

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING AGENDA

MONDAY, JUNE 17, 2013

I. CALL TO ORDER (Big Spring High School) 8:00 P.M.

II. PLEDGE TO THE FLAG (President Wolf)

III. APPROVAL OF THE JUNE 3, 2013 REGULAR BOARD MEETING MINUTES, THE JUNE 3, 2013 COMMITTEE OF THE WHOLE MEETING MINUTES, THE JUNE 3, 2013 BUILDING AND PROPERTY MEETING MINUTES AND THE JUNE 3, 2013 BOARD HEARING MEETING MINUTES.

IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

V. TREASURER'S REPORT (Balances as of May 31, 2013)

General Fund	\$ 14,030,792.85
Cafeteria Fund	\$ 256,050.50
Student Activity Fund	\$ 188,803.84
Capital Projects	\$ 4,559,092.35

VI. PAYMENT OF BILLS

General Fund	\$ 1,367,380.62
Student Activities Fund	\$ 48,481.68
Cafeteria Fund	\$ <u>168,292.72</u>
TOTAL	\$ 1,584,155.02

VII. READING OF CORRESPONDENCE

A) The superintendent has received correspondence from Ms. Susan McCrone, Division of Federal Programs, regarding the corrective action plan for the Federal Programs Consolidated Review.

A copy of Ms. McCrone's correspondence is included with the agenda.

VIII. RECOGNITION OF VISITORS**IX. PUBLIC COMMENT PERIOD**

X. STRUCTURED PUBLIC COMMENT PERIOD**XI. OLD BUSINESS****XII. NEW BUSINESS****A) PERSONNEL CONCERNS****(ACTION ITEM)**

- 1) **Mrs. Kathleen Shaker**, High School Spanish 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. Shaker's resignation at the March 18, 2013 meeting of the Board of School Directors. Mrs. Shaker's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Shaker is entitled to a severance allowance in the amount of \$7,380.00, under option #2.

Option #1:

22.5 years of service X \$223.00 = \$5,017.50
(Maximum of \$15,400.00)

Option #2:

102.5 unused sick leave days X \$72.00 = \$7,380.00
(\$15,400.00 maximum)

The administration recommends that the Board of School Directors accept Mrs. Shaker's severance allowance of \$7,380.00 as presented.

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

- 2) **Mrs. Deborah Ginter**, High School Math 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. Ginter's resignation at the April 8, 2013 meeting of the Board of School Directors. Mrs. Ginter's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Ginter is entitled to a severance allowance in the amount of \$8,568.00, under option #2.

Option #1:

13 years of service X \$223.00 = \$2,899.00
(Maximum of \$15,400.00)

Option #2:

119 unused sick leave days X \$72.00 = \$8,568.00
(\$15,400.00 maximum)

The administration recommends that the Board of School Directors accept Mrs. Ginter's severance allowance of \$8,568.00 as presented.

(ACTION ITEM)

- 3) **Mr. Randy Gates**, Lead Maintenance Technician, retired effective September 15, 2012. Mr. Gates' does qualify for severance allowance and it has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mr. Gates is entitled to a severance allowance in the amount of \$4,063.74.00, under option #1.

Option #1:

22.83 years of service X \$178.00 = \$4,063.74
(Maximum of \$9,690.00)

Option #2:

0 unused sick leave days X \$51.00 = \$0.00
(\$9,690.00 maximum)

The administration recommends that the Board of School Directors accept Mr. Gates' severance allowance of \$4,063.74 as presented.

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

- 4) **Ms. Denise Mancuso**, Middle School Librarian has submitted her letter of resignation as the Middle School TV Studio Advisor, effective the end of the 2012-2013 school year.

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

The administration recommends that the Board of School Directors accept Ms. Mancuso's resignation as the Middle School TV Studio Advisor, effective the end of the 2012-2013 school year.

5) **Approval of Child-Rearing Leave for Lauren Swigart**

(ACTION ITEM)

Mrs. Lauren Swigart, Eighth Grade Middle School Language Arts Teacher has requested leave of absence under the Family & Medical Leave Act from approximately October 11, 2013 through approximately January 6, 2014. 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. Swigart's letter appears in the agenda.

The administration recommends that the Board of School Directors approve Mrs. Lauren Swigart's request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately October 11, 2013 through approximately January 6, 2014 according to the terms of the current contract between the Big Spring Education Association and the Big Spring School District.

6) **Coaching Appointment**

(ACTION ITEM)

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individual listed as a coach for the 2013-2014 school year.

Nathaniel Gutshall

Head Wrestling Coach

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

Megan Frantz	Special Education – Elementary Assistant Chairperson
Leah Richwine	Reading – Elementary Assistant Chairperson
Lauren Swigart	Reading – Middle School Assistant Chairperson
Mallory Farrands	Reading – High School Assistant Chairperson
Niki Donato	Reading – K-12 Department Chairperson

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

(ACTION ITEM)**8) William Wonders**
Enola, PA 17025

(Elementary Instructional Coach at Oak Flat Elementary School
replacing Kristi Wickard who has resigned)

Education:

Shippensburg University – Elementary Education (Bachelor's Degree)
Shippensburg University – Master's Ed. Leadership

Experience:

East Pennsboro School District – Classroom Teacher
Big Spring School District - Classroom Teacher

The administration recommends that the Board of School Directors appoint Mr. Wonders to serve as an Instructional Coach at Oak Flat Elementary School for the 2013-2014 school year, replacing Kristi Wickard who has resigned. Mr. Wonders' compensation for this position should be established at Master's plus fifteen, step 14, \$64,316.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

9) Additional Summer Workers**(ACTION ITEM)**

Katie Mell
Terry Hurley

The administration recommends that the Board of School Directors approve the additional summer workers as presented for the 2013 summer.

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

- 10) **Ms. Carol Kuntz** is recommended to take and transcribe the minutes for the regular and special meetings of the Board of School Directors at an hourly rate of \$20.00 for the 2013-2014 school year.

The administration recommended that the Board of School Directors appoint Ms. Kuntz to take and transcribe the Board meeting minutes for the 2013-2014 school year at an hourly rate of \$20.00.

11) Approval of Maintenance Personnel Changes**(ACTION ITEM)**

As part of the reorganization of the maintenance staff over the last several years we eliminated several positions. After discussions with the leadership, there are two changes that make sense to restore some capability and responsibilities to the staff. The Director recommends that:

Mr. Tim Drawbaugh be promoted from Maintenance Technician II (\$21.48) to Maintenance Technician III (\$23.43), as of July 1, 2013.

Mr. Matt Lehman's hours be increased from part-time employee at a rate of \$16.34 to full-time General Maintenance worker with benefits at \$14.32 rate effective July 1, 2013

The administration recommends the Board of School Directors approve the personnel changes in the maintenance department as listed in the agenda.

12) Transfer of Professional Personnel**(ACTION ITEM)**

As per Board Policies 3850.0-3850.4, the administration will transfer the professional employee whose name is listed below for the 2013-2014 school year.

Employee	From	To
Heather Housel	Middle School Sixth Grade Reading Teacher	Instructional Coach at Newville replacing Niki Donato who has transferred

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

XII. 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 amount in accordance with the negotiated contract.

Abigail Leonard	\$1,272.00
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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.

(ACTION ITEM)**C) Approval of Make Ready Costs Associated the Domestic Water Heater and UV Light Installations Project**

As part of the Domestic Water Heater and UV Light Installations project, the District has several associated costs in support of this project. The companies and cost are listed below.

Blue Mountain excavation for tanks & pipe (\$5,320 for OF, \$4,870 for HS = \$10,190)
Suburban Propane for tank install and hookup (\$1,693 ea. For OF & HS = \$3,386)
National Aquatics Distributor, Inc. (maintenance kit stock \$2,139)
Total = \$15,715

The administration recommends the Board approve the payment of the vendors listed from the Capital Projects fund as part of the Domestic Water Heater and UV Light Installations project not to exceed \$17,000.

D) Approval of the Proposed 2013-2014 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 2013-2014 school term's medical standing orders.

A copy of the signed 2013-2014 medical standing orders is included with the agenda.

The administration recommends that the Board of School Directors approve the medical standing orders for the 2013-2014 school term as presented.

XII. NEW BUSINESS (. . .continued)**E) Approval of 2013-2014 Elementary Handbook****(ACTION ITEM)**

Principal's at all three elementary schools has updated the Elementary Handbook for the 2013-2014 school year with no substantial changes. The updated 2013-2014 Elementary Handbook has been included with the agenda.

The administration recommends that the Board of School Directors approve the updated 2013-2014 Elementary Handbook as presented.

(ACTION ITEM)**F) Designation of a 2013-2014 Depository of School Funds and a Newspaper of General Circulation as Defined in Accordance with Law**

In compliance with Sections 621 and 106 respectively of the Public School Code of 1949 and current School Board Policies, each year the Big Spring Board of School Directors must designate a depository of school funds and a newspaper of general circulation for all appropriate notices pertaining to the Big Spring School District.

The administration recommends that the Board of School Directors designate F & M Trust, Newville Branch, as the depository of the General Fund and Cornerstone Federal Credit Union as the depository for the Central Treasury. Further, the administration recommends that the Carlisle Sentinel and/or Patriot-News and/or the Valley Times-Star be designated as the newspaper(s) of general circulation for all appropriate notices pertaining to the Big Spring School District.

G) Recognition of School District Organizations**(ACTION ITEM)**

The Superintendent has been advised that it is in the best interest of the District and the school district's supporting organizations to have the Board of School Directors recognize annually, for insurance purposes, those organizations that are not a part of, but are affiliated with, the Big Spring School District.

The administration recommends that the Board of School Directors acknowledge that the organizations listed below provide assistance to the Big Spring School District: Mt. Rock Elementary PTO, Newville Elementary School PTO, Oak Flat Elementary School PTO, Big Spring Middle School PTO, Big Spring Athletic Boosters, and the Big Spring Band Boosters.

XII. NEW BUSINESS (. . .continued)**H) Proposed Updated Job Description****(ACTION ITEM)**

Mrs. Jeanne Temple, Assistant Superintendent has made some revisions to the job description listed. A copy of the job description has been included with the agenda. The updated job description was an information item on the June 3, 2013 School Board Agenda.

Elementary School Counselor

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

I) Updated Policies**(ACTION ITEM)**

The administration has submitted the updated policies listed and the copies are included with the agenda.

801	Public Records
802	School Organization
803	School Calendar
804	School Day
805	Emergency Preparedness
806	Child/Student Abuse
807	Opening Exercises/Flag Displays
808	Food Services
808.1	Lunch Tickets
810	Transportation
811	Bonding
812	Property Insurance
813	Other Insurance
814	Copyright Materials
818	Contracted Services
822	Automated Defibrillators (AED)
825	State Mandate Waivers
828	Fraud
830	Breach of Personalized Computer Information

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

XII. NEW BUSINESS (. . .continued)**J) Bus Accident Procedures****(ACTION ITEM)**

Mr. Rick Gilliam, Director of Transportation/Building and Grounds has updated the Bus Accident Procedures for the 2013-2014 school year. The updates are included with the agenda.

The administration recommends that the Board of School Directors approve the 2013-2014 Bus Accident Procedures for the 2013-2014 school year as presented.

K) Approval of McCoy Bros. Payment Application #2**(ACTION ITEM)**

The window replacement project is now fully engaged. The total project cost, including approved change orders to date, is \$751,356. Included with the agenda is McCoy Brothers application for payment and is approved by Wolf Consulting Engineers.

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.

L) Approval of Truck Replacement**(ACTION ITEM)**

Previously the Board discussed replacement of the maintenance truck due to some costly repairs needed to improve reliability and extend its service life. The department researched used and new vehicles and proposes the included quote as the most effective solution for the District as this truck is continuously used as a tow vehicle, dump truck and is the primary snow plow in the winter.

The administration recommends the Board of School Directors approve the purchase of a replacement dump truck via COSTARS contract at a price not to exceed \$39,500. Further, the administration is authorized to sell the current dump truck via an open bid process.

M) Tenure Status**(INFORMATION ITEM)**

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

Kimberly Margosian

Special Education Teacher

Additional information regarding the professional employees has been prepared by Mrs. Stacey Kimble, Oak Flat Elementary School Principal.

XII. NEW BUSINESS (. . .continued)

N) 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.

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, July 22, 2013