support Teacher at the Middle School, replacing Mrs. Hess who has resigned, beginning with the 2010-2011 school year. Mrs. Stellfox's compensation for this position should be established at Master's Degree Step 7, \$52,329.00, plus a \$400.00 special education stipend based on the current contract between the Big Spring Education Association and the Big Spring School District.

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**(ACTION ITEM)**

5) **Mr. Seth Cornman** has submitted his letter of resignation as PC Technician, retroactive to Friday, June 11, 2010.

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

The administration recommends that the Board of School Directors accept Mr. Cornman's resignation as PC Technician, retroactive to June 11, 2010.

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**(ACTION ITEM)**

6) **Mrs. Jessica Carr** has submitted her letter of resignation as a Middle School Seventh Grade Reading Teacher, effective immediately.

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

The administration recommends that the Board of School Directors accept Mrs. Carr's resignation as Middle School Seventh Grade Reading Teacher, effective immediately.

A. PERSONNEL CONCERNS ( . . . continued)

7) Coaching Appointments

**(ACTION ITEM)**

Mr. Jay Hockenbroch has recommended the individuals listed to serve as coaches during the 2010-2011 school year.

<b>Michael Berry</b>	<b>Assistant Varsity Football Coach</b>
<b>Jesse Killinger</b>	<b>Assistant Varsity Football Coach</b>
<b>Brian Rohm</b>	<b>Junior High Football Coach</b>
<b>Kelly Chamberlin</b>	<b>Assistant Field Hockey Coach</b>
<b>Justine Sieg</b>	<b>Volunteer Field Hockey Coach</b>
<b>Lauren Swigart</b>	<b>Junior High Girl's Basketball Coach</b>

The administration recommends that the Board of School Directors appoint the above listed individuals to coach during the 2010-2011 school year and establish their salaries based on the current contract between the Big Spring Education Association and the Big Spring School District, pending all required paperwork.

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**(ACTION ITEM)**

8) Mrs. Bonnie Myers, has submitted her letter of resignation as Assistant Middle School Cheerleading Coach, effectively immediately.

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

The administration recommends that the Board of School Directors accept Mrs. Myers' resignation as Assistant Middle School Cheerleading Coach, effective immediately.

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**(ACTION ITEM)**

9) Mrs. Dolores Shank, has submitted her letter of resignation as Middle School Girls Basketball Coach, effective immediately.

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

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

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A. PERSONNEL CONCERNS (. . . continued)

10) Mr. Les Stover, has submitted his letter of resignation as Head Varsity Track and Field Coach, effective immediately.

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

The administration recommends that the Board of School Directors accept Mr. Stover's resignation as Head Varsity Track and Field Coach, effective immediately

11) Approval of Child-Rearing Leave for Lindsay Graham (ACTION ITEM)

Mrs. Lindsay Graham, kindergarten teacher at Mt. Rock Elementary School, has requested leave of absence under the Family & Medical Leave Act from approximately September 7, 2010 through November 2, 2010. According to Section 3.08 of the contract between the Big Spring Education Association and the District, a professional employee may request up to one year of child-rearing leave upon the birth of a child. In addition to the duration of the leave period, her request meets all provisions for a child-rearing leave according to the current contract.

A copy of Mrs. Graham's letter appears in the agenda.

The administration recommends that the Board of School Directors approve Mrs. Lindsay Graham's request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately September 7, 2010 through November 2, 2010 according to the terms of the current contract between the Big Spring Education Association and the Big Spring School District.

XIII. NEW BUSINESS (. . . continued)

B) Credit Pay (ACTION ITEM)

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

<b>Jason Artz</b>	<b>\$ 1,170.00</b>
<b>Therese Butkewich</b>	<b>\$ 1,110.00</b>
<b>Michael Fronk</b>	<b>\$ 1,320.00</b>
<b>Amy Henry</b>	<b>\$ 1,110.00</b>
<b>Kevin Roberts</b>	<b>\$ 1,170.00</b>
<b>Marsha Stellfox</b>	<b><u>\$ 1,110.00</u></b>
<b>Total</b>	<b>\$6,990.00</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.

XIII. NEW BUSINESS (. . .continued)

**C) Approval of Small Games of Chance Resolution**

**(ACTION ITEM)**

The Newville Wrestling Association plans to conduct various raffles in support of the Big Spring High School and Middle School off-season wrestling programs.

A copy of a proposed resolution that will permit the Newville Wrestling Association to proceed with plans to secure a small games of chance license has been included with the agenda. The small games of chance license is required in order for the Newville Wrestling Association to conduct the proposed fundraiser.

The administration recommends that the Board of School Directors approve the proposed resolution that will enable the Newville Wrestling Association to apply for a small games of chance license as presented.

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**D) Settlement Agreement**

**(ACTION ITEM)**

The Administration recommends that the Board of School Directors approve the Settlement Agreement and Release in the matter of student #164180 and authorizes the administration, Board Officers, and special counsel to take all steps necessary to implement the settlement.

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**E) Plainfield PTO Fundraisers**

**(ACTION ITEM)**

The Plainfield Elementary School Parent Teacher Organization is requesting permission to conduct the fundraisers listed below during the 2010-2011 school term.

**Wolfgang Candy Fundraiser (Fall)  
Jo Corbi's Family Favorites/Sandwich (Spring)**

The administration recommends that the Board of School Directors approve the Plainfield Elementary Parent Teacher Organization's request to conduct the fundraisers listed above during the 2010-2011 school term.

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XIII. NEW BUSINESS (. . .continued)

**F) Tuition Exemption for Non-Resident Student**

**(ACTION ITEM)**

Ms. Amy Lyke is requesting permission for her son, Jarret Garman, a Big Spring High School senior, to complete his senior year at Big Spring High School as per the conditions outlined in Board Policy 202.3: "Non-resident students in the senior class may be given special consideration to continue their education in the district at the discretion of the Superintendent of Schools provided they have been enrolled in the Big Spring School District a minimum of two (2) full years immediately preceding their senior year." The parents are required to provide the necessary transportation.

Jarret Garman      Grade 12

The administration recommends that the Board of School Directors approve Ms. Lyke's request for a tuition exemption for her son, Jarret Garman, for the 2010-2011 school year, as per the conditions outlined in Board Policy 202.3.

**G) Planned Course Adoption**

**(ACTION ITEM)**

Listed below are completed planned courses for board approval.

**High School**

- Agribusiness – Dual Enrollment
- Craft of Acting
- Creative Writing
- Introduction to Film
- Newspaper
- Reading I
- Reading II
- Shakespeare
- TV Workshop
- World of Theater

The administration recommends the Board of School Directors approve the planned courses as presented.

**H) PSBA Membership Renewal**

**(ACTION ITEM)**

The District has received correspondence from Mr. Thomas Gentzel, Executive Director of the Pennsylvania School Boards Association (PSBA) regarding 2010-2011 membership dues. The dues will maintain at the same rate for the 2010-2011 school year which will be \$10,070.58 for the fiscal year, including a one-year subscription to the PSBA Bulletin and to the School Leader News for each administrator.

The administration recommends that the Board of School Directors approve the District's membership renewal for 2010-2011 fiscal year and authorize the administration to remit payment to PSBA in the amount of \$10,070.58.

XIII. NEW BUSINESS (. . .continued)

**(ACTION ITEM)**

I) **Appointment of the School District Dentist for 2010-2011 School Year**

**Contracted Service**

**Dr. Thomas Filip                      \$4.00 per exam**

The administration recommends that the Board of School Directors approve Dr. Filip's appointment as school district dentist for the 2010-2011 school year as presented.

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**(ACTION ITEM)**

J) **Appointment of the School Physician and School Physician for Student Examinations for 2010-2011 School Year**

<b><u>Contracted Service</u></b>	<b><u>2009-2010 Rate</u></b>	<b><u>Proposed 2010-2011</u></b>
Dr. Darryl K. Guistwite	\$13.70 per student exam Contracted Services for 2009-2010 school year \$6,650.00	\$13.90 per student exam Contracted Services for 2010-2011 school year \$6,750.00

The administration recommends that the Board of School Directors appoint Dr. Darryl Guistwite as the school physician for student examinations for the 2010-2011 school year at a per student physical examination rate of \$13.90. The administration also recommends that the Board of School Directors appoint Dr. Guistwite as School Physician for the contracted annual rate of \$6,750.00.

K) **Approval of the Proposed 2010-2011 Medical Standing Orders**                      **(ACTION ITEM)**

The District's medical standing orders have been reviewed by the administration and Mrs. Carol Madden, head nurse, and Dr. Darryl Guistwite, school physician, has approved the 2010-2011 school term's medical standing orders.

A copy of the signed 2010-2011 medical standing orders is included with the agenda.

The administration recommends that the Board of School Directors approve the medical standing orders for the 2010-2011 school term as presented.

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XIII. NEW BUSINESS (. . .continued)

**L) Contractor Payment #3 for Newville Project – Construction Fund (ACTION ITEM)**

McKissick Associates reviewed the payment applications from eci Construction, LLC, Whislers Well Drilling, Inc., and Mann Plumbing and Heating for work performed on the Newville Addition & Renovation project. These payments will come from the Orrstown Bank loan using a new Construction fund established for this project. A copy of the completed and notarized payment applications in the amount of \$117,442.66 for eciConstruction, LLC, \$40,416.30 for Whislers Well Drilling, Inc, and \$24,433.20 for MidState Mechanical & Electrical, LLC.

The administration recommends that the Board of School Directors approve payment from the construction fund to eciConstruction, LLC in the amount of \$117,442.66, to Whislers Well Drilling, Inc. in the amount of \$40,416.30, and to MidState Mechanical & Electrical, LLC in the amount of \$24,433.20.

**M) Final Adoption of the 2010-2011 General Fund Budget (ACTION ITEM)**

The Board of School Directors tentatively adopted the General Fund Budget for 2010-2011 in the amount of \$41,239,629 at the May 17, 2010 meeting following a budget presentation and discussion. In preparing the final budget some additional changes to both revenue and expenditures were made that decreased the total budget to **\$40,946,291.00**. These changes include the savings realized from the loss of 12 full-time positions. The budget and resolutions were reviewed by Philip Spare, Esquire.

The administration recommends that the Board of School Directors approve the 2010-2011 General Fund Budget in the amount of **\$40,946,291.00**.

**(ACTION ITEM)**

**N) Approval of Taxes and Tax Rates to Support the 2010-2011 General Fund Budget**

The taxes specified below represent the current 2009-2010 taxes and the proposed 2010-2011 taxes that are required to support the proposed 2010-2011 General Fund Budget. Changes appear in boldface:

<u>Current</u>	<u>Proposed</u>	<u>Tax</u>	<u>Approved</u>
15.455	<b>16.072</b>	Mills Real Estate	_____
1.15%	1.15%	Wage and Other Earned Income Tax	_____
½ of 1%	½ of 1%	Realty Transfer Tax	_____
\$5.00	\$5.00	Per Capita Tax	_____
\$5.00	\$5.00	Residence Tax	_____
\$10.00	\$10.00	Occupational Privilege Tax	_____

The administration recommends The Board of School Directors adopt by resolution the **2010-11 Budget Resolution** including the taxes above, the resolution implementing the residence tax per Section 679, and the resolution authorizing installment payment of real estate taxes, as presented.

XIII. NEW BUSINESS (. . .continued)

**O) Homestead Farmstead Resolution for 2010-2011 Fiscal Year**

**(ACTION ITEM)**

The Secretary of Education notified the District on May 1, 2010 that its share of the state gaming funds for 2010-2011 will be \$770,379.65 dollars. The County notified us that we have 5696 approved homesteads and 190 approved farmsteads within the District boundaries to share in that allocation. Using the Pennsylvania Association of School Business Officials worksheet, the administration calculated the exclusion for both homestead and farmsteads in equal amounts equal to \$8,228.00 of assessed value or \$132.24 in tax value. A copy of the proposed resolution and worksheet appear in the agenda and were reviewed by District Solicitor Phillip Spare.

The administration recommends that the Board of School Directors approve the resolution implementing the Homestead and Farmstead Exclusion for the 2010-2011 fiscal year in accordance with the Act 1 of Special Session of 2006 in the amount of \$8,228 in exclusion value or \$132.24 in tax value.

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**P) Hoops for Heart Fundraiser**

**(INFORMATION ITEM)**

Mrs. Neidlinger and Mr. Deutsch, Middle School Physical Education Teachers concluded the Hoops for Heart Event for the 2009-2010 school year and have reported that the students raised \$860.00 for the American Heart Association. The event was held in memory of Miss Tina Keller.

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**Q) 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.

Ms. Stefanie D'Amore	Third Grade Teacher at Newville Elementary School
Mrs. Jennifer Kuhn	Third Grade Teacher at Newville Elementary School
Mr. Andrew Pettit	First Grade Teacher at Mt. Rock Elementary School
Mrs. Julie Friscia	First Grade Teacher at Plainfield Elementary School
Miss Suzanne Brazeau	Third Grade Teacher at Oak Flat Elementary School
Miss Amber Brennan	Fifth Grade Teacher at Oak Flat Elementary School
Mrs. Stephanie Devonald	Second Grade Teacher at Oak Flat Elementary School
Mrs. Jamie Fortney	Second Grade Teacher at Oak Flat Elementary School
Miss Jennifer Heishman	Fourth Grade Teacher at Oak Flat Elementary School
Miss Erin Heaps	Seventh Grade Teacher at the Middle School
Ms. Amy Henry	Middle School Guidance Counselor
Mr. Christopher Chapman	High School Mathematics Teacher
Mr. Chad Feeser	High School English Teacher
Mr. Tyler Henry	High School Mathematics Teacher

Additional information regarding the professional employees have been prepared by Mr. William August, Newville Elementary School Principal, Mrs. Linda Slusser, Mt. Rock Elementary School Principal, Mrs. Zeigler, Plainfield Elementary School Principal, Mr. Stacey Kimble, Oak Flat Elementary School Principal, Dr. Linda Wilson, Middle School Principal, Mr. Steven Smith, High School Principal has been included with the agenda.

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XIII. NEW BUSINESS (. . .continued)

**R) Pennsylvania Department of Education Audit Letter**

**(INFORMATION ITEM)**

Mr. Richard W. Fry, Superintendent of Schools has received a letter from the Pennsylvania Department of Education regarding the single audit report regarding the Schedule of Expenditures of Federal Awards (SEFA), for the year ended June 30, 2008. Also included in the agenda is a response from Mr. Rick Gilliam, Director of Food Services regarding the expenditure of federal awards.

These letter's are included with the agenda.

**S) Proposed Textbook Adoption**

**(INFORMATION ITEM)**

Mr. Kevin Roberts, Director of Curriculum/Instruction and Educational Technology, is recommending the following textbooks to the Superintendent of Schools. The books are available for review in the curriculum office by any member of the Board of School Directors who wishes to review the books.

<u>Course</u>	<u>Title</u>	<u>Author</u>
Middle School	Schooled	Gordon Korman
Language Arts	Drums, Girls, and Dangerous Pie	Jordan Sonnenblick
	Hope Was Here	Joan Bauer
	Skin I'm In	Sharon Flake

**T) Planned Course Adoption**

**(INFORMATION ITEM)**

Listed below are completed planned courses for board approval. All completed planned courses are available in the Curriculum Center for review by the Board of School Directors prior to the July 19, 2010, Board of School Directors meeting.

**High School**

- Agribusiness – Dual Enrollment
- Honors Chemistry
- Law and Society

**U) Updated Student Record Policy**

**(INFORMATION ITEM)**

The administration has submitted an updated Student Record Policy for Board review. The update includes new information regarding IDEA and FERPA.

The updated Student Record Policy is included with the agenda. The updated Student Record Policy will be an Action Item on the July 19, 2010 School Board Agenda.

**V) 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 ITEMS**

**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, July 19, 2010**