



## June 15, 2015 Board of Directors Meeting Agenda

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### 1. Open Meeting

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

### 2. Approval of Minutes

Approval of the June 1, 2015 Regular Board Meeting Minutes, the June 1, 2015 Building and Property Meeting Minutes and the June 1, 2015 Committee of the Whole Meeting Minutes.

### 3. Recognition of Senior Board Representatives - Samuel Tigyer/Daulton Hershey

### 4. Mr. Steven Smith, High School Principal will recognize Senior Jaedanne Kutz - Pennsylvania Skills Baking Champion

### 5. Financial Reports

#### 5.1 Payment of Bills

General Fund	\$1,585,694.40
Capital Projects	\$ 173,592.36
Cafeteria Fund	\$ 353.96
Student Activities	<u>\$ 53,872.85</u>
<b>Total</b>	<b>\$1,813,513.57</b>

Motion to approve payment of bills as presented.

#### 5.2 Treasurer's Fund Report

General Fund	\$10,557,042.20
Capital Projects	\$ 5,259,013.26
Cafeteria Fund	\$ 286,716.44
Student Activities	<u>\$ 212,819.20</u>
<b>Total</b>	<b>\$16,315,591.10</b>

Motion to accept the Treasurer's report and budget transfers as presented.

#### 5.3 YTD General Fund Report and YTD Taxes

The administration prepared these reports for the Board. The General Fund report looks at our revenue and expense for this year against the budget and compares those amounts to last year.

The YTD Tax Report shows the monthly collections and cumulative collections and compares that to the two previous years.

Motion to accept Year-to-Date General Fund and Tax Reports as submitted.

**6. Reading of Correspondence**

Mr. Richard W. Fry, Superintendent of Schools has received correspondence from Ms. Susan McCrone, Pennsylvania Department of Education, Division Chief of Federal Programs regarding the 2014-2015 Consolidated Application. The Correspondence is included with the agenda.

**7. Recognition of Visitors**

**8. Public Comment Period**

**9. Structured Public Comment Period**

**10. Old Business**

**11. New Business**

**12. Personnel Items - Action Items**

**12.1 Resignation - Shea Hurley**

Mr. Shea Hurley has submitted his resignation as Assistant Softball Coach, effective immediately.

The administration recommends that the Board of School Directors approve Mr. Hurley's resignation as Assistant Softball Coach, effective immediately.

**12.2 Resignation - Ginger Kunkel**

Ms. Ginger Kunkel has submitted her resignation as a part-time aide at Oak Flat Elementary School, effective immediately. Ms. Kunkel has requested to assist as a volunteer for the 2015-2016 school year.

The administration recommends that the Board of School Directors approve Ms. Kunkel's resignation as a part-time aide at Oak Flat Elementary School, effective immediately and approve Ms. Kunkel's request to assist as a volunteer for the 2015-2016 school year.

**12.3 Resignation - Sarah Enck**

Ms. Sarah Enck has submitted her resignation as a one-on-one aide at Oak Flat Elementary School, effective immediately.

The administration recommends that the Board of School Directors approve Ms. Enck's resignation as a one-on-one aide at Oak Flat Elementary School, effective immediately.

## **Personnel Items – Action Items**

### **12.4 Resignation - Fay Stum**

Mrs. Fay Stum has submitted her resignation as a part-time custodian at the Middle School, retroactive to June 4, 2015.

The administration recommends that the Board of School Directors approve Mrs. Stum's resignation as a part-time custodian at the Middle School, effective immediately.

### **12.5 Resignation - Leah Richwine**

Mrs. Leah Richwine has submitted her resignation as Title I Coordinator and Assistant Reading Chairperson, effective immediately.

The administration recommends that the Board of School Directors approve Mrs. Richwine's resignation as Title I Coordinator and Assistant Reading Chairperson, effective immediately.

### **12.6 Resignation - Jolene Regetta**

Mrs. Jolene Regetta has submitted her resignation as a fourth grade teacher at Mt. Rock Elementary School, effective immediately.

The administration recommends that the Board of School Directors approve Mrs. Regetta's resignation as a fourth grade teacher at Mt. Rock Elementary School, effective immediately.

### **12.7 Resignation - Katie Sands**

Ms. Katie Sands has submitted her resignation as a grade 3 teacher at Mt. Rock Elementary School, effective immediately.

The administration recommends that the Board of School Directors approve Ms. Sands' resignation as a grade 3 teacher at Mt. Rock Elementary School, effective immediately.

### **12.8 Resignation - James Saracina**

Mr. James Saracina has submitted his resignation for his position as High School Parking Authority, retroactive to May 29, 2015.

The administration recommends that the Board of School Directors approve Mr. Saracina's resignation, retroactive to May 29, 2015.

### **12.9 Resignation – Jodi Bistline**

Ms. Jodi Bistline has submitted her resignation as a High School Learning Support Teacher, effective immediately.

The administration recommends that the Board of School Directors approve Ms. Bistline's resignation as a High School Learning Support Teacher, effective immediately.

## Personnel Items – Action Items

### 12.10 Extra-Curricular Duty Recommendations

The individuals below are recommended to serve in the extra-curricular positions listed for the 2015-2016 school year.

**Judith Mislitski      National Art Society Advisor**  
**Christa Daugherty    Yearbook Advisor**

The administration recommends that the Board of School Directors approve the individuals above to serve in the extra-curricular positions for the 2015-2016 school year.

### 12.11 Child-Rearing Leave of Absence - Tracey Cook

Mrs. Tracey Cook, Reading Teacher at Newville Elementary School is requesting child-rearing leave of absence to begin approximately September 8, 2015 through approximately December 21, 2015. According to Section 3.07 of the current 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.

The administration recommends that the Board of School Directors approve Mrs. Cook's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement to begin approximately September 8, 2015 through approximately December 21, 2015.

### 12.12 Greg Ellerman - Long-Term Substitute Special Education Teacher

#### **Education:**

Dickinson College - Environmental Science (Bachelor's Degree)  
Shippensburg University - Special Education (Master's Degree)

#### **Experience:**

Yellow Breeches Educational Center - Special Education Teacher  
Substitute Teacher - Big Spring School District

The administration recommends that the Board of School Directors appoint Mr. Gregory Ellerman to serve as a Long-Term Substitute Learning Support teacher at the Middle School, replacing Mrs. Candace Bova who is on a leave of absence for the 2015-2016 school year. Mr. Ellerman's compensation for this position should be established at Master's Degree, Step 1, at \$51,872.00, plus a \$400.00 special education stipend, based on the current contract between the Big Spring Education Association and the Big Spring School District.

## Personnel Items – Action Items

### 12.13 Kimberly Vensel - Long-Term Substitute Middle School Counselor

#### Education:

Grove City College - Psychology/Social Work (Bachelor's Degree)  
Messiah College - K-12 Certification

#### Experience:

Chambersburg School District - Long-Term Substitute Elementary Counselor  
Cognitive Health Solutions - LSW/Therapist

The administration requests permission to move forward with this recommendation for a long-term substitute staffing with Source4Teachers, the District substitute teaching contractor. Ms. Vensel will be hired as a Long-Term Middle School Counselor by Source4Teachers to fill the vacancy of Mrs. Amy Craig who will be on child-rearing leave of absence from approximately August 18, 2015 through approximately November 11, 2015.

### 12.14 Marlene Adler - Long-Term Substitute Reading Teacher

#### Education:

University of Delaware - Elementary Education (Bachelor's Degree)  
Towson University, Maryland - Reading (Master's Degree)

#### Experience:

Big Spring School District - Long-Term Substitute Reading Teacher  
Big Spring School District - Eighth Grade Reading Teacher  
Howard County Public School System, Maryland - Elementary Teacher

The administration requests permission to move forward with this recommendation for a long-term substitute staffing with Source4Teachers, the District substitute teaching contractor. Ms. Adler will be hired as a Long-Term Substitute Reading Teacher at Newville Elementary School by Source4Teachers to fill the vacancy of Mrs. Tracey Cook who is on child-rearing leave of absence from approximately September 8, 2015 through approximately December 21, 2015.

### 12.15 Transfer of Professional Personnel

The administration will transfer the professional employees whose names are listed below for the 2015-2016 school year. These transfers are in accordance with the Board Policy 309 section 5.05 of the Collective Bargaining Agreement with the Big Spring Education Association.

**Matthew Engleman from Elementary Physical Education to High School Health/Physical Education**

**Brent Stroh from High School Health/Physical Education to Elementary Physical Education**

**Danielle Morabito from Learning Support at Newville Elementary School to Fourth Grade at Mt. Rock Elementary School**

**Bethany Stanton from Mt. Rock Elementary School Learning Support to Newville Elementary School Learning Support**

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

**Personnel Items – Action Items**

**12.16 Coaching Appointment**

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individual listed as a coach for the 2015-2016 school year.

**Curtis Waltman     Varsity Assistant Football Coach**

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

**12.17 Summer Fitness Center Coordinator Recommendation**

The administration would like to recommend the individual listed as the 2015 Summer Fitness Center Coordinator.

**Cory Hoffman**

The administration recommends that the Board of School Directors approve Mr. Hoffman as the 2015 Summer Fitness Coordinator, as presented.

**12.18 Amelia Tearnan – Mt. Rock Learning Support**

**Education:**

Elizabethtown College – Early Education/Special Education (Bachelor's Degree)

**Experience:**

Newberry Elementary School, Eppers, Pa - Student Teacher  
Price Elementary School, Lancaster, Pa - Student Teacher  
George Washing Elementary School, Lancaster, Pa – Student Teacher  
Bear Creek Elementary School, Elizabethtown, Pa – Student Teacher

The administration recommends that the Board of School Directors appoint Ms. Amelia Tearnan to serve as a Learning Support teacher at Mt. Rock Elementary School, replacing Ms. Danielle Morabito who has transferred, Ms. Tearnan’s compensation for this position should be established at Bachelor’s Degree, Step 1, at \$46,852.00, plus a \$400.00 special education stipend, based on the current contract between the Big Spring Education Association and the Big Spring School District.

**13. Business Items - Other Actions**

**13.1 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.

<b>Stacey Kimble</b>	<b>\$1,768.00</b>
<b>Courtney Rickabaugh</b>	<b>\$1,350.00</b>
<b>Marsha Stellfox</b>	<b><u>\$ 600.00</u></b>
<b>Total</b>	<b>\$3,718.00</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, the Act 93 Agreement and the Big Spring School District.

## **Business Items - Other Actions**

### **13.2 Approval of 2015-2016 Elementary Planner**

The Elementary Principals have updated the Elementary Planner for the 2015-2016 school year. The changes made in the Elementary Planner have been included with the agenda.

The completed Elementary Planner is available for review in the Superintendent's office by any member of the Board of School Directors who wishes to review the completed planner. The administration recommends that the Board of School Directors approve the 2015-2016 changes in the Elementary Planner as presented.

### **13.3 Approval of 2015-2016 Middle School Handbook**

The Middle School Administration have updated the Middle School Handbook for the 2015-2016 school year.

The changes made in the Middle School Handbook have been included with the agenda.

The completed Middle School Planner is available for review in the Superintendent's office by any member of the Board of School Directors who wishes to review the handbook. The administration recommends that the Board of School Directors approve the 2015-2016 changes in the Middle School Handbook as presented.

### **13.4 Proposed Pre-K Counts License Agreement**

The administration would like to pursue a license agreement with Shippensburg University regarding an educational program known as Pre-K Counts and provide its services within the geographical area of the Big Spring School District. The agreement has been included with the agenda and will serve to provide said services to this population for the third year at Big Spring.

The administration recommends the Board of School Directors approve the license agreement with Shippensburg University to implement the educational program known as Pre-K Counts.

### **13.5 Proposed Updated Job Descriptions**

The administration has developed and updated the job descriptions listed. A copy of the job descriptions has been included with the agenda.

**217 Middle School Interventionist**

**218 Elementary Interventionist**

**319 Secondary Instructional Coach**

**506 Administrative Assistant to the Curriculum Center/PIMS and Child Accounting**

**518 Administrative Assistant for Educational Technology**

**519 Human Resources Coordinator**

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

## **Business Items - Other Actions**

### **13.6 Proposal for Stadium Design Work**

The administration met with Mr. Tobie Wolf on June 9, 2015 to discuss actions and timeline to further develop the stadium project for Board review and input. At that meeting, the consensus was that we should obtain a comprehensive review of the location options for a track to be constructed with stadium renovations. Mr. Wolf subsequently prepared a proposal for the continued development of the stadium project with the board, including track feasibility study.

The administration recommends the Board of School Directors accept the proposal from Wolf Consulting Engineers, Inc. in the amount of \$82,000.00 to be paid from the Capital Project Fund and authorize the administration to sign the appropriate documents.

### **13.7 Approval of Classified Compensation Plan for 2015-2016**

In consultation with the Board and the Classified Employee representatives, the administration drafted a new compensation plan for the 2015-2016 school year. Significant changes were made to reflect the new healthcare plan and some minor changes to sick day use were included. This is a one year plan allowing the committee to review the effect of the new healthcare plan and to benchmark wages with the IU averages.

The administration recommends the Board of School Directors approve the 2015-2016 Classified Compensation Plan as included in the agenda.

### **13.8 Approval of 2015-2018 Act 93 Compensation Plan**

After a meeting between the Act 93 representatives and Board representatives, the administration developed the included At 93 compensation plan.

The administration recommends the Board of School Directors approve the Act 93 Compensation Plan for the 2015-2018 school years as included in the agenda.

### **13.9 Purchase of Cafe Tables and Other Furniture**

The administration is preparing combined furniture RFP to replace 16 café tables in the High School with round tables to encourage collaboration. Included with that purchase are assorted furniture items requested by the Principals, included furniture for the new Business Incubator classroom. The Business Incubator items will be purchased with 2014-2015 grant funds and the bulk purchased with Capital Project funds for classroom use. A copy of combined RFP is included in the agenda.

The administration recommends the Board of School Directors approve the purchase of assorted café and classroom furniture items from the Capital Project fund at an estimated cost of \$36,000.00.

**Business Items - Other Actions**

**13.10 Approval of Property Liability and Auto Insurances for 2015-2016 School Year**

To create competition, this year the administration went to two different insurance brokers. We asked AJ Gallagher to work with PSBA exclusively and we asked Carlisle to work with Liberty and any other vendor they knew could quote and meet our requirements. In a meeting with Carlisle Insurance on June 10, 2015, the lowest quote was \$90,000.00 from Catlin and PSBA was the highest at over \$105,000.00. After best and final offers today, the lowest quote is \$84,900.00.

The administration recommends the Board of School Directors accept the quote from Catlin Indemnity for the package insurances as shown in the agenda at a cost of \$84,900.00 and authorize the administration to sign the appropriate documents.

**13.11 Approval of Middle School Roof Survey**

After the latest storm, the Director of Building and Grounds reviewed the Middle School roof with Professional Roof Services. There are enough issues with the roof that it may not be eligible for a white knight coating and instead require selective replacement. Their recommendation is to do a detailed survey of the roof before making any decisions; that proposal is included in the agenda.

The administration recommends the Board of School Directors accept the proposal from Professional Roof Services to perform a survey of the Middle School roof at a cost of \$14,500.00 to be paid from the Capital Project fund and authorize the administration to sign the appropriate documents.

**13.12 Approval of Audit Engagement Letter from Greenawalt & Company**

The administration had its pre-audit briefing with Jim Lyons of Greenawalt & Company on July 9, 2015. Mr. Lyons presented the letter for the Board delineating the audit conduct and associated fees not to exceed \$30,000.00

The administration recommends the Board of School Directors approve the engagement letter as presented by Mr. Lyons and authorize administration to sign the appropriate documents.

**13.13 Approval of Replacement/Recurring Contracts**

The District has several contracts or invoices for annual services that require either a replacement or new documents with the new year. These are continuations, or replacements, of current services and are included in the budget.

Bus Boss Transportation Software	3 years	\$3,049.50 per year
Eidex Focus License (IU)	3 years	\$3,954.00 per year
Docstar License (IU)	3 years	\$3,600.00 per year
Xerox Lease for 5 MFP	4 years	\$11,200.00 per year
PSBA Services	1 year	\$10,953.03 per year
Prosoft Support Svc	1 year	\$13,200.71 per year
Student/Athletic Insurance	1 year	\$15,570.00 per year

The administration recommends the Board of School Directors approve these contracts and/or services and authorize the administration to sign the appropriate documents.

## **14. New Business - Information Items**

### **14.1 Tenure Status**

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

#### **Jodi Bistline - High School Learning Support Teacher**

Additional information regarding the professional employee has been prepared by Mr. Steven Smith, High School Principal.

### **14.2 Proposed Updated Policy**

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

#### **713 Video Surveillance**

The updated policy will be an action item on the July 20, 2015 Board Agenda.

### **14.3 Graduation Requirements**

As per the revised Chapter 4 regulations, the administration recommends that the Board of School Directors approve the proposed graduation requirements. The graduation requirements provide for a differentiated set of diploma options to facilitate student achievement toward their desired goals, as well as incorporate the demonstration of proficiency on the Algebra I, Biology, and Literacy Keystone Exams.

## **15. Future Board Agenda Items**

## **16. Board Reports**

**16.1** District Improvement Committee - Mr. Norris/Mr. McCrea

**16.2** Athletic Committee - Mr. Swanson

**16.3** Vocational-Technical School - Mr. Wolf/Mr. Piper

**16.4** Buildings and Property Committee - Mr. Barrick

**16.5** Finance Committee - Mr. Gutshall, Mr. Piper, Mr. Swanson and Mr. Blasco

**16.6** South Central Trust

**16.7** Capital Area Intermediate Unit

**16.8** Tax Collection Committee

**16.9** Superintendent's Report

**17. Meeting Closing**

**17.1** Business from the Floor

**17.2** Public Comment Regarding Future Board Agenda Items

**17.3** Adjournment

Meeting adjourned at \_\_\_\_\_ PM, **June 15, 2015.**

Next scheduled meeting is: **July 20, 2015.**