



# June 16, 2014

## 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 2, 2014 Regular Board Meeting Minutes, the June 2, 2014 Committee of the Whole Meeting Minutes and the June 2, 2014 Building and Property Meeting Minutes.

### 3. Student/Staff Recognition and Board Reports

### 4. Treasurer Reports

#### 4.1 Treasurer's Fund Report

General Fund	\$	14,187,539.11
Capital Projects	\$	5,214,186.35
Cafeteria Fund	\$	492,264.96
Student Activities	\$	200,672.30
<b>Total</b>	<b>\$</b>	<b>20,094,662.72</b>

#### 4.2 Payment of Bills

General Fund	\$	1,610,951.91
Capital Projects	\$	
Cafeteria Fund	\$	
Student Activities	\$	21,069.69
<b>Total</b>	<b>\$</b>	<b>1,632,021.60</b>

#### 4.3 Budget Transfers

The Business Office prepared a budget transfer report for May that is included with the agenda.

## **5. Reading of Correspondence**

## **6. Recognition of Visitors**

## **7. Public Comment Period**

## **8. Structured Public Comment Period**

## **9. Old Business**

## **10. New Business**

## **11. New Business – Personnel Actions**

### **11.1 Resignation - Katherine Kulawiecz**

Mrs. Katherine Kulawiecz has submitted her resignation as a learning support aide at Oak Flat Elementary School, effective immediately.

The administration recommends that the Board of School Directors approve Mrs. Kulawiecz resignation as a learning support aide at Oak Flat Elementary School, effective immediately.

### **11.2 Resignation - Zina Jensen**

Mrs. Zina Jensen, World Language Teacher has submitted her letter of resignation for the purpose of retirement, effective the end of the 2013-2014 school year.

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

### **11.3 Resignation - Jeanne Temple**

Mrs. Jeanne Temple, Assistant Superintendent has submitted her letter of resignation for the purpose of retirement, effective June 30, 2014.

The administration recommends that the Board of School Directors approve Mrs. Temple's resignation as Assistant Superintendent for the purpose of retirement, effective June 30, 2014.

### **11.4 Resignation - Linda Slusser**

Mrs. Linda Slusser, Mt. Rock Elementary School Principal, has submitted her letter of resignation for the purpose of retirement, effective October 31, 2014.

The administration recommends that the Board of School Directors approve Mrs. Slusser's resignation as Mt. Rock Elementary Principal for the purpose of retirement, effective October 31, 2014.

## **New Business – Personnel Actions**

### **11.5 Laura Parks - Learning Support Teacher**

#### **Education:**

Messiah College - Bachelors in Education with Dual Certifications in PreK-4 and Special Education

#### **Experience:**

Carlisle School District: Student Teacher  
Mechanicsburg School District: Student Teacher  
Harrisburg School District: Student Teacher  
Bermudian Springs School District: Student Teacher

The administration recommends that the Board of School Directors appoint Ms. Laura Parks to serve as a Learning Support Teacher at Mt. Rock Elementary School, replacing Mrs. Kimberly Shinham who was transferred to Newville Elementary School as a Kindergarten teacher. Ms. Parks' compensation for this position should be established at Bachelor's Degree Step 1, \$43,648.00, plus a \$400.00 special education stipend, based on the current contract between the Big Spring Education Association and the Big Spring School District.

### **11.6 Child-Rearing Leave of Absence - Michelle Bear**

Mrs. Michelle Bear, High School Learning Support Teacher is requesting child-rearing leave of absence from approximately August 19, 2014 through approximately November 19, 2014. 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. Bear's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately August 19, 2014 through approximately November 19, 2014.

### **11.7 Child-Rearing Leave of Absence - Heidi Gilbert**

Mrs. Heidi Gilbert, Sixth Grade Science Teacher is requesting child-rearing leave of absence from approximately August 19, 2014 through approximately September 29, 2014. 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. Gilbert's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately August 19, 2014 through approximately September 29, 2014.

## **New Business – Personnel Actions**

### **11.8 Child-Rearing Leave of Absence - Heather Best**

Mrs. Heather Best, High School Emotional Support Teacher is requesting child-rearing leave of absence from approximately September 29, 2014 through approximately December 22, 2014. 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. Best's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately September 29, 2014 through approximately December 22, 2014.

### **11.9 Approval of Addition to the Summer Cleaning Crew**

The administration recommends the addition of Mary Beidel to the summer cleaning crew on or after July 1 at a rate of \$12.07 per hour.

### **11.10 Approve Adjustments to Administrative Assistants Hours/Days**

<b>School</b>	<b>Current</b>	<b>Current Days/Yr</b>	<b>Current Hours/Days</b>	<b>Proposed Days/Hours</b>	<b>Proposed Hours/Days</b>	<b>Change Date</b>
M.S.	Susan Holtry	197	7.39	197	5.75	1-Jan-15
MR	Wendy Lehman	190	7	190	7.5	1-Jul-14
MR	Cheryl Nealy	190	7	190	7.5	1-Jul-14
NV	Nancy Hosler	181	6.5	190	7.5	1-Jul-14
NV	Laurie Miller	191	7.5	190	7.5	1-Jul-14
OF	Mary Jo Gibson	181	6.5	190	5.75	1-Jul-14
OF	Miriam Tritt	191	7	190	7.5	1-Jul-14

The administration recommends the Board of School Directors approve the change in hours and /or days worked per year for the positions listed above.

### **11.11 Approval of Administrative Assistant to the Athletic/Student Activities Director**

The administration would like to recommend Ms. Randy Jones as the Administrative Assistant to the Athletic/Student Activities Director for the 2014-2015 school year. Ms. Jones' compensation should be established at \$18.62 per hour, Group A, Step 2 based on the classified agreement.

The administration recommends that the Board of School Directors appoint Ms. Randy Jones as Administrative Assistant to the Athletic/Student Activities Director for the 2014-2015 school year and establish her salary as presented, per the classified agreement.

## **New Business – Personnel Actions**

### **11.12 Approval of Supervisor of Curriculum and Instruction**

The administration recommends the transfer of Mrs. Nicole Donato from District Literacy Coordinator to Supervisor of Curriculum and Instruction for the 2014-2015 school year. Mrs. Donato's compensation should be established at 75,000.00, based on the current Act 93 agreement.

The administration recommend that the Board of School Directors appoint Mrs. Nicole Donato as Supervisor of Curriculum and Instruction for the 2014-2015 school year and establish her salary as presented, per the current Act 93 agreement.

### **11.13 Approval of Assistant Supervisor of Special Education**

The administration recommends the transfer of Ms. Abigail Leonard from Special Education Department Chairperson K-12 to Assistant Supervisor of Special Education for the 2014-2015 school year. Ms. Leonard's compensation should be established at 64,500.00, based on the current Act 93 agreement.

The administration recommend that the Board of School Directors appoint Ms. Abigail Leonard as Assistant Supervisor of Special Education for the 2014-2015 school year and establish her salary as presented, per the current Act 93 agreement.

### **11.14 Approval of Director of Pupil Services**

The administration recommends the transfer of Mr. William Gillet from Supervisor of Special Education to Director of Pupil Services for the 2014-2015 school year. Mr. Gillet's compensation should be established at 94,500.00, based on the current Act 93 agreement.

The administration recommends that the Board of School Directors appoint Mr. William Gillet as Director of Pupil Services for the 2014-2015 school year and establish his salary as presented, per the current Act 93 agreement.

### **11.15 Approval of Assistant Superintendent**

Move to announce the intention of the Board of School Directors to appoint Mr. Kevin Roberts as Assistant Superintendent for the Big Spring School District at an upcoming Board meeting. Board officers and the District Solicitor are authorized to prepare a proposed Employment Contract for Mr. Kevin Roberts as Assistant Superintendent conditioned upon Board approval of the final document.

**New Business – Personnel Actions**

**11.16 Transfer of Professional Personnel**

Based on staffing needs necessitated by enrollment fluctuations, attrition and changes in special education case loads, the administration will transfer the professional employees whose names are listed below for the 2014-2015 school year. These transfers are in accordance with Board Policy 309 and section 5.05 of the Collective Bargaining Agreement with the Big Spring Education Association.

<b>Employee</b>	<b>From</b>	<b>To</b>
Andrea Lehman	Intermediate Life Skills Support at Oak Flat Ele.	Intermediate Intensive Learning Support at Oak Flat Ele.
Phil Fassl	Intermediate Intensive Learning Support at Oak Flat Ele.	Learning Support Grade Eight at the Middle School
Stephanie Weller	Primary Life Skills Support at Oak Flat Ele.	Intermediate Life Skills Support at Oak Flat Ele.
Meghan Bullock	Learning Support Grade Eight at the Middle School	Learning Support Math at the Middle School

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

**11.17 Transfer of Administrative Personnel – Mrs. Karen Ward**

The administration recommends the transfer of Mrs. Karen Ward from Middle School Assistant Principal to Mt. Rock Elementary School Principal for the 2014-2015 school year. Mrs. Ward’s compensation should be established at 83,000.00, based on the current Act 93 agreement.

The administration recommends that the Board of School Directors appoint Mrs. Karen Ward as Mt. Rock Elementary School Principal for the 2014-2015 school year and establish her salary as presented, per the current Act 93 agreement.

**11.18 Transfer of Administrative Personnel – Mr. Christopher Boyd**

The administration recommends the transfer of Mr. Christopher Boyd from High School Assistant Principal to Middle School Assistant Principal for the 2014-2015 school year.

The administration recommends that the Board of School Directors appoint Mr. Christopher Boyd as Middle School Assistant Principal for the 2014-2015 school year as presented.

## **New Business – Personnel Actions**

### **11.19 Resignation - Carol Schutt**

Mrs. Carol Schutt has submitted her resignation as a High School Science Teacher, effective immediately.

The administration recommends that the Board of School Directors approve Mrs. Schutt's resignation as a High School Science Teacher, effective immediately.

## **12. 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.

<b>John Beeman</b>	<b>\$2,622.00</b>
<b>Jocelyn Kraus</b>	<b><u>\$1,311.00</u></b>
<b>Total</b>	<b>\$3,933.00</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.

### **12.2 Contracted Service School Physician – Dr. Darryl Guistwite**

#### **2013-2014**

\$14.25 per student exam/ contracted services for 2013-2014 school year \$6,925.00

#### **Proposed 2014-2015**

\$14.50 per student exam/contracted services for 2014-2015 school year \$7,030.00

The administration recommends that the Board of School Directors appoint Dr. Darryl Guistwite as the school physician for students examinations for the 2014-2015 school year at a per student physical examination rate of \$14.50. The administration also recommends that the Board of School Directors appoint Dr. Guistwite as School Physician for the contracted yearly rate of \$7,030.00.

## **New Business Items – Other Actions**

### **12.3 Updated Policy**

The administration has submitted the updated policy listed and a copy is included with the agenda.

#### **237 Electronic Devices**

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

### **12.4 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.

- 104 Assistant Superintendent**
- 112 Assistant Supervisor of Special Education**
- 212 Supervisor of Curriculum and Instruction**
- 111 Director of Pupil Services**

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

### **12.5 Proposed 2014-2015 Police Service Agreement**

The contract for 2014-2015 police service agreement between the Big Spring School District and the Borough of Newville/Newville Police Department is presented for Board action. The difference in the 2014-2015 contract results in an increase of \$643.00.

<b><u>Year of Contract</u></b>	<b><u>Cost</u></b>
2013-2014	\$43,103.00
2014-2015	\$43,746.00

The administration recommends that the Board of School Directors approve the 2014-2015 contract for police services between the Big Spring School District and the Borough of Newville as presented at a cost not to exceed \$43,746.00.



## **New Business Items – Other Actions**

### **12.6 Partnership for Better Health Grant**

Mr. Kevin Roberts, Director of Curriculum and Instruction received communication from Partnership for Better Health regarding the grant that was awarded to the Big Spring School District. The District will be awarded funds on July 1, 2014 in the amount of \$10,000. The funds will be utilized to expand our use of Sports, Play and Active Recreation for Kids equipment and training at the high school in physical education classes.

The administration recommends that the Board of School Directors approve to establish the accounts necessary to administer the grant funds in the amount of \$10,000.

### **12.7 Approve Trane Service Contract**

Included in the agenda is a copy of the Trane service contract for 2014-2015 as discussed by Mr. Gilliam at the last Building and Property meeting.

The administration recommends that the Board of School Directors approve the three year service contract with Trane as presented.

### **12.8 BSEA Grievance #002-1314**

The Board of School Directors denies the Big Spring Education Association Grievance #002-1314 and authorizes Board officers to complete the Step IV Grievance Report Form to indicate this disposition of the Board.

### **12.9 Case M of 2013-2014**

The parents of the student in Case M of the 2013-2014 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 M for the remainder of the 2013-2014 school year. The student will be placed in an Alternative Placement during the 2014-2015 school year. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason.

### **12.10 Approval of Property Liability Insurances**

Carlisle Insurance presented proposals from Liberty Mutual and PSBA for property & liability coverages for 2014-15 as included in the agenda.

The administration recommends the Board of School Directors approve Liberty Mutual to provide the District's property and liability insurances for 2014-15 at a cost of \$98,606.00.

## **New Business Items – Other Actions**

### **12.11 Approval of Workers Compensation Insurance**

Over the past five months the administration reviewed various proposals for new workers compensation coverage. The proposals received are:

<b>SDIC</b>	<b>\$175,486.00</b>
<b>PSBA</b>	<b>\$120,480.00</b>
<b>UPMC</b>	<b>\$127,000.00</b>
<b>HM Insurance Group</b>	<b>\$107,077.00</b>

The administration recommends the Board of School Directors approve withdrawal from the School Districts Insurance Consortium and directs the administration to sign such documents as required to initiate Workers Compensation coverage with HM Insurance Group (Highmark) as proposed in the agenda.

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

### **13.1 Updated Year-to-Date Summaries/Taxes and General Fund**

The Business Office prepared updated year-to-date summaries for taxes and general fund that is included with the agenda.

### **13.2 Proposed Updated Job Description**

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

#### **208 Dean of Students**

After the job description has been reviewed by the Board of School Directors, the administration will present the updated job description for Board approval at the July 21, 2014 Board meeting.

### **13.3 Proposed Planned Course Adoption**

Listed below is a completed planned course for board approval. The completed planned course is available in the Curriculum Center for review by the Board of School Directors prior to the July 21, 2014 Board of School Directors meeting.

#### **High School - Technology Education Electronics**

## **New Business - Information Items**

### **13.4 New Copier Contract**

The current copier lease expires in mid-August. Mr. Statler and a committee reviewed proposals from five companies and the clear winner was Xerox. A copy of the Xerox proposal and summary of proposed costs are included. There are some small changes to negotiate on state contract pricing; this will be on the next agenda for approval.

## **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 **June 16, 2014.**

Next scheduled meeting is: **July 21, 2014**